

**Town of Sterling
Finance Committee Meeting Minutes
September 12, 2016
Butterick Building, Room 205**

Chairman Joe Sova called the meeting to order at 6:00 PM.

In Attendance:

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

Absent: Ed Sweet

Also in attendance: Town Administrator Michael Szlosek, Russ Philpot, Maureen Cranson, and John Kilcoyne

Approve Prior Meeting Minutes:

A motion to approve minutes of the June 28, 2016 meeting was made by Cynthia Secord and seconded by Barbara Bartlett with Joe Sova in favor. Mary Cliett and Gerry Kokernak abstained as they were not present at the meeting. Motion carried.

Discussion and Vote for Funding Renovation of Butterick Bldg. Ground Floor:

TA Szlosek spoke on behalf of the Facilities Manager in regard to renovation of the ground floor to accommodate the Town Clerk's office, giving an estimate of approximately \$20,000. Town Clerk Dawn Michanowicz provided estimates, approximately \$16,846.

Town Clerk Michanowicz noted she is requesting a move to the ground floor to address the issue of an "Early Voting" site, as required by state law. The current location of the Town Clerk's office is cramped for space and cannot accommodate a voting site and all it entails.

A discussion ensued, with resident Russ Philpot providing a copy of a letter he had written and read at the most recent BOS meeting, stating his belief the town should learn more about the true needs of this move by the Town Clerk, and seek a no-cost solution to the early voting stipulation.

Member Kokernak stated Mr. Philpot's arguments are not a FinCom issue and that an early voting site and renovation of the ground floor are two separate issues. Member Bartlett concurred that these are two separate issues.

FinCom members questioned Mr. Szlosek, to determine if space redesign is an unforeseen need, as required in order to approve a Reserve Fund Transfer. The Town Administrator will contact auditors and/or legal counsel for an opinion.

Barbara Bartlett made a motion that the Finance Committee not approve a Reserve Fund Transfer to fund renovations of the Butterick Building ground floor. Gerry Kokernak seconded the motion. With none opposed, the motion carried.

Library HVAC System:

Tabled at this time.

Board of Health - Discussion of Action Plan for New Water Source:

According to TA Szlosek, the Water Department is obtaining a consultant and no meeting date has been set at this point in time.

Review/Discuss any Summer Emergency FinCom Items:

No issues for discussion.

Create Calendar/Schedule for Upcoming Budget Season:

Action plans established:

- Ask Town Accountant Fred Aponte and Treasurer Anne Cervantes to attend the next FinCom meeting regarding the budget process.
- Determine a Liaison List
- Review a possible RFT

The next meeting is scheduled for September 26, 2016, at 6:00 PM in Room 205 of the Butterick Building.

Discussion of Goals for FY17:

- Meet with the Town Accountant
- Obtain narratives for the budget, especially on capital plans
- See that an approved OPEB plan is done this year
- Obtain approval of investment policies. This entails the Board of Selectmen, Capital Committee and Finance Committee all meet and approve Investment Policies at the same time. In speaking with Selectwoman Maureen Cranson, it was determined the meeting will occur at the BOS meeting on October 5, 2016.
- Committee vacancies need to be addressed.

Adjourn:

A motion to adjourn the meeting was made by Mary Cliett and seconded by Gerry Kokernak. All were in favor and the meeting adjourned at 7:42 PM.