

## Typical Finance Committee “Calendar”

At each meeting there are typically minutes to approve and often requests for transfers. There is time scheduled at the end of the meeting for public comment. The schedule outlined below would be adjusted as needed to accommodate hearings/votes for any Special Town Meeting that might be called during the year.

### Summer Meeting(s)

- Elect Chair and Vice Chair
- Year-end Transfers
- FY16 Budget strategy planning
- Fin Com Committee Feedback from prior year
- Liaison appointments
  - Town Government/Selectmen, Debt Service/Unclassified, Public Works/Utilities, Public Safety, Human Services, Culture & Recreation
  - Lincoln-Sudbury Regional High School
  - Sudbury Public Schools
  - Minuteman RVTHS
  - Capital Improvements Planning Committee
  - Permanent Building Committee
  - CPA
  - LSRHS Technology Committee
  - Route 20 Sewer Committee
  - Route 20 Sewer Citizens Advisory Committee
  - Lincoln Fin Com (Sudbury FinCom Chair)
- Strategic Assignments: In 2013-2014 these included OPEB, New Member On-boarding, FinCom Social Media, FinCom Website, FinCom FAQs, FinCom Warrant, and Strategic Capital Plan

### September

- FY16 Budget Planning
  - Review Schedule of Meetings
  - Begin discussion of Budget Letter to Cost Centers
- Discuss Goals/Priorities
- Review Finance Committee Code of Conduct

### October

- Continuation of FY16 Budget Planning
  - Review Budget Hearing Process
  - Final Budget Letter to Cost Centers
  - Preliminary Budget Hearings calendar
- Joint meeting with the Selectmen to share strategic goals
- Hearings as needed from cost centers on current topics/areas of concern

## November

- Budget Letter sent to the cost centers (Liaisons to meet with assigned group once or twice after budget letter sent and before the December meeting to gather information and answers to questions in the letter)
- Hearings as needed from cost centers on current topics/areas of concern
- Meeting with State Legislator for input on activities at the state level that might impact town finances.

## December

- Liaison reports and discussion – Town Departments, SPS, LSRHS, Capital Projects

## January

- Preparing for/beginning of budget hearings

## February

- Weekly meetings (except February school vacation week), some weeks two meetings/per week
- Joint Meeting with Lincoln FinCom
- Budget presentations by Town, SPS, LSRHS, Minuteman TVRHS, CPA, other articles on the Warrant
- Joint Meeting with the Board of Selectmen
- Finance Committee deliberations and votes

## March/April

- Presentation as needed by cost centers on budget questions
- Continuation of deliberations and votes prior to Town Meeting
- Deadline for Warrant

## May

- Town Meeting
- Meetings scheduled prior to the starting time of Town Meeting as needed to consider new information of articles
- End of Town Meeting is the end of term of office for some members of the FinCom unless reappointed by the moderator