

**Town of Sterling
Finance Committee Meeting
March 21, 2016
Butterick Building, Room 205**

Chairman Joe Sova called the meeting to order at 6:02 PM and called a recess at 6:03 PM as TA Szlosek needed time to print documents for review at the meeting. The meeting reconvened at 6:13 PM.

In Attendance:

Joe Sova, Bob Brown, Gerry Kokernak, Cynthia Secord, Mary Cliett and Barbara Bartlett

Absent: Ed Sweet

Also in attendance: Town Administrator Michael Szlosek.

Approve Prior Meeting Minutes:

A motion to approve minutes of the March 14, 2016 meeting was made by Bob Brown and seconded by Cynthia Secord. There was no discussion. With Sova, Brown, Bartlett and Secord in favor, the motion carried. Mary Cliett and Gerry Kokernak abstained as they had not attended the meeting.

Review of Recap Sheets:

TA Szlosek presented a Comm. of Mass DOR Tax Rate Recapitulation Summary, a Local Receipts Not Allocated Recap, and an FY2017 Local Aid Estimates sheet for Sterling. All were reviewed and discussed by Committee members with Mr. Szlosek.

Discussion of STM and ATM Articles - Vote Recommendations:

SPECIAL TOWN MEETING ARTICLES:

Article 1. Transfer Free Cash to Capital Fund

A motion to recommend the transfer of \$50,000 from Certified Free Cash to the Capital Investment Fund was made by Mary Cliett and seconded by Gerry Kokernak. There was no further discussion. All were in favor and the motion carried.

Comment [1]:

Article 2. Transfer Certified Free Cash to Stabilization Fund

A motion to recommend the transfer an approximate sum of \$173,975.58 from Certified Free Cash to the Stabilization Fund was made by Gerry Kokernak and seconded by Cynthia Secord. All were in favor; the motion carried.

Comment [2]:

Article 3. Fund Deficit due to Snow and Ice

Cynthia Secord made a motion to report at town meeting on this article. It was seconded by Mary Cliett. No discussion, all in favor. The motion carried.

Article 4. Retroactive Pay for Firefighters Union

A motion to recommend passage of this article was made by Barbara Bartlett and seconded by Mary Cliett. Members Sova, Brown, Bartlett, Cliett and Secord were in favor and the motion carried. Member Kokernak abstained.

Article 5. Additional Funds for Building Department

A motion to recommend support of this article was made by Mary Cliett and seconded by Gerry Kokernak. The vote was unanimous.

Article 6. Water Department Project \$ Re-allocation

Member Secord made a motion that the Finance Committee recommend support of this article. Mary Cliett seconded the motion. All were in favor and the motion carried.

Article 7. AMI Water Meter Upgrades

A motion to recommend support of this article was made by Gerry Kokernak and seconded by Mary Cliett. All were in favor; the motion carried.

Article 8. Transfer from 2016 WRSD Assessment

Barbara Bartlett made a motion that the Finance Committee not recommend support of this article. There was no further discussion and the vote was unanimous.

Article 9. Bills from Prior Fiscal Years

A motion recommending support of this article was made by Bob Brown and seconded by Mary Cliett. With all in favor, the motion carried.

Article 10. Transfers within FY16 Operating Budget

Bob Brown made a motion that the Finance Committee report at town meeting on this article. It was seconded by Barbara Bartlett. All were in favor and the motion carried.

ANNUAL TOWN MEETING ARTICLES

Article 1. FY16 Town Operating Budget

A motion to recommend passage of this article in the words of the article was made by Bob Brown and seconded by Mary Cliett. With all in favor, the motion carried.

Article 2. Compensation for Elected Officers

A motion to recommend passage of this article was made by Gerry Kokernak and seconded by Cynthia Secord. All were in favor; the motion carried.

Article 3. Set Salary of Municipal Light Board

A motion to recommend support of this article was made by Bob Brown and seconded by Mary Cliett. With all in favor, the motion carried.

Article 4. Reserve Fund for FY17

A motion to recommend passage of this article was made by Gerry Kokernak and seconded by Cynthia Secord. All in favor; the motion carried.

Article 5. WRSD Net Minimum Contribution, Debt, & Interest

Bob Brown made a motion to recommend passage of this article; it was seconded by Barbara Bartlett. The vote was unanimous.

Article 6. WRSD Above Net Minimum Contribution

Member Cliett questioned why the sum on this article represents a 41% increase over last year. The Committee reviewed and noted the total budget over last year's budget represents a 4% increase, which all felt is a very modest increase. A motion to recommend support of the article was made by Barbara Bartlett and seconded by Gerry Kokernak. All were in favor and the motion carried.

Article 7. Montachusett Regional Vocational School Assessment

A motion to recommend passage of this article was made by Gerry Kokernak and seconded by Barbara Bartlett. With all in favor, the motion carried.

Article 8. Fiscal Year 2017 Capital Plan

A motion to recommend moving in the words of the article, with the Capital Plan chart listing funding sources, as presented, was made by Gerry Kokernak and seconded by Mary Cliett. All were in favor; the motion carried.

Article 9. Renaming of Science Project Room at WRHS

Mary Cliett made a motion that the Finance Committee defer to Town Meeting on this article. It was seconded by Bob Brown and all were in favor. The motion carried.

Article 10. Water Dept. Operation Enterprise Fund

Cynthia Secord made a motion that the Finance Committee recommend passage of this article. It was seconded by Mary Cliett. All in favor; the motion carried.

Article 11. Civil Fingerprinting

A motion to defer to Town Meeting on the article was made by Barbara Bartlett and seconded by Bob Brown. Vote on the article was unanimous.

Article 12. Chapter 90 Funding

Barbara Bartlett made a motion to move on the words of the article, seconded by Mary Cliett. All in favor; the motion carried.

Article 13. Amendments to Personnel Policy Bylaw Classification and Compensation Matrices

A motion to move on the words of the article was made by Bob Brown and seconded by Cynthia Secord. All were in favor and the motion carried.

Article 14. East Lake Waushacum Treatment

Bob Brown made a motion that the Finance Committee defer to the Board of Health on this article. It was seconded by Barbara Bartlett. The vote was unanimous.

Article 15. Amend Animal Control Bylaw - Impoundment Period

A motion to report at Town Meeting on this article was made by Bob Brown and seconded by Barbara Bartlett. All were in favor and the motion carried.

Article 16. Authorize Treasurer to Borrow Money

Mary Cliett made a motion to recommend passage of the article and Barbara Bartlett seconded. All were in favor; the motion carried.

Article 17. Compensating Balance Agreements

A motion that the Finance Committee recommend passage of this article was made by Gerry Kokernak and seconded by Mary Cliett. With all in favor, the motion carried.

Article 18. Alternative Procedure for Disposing of Abandoned Funds

Mary Cliett made a motion to recommend passage of this article. Cynthia Secord seconded. All in favor, the motion carried.

Article 19. Fund Actuarial Valuation of OPEB

Bob Brown made a motion that the Finance Committee move on the words of the article. Mary Cliett seconded the motion and the vote was unanimous.

Article 20. Revolving Accounts

A motion to move on the words of the article was made by Bob Brown and seconded by Mary Cliett. All were in favor. The motion carried.

Article 21. Fund Post-Employment Benefits

A motion to recommend the passage of this article, to vote to raise and appropriate or transfer from available funds the sum of \$100,000, or any other sum, was made by Mary Cliett and seconded by Gerry Kokernak. All were in favor and the motion carried.

Article 22. Fund Wachusett Greenways Expenses

Barbara Bartlett made a motion to move on the words of the article. It was seconded by Mary Cliett and with all in favor, the vote was unanimous.

Article 23. Fund Sterling Land Trust Expenses

A motion to recommend passage of the article was made by Mary Cliett and seconded by Cynthia Secord. All were in favor and the motion carried.

Article 24. Apply Stabilization Fund to Stabilize the Tax Rate

Barbara Bartlett made a motion that the Finance Committee report at Town Meeting on this article. It was seconded by Gerry Kokernak. With all in favor, the motion carried.

Article 25 through 32. Amend WRSD Regional Agreement Sections 1.1.3, 1.1.6, 5, 7, 14.1, 16, 17.1, and 19.1

Bob Brown made a motion to defer to Town Meeting on these articles. It was seconded by Mary Cliett. All were in favor and the motion carried.

Communications Discussion (Letter to BOS):

Gerry Kokernak spoke about a communications capital plan letter he has drafted to the Board of Selectmen regarding town-wide communication systems for: Police, Fire, DPW, Light Dept., and others as needed. The letter recommends a committee be established to determine the town's need for a communications capital plan. Once the letter has been approved, he will forward it to the Board of Selectmen with Gerry and Joe Sova's signatures, representing the Capital Fund Committee and the Finance Committee.

Reserve Fund Transfers:

None

Other Committee Business:

Gerry Kokernak has completed a narrative regarding OPEB for the Annual Town Meeting.

Joe Sova has written a FinCom Committee draft letter for the Warrant. He will email it to members and welcomes review and comments. The letter will be finalized at the next meeting, to be held on Monday, March 28, 2016, at 6:00 PM.

Adjourn:

A motion to adjourn the meeting was made by Mary Cliett and seconded by Barbara Bartlett. The vote was unanimous and the meeting adjourned at 8:42 PM.