

**Town of Sterling  
Finance Committee Meeting Minutes  
November 25, 2019  
Butterick Building, Room 205**

Vice-Chairman Steve Staudaher called the meeting to order at 6:00 PM.

**In Attendance:**

Mary Cliett, Todd Chapman, Steve Staudaher, and Everett Heller

Absent: Joe Sova

Town Administrator Ross Perry was also in attendance.

**Approve Prior Meeting Minutes:**

A motion to defer approval of the November 28, 2019 meeting minutes was made by Mary Cliett and seconded by Todd Chapman. All were in favor; motion carried.

**FY21 Budget Preparation and Revenue Discussion:**

According to TA Perry, letters were distributed to Department Heads last week, spelling out dates that budget information will be required, as listed in the FY21 Budget Schedule.

There was no discussion on Revenue, as nothing had changed since it was last discussed at the meeting in October.

**Reserve Fund Transfer:**

An RFT request was received from the Board of Health in the amount of \$5,500.00, to cover expenses for Town Counsel services, necessitated by litigation over a failed residential septic system. Todd Chapman made a motion to approve the RFT and it was seconded by Mary Cliett. Unanimous vote.

**Discuss WRSD FY21 Budget Review Meeting:**

This meeting was attended by TA Perry and FinCom Vice-Chair Staudaher. Mr. Perry submitted an FY21 Budget Guidance recommendation at the roundtable, which included:

- Annual WRSD budget increase of 2 - 3-1/2%, with 2% being the optimal goal
- Line item budget for transparency, similar to municipal budgets
- 5-year capital plan, similar to municipal budgets, with a 10-year plan for major building projects
- Reasonable and meaningful OPEB contributions included in the budget

**Review Liaison List and Budget Schedule Calendar:**

Members reviewed a previous list and made a few changes. The list will be updated and distributed to members at the next meeting.

The 2020 Annual Town Meeting Calendar and Finance Committee FY21 Budget Schedule was updated by TA Perry and distributed to FinCom members.

**FY20 Budget Update:**

The Town Administrator presented an updated FY20 Omnibus Budget Status, with changes or corrections that had occurred since the last meeting. He gave an explanation of the changes.

Mr. Perry also presented information from the FY20 Tax Classification Hearing that was held with the Board of Selectmen on November 13, 2019. Sterling has a single tax rate; 87% of the town is comprised of residential property and approximately 12% is commercial property.

**Other Committee Business:**

None

**Set Next Meeting Date:**

The next FinCom meeting is scheduled for December 16, 2019, at 6:00 PM, in the Butterick Building.

Capital Budget Committee Chairman Everett Heller scheduled a CapCom meeting for December 9, 2019, at 6:00 PM in the Butterick Building.

**Adjourn:**

A motion to adjourn the meeting was made by Mary Cliett and seconded by Todd Chapman. All members were in favor and the meeting adjourned at 6:58 PM.