

**Town of Sterling
Finance Committee Meeting Minutes
September 26, 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, Maureen Cranson, and John Kilcoyne

Approve Prior Meeting Minutes:

A motion to approve minutes, as amended, of the September 12, 2016 meeting was made by Cynthia Secord and seconded by Mary Cliett. All were in favor and the motion carried.

Meet with Fred Aponte, Town Accountant, to Discuss Options for Budget Forms:

Mr. Aponte offered suggestions to help streamline the budget forms and reporting. After discussion with FinCom members, he offered to review last year's budget book and look for redundant information. He will send an email to members once he has finished his review.

Meet with Anne Cervantes, Treasurer/Collector, to Discuss Upcoming Budget Season:

Treasurer Anne Cervantes also spoke on the budget process and suggested salaries for non-union employees be level-funded on the budget forms as they sometimes change during the budget season.

Finalize Calendar/Schedule for Upcoming Budget Season:

A recommendation that the Board of Selectmen adopt the Budget Calendar/Schedule, which had been updated, was made by Mary Cliett and seconded by Cynthia Secord. All were in favor and the motion carried.

Reserve Fund Transfer Requests, if applicable:

Nothing at this time.

Other Committee Business:

Gerry Kokernak reminded members of the goals and objectives that were voted on at the last meeting, and noted he would like an action plan for them.

In order to obtain approval of investment policies, one of FinCom's goals, the Finance Committee will meet with the Board of Selectmen at their meeting on October 19, 2016.

TA Szlosek will place an announcement in local newspapers, a requirement in the approval process.

Members also discussed FinCom member Ed Sweet, who has had excessive absences from meetings. A motion to remove Mr. Sweet from the Finance Committee was made by Cynthia Secord and seconded by Mary Cliett. With all in favor, the motion carried. Chairman Sova will contact Mr. Sweet to advise him of the vote.

Mr. Kokernak mentioned the OPEB plan has been submitted to the Board of Selectmen for their approval. He asked that this pending approval be put on the October 19 BOS meeting to discuss and vote. Bartholomew and Company will be contacted to attend the meeting and possibly discuss the investment portfolio.

Town Administrator Szlosek advised FinCom members that Spaulding Hill, the town's IT support provider, has given notice. The recently-formed IT Committee has received six proposals from other IT support groups and the Board of Selectmen will review the proposals at their next meeting.

Set Next Meeting Date:

Chairman Sova set the next meeting for October 19, 2016, at 6:30 PM, in Room 201, just before the Selectmen's meeting.

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 7:10 PM.