

**Town of Sterling  
Finance Committee Meeting Minutes  
February 12, 2018  
Butterick Building, Room 205**

In Chairman Sova's absence, Vice-Chair Barbara Bartlett called the meeting to order at 6:01 pm.

**In Attendance:**

Barbara Bartlett, Mary Cliett, Gerry Kokernak, Steve Staudaher and Everett Heller.

Absent: Joe Sova

Also in Attendance: Town Administrator Ross Perry and Selectman Richard Lane (arrived at 6:10 pm)

**Approval of Prior Meeting Minutes:**

A motion to approve minutes of the January 29, 2018 meeting was made by Everett Heller and seconded by Steve Staudaher. All in favor; motion carried.

**Discussion of Revenue Projections, Tax Recap and Debt Schedule:**

Town Administrator Perry provided an FY19 Budget Recap, and Debt Schedule; both were reviewed and discussed by Committee members. Mr. Perry mentioned that some debt will be retired, beginning in FY20.

**Update of Facilities Capital Requests/Narrative:**

A narrative was submitted to Mr. Perry by the Facilities Maintenance Technician, regarding his FY19 capital plan requests, which were reviewed by Committee members.

**Discussion of 1835 Town Hall Request and Progress Update:**

Mr. Heller, the liaison for the Town Hall Committee, attended their last meeting and requested a budget, 5-year plan, and progress update. These items will be submitted to Mr. Perry as soon as available.

**Discussion/Vote Michael Rondinone - Finance Committee Membership:**

Member Bartlett reached out to Mr. Rondinone via email and did not receive a response. There will be no further action on his membership application at this time.

**Preliminary Discussion of Operating Budget - Member Questions/Concerns:**

Committee members reviewed each budget worksheet in detail and noted any questions to be asked at the Budget Hearing on March 3, 2018.

**OPEB Funding Discussion:**

This topic was deferred to a future meeting.

**Discuss Process to Transfer Between Accounts:**

Per TA Perry, the process to transfer between accounts can be done beginning May 1, 2018, subject to completion of a form.

**Reserve Fund Transfer Request:**

None

**Other Committee Business:**

Capital Fund Committee Chairman Kokernak requested a joint meeting with the Finance Committee, discussion to include a review of capital requests.

**Set Next Meeting Date:**

A joint meeting of the Finance Committee and Capital Fund Committee is scheduled for February 20, 2018, 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 Steve Staudaher. With all in favor, the motion carried and the meeting adjourned at 8:46 PM.