

Finance Committee ~ Minutes of Meeting
Tuesday, June 11, 2002
Fairbank Senior Center
7:30PM

Present: Sheila Stewart, John Nikula, Don Hutchinson, Larry Rowe, Tracy Billig, Bob Jacobson, Martha Ragonas, Michael Grosberg, Bob Hurstak. Also present: Kerry Speidel, Finance Director, Maureen Valente, Town Manager, Larry O'Brien, Selectmen Kirsten Roopenian, Selectmen & Robin Porcella, Recording Secretary.

Item 1 Approve Minutes from prior Meeting

Sheila Stewart opened the meeting at 7:35pm to discuss any concerns over the minutes from the previous meetings held on April 1, April 2, April 3, and April 30, 2002. There being no issues, all minutes were approved by the committee.

Item 2 Election of Chair / Vice-Chair

John Nikula nominates Tracy Billig and Don Hutchinson to serve as co-chairs. Tracy states she is willing to serve as a Co-Chair. Don Hutchinson appreciates the nomination, but due to personal obligations he will not be able to commit to the Co-Chair position.

Co-Chair Sheila Stewart informs new members to the committee that they are eligible to hold the position if they are willing to do so. Sheila also offers her help and time to help anyone who accepts the position. She also gave the committee members a brief description what her responsibilities as a Co-Chair have involved over the past year.

Michael Grosberg states he would like to serve another year on the committee before accepting the position, since there are other aspects that he would like to get familiar with. Sheila Stewart lets him know that she thinks he will have no problem if he accepts the position.

VOTED: Move to appoint Tracy Billig and Michael Grosberg as Co-Chairs of the Finance Committee. On vote 9 in favor and 0 opposed.

VOTED: Move to appoint Larry Rowe as Vice-Chair for the Finance Committee. On vote, 9 in favor and 0 opposed.

Item 3 Budget Discussion with Town Manager

Sheila Stewart turns the discussion over to Town Manager Maureen Valente. Maureen attended the meeting with Selectmen Larry O'Brien and Kirsten Roopenian to inform the committee of how they prepare and get ready to enter contract negotiations with the Schools and Unions through out the Town of Sudbury. She reviewed with the committee a handout she prepared identifying some suggested changes in the budget preparation and review process, including starting earlier in the year, preparation & distribution of Finance Committee guidelines. More wider participation in the Financial Summit, and joint budget hearings between the Finance Committee and Board of Selectmen. The Finance Committee generally liked the recommendations, though there was some discussion over the appropriateness of joint hearings with the selectmen. Town Manager Valente advised the committee that she would proceed with preparation of the Financial Forecast. A draft of which would be distributed at the next meeting.

Item 4 Transfer Requests No. 02-21

Finance Director Kerry Speidel informs the committee that this request consists of 2 parts. A \$20K Line Item Transfer from unclassified Medical to Unclassified FICA/Medicare and a \$10K Reserve Fund Transfer to Unclassified/FICA Medicare. The reasons for this request is that Medicare has increased substantially and new hires have replaced non-contributing employees. Don Hutchinson asked why there was not enough budgeted for. Kerry Speidel stated that this amount could only be estimated on, because you can not predict what the turn over will be for a year. She also informed the committee that any employee hired before 1986 was exempted from having to pay into this, and that it is now mandatory for all employees hired.

VOTED: To approve \$10K Reserve Fund Transfer to Unclassified/FICA Medicare and \$20K Line Item Transfer from Unclassified/Medical to Unclassified FICA/Medicare. On vote, motion carries 9 in favor, 0 opposed.

Item 5 Reserve Fund Transfer Request No.02-28 to Law/Legal Expense

Kerry Speidel informed the committee that the balance of the Reserve Fund is \$74,334 after the approval of Item #4, and that any unused balance at the end of the Fiscal year will go to free cash.

Kerry Speidel stated that the request is for a Reserve Fund Transfer to Law/Legal Expense for \$38,138. A memorandum attached to the request explains the need.

John Nikula asked if this transfer involved the case against the dogs. Maureen Valente, Town Manager, informed the committee there would be a segment on the news tonight, because the dogs are now missing. She reminded the committee that the dogs were ordered to be destroyed by the courts, and that the town has sent a letter to the owners informing them that the court order must be complied with if the dogs are found. She also informed the committee that the Town does not plan on spending any more money on this specific case.

Maureen Valente also informed the committee on the Mahoney suit. She informed the committee that the Mahoney Case, Charles Scott property and the property on Nobscot Rd are the one in the same. She informed the committee that the Town's insurance company is providing legal counsel and that Paul Kenny is serving as co-counsel.

VOTED: To approve a Reserve Fund transfer of \$38,138 to Law/Legal Expense account. On motion, vote carries 9 in favor and 0 opposed.

Item 6 Line Item Transfer No. 02-22

This line item request is to transfer \$12,500 from Selectmen/Clerical Salaries to Selectmen/Contracted Services. An Economic Development Assistants position was budgeted for FY02 & FY03, with the hope of obtaining grants to cover costs next year. When the financial position of the Town was determined for FY03, it was decided to contract this position out instead.

VOTED: To approve the line item transfer of \$12,500 from Selectmen / Clerical Salaries to Contracted Services. On motion, vote carries 9 in favor and 0 opposed.

Item 7 Request to increase FY02 Childhood Revolving Fund authorization \$25K to \$50K

Kerry Speidel informed the committee that this item needs both the Finance Committee and the Selectmen's approval. The selectmen approved this on May 6, 2002. The request to increase this year is because there are more children participating in the program.

VOTED: to approve the increase of FY2002 Early Childhood Revolving Fund authorization from \$25,000 to \$50,000. On motion, vote carries 9 in favor and 0 opposed.

Item 8 Request to increase FY 2003 Revolving Fund Authorizations

The committee was informed that in order for the authorizations to be increased, both the Selectmen and the Finance Committee need to approve it. The Selectmen's approval came May 6, 2002.

The Revolving Funds include the Early Childhood and Bus Revolving Fund.

VOTED: to approve the increase of the FY03 authorization for the Early Childhood Revolving Fund From \$40K To \$100K, and the FY2003 authorization for the Bus Revolving Fund from \$125k to \$300K. On motion, vote carried 9 in favor and 0 opposed.

Item 9 FinCom Appointment to Community Preservation Committee

Sheila Stewart agrees to fill the position if no one is interested in the position.

VOTED: to appoint Sheila Stewart to the Community Preservation Bylaw Committee. On motion, vote carries 9 in favor and 0 opposed.

Item 10 Reserve Fund Transfer Request No. 02-32 to Veteran's Benefits for \$400.00

Two veterans on indefinite benefits have caused a shortage in the Veteran's budget.

VOTED: to approve the Reserve Fund Transfer of \$400 to Vets Benefits. On motion, vote carries 9 in favor and 0 opposed.

Item 11 Salary Contingency Transfer Request No. 02-33

The Veteran's agent's longevity pay increased from \$200 to \$350, and was not budgeted in the salary line.

VOTED: to approve the Salary Contingency Transfer to Veteran's salary for \$150. On motion, vote carries 9 in favor and 0 opposed.

Item 12 Follow-up Items / Other Items

There was no other business.

There being no further business, the committee adjourned at 9:55pm

Submitted by:

Robin Porcella, recording Secretary