

Town of Sterling
Joint Finance & Capital Budget Committee Meeting Minutes
April 15, 2021
Zoom

Finance Committee and CBC meeting called to order by Todd Chapman at 6:00pm

FinCom Attendees: Todd Chapman, Ezequiel Ayala, Mary Cliett, Chris Paquette, George Handy

CBC Attendees: Todd Chapman, Ezequiel Ayala, Lynne Sheppard, Bob Brown, Mary Cliett

Also Attending: Maureen Cranson and Arden Sonnenberg from Select Board, Kellie Hebert, Town Administrator, Fred Aponte, Town Accountant and Valerie Handy, Recording Secretary for FinCom and CBC

Approval of Finance Committee Minutes: A motion to approve April 1, 2021 FinCom minutes was made by Chris Paquette and 2nd by Ezequiel Ayala. Roll call vote unanimous.

Reserve Fund Transfers: None

Review Updates on Capital Expenditure Requests: Todd proposed that the Capital Budget committee go through the line items of the Five-Year Plan. CBC would express their thoughts on the items with FinCom input. Capital Budget Committee would then vote on each item. Finance Committee Voting to come later. Kellie Hebert would present on each item's funding plan. No one had an issue with this process; discussion and voting proceeded.

Vote on Capital Expenditure Requests by CBC:

Butterick Building \$120K: Roof Repairs, Oil Tank Removal. Currently \$81K in account. Thoughts around needing about twice that dollar amount. According to Kellie, the latest quote is \$174K. The committee asked that Patrice get an updated estimate. The CBC proposed \$120K be funded for roof. Motion to approve by Lynne Sheppard, 2nd by Mary Cliett. CBC roll call vote unanimous.

Oil Tank Removal \$20K: The town is required to remove the tank this year. Todd Chapman motioned for approval and Ezequiel Ayala 2nd. CBC roll call unanimous.

Moved to FY23 - Library FY22 Engineering Design Construction \$300K: Construction required for Entrance/ADA Solution. Arden (Library SB liaison) disclosed the Library is not ready to move forward. FY22 request for funding will be moved to FY23.

Vote to Approve Fire Dept \$504K: Request for four pieces of equipment: ALS \$55K, Pick-up Replacement \$48.5K, Rescue 1 Replacement \$350K, Jaws of Life \$50K. Mary Cliett moved to approve the total \$504K for the equipment, 2nd by Bob Brown. Roll call vote unanimous.

Vote to Approve Police Radio Tower Pratts Junction \$40K: Needed to provide signal to Sterling/Leominster area of town. Motion to approve by Lynne Sheppard, 2nd by Bob Brown. Roll call vote unanimous.

DPW: Six (6) items: Road Resurfacing \$233.8K, Loader \$12K, Dump Truck \$185.6K, Excavator \$240K, Storage Building \$125K, Ride-on Leaf Blower \$10K. Sterling has 110 miles of roadway. Historically, the DPW relied on Chapter 90 monies (funding designated for roads) to maintain

roads and this is not sufficient. The committee discussed the road resurfacing request as well as DPW instituting a 5 year Roadway Plan. This could be a rolling 5 year plan with annual roads survey. It was also brought up that the DPW head will be leaving May 1.

Vote to Approve DPW Loader \$12K: Motion by Ezequiel Ayala, 2nd by Mary Cliett. Roll call vote unanimous

Vote to Approve DPW Resurfacing \$233,750: Motion by Lynne Sheppard, 2nd by Mary Cliett. Roll Call vote unanimous.

Vote to Approve DPW 6 Wheel Dump Truck \$185K: This will replace a very old truck. Motion by Lynne Sheppard, 2nd by Ezequiel Ayala. Roll Call vote unanimous.

Vote to Approve DPW Wheeled Excavator \$240K (carryover request): This is a multi-task piece of equipment. Motion by Bob Brown and 2nd by Lynne Sheppard. Roll call vote unanimous.

Vote to Approve DPW Leaf Blower \$10K: Motion by Mary Cliett, 2nd by Ezequiel Ayala. Roll call vote unanimous.

Deferred Vote on DPW Storage Building \$125K: The proposed building is 40' x 60'. With the rising costs of building materials, new bids may be needed as well as more clarity as to location of the building and ownership by other departments (Police).

Vote to Approve Council on Aging Sealcoating \$7.1K: Sealcoating deferred from last year. Motion by Mary Cliett, 2nd by Lynne Sheppard.

Vote to Approve 1835 Improvements \$68K: Includes \$35K for air conditioning and miscellaneous to finish building. Further ongoing improvements would go to facilities expense. Motion to approve made by Ezequiel Ayala and 2nd by Lynn Sheppard. Roll call vote unanimous.

Vote to Approve Chocksett Cemetery Headstone Repairs \$8K: Motion by Ezequiel Ayala, 2nd by Mary Cliett. Roll call vote unanimous.

Vote to Approve West Sterling Schoolhouse Roof Repair and Foundation Work \$10K: Building used by Historical Society. Request was for \$30k, committee discussed starting with \$10k this year for immediate needs to preserve the building. Motion by Lynne Sheppard for \$10k, 2nd by Mary Cliett. Unanimously supported.

Vote to Approve Houghton Playground Structure \$130K: Confirmed amount. Conditional on DPW removal old structure. Motion by Ezequiel Ayala, 2nd by Mary Cliett.

Three (3) Ad Hoc Items Presented at Meeting by Kellie Hebert, Town Administrator:

- 1. Vote to Approve Rt 62 Intersection Traffic Study \$5K:** Proposed by Kellie Hebert. Traffic study results will enable Town to apply for DOT grants and in Town Planning. Motion by Lynne Sheppard, 2nd by Mary Cliett. Unanimously supported.
- 2. Vote to Approve Structured Records Management System \$29K:** Proposed by Kellie Hebert. Kings Information Systems will provide physical components to re-store all Town Records; goal is structured, central records storage. Primary focus Building Department; will integrate records within all town departments. Motion by Mary Cliett, 2nd by Ezequiel Ayala. Roll call vote Unanimous.

- 3. Vote Not Taken Town Facilities Data Base \$18K:** Proposed by Kellie Hebert. This would fund a vendor to create a data base of major town building systems to include maintenance and other schedules. Classified under facilities improvement. Possibility of \$10K grant reimbursement. Annual software cost would be about \$4k after the initial project. Several members requested Kellie send a written summary of request prior to vote. To be further discussed at a future meeting.

Next FinCom and CBC Meeting Date: Thursday, April 29, 2021

Adjourn FinCom and CBC Meeting: Mary Cliett moved to adjourn the CBC meeting, 2nd by Lynne Sheppard. Roll call vote unanimous supported. Chris Paquette moved to adjourn the FinCom meeting, 2nd by George Handy. Roll call vote unanimously supported. Meetings adjourned 9:00 pm.