

**Town of Sterling
Finance Committee Meeting Minutes
November 6, 2017
Butterick Building, Room 205**

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

In Attendance:

Joe Sova, Barbara Bartlett, Mary Cliett, Gerry Kokernak, Steve Staudaher and Everett Heller
Also in Attendance: Town Administrator Ross Perry

Chairman Sova began the meeting by welcoming two new members: Steve Staudaher and Everett Heller.

Approve Prior Meeting Minutes:

A motion to approve minutes of the October 16, 2017 meeting was made by Barbara Bartlett and seconded by Mary Cliett. Joe Sova, Barbara Bartlett, Mary Cliett and Gerry Kokernak were in favor. Steve Staudaher and Everett Heller abstained as they were not members at that time. The motion carried.

Reorganization of Liaison List:

Committee members reviewed and updated the Liaison List and reassigned contacts as needed. The Recording Secretary will update the list and email to the Town Administrator and Committee members.

Discussion of November 14, 2017 Special Town Meeting Articles - Vote

Recommendations:

Finance Committee recommendations are as follows:

ARTICLE 1. Approve Payment in Lieu of Taxes for Solar Company

Barbara Bartlett made a motion to recommend support of this article and the motion was seconded by Everett Heller. All in favor; motion carried.

ARTICLE 2. Fund Police Union Contract

A motion to recommend support of this article was made by Gerry Kokernak and seconded by Steve Staudaher. The vote was unanimous.

ARTICLE 3. Marijuana Establishments

After discussion, Steve Staudaher made a motion that the Finance Committee not support this article. Gerry Kokernak seconded the motion. All were in favor and the motion carried.

ARTICLE 4. 1835 Town Hall Septic Design

Everett Heller made a motion to recommend support of this article and the motion was seconded by Barbara Bartlett. All in favor; motion carried.

ARTICLE 5. Butterick Building Lower Level Office Space Build-Out

A motion to recommend support of this article was made by Mary Cliett and seconded by Barbara Bartlett. With all in favor, the motion carried.

ARTICLE 6. Repairs to the Houghton Playground Structure

Mary Cliett made a motion that the Committee recommend support of this article. Seconded by Barbara Bartlett. All in favor; motion carried.

Discussion of Revenue Projections:

Town Administrator Perry lead a discussion on revenue projections based on history, indicating he is not sure this is a good method. This subject will be revisited at a future meeting.

Develop/Approve Budget Forms and Letter:

Mr. Perry drafted a budget letter, which was reviewed by Committee members and approved with only minor changes.

The Town Administrator also presented a 5-year capital plan, based on the previous year's plan. Committee members reviewed and discussed the capital plan, noting there may be updates by department heads.

Reserve Fund Transfer Request, if necessary:

None

Other Committee Business:

Mr. Perry spoke of a school department meeting which was held the previous week and attended by Chairman Sova, Selectman John Kilcoyne and Town Administrator Perry. The potential school budget was the topic of discussion.

Set Next Meeting Date:

Chairman Sova scheduled the next meeting for December 4, 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 Barbara Bartlett. All members were in favor and the meeting adjourned at 7:52 PM.