

**Town of Sterling
Finance Committee and Capital Fund Committee
Joint Meeting Minutes
January 31, 2017
Butterick Building, Room 205**

Chairman Sova called the Finance Committee meeting to order at 6:25 PM.

Chairman Kokernak called the Capital Fund Committee meeting to order at 6:25 PM.

In Attendance:

Finance Committee - Joe Sova, Barbara Bartlett, Gerry Kokernak, and Cynthia Secord

Absent - Mary Cliett

Capital Fund Committee - Gerry Kokernak, Joe Sova, Bob Brown, and Arden Sonnenberg

Absent - Mary Cliett

Also in attendance: Interim Town Administrator Anne Cervantes and newly-hired Town Administrator Ross Perry.

Approve Available Minutes:

A motion to approve minutes of the November 22, 2016 FinCom meeting was made by Barbara Bartlett and seconded by Cynthia Secord. All were in favor and the motion carried.

A motion to approve minutes of the January 9, 2017 FinCom meeting was made by Cynthia Secord and seconded by Barbara Bartlett. With all in favor, the motion carried.

FY18 Capital Request from the 1835 Town Hall Committee:

Robert McKay Jones, Chairman of the 1835 Town Hall Committee, presented a detailed 5-year forecast of anticipated capital expenses for the 1835 Town Hall. The proposed capital expense for FY18, according to Mr. Jones, is for a new roof, with a projected cost of \$298,000. This amount includes structural repairs, plywood sheathing, architectural asphalt shingles, interior insulation and finish, electrical and lighting, design and architect and a contingency amount for unanticipated expenses.

Capital Committee member Arden Sonnenberg questioned the expected end use of the building and Mr. Jones noted it could possibly be used for concerts, plays, dances, lectures, etc. Member Brown mentioned there may be pushback from voters who do not want to fund another town building, who may want the building to be sold. He also noted there is limited parking for persons using the building and there is no answer to this problem.

Mr. Jones stressed a new roof and resulting repairs are of paramount importance. Chairman Sova advised that the Finance Committee and Capital Committee members will review this request as part of their budget process.

Review/Discuss FY18 Capital Requests and Funding Jointly with the Capital Committee:

Member Kokernak provided a listing of capital expenses for FY16 and FY17 and those projected for the next 5 years. These items were reviewed and discussed by committee members. Chairman Sova advised members they should meet with the department heads with capital requests, for which they are liaisons.

Set Next Meeting Date:

A joint meeting of the Finance Committee and Capital Fund Committee is scheduled for February 13, 2017, at 6:00 PM in Room 205 of the Butterick Building.

Reserve Fund Transfer Request - Town Clerk/Elections

An RFT previously submitted by Town Clerk Dawn Michanowicz for costs associated with early voting was inadvertently approved for an amount lower than requested. \$3500.00 was approved at the November 22, 2016 meeting; the actual amount needed was \$5730.00. A motion to approve a Reserve Fund Transfer of \$2430.00 was made by Cynthia Secord and seconded by Gerry Kokernak. All members of FinCom were in favor and the motion carried.

Adjourn:

A motion to adjourn the Finance Committee meeting was made by Gerry Kokernak and seconded by Cynthia Secord. With all members in favor, the meeting adjourned at 8:25 PM.