

**Town of Sterling
Joint Finance Committee
And Capital Committee Meeting Minutes
February 20, 2018
Butterick Building, Room 205**

Finance Committee Vice-Chair Barbara Bartlett called the FinCom meeting to order at 6:01 PM. Chairman of the Capital Fund Committee Gerry Kokernak called the meeting to order at 6:01 PM.

In Attendance:

Finance Committee - Barbara Bartlett, Gerry Kokernak, Steve Staudaher, Everett Heller and Mary Cliett

Capital Fund Committee - Gerry Kokernak, Arden Sonnenberg, Bob Brown, Mary Cliett, Everett Heller and Elaine Heller

Joe Sova, a member of both committees, was absent

Also in Attendance: Town Administrator Ross Perry

Approve Prior Finance Committee Meeting Minutes:

A motion to approve minutes of the February 12, 2018 meeting was made by Everett Heller and seconded by Steve Staudaher. All members in favor; the motion carried.

Approve Prior Capital Committee Meeting Minutes:

A motion to approve minutes of the February 6, 2018 meeting was made by Everett Heller and seconded by Mary Cliett. The vote was unanimous.

Operating Budget Request Updates:

TA Perry presented an updated preliminary recap sheet. He noted there are two new articles being added to the warrant for the upcoming annual town meeting. One article is the salary for a Town Planner and the second is for the position of an Assistant Town Administrator/Project Manager. Fred Aponte, the current Town Accountant, is interested in this potential new position, as he would like more hours and benefits. He currently works 16 hours as Town Accountant and would work an additional 24 hours as Assistant TA/Project Manager if this position is approved.

After discussion, a determination was made to change the heading of "Salaries" for those boards and committees who receive a specified amount, to "Stipends", to help clarify this expense. The FY18 amount paid out in stipends is \$12,109.

Mr. Perry also noted the projected Wachusett Regional School District Budget for Sterling has gone down, due in part to a decrease in enrollment.

Review and Discussion of Capital Requests:

Capital Fund Committee Chairman Kokernak said there is approximately \$4,000,000.00 in the Capital Fund, \$750,000 in Stabilization and \$371,000 in Free Cash.

Mr. Kokernak also provided a recap sheet for the Town of Sterling Financial Policies, noting the definition of a capital project and evaluation of capital projects.

Chairman Kokernak spoke on recent changes to capital requests for the FY19 budget, These changes will be reviewed with department heads at the meeting on March 3, 2018.

Reserve Fund Transfer Request:

None

Set Next Meeting Date:

A joint Finance Committee/Capital Fund Committee meeting is scheduled for March 5, 2018, at 6:00 PM in Room 205 of the Butterick Building.

Other Committee Business:

The schedule to meet with Department Heads/Committees/Boards on March 3, 2018 is:

- 8:00 am - Planning Board
- 8:20 am - Fire/Ambulance
- 8:40 am - Assessors
- 9:00 am - DPW
- 9:30 am - BREAK
- 9:50 am - Police
- 10:10 am - Board of Health
- 10:30 am - Facilities
- 11:10 am - Treasurer Collector, Insurance, IT, Selectmen, Town Administrator
- 11:30 am - Council on Aging/Senior Center
- 11:50 am - LUNCH
- 12:30 pm - 1835 Town Hall Committee
- 1:00 pm - Library
- 1:30 pm - Other Departments Boards, Committees are welcome

Gerry Kokernak reviewed figures from the Prudent Investment Portfolio.

Adjourn:

A motion to adjourn the Finance Committee meeting was made by Steve Staudaher and seconded by Gerry Kokernak. With all in favor, the meeting adjourned.

Everett Heller made a motion to adjourn the Capital Fund Committee meeting, and the motion was seconded by Bob Brown. Unanimous vote.

Both meetings adjourned at 8:10 PM.

