

MEETING DATE: Sep 19, 2023

TIME: 6:30 pm

If applicable, please fill in Executive Session START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_ Re-open to Public? If yes  state approximate time: \_\_\_\_\_

Subject of Executive Session: \_\_\_\_\_

Joint Finance/Capital Budget Reports Subcommittee

**NAME of BOARD/COMMITTEE**

Butterick Municipal Bldg, 1 Park Street, Rm 205, Sterling, MA

**LOCATION**

**ROOM**

TOWN CLERK OFFICE USE  
ONLY

RECEIVED

SEP 15 2023

TOWN OF STERLING  
TOWN CLERK

Name: Lynne Sheppard, Chair Capital Budget Committee

**DESIGNATED AUTHORITY OF BOARD/COMMITTEE CALLING THE MEETING**

**AGENDA**

1. Open Meeting
2. Roll Call
3. Approval of Prior Meeting Minutes: NA as this is the first meeting of the subcommittee
4. Agenda Items:
  - a. Define goals for subcommittee
  - b. Review current Report Log
    1. Define purpose and value to FinCom/CBC,
    2. revise/add data elements to existing reports
    3. Add new reports to Report Log
  - c. Assign reports to subcommittee members for further evaluation and report back to subcommittee
  - d. Identify shared storage space feasibility for reports
5. Next Meeting Date
6. Adjournment

All meetings are open to the public