

**Town of Sterling  
Finance Committee Meeting Minutes  
December 4, 2017  
Butterick Building, Room 205**

Chairman Joe Sova called the meeting to order at 6:00 pm.

**In Attendance:**

Joe Sova, Barbara Bartlett, Mary Cliett, Steve Staudaher and Everett Heller. Gerry Kokernak arrived at 6:10 PM.

Also in Attendance: Town Administrator Ross Perry

**Approve Prior Meeting Minutes:**

A motion to approve minutes of the November 6, 2017 meeting was made by Everett Heller and seconded by Steve Staudaher. All were in favor and the motion carried.

**New Member Application:**

The meeting with potential new member Michael Rondinone was tabled until the next meeting in January,

**Review of November 14, 2017 Special Town Meeting Results:**

Feedback from Committee members was positive. All money articles will be paid through Free Cash. TA Perry noted the retroactive pay increases for Sterling Policemen is scheduled to be certified on Thursday, December 7.

**Discuss Transportation Letter:**

Wachusett Regional School District personnel provided a sample letter regarding reimbursement for transportation of students to other schools, requesting that the letter be sent to state representatives and senators, asking the state to cover 100% of transportation costs. A vote was taken to put this letter on Sterling letterhead with Chairman Sova's signature. The motion was made by Gerry Kokernak and seconded by Steve Staudaher. All in favor; motion carried.

**Discussion of Revenue Projections:**

According to Ross Perry, there is nothing new to report regarding revenue projections at this time. He indicated he would be interested in volunteers to review revenue projections, and both Joe Sova and Mary Cliett stepped forward.

**Reserve Fund Transfer Request - Butterick Building HVAC System:**

Town Administrator Perry provided an RFT with a requested amount of \$15,000, to be used for HVAC design cost estimate and bid documents. This amount is to be transferred to the Facilities Expense Account. Mary Cliett made a motion in favor of this RFT and the motion was seconded by Gerry Kokernak. All members were in favor and the motion carried.

**Other Business:**

TA Perry advised Committee members that Fire Department staffing at night is below an acceptable level; only one person is on duty at night and another person is needed. A call firefighter/EMT is to be hired. The Fire Chief can fund this hire from his current budget until next fiscal year.

Gerry Kokernak, Capital Fund Committee Chairman, note the Finance Committee needs to provide funding requests and funding sources to the Capital Committee, when available.

**Set Next Meeting Date:**

Chairman Sova scheduled the next meeting for January 8, 2018, at 6:00 PM in Room 205 of the Butterick Building.

**Adjourn:**

A motion to adjourn the meeting was made by Everett Heller and seconded by Mary Cliett. With all in favor, the meeting adjourned at 6:45 PM.