

**Finance Committee Meeting  
December 14, 2015  
Butterick Building, Room 205**

The Finance Committee meeting was called to order at 6:00 PM.

**In Attendance:** Joe Sova, Bob Brown, Barbara Bartlett, Jerry Kokernak, Mary Cliett, Cynthia Secord and Town Administrator Michael Szlosek  
Absent: Ed Sweet

**Approve Minutes of Prior Meetings:**

A motion to approve the minutes of the November 30, 2015 meeting of the Finance Committee was made by Cynthia Secord and seconded by Mary Cliett. All were in favor and the motion carried.

A motion to approve minutes of the November 30, 2015 meeting of the Capital Budget Committee was made by Mary Cliett and seconded by Bob Brown. With all in favor, the motion carried.

**Reserve Fund Transfers:** None

**SMLD/DPW Presentation:**

Sean Hamilton, General Manager of the SMLD, gave an informational-only presentation regarding the AMI software system, which is used by the Sterling Municipal Light Department, and could be used by the DPW for batch billing for water meter usage. Sean indicated SMLD would like to buy and lease 500 water meters to the DPW for FY17 with a low-cost loan, supplementing the 500 meters already in use, so DPW could take advantage of the software system. DPW would help pay software support for SMLD. This proposal for a low-cost loan would need approval at the next annual town meeting for FY17.

Mr. Hamilton also spoke about a DPW backhoe, in use by SMLD at this time, that is on its last legs. SMLD would like to purchase DPW's existing backhoe for \$50,000 and give them the old backhoe for trade-in. This would need approval at the next annual town meeting.

**Review of Personnel Board Meeting Outcome:**

Town Administrator Michael Szlosek spoke on the Personnel Board recommendation of a 2.25% increase for non-union employees for FY17. After discussion, Mary Cliett made a motion that the Finance Committee make a recommendation that non-Union employees receive a 2% increase in FY17. The motion was seconded by Cynthia Secord. With all in favor, the motion carried.

**Discuss FY17 Budget Process/Forms:**

Town Administrator Michael Szlosek lead an in-depth discussion on the budget process and forms to replace the budget books, which have been used in years past. Michael will move forward with suggestions made by Finance Committee members in order to streamline the budget process, including having the information available online in spreadsheet format.

**Discuss OPEB Plan:**

Jerry Kokernak suggested the Committee develop a plan for funding OPEB. He and Mary Cliett, with guidance offered by Mike Szlosek, if needed, will work toward this goal and report back to the Committee.

**Other Business:**

The Town Administrator noted the Personnel Department has endorsed increased hours, as requested by the Building Inspector. Nothing can be done to increase her budget until the Special Town Meeting in May 2016.

**Set Next Meeting Date:**

Chairman Sova set a meeting date of January 11, 2016, for a joint meeting of the Finance Committee and Capital Budget Committee. The meeting will begin at 6:00 PM in Room 205 of the Butterick Building.

**Adjourn:**

Barbara Bartlett made a motion to adjourn the meeting and it was seconded by Cynthia Secord. With all in favor, the meeting adjourned at 7:55 PM.