

Town of Sterling  
Capital Budget Committee Meeting Minutes  
February 25, 2021  
Zoom

Capital Budget Committee called to order at 6:00 PM

**In Attendance for the Capital Budget Committee:**

Remote Connection: Bob Brown, Todd Chapman, Ezequiel Ayala, Lynne Sheppard, Mary Cliett, Valerie Handy, Recording Secretary for the Capital Budget Committee

**Also Attending Remotely:** Fred Aponte, Town Accountant and Kellie Hebert, Town Administrator

**Review and Evaluate FY22 Capital Requests:**

The consensus was to start at the end point of the spreadsheet while going through major line items. The FY22 Budget Requests total \$1.659M. As of January 2021 there is \$3,536,821 in the town's Capital Reserve. There is \$600K in the town's general stabilization fund. There is a plan to replenish this fund by 5% (\$1.25M) in about four years. The thought was posed as to using these reserve funds to fund FY22 Capital Projects. Capital reserve represents 7% of the Operating Budget; we should talk about using capital reserves and to what extent.

Kellie cautioned the committee that for some budget line items we do not have a lot of background information. The Capital Budget Committee should look for questions to ask for further information from department heads.

The committee discussed the Warrant versus the Capital Project process. It was noted that the policy of what is a capital project is defined by the town and can be changed. In looking at capital requests we should look at sources of funds not meeting the needs of Capital but not in the Operating Budget. All other sources of funding/grants should be exhausted.

The Capital Budget Committee will validate budget requests and give a yes or no. The validated requests will be presented to the Select Board to vote on in deciding the warrant (this needs a 2/3 vote). Kellie will give the pros and cons to the Finance Committee and Capital Budget Committee. Kellie will send policies to the Capital Budget committee.

**Other Committee Business:** None

**Set Next Meeting Date:** Wednesday March 3, 2021 at 6pm Zoom. This will be a joint Sterling Select Board, Capital Budget Committee as well as Finance Committee Board Meeting.

**Adjourn – CBD:**

A motion to adjourn the CBC meeting was made by Mary Cliett and seconded by Lynne Sheppard. Unanimously supported. Meeting adjourned at 8:02 pm.