

Town of Sterling  
Finance Committee Meeting Minutes  
Butterick Municipal Building Room 205  
November 29, 2021

Finance Committee meeting called to order by Everett Heller at 6:00pm

**Fincom Attendees:** Everett Heller, Ezequiel Ayala, Christopher Paquette, Christina Lashua

**Absent:** Elizabeth Souter

**Other Attendees:** Valerie Handy, Recording Secretary for Finance Committee

**Approval of Fincom Minutes of June 24, 2021:** Motion to approve minutes made by Ezequiel Ayala and 2<sup>nd</sup> by Chris Paquette . Roll call vote unanimously supported.

**Vote for Chairman and Vice-Chairman:** Motion made by Chris Paquette to nominate Everett Heller for Chairman and 2<sup>nd</sup> by Ezequiel Ayala. Roll call vote unanimously supported. Motion made by Christina Lashua to nominate Chris Paquette for Vice-Chairman and 2<sup>nd</sup> by Ezequiel Ayala. Roll call vote unanimously supported.

**Discussion and vote for additional Capital Budget Members:** The Capital Budget Committee has distinct duties from the Finance Committee. In the past there were three joint meetings of the Capital Budget Committee and the Finance Committee. The Capital Budget Committee currently has four members. Motion made by Chris Paquette to nominate Christine Lashua, Chris Paquette and Everett Heller as members of the Capital Budget Committee. Seconded by Ezequiel Ayala. Roll call vote unanimously supported.

**General Discussion of Finance Committee:** Per Open Meeting Law the point was made that if two members want to talk offline it is acceptable, only if there is no discussion around committee issues.

Meeting attendance for the Finance Committee will be in person. Zoom will not be used. If members are too ill or for some reason cannot attend in person, it will be possible to participate in the meeting by speaker phone.

An important document referenced by the Finance Committee is the Blue Book. This book will contain all the spreadsheets pertinent to town budgeting and is updated as needed. The finance committee should look for irregularities, “red flags” as the committee sessions progress.

Everett Heller requested that the next meeting of the Finance Committee contain a Executive Session. Per the town by-laws the committee is allowed an audit (department or committee). Several town committees may have spent more than they were allocated and this will be reviewed at executive session. Minutes will be taken and not published as this is not a public meeting.

Handout on the town’s Long - Term Debt showed we are approximately \$1M less than the June 6, 2021 balance.

Handout of the 2022 Annual Town Meeting Calendar distributed. The goal is to use this calendar as a guideline for the Finance Committee.

The general consensus by the Finance Committee is that its responsibility is to help people involved with town organization. The Finance Committee's role is to recommend; the town decides.

**Next Meeting:** December 6, 2021 at 6:00 pm. This will be an open meeting, followed by an executive session and then back to open meeting.

**Motion to Adjourn Finance Committee Meeting 6:45pm:** Motion by Everett Heller and, 2<sup>nd</sup> by Christina Lashua. Roll call vote unanimously supported.