

Town of Sterling
Joint Finance and Capital Committee
Meeting Minutes

September 26, 2023

Finance Committee Meeting called to order at 6:30pm by Joe King

Capital Committee Meeting called to order at 6:30pm by Lynne Sheppard

Finance Committee Attendees: Joe King (Vice-Chair), Lynne Sheppard, George Handy, Paul Austin, Mark Gauthier

Capital Committee Attendees: Lynne Sheppard (Chair), Paul Austin, Joe King, Liz Pape

Absent: Christina Lashua, John Kilcoyne, Ezequiel Ayala

Other Attendees: Bill Caldwell, Town Administrator; Valerie Handy, Recording Secretary

Agenda Items:

Approval of prior meeting minutes 9/12/2023 Joint Finance and Capital Budget Committee: Motion Seconded and unanimously approved.

Bill Caldwell Meeting Update: Bill Caldwell will be presenting Article 5 and Article 6 at the special town meeting on October 16. The consensus is that FinCom and Capital Committee have no objection to these articles and will be discussing them at our meeting just before Special Town meeting.

The Special Town Meeting will not be using Clickers to register votes.

The Budget Calendar dates look good. There may be some grants (Capital Improvement Plan) and Bill will give more detail prior to Annual Town Meeting.

Officer Nominations and Elections – FinCom and CBC: The following motions were seconded and unanimously approved:

George Handy, Chair, Finance Committee
Joe King, Vice-Chair, Finance Committee.

Lynn Sheppard, Chair, Capital Budget Committee
Liz Pape, Vice-Chair, Capital Budget Committee.

Liaison Updates and Assignments: Discussion and assignments made. Finance and Capital liaisons should attend meeting with department head together. Liaisons should prepare by reviewing the department's past budget history. Goal to understand how department head came up with new budget. We do not help to prepare the department budgets, rather we present our recommendations. See **Attachment** for specifics.

Brief Report from Reports Subcommittee: The subcommittee reviewed Financial and Capital reports with the goal of learning what reports were generated, eliminating duplicate reports and what reports were needed and when. The next meeting on October 3 will review the balance of reports needed.

Next Meeting: October 16, 2023 6PM. Chocksett School prior to Special Town Meeting.

Finance and Capital Committee Adjourned: 8:00pm