

**Town of Sudbury ~ Finance Committee**  
**Monday – June 16, 2014**  
**Flynn Building – Second Floor - 7:30 PM**  
**Preliminary Meeting Minutes**

Attendance:

Those present were Vice Chairman Joan Carlton, Mark Minassian, Susan Berry, William Kneeland, Andrew Sullivan, Jeff Barker, Adrian G. Davies, Fred Floru and Jose Garcia-Meitin.

Meeting called to order at 7:32 PM

**Item 1: Introduction of New Members**

Jeff Barker - Moved to Sudbury in 1999; served on the CIAC, works in communications technology selling and installing large capital projects with public and private carriers. Did not take the course.

Adrian G. Davies – Has lived in Sudbury for 11 years, and is the Chief Investment Officer of a small investment management company. Attended the financial course, thought it was worthwhile.

Fred Floru - Lived in Sudbury for 12 years; he is an electrical engineer and sits on the board for a Real Estate organization; he is also a 401K trustee and oversees a treasurer and accountant in a non-profit organization. He did attend the course and thought it worthwhile.

Jose Garcia-Meitin - Lived in Sudbury for 16 years; worked as a finance manager for 20 years, now does financial planning, served on the CAIC which was called the Capital Improvement Planning Committee at that time. Did attend the financial course and thought it was worthwhile.

**Item 2: General Business**

- Approve meeting minutes

Bill Kneeland moved to approve meeting minutes of May 1<sup>st</sup>, seconded by Mark Minassian VOTE: UNANIMOUS.

- Transfers and other business

Transfer #1 - Maureen Valente, town manager, is asking to move \$168,159.91 from the Reserve Fund to bring the Snow and Ice deficit spending to zero.

Bill Kneeland moved to transfer from the Reserve Fund \$61,970 to the Snow and Ice Materials account and \$106,189.91 to the Snow and Ice Contractors account, seconded by Mark Minassian. VOTE: UNANIMOUS.

Transfer #2 - Police Chief is asking to move a total of \$60,219.04 from salaries to expenses. The first amount, \$9,976.40, is to upgrade a server and replace switches. The second amount, \$50,242.64, is an initiative for video surveillance ability and access control. This new systems would be for all town buildings including SPS and Municipal buildings. The town does not currently have access control. This initiative would bring the platform for future growth to municipal buildings.

Vice Chair Carlton asked for a motion to move \$60,219.04 from police salaries to police equipment. Mark Minassian moved the motion and Jose Garcia-Meitin seconded. VOTE: UNANIMOUS.

Transfer #3 - Fire Chief Myles is asking to move \$85,000 from overtime and clerical line items to various expenses to cover the Sudbury's Advanced Life Support program. The Chief indicated that program was launched in November of 2013. Previously in Town, these ambulance services were contracted out. This new program uses our own paramedics to make those ambulance calls. Historical spending of outside A.L.S. (Advanced Life Support) services was: FY12 - \$151,000, FY13 - \$160,000, FY14 \$98,000. On 6/1/13 and 8/1/13, the A.L.S. bills were \$17,000 and \$17.00. Vice Chair Carlton asked him to review the line items. The

specific line items being funded are: tuition, medical equipment budget, general expenses, equipment maintenance and uniforms.

Vice Chair Carlton asked for a motion to move \$85,000 from fire department overtime and clerical budgets to various line items as follows: \$1952 to tuition, \$42,541 to medical equipment, \$17,200 to general expenses, and \$11,656 to equipment maintenance and \$11,651 to uniforms. Susan Berry moved the motion and was seconded by Bill Kneeland. VOTE: UNANIMOUS.

Transfer #4 - Maureen Valente is representing Bill Place who is asking for \$35,000 be moved from salaries to highway vehicle maintenance for repair to rolling stock. Mark Minassian asked when the new vehicles are being purchased and what is the maintenance plan moving forward. Valente indicated the purchases will take place after the 1st of the fiscal year. She also indicated that we have 2 in-house mechanics. Andrew Sullivan asked how maintenance is recorded on each vehicle. There is no current formal recording device at this time. Mark Minassian asked if there is talk of adding a mechanic. Valente said there is no discussion planned at this time. Maureen Valente suggested benchmarking other communities to see how their DPW crews work.

Vice Chair Carlton asked for a motion to move \$35,000 from the salary budget to the highway vehicle maintenance budget. It was so moved by Adrian Davies and seconded by Mark Minassian. VOTE: UNANIMOUS.

### **Item 3: New Member Education – Discussion & Suggestions**

Susan Berry prepared a calendar summary for new FinCom members for what happens generally in each month. She reviewed it with the group. She passed out a copy of last year's budget guideline memo. Andrea Terkelsen reminded the group that they have their own section of the website; review it and use it for the FinCom's benefit. Mark Minassian also reminds the committee that there is a lot of information in the warrant. Bill Kneeland also advised that this is a learning process.

Vice Chair Carlton brought up Minuteman High School. She asked that everyone read the emails sent by Dave Manjarrez who will be invited to a fall meeting so that he can explain the background issues. Please ask any questions. Andrea Terkelsen reminded new members to take the ethics training, review policies and procedures for FinCom and be reminded of Open Meeting Law. Mark Minassian reminded new members that the general meeting time is the 3rd Monday of each month usually at the Flynn Building, except for no meeting in August.

### **Item 4: Selection of Members to serve as Chair & Vice Chair**

Vice Chair Carlton opens up the meeting for nominations of Chair and Vice Chair. For those who are nominated and accept the nomination, they will be invited to speak.

Andrew Sullivan nominated Mark Minassian, he has many years of public accounting experience and has gone through 4 budget seasons. He also has auditing experience that the committee can rely on.

Vice Chair Carlton nominated Susan Berry, she has been on the committee for 1 year, she is a high level contributor and has many years chairing volunteer committees.

Bill Kneeland seconded Mark Minassian for Chairman of the Finance Committee.  
Adrian Davies seconded Susan Berry for Chairman of the Finance Committee.

Both candidates then spoke. Mark Minassian has had many years of accounting experience, the last 4 as a CPA and owner of an accounting firm in Waltham. He feels that being the owner of his company affords him the time needed to be able to be Chair. Prior to owning his own firm, he had forensic accounting experience and also worked on municipal audits. He said he has steadily contributed to the Finance Committee since he started and has a solid understanding of the process and procedures. He also feels strongly that it takes a couple of years' experience being on the Finance Committee to be Chair.

Susan Berry currently works full time as Associate Director Wellesley College and is a math major and computer programmer. Although she does not have CPA experience, she has worked with the financial office of the College on the spending and reporting of endowed funds. She has chaired multiple volunteer organizations and feels that her strengths are leading volunteer groups and getting them the tools that they need to get their work done. She also has experience getting volunteer groups to work together.

Joan Carlton announced the result of the vote as 5 to 4 in favor of Susan Berry.

Individual member votes for Chairman are as follows:

Joan Carlton voted for Susan Berry
Susan Berry voted for Susan Berry
William Kneeland voted for Susan Berry
Jeff Barker voted for Susan Berry
Jose Garcia-Meitin voted for Susan Berry
Mark Minassian voted for Mark Minassian
Andrew Sullivan voted for Mark Minassian
Adrian G. Davies voted for Mark Minassian
Fred Floru voted for Mark Minassian

Nominations for Vice Chairman: Joan Carlton.

Andrew Sullivan seconded the nomination. There being no further discussion. VOTE: UNANIMOUS.

#### **Item 5: Public comments**

John Baranowsky of 103 Belcher Drive spoke. First, he mentioned the acoustics in the room make it difficult to hear people talking. Second, he felt the Town could do a better job with preventive maintenance and tracking for all its DPW equipment. Lastly, FinCom could do a better job with giving guidance to the cost centers. He believes that the budget increase should be only 2%. He also commented that several new members of FInCom do not have previous municipal experience.

#### **Item 6: Adjourn**

At 9:32 PM, Bill Kneeland made a motion to adjourn. The motion was seconded by Mark Minassian and Approved UNANIMOUSLY.