

Date: September 11, 2007, revised with committee clarifications

Subject: Sudbury Budget Review Task Force Minutes from September 10, 2007

From: T. Dufault

To: Bob Jacobson, Co Chairman
Marty Ragonos, Co Chairman

List:

Members in Attendance (marked by √)	Guests in Attendance
√ Robert N. Jacobson, Co Chairman	John J. Ryan, Jr, member
√ Martha M. Ragonos, Co Chairman	LSRHS
√ Miner A. Crary, Citizen	Susan N. Iuliano, Chairman
√ Daniel C. Difelice, Citizen	SSC
√ Tammie Dufault, Citizen	Jeffrey Beeler, Member SSC
√ Paul Fuhrman, Citizen	Bill Braun, Member SSC
√ Paul C. Gannon, Citizen	
√ Robert C. Haarde, Citizen	
√ William E. Kneeland, Jr., Finance Committee	
√ Karen Massey, Citizen	
√ Sabino (Sam) Merra, Citizen	
√ Lawrence W. O'Brien, Selectmen	
√ Paul E. Pakos, Citizen	
√ Ralph F. Verni, Finance Committee	

“committee in these meeting minutes refers to Sudbury Budget Task Force Committee”

Minutes:

- 1) Meeting was called to session by M. Ragonos 7:35 p.m. All committee members present. Guests for this meeting noted above. All participants introduced themselves.
- 2) Distribution of 3 documents to all attending:
 - a. Comments from August 29 presentation, Paul Pakos (attachment A),
 - b. Minutes of the August 29 meetings (attachment B),
 - c. Agenda for proposed “Education Agenda: Topic Proposals” for SBRTF (attachment C).
- 3) Minutes of the August 29, 2007 meeting presented and reviewed by members. R Verni proposed acceptance, M. Ragonos seconded the motion. Motion unanimously approved.
- 4) General Discussion on Open Meeting Law and recommendations on communications

between SBRTF meetings. Agreement by L. O'Brien, M Ragonas, R. Verni that information sharing is ok, yet all should refrain from responses to comments in favor or against electronic communication. Going forward L O'Brien recommends comments be funneled through M. Ragonas to ensure proper disclosure on "compliance with Massachusetts Open Meeting Law" is included.

- 5) M. Ragonas proposes appointing of committee clerk; T. Dufault offered to perform these duties and no one opposed. Additional clerk named when SBRTF splits into Revenue / Expense sub-committees.
- 6) M. Ragonas opened discussion on Education Agenda. She, B. Jacobson / L. O'Brien will complete the subcategory of IV – VII.
- 7) L. O'Brien commented on this phase and the protocol for opining and requests for additional information. L' Obrien advised of Training held 9/12/07 at Maynard Middle School.
- 8) M. Ragonas returned to Education Agenda. General Discussion held on Education Training Protocol / Forum.
 - a. Recommendation: Presentation materials will be provided electronically no less than 24 – 48 hours in advance of Education Training. This material will also be available on the BRTF website.
 - b. Committee members should review materials prior to actual meeting and forward, when possible, question(s) in advance to assist facilitating in gaining as much information as possible and limit "callbacks".
 - c. Forum intention will be in roundtable format with expectation committee members will be familiar with material and provide questions to presenter. Information is expected to come more so from questions than formal presentations. Formal presentations will provide overall function / mission of noted areas.
 - d. Requests for information, which presenters may have considered historically, will be addressed, yet committee may decide to table some matters when time is limited. These items will be noted separately and information requested to meet the needs of the committee. (additional recommendations in item 13)
 - e. Committee Member inquired on possible review of the police department as example of capital project. General consensus was this committee is a forward looking committee and not intended to review specific issues where previous decisions are made.
- 9) Jack Ryan comments:
 - a. Consider review of Capital Expenditure as its own topic as opposed to separate topics within each of the core training sections.
 - b. Discussion on possible restriction of information of teacher union negotiations if identified as creating possibility of "unfair negotiation". This topic was tabled and to be discussed prior to the time the committee reviews Sudbury School System areas, including LSRHS.
- 10) B. Braun led discussion on various interpretations of mission statement and training topics. Provided insight on timing of union negotiation process for SPS.
- 11) Dan Difelice requested listing of town owned assets, in use or not in use. M. Ragonas / L. O'Brien to obtain this information as requested.
- 12) M. Ragonas, Education Agenda: general discussion on how to prioritize the training sessions. This will largely be presented in cooperation with schedules of presenters.
- 13) Committee Recommendations:
 - a. M. Valente to be earlier in the training sessions,
 - i. L. O'Brien recommends committee define what type of additional information may be useful for M. Valente to present.

- b. capital expenditures,
 - c. Add Wayland / Sudbury Septic
- 14) Future meetings, held at 7:30 DPW, scheduled through November 5th as follows:
- a. September 24, 2007 (R Verni not available)
 - b. October 8th, 2007 (Paul Pakos, Paul Gannon not available; also no town / district representatives due to holiday.
 - c. October 22nd 2007
 - d. November 5th, 2007
 - e. Meetings beyond November 5th to be discussed as training sessions progress.
 - f. B. Jacobson recommends 1 – 2 brainstorming sessions prior to teams splitting into Revenue / Expenses. Split expected after new year.
- 15) M. Ragonas / B. Jacobson recommended committee members watch or attend Sudbury Finance Committee meetings once FY09 budget presentations begin.
- 16) Following additional general discussion on Education Training Agenda, R. Verni made motion for meeting adjournment, L. O'brien second motion. Meeting was adjourned, 9:22 pm.
- 17) Next Sudbury Review Task Force meeting, Monday, September 24, 7:30 EST DPW Conference Room.