

**Town of Sterling
Finance Committee Meeting Minutes
October 28, 2019
Butterick Building, Room 201**

Committee Chairman Joe Sova called the meeting to order at 6:04 PM.

In Attendance:

Joe Sova, Mary Cliett, Todd Chapman, and Steve Staudaher

Absent: Everett Heller

Town Administrator Ross Perry was also in attendance.

Approve Prior Meeting Minutes:

A motion to approve minutes of the April 22, 2019 meeting was made by Steve Staudaher and seconded by Mary Cliett. All were in favor and the motion carried.

Review/Discuss Summer Emergency FinCom Items, if applicable - None

Reserve Fund Transfers:

TA Perry submitted two reserve fund transfers for FinCom approval.

The first RFT in the amount of \$4,250.00, is to remove the old boiler in the Butterick Building, after installation of a new HVAC system.

The second RFT in the amount of \$9,888.00 is for removal of asbestos pipes in the Butterick Building.

Todd Chapman made a motion to approve the \$4,250.00 RFT and Steve Staudaher seconded the motion. Unanimous vote.

A motion was made by Todd Chapman to approve the \$9,888.00 RFT and the motion was seconded by Mary Cliett. All were in favor and the motion carried.

Prepare FinCom Position/Comments for November 7, 2019 Meeting at 6:30 PM in Holden

Re: Regional Town and WRSD FY21 Budget Review:

According to TA Perry, the School District representatives will present their plan for the next fiscal year. He believes a 2% overall increase is a good goal. He noted that \$1.2 million was in the prior fiscal year's budget for kindergarten implementation for the first year; this item should disappear from the FY21 budget. He also suggested OPEB be addressed. Member Staudaher will attend the meeting, as Chairman Sova is unavailable.

FY21 Budget Preparation and Revenue Discussion:

TA Perry presented spreadsheets for members to review: an Expense Account Balance Report, Local Receipt Comparisons, and comparisons of Total Receipts, Licenses and Permits, Payments in Lieu of Taxes, and Motor Vehicle Excise Tax Revenues. All information was reviewed and discussed by Committee members.

Discuss FinCom and CapCom Vacancies:

There are currently 2 vacancies on the Finance Committee and 1 on the Capital Committee. Notification of the vacancies is posted on the town website.

Other Committee Business:

The FY20 FinCom Budget Schedule and Liaison List were distributed to members; the liaison list will be reviewed at the next meeting. Chairman Sova will update the dates on the Budget Schedule to FY21 dates.

The Selectmen are holding an all-boards meeting on November 18, 2019.

Set Next Meeting Date:

Chairman Sova scheduled the next meeting for November 25, 2019, at 6:00 PM in Room 201 of the Butterick Building.

Adjourn:

A motion to adjourn the meeting was made by Mary Cliett and seconded by Steve Staudaher. All were in favor and the meeting adjourned at 7:13 PM.