

Town of Sterling  
Joint Finance and Capital Committee Meeting Minutes  
Butterick Municipal Building  
October 27, 2022

Finance Committee meeting called to order by Christopher Paquette at 6:33pm

Capital Committee meeting called to order by Lynne Sheppard at 6:33pm

**Fincom Attendees:** Christina Lashua (Zoom), Christopher Paquette (Chair), Joe King, Lynne Sheppard, George Handy, Paul Austin

**Capital Attendees:** Lynne Sheppard (Chair), Chris Paquette, Liz Pape, Joe King, Christina Lashua (Zoom).

**Other Attendees:** Bill Caldwell, Town Administrator; John Kilcoyne, Selectboard; Dick Maki, Resident; Valerie Handy, Recording Secretary

**Approval of FinCom Minutes of Sept 27, 2022:** Motion by Chris Paquette 2nd by Joe King  
Roll call vote unanimously supported.

**Discussion and review Annual Town Meeting Calendar:**

George Handy asked for clarification of timing of (FinCom/Capital) role of liaison to town department heads in relation to budget submissions. Bill Caldwell explained that he would be getting department head budget submissions and forwarding them to Finance and Capital Committee by the end of November. Department heads will be attending a Joint FinCom and Capital Committee meeting in December. Liaisons are encouraged to participate in reaching out to their contacts, listening to department heads, and more importantly distinguishing between “needs” and “wants”.

**Approval of FY 2024 Annual Town Meeting Calendar by FinCom:** Motion to accept made by Joe King, 2<sup>nd</sup> Paul Austin. Roll call vote unanimous with George Handy abstaining.

**Approval of FY2024 Annual Town Meeting Calendar by Capital Committee:** Motion to accept by Chris Paquette, 2<sup>nd</sup> by Liz Pape. Roll call vote unanimous.

**Open Capital Project Status (CBC led Lynne Sheppard):**

**Underground Com Cast downtown project** \$153.1K. Approved and ongoing

**DPW – Repair Roads:** ARPA funds, Road Repair Assistance Program Monies, Chapter 90 funds currently available are all being fully utilized and all assigned/related projects have active work in progress.

**Route 140 Roundabout:** \$140K approved last year for design work (Source ARPA funds) Per the Transportation Improvement Program (TIP) the town of Sterling is responsible for roundabout design work. \$250K request for FY23. Forecast the total design work cost will be \$600k ending in FY2027. The state will pay for the actual construction work.

**New DPW facility:** Needs further discussion; new salt shed needed.

**Cold Storage:** Further discussion needed regarding using ARPA monies appropriately \$400k

**\$70k Approved and Unspent Athletic Field Design.** \$70k was approved for FY21 ATM A#7C

Athletic Field Complex Design and to date no money has been spent. This year's Recreation liaison should get clarification as to what the current needs/plans are for this money, if any, seeing as most of the players have changed and no money has been spent to date.

The State will pick up funds needed for mitigation work at new apartments in Sterling (\$106k)

This mitigation money will now be used for design of Maple Street Sidewalks.

1835: Previously approved funding being used for acoustic panes, lead paint certification, and painting.

Joe King suggested FinCom and Capital liaisons participate in reconciling ongoing project spending. Consensus agreement from members.

**Discuss thoughts on ARPA funds use for Capital requests:**

ARPA is used as a revenue replacement vehicle. As a non-entitlement source, it provides for easier reporting as well as easier earmarking of funds. Sterling has \$2.443M in ARPA to be appropriated by FY24 and spent by FY26. Town Administrator and Select Board decide on ARPA use.

**Agreed Upon FinCom and Capital Committee Liaison Assignments for FY24 Budget Process:**

Liaisons discussed and assigned. Joe King will publish the list post meeting for review.

**Discuss and review FinCom Guiding Principles:**

The committee discussed changes to the current Guiding Principles focusing on items #3 and proposed #10. **Accepted Motion to Strike #10 and table further discussion on Proposed**

**Guiding Principles:** Motion by George Handy, 2<sup>nd</sup> by Chris Paquette. Lynne Sheppard- Abstain, Joe King- Abstain. Remaining members vote "Aye". Motion passed.

**Review and Agree on Process for committee electronic communication:** Chris Paquette reviewed the open meeting law with the committee.

**Next Meeting Date:** December 1, 2022

**Motion to Adjourn Finance Committee Meeting 8:30pm:** Motion by Chris Paquette, 2<sup>nd</sup> by Lynne Sheppard. Roll call vote unanimously supported.

**Motion to Adjourn Capital Committee Meeting 8:30pm:** Motion by Chris Paquette, 2<sup>nd</sup> by Christina Lashua. Roll call vote unanimously supported.