

**Finance Committee Meeting Minutes**  
**June 10, 2015**  
**Butterick Building, Room 205**

**In Attendance:**

Bob Brown, Joe Sova, Barbara Bartlett, Jerry Kokernak, Mary Cliett, Cynthia Secord and Town Administrator Michael Szlosek

Absent: Ed Sweet

**Approve Minutes of Prior Meeting:**

A motion to approve the minutes of the April 21, 2015 meeting was made by Joe Sova and seconded by Barbara Bartlett. All present were in favor and the motion carried.

**Review and Vote on Reserve Fund Transfer Requests:**

Town Clerk - presented an RFT in the amount of \$1,316.00 to pay for postage for mailing all Census Forms. Joe Sova made a motion to approve, seconded by Barbara Bartlett. All in favor and the motion carried.

Planning Board - submitted request for \$605.00 to cover accrued vacation and sick time for the benefitted Administrative Assistant, who retired. Joe Sova made a motion to approve this amount. It was seconded by Barbara Bartlett. With all in favor, the motion carried,

Recreation Director - requested \$5,252.02 to cover sick and vacation time for the prior director who retired in September 2014. Jerry Kokernak made a motion to approve the amount, seconded by Joe Sova. The motion carried.

Town Administrator - the IT budget has a \$512.50 deficit due to an overage of billable hours for unforeseen events. Joe Sova made a motion to approve, seconded by Mary Cliett. The motion carried.

Town Administrator - submitted an RFT for \$12,508.22. \$3,600.00 of this amount is due to vacation payout to the family of former Town Administrator Jeff Ritter. The balance of \$8,908.22 is do to overages in the hiring process of current Town Administrator Michael Szlosek, who was initially hired as an unbenefitted consultant, and paid at a rate higher than the former TA base salary. Joe Sova made a motion to approve the total amount. It was seconded by Barbara Bartlett. The motion carried.

Town Administrator - an RFT in the amount of \$12,697.85 was submitted to cover Town Counsel invoices for various legal issues, such as contract negotiations, the Griffin property and Clinton Road earth removal problem. Joe Sova made a motion to approve, seconded by Mary Cliett. Jerry Kokernak was opposed. The motion carried.

**Review and Vote on End-of-Year Account Transfers:**

The Fire Department submitted a request to transfer \$3,000.00 from Fire - Wages to Fire - Expenses for ladder truck brake repairs. Mary Cliett made a motion to approve. It was seconded by Joe Sova. Jerry Kokernak abstained. The motion carried.

**Vote to Appoint Finance Committee Members:**

Jerry Kokernak made a motion to reappoint Joe Sova to the Finance Committee. It was seconded by Cynthia Secord. All were in favor and the motion carried.

Joe Sova made a motion in favor of reappointing Barbara Bartlett to the Finance Committee. Mary Cliett seconded the motion. The motion carried.

Joe Sova made a motion to reappoint Mary Cliett to the Finance Committee. Barbara Bartlett seconded and the motion carried.

**Vote to Appoint Capital Committee Members:**

Joe Sova made a motion to withhold support for the reappointment of Scott Moroney. Jerry Kokernak seconded the motion. All were in favor and the motion carried.

Jerry Kokernak made a motion in support of reappointing Arden Sonnenberg to the Capital Committee. Mary Cliett seconded and the motion carried.

**Choose FY16 Chair, Vice-Chair and Clerk/Secretary:**

Chair - Jerry Kokernak made a motion to appoint Joe Sova to this position. Cynthia Secord seconded the motion. All were in favor and the motion carried.

Vice-Chair - Jerry Kokernak made a motion to appoint Bob Brown as Vice-Chairman. The motion was seconded by Barbara Bartlett. All were in favor and the motion carried.

Clerk/Secretary - Mary Cliett made a motion to reappoint Barbara Bartlett. Jerry Kokernak seconded. All in favor, the motion carried.

**Review and Establish Summer Emergency FinCom Policy:**

Policy Established: The Chairman of the Sterling Finance Committee may approve up to \$5,000.00 from the reserve fund for emergencies if requested during the summer. If the Chairman is not available, the Vice-Chair can make the approval. This is to be done instead of calling an official meeting.

**Discuss October 2015 Special Town Meeting:**

According to Town Administrator Michael Szlosek, October 5, 2015 has been chosen as a tentative date for the special town meeting, with potential items to include WRSD assessment, contract negotiations and senior center operating expenses.

**Schedule Next Meeting:**

The next meeting of the Finance Committee is scheduled for August 18, 2015, at 6:00 PM, in Room 205 of the Butterick Building.

**Adjourn:**

A motion to adjourn was made by Mary Cliett and seconded by Bob Brown. All were in favor and the meeting adjourned at 7:35 PM.