

**Town of Sterling
Finance Committee Joint Meeting
With Board of Selectmen - Minutes
November 22, 2016
Butterick Building, Room 205**

Chairman Joe Sova called the meeting to order at 6:31PM.

In Attendance:

Joe Sova, Barbara Bartlett, Cynthia Secord, Mary Cliett and Gerry Kokernak
Also in attendance: Interim Town Administrator Anne Cervantes, and Board of Selectmen John Kilcoyne, Maureen Cranson and Richard Lane

Approve Prior Meeting Minutes:

A motion to approve minutes of the October 24, 2016 meeting was made by Cynthia Secord and seconded by Gerry Kokernak. All were in favor and the motion carried.

Discussion with BOS regarding Plan for Services and COLA:

The discussion with the Board of Selectmen resulted in a recommendation of a level services budget and a 2% COLA.

On behalf of the Finance Committee, Gerry Kokernak made a motion for a 2% COLA recommendation, which was seconded by Cynthia Secord. With all in favor, the motion carried.

Discussion with BOS regarding an OPEB Strategy:

Member Kokernak noted the Finance Committee needs feedback from the Board of Selectmen as to whether their recommendations can be adopted; he suggested guiding principles be given. Selectmen Kilcoyne stressed taxpayers will want hard data (numbers) and believes Bartholomew and Company need to give their input. He recommended a sub-committee be formed to develop a plan.

After discussion, Joe Sova, Gerry Kokernak and John Kilcoyne volunteered for the sub-committee.

Mary Cliett made a motion that Mr. Kokernak and Mr. Sova serve on the OPEB sub-committee and it was seconded by Barbara Bartlett. All were in favor; the motion carried.

Members also discussed the possibility of a line item in the budget for OBEP and agreed a percentage of free cash would be the best option.

Review/Discuss Letter to Department Heads Re: Budget Requests:

The letter, which had been prepared by Interim Town Administrator Anne Cervantes, was reviewed by the Finance Committee and Board of Selectmen, with a few minor changes. Interim TA Cervantes will send the letter to the department heads.

Discuss Committee Member Vacancies:

Chairman Sova noted the committee still needs two additional members.

Reserve Fund Transfers, if necessary:

A reserve fund transfer request was submitted by Town Clerk Dawn Michanowicz to cover election officer wages. The amount requested: \$5930.00. \$2430.00 in unpaid appropriation (Town Clerk account) and \$3500.00 from an RFT. Barbara Bartlett made a motion to support this transfer and it was seconded by Mary Cliett. All were in favor and the motion was approved.

Other Committee Business:

Chairman Sova mentioned there is a Holiday Party for town employees, committee and board members, and volunteers on December 14, 2016, at the Senior Center from 4-6 PM.

Set Next Meeting Date:

Mr. Sova set the next meeting date for Monday, January 7, 2017, at 6:00 PM.

Adjourn:

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