

**Town of Sterling  
Finance Committee Meeting  
June 13, 2016  
Butterick Building, Room 205**

Chairman Joe Sova called the meeting to order at 6:01PM.

**In Attendance:**

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

Absent: Mary Cliett and Ed Sweet

Also in attendance: Town Administrator Michael Szlosek

**Approve Prior Meeting Minutes:**

A motion to approve minutes of the April 25, 2016 meeting was made by Gerry Kokernak and seconded by Cynthia Secord. All were in favor and the motion carried.

**Reserve Fund Transfers:**

A motion to approve an RFT of \$533.98 to the Town Clerk Salary account, which was miscalculated when voted at the Annual Town Meeting May 4, 2015, was made by Cynthia Secord and seconded by Barbara Bartlett. All in favor, the motion carried.

A motion to approve an RFT of \$619.66 to the Assistant Town Clerk Wages account, which was miscalculated when voted at the Annual Town Meeting May 4, 2015, was made by Gerry Kokernak and seconded by Bob Brown. With all in favor, the motion carried.

A motion to approve an RFT of \$3,506.00 to the Election Wages account, for an unanticipated Special Town Meeting in October 2015, an unanticipated 40% increase in voter participation at the March Primary Election, and Police detail for the Annual Town Election in May 2015, was made by Barbara Bartlett and seconded by Gerry Kokernak. All members were in favor and the motion carried.

A motion to approve an RFT of \$9,480.65 to the IT Expense account for a replacement Police Department server which failed unexpectedly, was made by Gerry Kokernak and seconded by Cynthia Secord. All were in favor and the motion carried.

**Vote FY17 Chair, Vice-Chair and Clerk/Secretary:**

Chair - Gerry Kokernak made a motion to reappoint Joe Sova as Chair of the Finance Committee. The motion was seconded by Cynthia Secord and all were in favor. The motion carried.

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

Clerk/Secretary - A motion to appoint Cynthia Secord to this position was made by Bob Brown and seconded by Barbara Bartlett. All in favor; the motion carried.

**Re-establish Summer Emergency Finance Policy:**

A motion to accept the policy as noted below was made by Cynthia Secord and seconded by Barbara Bartlett. All were in favor and the motion carried.

Policy: 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.

**Discussion/Vote Vacancies on Finance and Capital Fund Committees:**

Chairman Sova mentioned that Ed Sweet, a Finance Committee member whose term is expiring at the end of June 2016, would like to reapply. Mr. Sova will contact him to confirm his commitment to the committee.

Gerry Kokernak made a motion that Bob Brown be reappointed to the Capital Committee. Cynthia Secord seconded the motion. With all in favor, the motion carried.

A motion to appoint Cynthia Secord to the Capital Committee was made by Barbara Bartlett and seconded by Gerry Kokernak. All were in favor; the motion carried.

**Discussion of Goals for 2017:**

1. Meet with the Town Accountant regarding Budget Books. Need a budget narrative from each department.
2. The Finance Committee will move forward with a recommendation to the Board of Selectmen that a long-term IT strategy be developed, and the formation of a committee, if necessary.
3. The Committee will begin meetings earlier in the fall and develop a schedule for the year.

**Old Business:**

Member Kokernak asked Town Administrator Szlosek the status of a Communications memo sent to the Board of Selectmen. According to Mr. Szlosek, Chairman Cutler did not want this subject on an agenda at this time. Selectwoman Cranson, who attended the FinCom meeting, recommended resending the memo to all selectmen and the Town Administrator. Mr. Kokernak will resubmit the memo.

Member Kokernak also asked about the OPEB Actuarial Evaluation and if there is an expected completion date. Town Administrator Szlosek will ask the Treasurer when it's scheduled. Once done, the recommendations will be submitted to the Board of Selectmen by Chairman Sova.

According to TA Szlosek, Capital plans are due in a December timeframe.

A question was raised by Gerry Kokernak as to the Facilities 5-year capital plan, which had no priorities when submitted for the FY17 budget. Town Administrator Szlosek has met with the Facilities Manager and is not sure if Mr. Rutherford can prioritize items as he doesn't know how long systems will last. Chairman Sova indicated it is important that Mr. Szlosek work with the Facilities Manager to get this done, as the capital plan is needed by the Capital Committee.

Chairman Sova noted that the next Finance Committee meeting will be for the purpose of interviewing candidates for the Finance Committee and Personnel Board and making recommendations to the Board of Selectmen. There is one position for FinCom and 2 positions for the Personnel Board. The Board of Selectmen will vote their choices at their meeting on July 13, 2016.

**Adjourn:**

A motion to adjourn the meeting was made by Cynthia Secord and seconded by Barbara Bartlett. All were in favor and the meeting adjourned at 7:46 PM.