

**Town of Sterling
Capital Budget Committee Meeting Minutes
December 17, 2018
Butterick Building, Lower Level Conference Room**

Committee Vice-Chair Mary Cliett called the meeting to order at 6:00 PM.

In Attendance:

Joe Sova, Mary Cliett, Everett Heller, Bob Brown, Arden Sonnenberg and Elaine Heller
Also in Attendance: Todd Chapman

Review/Approve Prior Meeting Minutes:

A motion to approve minutes of the April 9, 2018 meeting was made by Joe Sova and seconded by Bob Brown. All were in favor, with the exception of Everett Heller and Arden Sonnenberg, who were not present at that meeting. The motion carried.

Election of Officers:

Bob Brown made a motion to appoint Everett Heller to the position of Capital Budget Committee Chairman. Arden Sonnenberg seconded the motion. All were in favor and the motion carried.

A motion to appoint Mary Cliett as Vice-Chair of the Committee was made by Elaine Heller and seconded by Everett Heller. The vote was unanimous.

Review Role of the Capital Budget Committee:

Vice-Chair Mary Cliett pointed out that there are changes in Sterling's Financial Policies Manual and the Capital Committee's role is to review capital requests and make their recommendations to the Finance Committee.

Other Committee Business:

Members reviewed the FY20 Budget Calendar and dates that pertain to the Capital Committee. After discussion, FinCom Chairman Sova decided to change the date of the next FinCom meeting from January 28, 2019 to January 21, 2019, at 6:00 PM.

Set Next Meeting Date:

Newly-elected Chairman Everett Heller scheduled the next Capital Committee meeting for Tuesday, January 22, 2019 at 6:30 PM in Room 205 of the Butterick Building.

Adjourn:

A motion to adjourn the meeting was made by Arden Sonnenberg and seconded by Mary Cliett. All were in favor and the meeting adjourned at 7:52 PM.