

**Town of Sterling
Finance Committee Meeting Minutes
July 11, 2017
Butterick Building, Room 205**

Chairman Joe Sova called the meeting to order at 6:06 pm.

In Attendance:

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

Absent - Cynthia Secord

Also in attendance: Accountant Fred Aponte

Approve Prior Meeting Minutes:

After review, Barbara Bartlett made a motion to approve minutes of the April 24, 2017 meeting and the motion was seconded by Mary Cliett. All were in favor; motion carried.

A motion to approve minutes of the April 26, 2017 meeting was made by Mary Cliett and seconded by Gerry Kokernak. Sova, Cliett and Kokernak were in favor and the motion carried. Barbara Bartlett was not present at the meeting and abstained.

Vote End-of-Year Transfers:

End-of-year transfers were brought forward by Town Accountant Fred Aponte.

- To transfer \$1,150.00 from the Water Department Expense to Payroll, which was higher than anticipated.
- To transfer \$10,000 to IT from the Town Administrator Expense Budget to the IT Budget.
- To transfer \$3,550.00 from the Police Department Expense Account to Payroll.

A motion to recommend these transfers to the Board of Selectmen was made by Gerry Kokernak and seconded by Mary Cliett. With all in favor, the motion carried.

Vote FY18 Chair, Vice-Chair and Clerk:

A motion to reappoint Joe Sova as Chairman of the Finance Committee was made by Barbara Bartlett and seconded by Mary Cliett. All in favor; motion carried.

A motion to reappoint Barbara Bartlett to the position of Vice-Chair was made by Mary Cliett. Gerry Kokernak seconded the motion. The vote was unanimous.

A motion was made by Mary Cliett to appoint Gerry Kokernak to the position of Clerk. Barbara Bartlett seconded the motion. All were in favor and the motion carried.

Review and Establish Summer Emergency FinCom Policy:

The Summer Emergency Policy allows the Chairman to sign Reserve Fund Transfers, when needed during the summer months. This policy is a continuation of the policy as established in prior years. A motion to continue the Summer Emergency Policy was made by Gerry Kokernak and seconded by Mary Cliett. All in favor; motion carried.

Reserve Fund Transfers:

None

Other Committee Business:

Chairman Sova spoke on the need for additional members to the Finance Committee. Member Cynthia Secord's position is up for renewal. The Recording Secretary will check with the Executive Assistant to the Selectmen to verify that Cynthia has submitted a letter of intent to remain on the committee.

Set Next Meeting Date:

The next meeting is scheduled for September 11, 2017, at 6:00 PM in Room 205 of the Butterick Building.

Adjourn:

A motion to adjourn the meeting was made by Mary Cliett and seconded by Gerry Kokernak. The vote was unanimous and the meeting adjourned at 6:30 PM.