

**Town of Sterling  
Joint Finance Committee  
and Capital Committee Meeting Minutes  
March 19, 2018  
Butterick Building, Room 205**

Finance Committee Chairman Joe Sova called the FinCom meeting to order at 6:00 PM. Chairman of the Capital Fund Committee Gerry Kokernak called the meeting to order at 6:00 PM.

**In Attendance:**

Finance Committee - Joe Sova, Barbara Bartlett, Gerry Kokernak, Steve Staudaher, Everett Heller and Mary Cliett

Capital Fund Committee - Gerry Kokernak, Bob Brown, Joe Sova, Mary Cliett, Everett Heller, and Elaine Heller

Absent: Arden Sonnenberg, CapCom member

Also in Attendance: Town Administrator Ross Perry, Selectman Richard Lane, and Dick Maki

**Approval of Prior Meeting Minutes:**

A motion to approve minutes of the March 3, 2018 meeting was made by Steve Staudaher and seconded by Everett Heller. All in favor; motion carried.

Everett Heller made a motion to approve minutes of the March 5, 2018 meeting and Mary Cliett seconded the motion. The vote was unanimous.

**Revenue Projections, Tax Recap and Debt Schedule:**

According to TA Perry, there are no changes to the revenue projections data provided at the March 5, 2018 meeting.

A discussion occurred regarding OPEB, which will be included in the omnibus budget, as decided at the last meeting.

**Discuss Funding for Capital Items and Warrant Articles - Vote Recommendations for Capital Committee:**

According to the Capital Items Recap data provided, the total Capital items amount to \$495,000.00.

**Finance Committee Vote Recommendations to Capital Committee:**

**Article 10 - Butterick HVAC:**

A motion to recommend support to the Capital Committee, in the amount of \$300,000 for the HVAC, was made by Gerry Kokernak and seconded by Everett Heller. All members were in favor and the motion carried.

**Article 10 - Houghton School Water Heater:**

Steve Staudaher made a motion to recommend support to the Capital Committee, in the amount of \$45,000, for the school water heater. Gerry Kokernak seconded the motion. All in favor, motion carried.

**Article 10 - Houghton Boiler Conversion:**

A motion to recommend support to the Capital Committee, in the amount of \$150,000 for the boiler conversion, was made by Mary Cliett and seconded by Barbara Bartlett. Members Sova, Cliett, Bartlett, Kokernak and Staudaher - aye. Member Heller - nay. The motion carried.

**Article 7 - Montachusett Regional Vocational School Assessment:**

Mary Cliett made a motion that the sum of \$12,227 for the school assessment be removed from the Capital Fund and designated raise and appropriate. Everett Heller seconded the motion. Members Cliett, Heller, Staudaher, Kokernak and Bartlett voted aye. Joe Sova abstained. Motion carried.

**Capital Committee Review and Vote Finance Committee Recommendations:**

After discussion, Chairman Kokernak suggested the Capital Committee accept these capital fund items. Vote:

- \$300,000 for the Butterick HVAC - Everett Heller made a motion that the Capital Fund Committee recommend support of this item in Article 10. Joe Sova seconded the motion. All members in favor and the motion carried.
- \$45,000 for the Houghton School Water Heater - Mary Cliett made a motion that the Capital Fund Committee recommend support of this item in Article 10. Everett Heller seconded the motion. All in favor, motion carried.
- \$150,000 for the Houghton Boiler Conversion - A motion that the Capital Fund Committee recommend support of this item in Article 10 was made by Joe Sova and seconded by Mary Cliett. Members Sova, Cliett, Bartlett, Kokernak and Staudaher - aye. Members Everett Heller and Elaine Heller - nay. Motion carried.

**Adjourn Capital Fund Committee Meeting:**

A motion to adjourn the meeting was made by Joe Sova and seconded by Everett Heller. With all Capital Fund Committee members in favor, the meeting adjourned at 7:03 PM. The Finance Committee meeting continued.

**Review/Discussion of Dept. Budget - Questions from last meeting:**

After discussion with Town Administrator Perry, members noted questions were resolved.

**Discussion of Town Meeting Articles - Vote Preliminary Recommendations:**

**Special Town Meeting Articles:**

**Articles 1 and 2:**

After review and discussion of these two articles, Barbara Bartlett made a motion that the Finance Committee recommend to the Board of Selectmen removal of these articles. Gerry Kokernak seconded the motion for Article 1. All members in favor and the motion carried.

Mary Cliett seconded the motion for Article 2. With all members in favor, the motion carried.

**Article 3 - Fund Deficit due to Snow and Ice:**

Steve Staudaher made a motion that the Finance Committee report at town meeting on this article and Gerry Kokernak seconded the motion. All were in favor and the motion carried.

Article 4 - Bills from Prior Fiscal Years:

Mary Cliett made a motion that the Finance Committee recommend approval of this article and the motion was seconded by Everett Heller. The vote was unanimous.

Article 5 - Transfers within FY17 Operating Budget:

A motion was made by Barbara Bartlett that the Finance Committee report at town meeting on this article. Steve Staudaher seconded the motion. All in favor, motion carried.

**Annual Town Meeting Articles:**

Article 1 - FY18 Town Operating Budget:

A Hold was put on this article.

Article 2 - Compensation for Elected Officers:

Barbara Bartlett made a motion to defer to the Board of Selectmen on this article. There was no second to the motion.

Everett Heller made a motion that stipends for the Board of Health, Planning Board and DPW be set at \$103.00 per person per year. There was no second.

Gerry Kokernak made a motion that the Finance Committee recommend passage of this article as written. Mary Cliett seconded the motion. Members Sova, Cliett, Kokernak and Staudaher were in favor. Members Bartlett and Heller abstained. The motion carried.

Article 3 - Set Salary of Municipal Light Board:

After discussion, Mary Cliett made a motion that this article be removed from the warrant. Barbara Bartlett seconded the motion. All in favor, motion carried.

Article 4 - Reserve Fund for FY18:

Barbara Bartlett made a motion that FinCom recommend passage of this article and Steve Staudaher seconded the motion. All in favor and the motion carried.

Article 5 - WRSD Net Minimum Contribution, Debt, and Interest:

Steve Staudaher made a motion that the Finance Committee recommend passage of this article. Everett Heller seconded the motion. The vote was unanimous.

Article 6 - WRSD Above Net Minimum Contribution:

A recommendation that the Finance Committee support passage of this article was made by Gerry Kokernak and seconded by Steve Staudaher. All were in favor and the motion carried.

Article 7 - Montachusett Regional Vocational School Assessment:

Everett Heller made a motion that the Finance Committee recommend passage of this article, with the sum of \$12,227 to be raise and appropriate, rather than from the Capital Fund. Mary Cliett seconded the motion. Vote was unanimous.

Article 8 - Transfer Balances from Old Warrant Articles to the Capital Fund:

After discussion, Steve Staudaher made a motion that the Finance Committee recommend approval of this article and the motion was seconded by Gerry Kokernak. All member were in favor and the motion carried.

Article 9 - Fiscal Year 2019 Capital Plan - Free Cash:

After discussion, Barbara Bartlett made a motion that the Finance Committee defer to town meeting on the line item for High School Turf Field - \$80,450, and that FinCom recommends passage of all other line items in this article. Everett Heller seconded the motion. The vote was unanimous.

Article 10 - Fiscal Year 2019 Capital Plan - Capital Investment Fund:

A motion that the Finance Committee recommend support of this article was made by Mary Cliett and seconded by Steve Staudaher. Members Cliett, Staudaher, Kokernak, Sova and Bartlett - aye. Member Heller - nay. The motion carried.

Article 11 - Fiscal Year 2019 Capital Plan - Raise and Appropriate:

Everett Heller made a motion that the Finance Committee recommend passage of this article and the motion was seconded by Steve Staudaher. All in favor; motion carried.

Article 12 - Water Dept. Operation Enterprise Fund:

A motion that the Finance Committee recommend passage of this article was made by Barbara Bartlett and seconded by Mary Cliett. All members in favor; motion carried.

Article 13 - Chapter 90 Funding:

The Committee passed on this article at this time.

Article 14 - Amendments to Personnel Policy Bylaw Compensation Matrices:

Everett Heller made a motion that the Finance Committee recommend support of this article and Mary Cliett seconded the motion. All in favor; motion carried.

Article 15 - East Lake Waushacum Treatment:

Mary Cliett made a motion that the Finance Committee recommend support of this article. Gerry Kokernak seconded the motion. All were in favor and the motion carried.

Article 16 - Fund 1835 Town Hall Septic Design:

A motion was made by Everett Heller that the Finance Committee recommend support of this article. The motion was seconded by Steve Staudaher. All in favor; motion carried.

Article 17 - Authorize Treasurer to Borrow Money:

Barbara Bartlett made a motion that the Finance Committee recommend passage of this article. Steve Staudaher seconded the motion. Vote was unanimous.

Article 18 - Compensating Balance Agreements:

A motion that the Finance Committee recommend passage of this article was made by Barbara Bartlett and seconded by Steve Staudaher. All were in favor and the motion carried.

Article 19 - Tax Title Payments Agreements for Properties in Tax Title:

Mary Cliett made a motion that the Finance Committee recommend support of this article. Gerry Kokernak seconded the motion. Vote was unanimous.

Article 20 - Accept Provisions of MGL Chapter 32B Sec 20 for OPEB Trust Fund:

Gerry Kokernak made a motion that the Finance Committee recommend support of this article. Everett Heller seconded the motion. All in favor, motion carried.

Article 21 - OPEB Fund - Authorize Investment of any Monies:

A motion that the Finance Committee recommend passage of this article was made by Gerry Kokernak and seconded by Everett Heller. The vote was unanimous.

Article 22 - Fund Post-Employment Benefits:

Gerry Kokernak made a motion that the Finance Committee recommend passage of this article. Steve Staudaher seconded the motion. With all in favor, the motion carried.

Article 23 - Fund Wachusett Greenways Expenses:

Mary Cliett made a motion that the Finance Committee recommend passage of this article and the motion was seconded by Gerry Kokernak. All members were in favor and the motion carried.

Article 24 - Fund Sterling Land Trust Expenses:

Gerry Kokernak made a motion that FinCom recommend passage of this article. Barbara Bartlett seconded the motion. All in favor, motion carried.

Article 25 - Senior Center Operations Coordinator:

Everett Heller made a motion that the Finance Committee recommend support of this article. Gerry Kokernak seconded the motion. All in favor and the motion carried.

Article 26 - Town Planner:

A motion that the Finance Committee recommend support of this article was made by Gerry Kokernak and seconded by Everett Heller. The vote was unanimous.

Article 27 - Town Operations Manager:

Mary Cliett made a motion that the Finance Committee recommend support of this article and Gerry Kokernak seconded the motion. All in favor; motion carried.

Article 28 - Marijuana (prohibition):

Steve Staudaher made a motion that the Finance Committee not recommend support of this article. Mary Cliett seconded the motion. Unanimous vote.

Article 29 - Marijuana (regulation):

Steve Staudaher made a motion that the Finance Committee recommend support of this article and Everett Heller seconded the motion. All in favor; motion carried.

Article 30 - Marijuana Sales Tax:

Everett Heller made a motion that the Finance Committee recommend support of this article. Steve Staudaher seconded the motion. All in favor and the motion carried.

Article 31 - Amend General Bylaws for Earth Removal:

Article tabled.

Article 32 - Amendment to Animal Control Bylaw:

A motion that the Finance Committee recommend passage of this article was made by Mary Cliett and seconded by Barbara Bartlett. Unanimous vote.

Article 33 - Update Open Space and Recreation Plan (update or delete):

Everett Heller made a motion that the Finance Committee recommend to the Board of Selectmen to not support this article. Mary Cliett seconded the motion. All in favor; motion carried.

Article 34 - Revolving Funds Bylaw:

Mary Cliett made a motion that the Finance Committee recommend passage of this article and Gerry Kokernak seconded the motion. All in favor and the motion carried.

Article 35 - Building Rental Revolving Fund:

Mary Cliett made a motion that the Finance Committee recommend approval of this article. Gerry Kokernak seconded the motion. Unanimous vote.

Article 36 - Acceptance of Thomas Lane as a Public Way:

Everett Heller made a motion that the Finance Committee defer to town meeting on this article. Mary Cliett seconded the motion. All in favor; motion carried.

Article 37 - Apply Stabilization Fund to Stabilize the Tax Rate:

Everett Heller made a motion that the Finance Committee report at town meeting on this article. Mary Cliett seconded the motion. With all in favor, the motion carried.

Article 38 - Notification of Parties on Agenda:

Everett Heller made a motion that the Finance Committee recommend support of this article. Gerry Kokernak seconded the motion. Unanimous vote.

**Reserve Fund Transfer Request:**

None

**Other Committee Business:**

None

**Set Next Meeting Date:**

Chairman Sova scheduled the next meeting for April 2, 2018 at 6:00 PM, in Room 205 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 8:31 PM.

