

Town of Sterling  
Capital Budget Committee Minutes  
January 18, 2021

Capital Budget Committee meeting called to order by Lynne Sheppard at 6:00pm

**CBC Attendees:** Lynne Sheppard, Everett Heller (attended in person)  
Chris Paquette, Bob Brown (attended remotely)

**Other Attendee:** Valerie Handy, Recording Secretary for Finance Committee  
(remote)

**Absent:** Christina Lashua (unable to enter zoom session)

**Approval of CBC Minutes of December 16, 2021:** Motion to approve minutes made by Lynne Sheppard and 2<sup>nd</sup> by Christopher Paquette. Roll call vote unanimously supported.

**CBC objectives for FY23**

- Prepare FY23 Capital Articles for ATM /STM
- 5 Year Capital Plan
  - Asset Inventory
- Review Capital Fund Investment Policy / Guidelines

FinCom responsible for identifying funding source of Capital Items.

- Bob Brown noted that funding from Capital fund or Borrowing requires a 2/3 approval.

Funding from Free Cash requires only a majority approval.

Capital Fund: It has been recommended that we keep at least \$3M in the Capital Fund. CBC can spend from Capital Fund, FinCom would replenish it.

**Review of Capital Requests**

- Go through by Department using Capital FY23-lms5 spreadsheet and Dept requests
- Facilities (Chris Paquette)
  - Check on status of Butterick Roof Project
    - ~ 200k open funds, FY23 request – additional \$100k (\$300k needed?)
    - Question regarding Butterick Oil Tank – Has this been moved?
  - Fire and Butterick roof problems/needs are being reviewed to explore both short and long term solutions
  - Check with Patrice to see if Butterick HVAC can be closed. (\$12k open, \$438k spent-FY19 article)
- Library (Everett Heller)
  - FY21 Engineering Design Study originally \$50k; \$29k spent which leaves \$20k open. Everett recommends leaving open as these funds

may be needed for the parking lot re-design. and will look at the original warrant description. Leave FY18 Paving Repairs open.

- Betsy Perry checking if quote still good for elevator
  - Point made that FY23 funds of \$200k should be for both Elevator and Lift construction.
    - Will refine wording in Warrant article and on finalized 5 year plan
- Fire (Everett Heller)
  - All good.
  - Open projects – roof (investigating options), others - small stuff
- Police (Christina Lashua) – we skipped due to problems with zoom
  - No questions – seems reasonable
- DPW
  - Pavement Mgmt Plan - \$26k in FY22 – complete? No monies spent, but results of plan referenced in Local Roads/Sidewalks request.
  - Local Roads/Sidewalks request and Campground Culvert request
    - Status of Chap 90 funds and FY22 (\$234k) request
    - What can be done with Chap 90 monies (pavement, sidewalks, culverts, and restrictions?)
    - What is our history of spending Chapter 90 monies?
    - Any double requesting of funds (with town center improvement project, others?)
  - Rt 140 and 62 Intersection
    - Current light not capable of stop and go traffic control each way.
    - State does not like traffic lights, too expensive to maintain.
    - Traffic study completed last year, recommends mini rotary, as traffic volumes below guidelines for a stop and go traffic light at that intersection
    - \$250k town investment to see if state will approve for TIP finding, additional \$300-\$400k town responsibility if approved to finish project. (State cost estimated at \$2-3M)
  - New DPW Facility & Town Wide Equipment Storage
    - Request \$12k for DPW feasibility study, but request states that “It is anticipated that money for the study will be paid with currently available funds.” Prior year funds for similar purpose still open: ~ 20k
    - Suggested Scope changed from prior year town meeting, needs clarification. One of goals of study is to finalize scope. Will study result in different scope options and costs?
    - Estimated cost through completion of suggested scope is \$26M
  - FY22 – Tractor / Mower borrowing article, appropriated \$240k, borrowed 160k
    - Per Everett, Fincom should recapture the \$80k difference

- FY08 – Chocksett Crossing Traffic – open \$106k
    - Per Fred Aponte, yes Chocksett Crossing Rotary complete, but kept open due to some talk of sidewalks in back of Police Station
    - Everett will investigate – should we close, depends on wording of article
- Water (Everett Heller)
  - Water Enterprise Fund: \$350 k borrowed for meters. Review repairs needed and status.
  - Do we have oversight responsibility for Water Capital Requests?
    - We do review because if they go broke there is impact to the town
    - Needs seem legitimate and delays can add cost
  - If needs exceed Water Enterprise funds, may need to use bonds – Fincom will review funding
- COA (Elizabeth Soutter)
  - No FY23 requests
- 1835 Town Hall (Chris Paquette)
  - FY23 Requests legitimate
  - Chris to check status of 1835 Septic System with Carl, Selectmen and Dave Favreau
- Historical Commission (Elizabeth Soutter)
  - Check into status of West Sterling School House – requesting additional \$11k, ~\$4k open from prior years. Will \$11k complete this project or are we looking at on-going requests? We will look at remainder funds from previous requests when new requests are made.
- IT (Elizabeth Soutter)
  - Computer / Server upgrades are staggered on 3 year rolling plan - ~ 50k per year.
  - FY19 – E-Permitting Software (17k spent, 23k open)
    - Lynne to check with Fred, if purchase/implementation complete, but yearly charges for licenses or maintenance, then should be closed and licenses and maintenance should be part of budget.
- Administration (Everett Heller)
  - No requests as of yet for FY23
  - Everett will check past requests submitted by Town Admin
  - Company contracted to complete the compensation package will submit in May. Everett will investigate if Financials piece can be accelerated due to Town Meeting timeframe.
- Recreation (Everett Heller)
  - Shari Gonsorcik focused on restoring Rec Dept programs, and lining up staff. no request for FY23
  - Leave prior year funded projects open

- Citizens Petition
  - Should be coming from WRSD (was submitted by a teacher) – procedural issue
  - Everett will bring up at WRSD meeting with town
- Schools (Town)
  - No FY23 requests
  - FY19 Water Heater (\$37k spent, \$8k open) – probably should close

**Action Items:**

- Chis Paquette
  - Butterick Roof – Total estimated cost?
  - Butterick HVAC – Can be closed?
  - 1835 Town Hall Septic
- Lynne Sheppard
  - E-Permitting software – check with Fred
  - West Sterling School House – check with Catherine Harrigan (Historical Soc)
- Everett Heller
  - Library – check back with Betsy, elevator quote still good, does it include lift construction?
  - DPW – open questions – see above
  - Admin – check on status

**CBC Recommendations:**

- Get questions answered - CBC recommendations to FinCom by Thurs. Feb 3<sup>rd</sup>.

**Appoint Vice Chair of Capital Budget Committee:** postponed until next meeting

- Christina Lashua – willing to serve?
- Bob Brown and Chris Paquette would rather not

**Next Meeting:** Tuesday February 1, 2022 6pm

**Motion to Adjourn Capital Budget Committee 7:45pm:** Motion by Bob Brown, 2<sup>nd</sup> by Christopher Paquette.