

**Town of Sudbury ~ Finance Committee  
Minutes of Meeting  
Monday, January 26, 2004  
Lower Town Hall - 7:30pm**

**Present:** Co-Chairs Tracy Billig & Bob Jacobson, Bill Kneeland, John Nikula, Marty Ragonas, Larry Rowe, and Shauna Simmonds. Also Present: Kerry Speidel, Finance Director, and Robin Porcella, Recording Secretary.

**Opening remarks from Co-Chairs:**

The meeting was opened at 7:45pm.

**Item 1: Town of Sudbury Liaison remarks:**

No Discussion

**Item 2: Presentation of FY05 Town of Sudbury Budget:**

Town Manager Maureen Valente presented the Town's budget to the FinCom.

Maureen Valente started the meeting by introducing various town employees to the FinCom.

Asst. Town Manager: Wayne Walker  
Selectmen: Larry O'Brien & Kirsten Roopenian  
Department Heads: James Kelly, Building  
Dennis Mannone, Park & Recreation  
Peter Fadgen, Police Chief  
William Place, DPW Director & Town Engineer  
Robert Leupold, Health Director  
Bill Talentino, Library Director  
Barbara Siira, Town Clerk  
Mike Dunne, Acting Fire Chief  
Fire Dept. Employees: Lt. Brian Lewis & Capt. Bill Carroll

For tonight's presentation, she will present a level funded budget and a 3% budget scenarios. She will not be discussing every department individually, and the Committee should feel free to interrupt her and ask her or the department heads any questions.

A level funded operating budget for FY05 would be distributed the following way:

49% - SPS  
26% - Town Departments  
24% - LSRHS  
1% - Minuteman (is actually a little less than 1%, but due to rounding is listed at 1%)

The Town's budget would be distributed the following way with a level funded budget:

45% - Public Safety  
22% - Public Works  
17% - General Government  
8% - Culture & Recreation  
4% - Human services  
4% - Unclassified & Transfer Accounts

*The FY05 Budget Objectives for the Town:*

- Protect public safety
- Protect quality of life
- Protect our assets & investments
- Comply with Federal & State regulations
- Advance the Board of Selectmen's goals
- Continue meeting service demands
- Retain staff, and reward performances

*Drivers:*

- Salary Increase (We have good employees, and we need to retain them)
  1. Steps
  2. Annual wage adjustment
- Utilities = 17% or \$34,000
  1. New building
  2. Contracts
- Replacement of equipment/materials
- Contracts for services
- State & Federal regulations/mandates
- Diversity of Mission
- Diversity of mandates/requirements
  1. Financial, environmental, homeland security
  2. Federal, State, & Local
  3. Regional - Retirement System
- Public Policy Process (ex: PTERC Committee)

The Town Manager's Recommended level funded budget for FY05 would \$14,249,361. This amount is \$411,965 less than FinCom's Recommended level funded budget, due to lower than originally anticipated increases in benefits costs.

The FY05 3% budget scenario would result in an increase of 3.41% over FY04. Total amount recommended by the Town manager = \$14,605,564.

*Level Funded Budget Impacts:*

- 1.5% salary adjustment for non-union employees. 2.25% for police officers.
- Reduce another 1.5 positions - clerical, interns for planning, summer help for engineering
- Increase in utilities - 17% increase
- Savings in Police Dept. - promotion of new chief, 2 lieutenant positions are open, use of COPS Fast grant
- Police Dept. can not send new hires to the academy
- Police & Fire Departments may run short shifts again - fire fighters will be taken out of the smaller stations and relocated to the headquarters on Hudson Rd.
- All contractual obligations will be met
- Limited infrastructure investment
- Workload demands on staff

*Highlights of a 3% Budget:*

- Youth Coordinators position restored
- DPW worker added
- Police & Fire Overtime
- Police Dept. can not send new hires to the academy
- Restore small cuts departments made to reach a level funded budget

- \$34,813 in salary contingency, hopes to maintain parity between union and non-union employees

Marty Ragonos asked if the DPW is short-handed in staff, does this mean projects are not getting completed. DPW Director Bill Place stated that in the past 5 years, he has asked for a total of 3 employees and they have all been refused. In the past, there were 23 employees in the highway department and now there are only 17. The department is not able to keep up with maintenance as they would like to. Maureen Valente stated that there has been a significant number of retirees in the highway department the past year or so. The only veteran employees left there, are Bill Place & John Lindgren, Sr. Positions vacated due to retirements have been re-classified to working foremen positions.

*Impacts on Expenses with a Level Funded Budget:*

- No Hazardous Waste Day (Again)
- Warranties on computer servers will lapse
- Public Safety Needs:
  - a. Police - pagers
  - b. Fire - radio headphones
  - c. Building - remainder of \$25,000 for maintenance projects (capital budget request)
  - d. Trail maintenance

*Impacts on Expenses with a 3% Budget:*

- No Hazardous Waste Day
- Building repair/maintenance partially restored - Fire Station & Town Buildings
- Vehicle for DPW
- Mosquito Control & Nursing Services reinstated
- Small cuts that departments made to obtain a level funded budget are restored
- Library to receive more money to purchase materials

*Ending Thoughts:*

- Not here to make your job easier
- Strongly protest any cut in Town services
- Keep looking for ways to make services more cost efficient
- Scary but exciting time for Town despite dire economy
- Board of Selectmen & town have values and vision

**The Committee took a two-minute break**

Maureen Valente presented the other budget items to the FinCom, consisting of: the Enterprise Funds, Benefits & Insurance, Charges & Offsets, Debt, and Reserves.

*Solid Waste Enterprise:*

- Transfer Station is doing well financially and has stable group of users
- Town Manager & DPW Director are working with consultants & Pay-As-You-Throw Committee to examine alternative means of providing solid waste collection services. The Sudbury Foundation awarded the Town with a grant to complete a study regarding the possibility of going to a curbside collection program.
- Making a presentation to the Board of Selectmen on March 2, 2004

*Pool Enterprise:*

- Ambitious Revenue Targets for FY04
- New programming is paying off
- Projecting approximately the same revenues
- Projecting not to need subsidy from the Levy
- Capital items within Capital budget

Bob Jacobson asked if both enterprises are looking a making a profit this year. Maureen Valente informed him that they are, and that she would like to see them get to the point where they are able to replace their own equipment.

Marty Ragonas asked what Capital Projects are slated for the Pool in the future and if there are any estimates as to the costs. Dennis Mannone informed her that the windows and lockers will need to be replaced. The window replacement would cost approximately \$10 to \$15,000. There are lots of cracks & drafts in them currently. The lockers need to be replaced both for of safety & cosmetic reasons. The department would like to replace the rusted metal ones with new plastic lockers. This is one of the first things that potential new members look at. People need to feel that their personal belongings are going to be safe. The estimated cost is currently \$15 to \$20,000. Potential requests will be put in for general maintenance & replacement of the HVAC unit.

*Benefits:*

Maureen Valente informed the committee that LSRHS will know better next month as to what their health enrollment figures will be. The high school has just finished their open enrollment period.

The Town health insurance is self-funded. Assistant Town Manager Wayne Walker works with consultants and an insurance advisory committee to determine the needs of the Town.

Bill Kneeland asked how the Town came up with the 75% to 90% premium contribution by the Town. Maureen Valente stated that this split has been in place for many years. The Town use to pay 100%, but State Regulations required it to be reduced to 90%

Maureen Valente informed the committee of the Town's website address: [WWW.Town.Sudbury.MA.US](http://WWW.Town.Sudbury.MA.US)

*Debt Services and Charges:*

Presentation made by Kerry Speidel, Finance Director/ Treasurer-Collector.

Budget request for FY05 is \$6,014,000. This will be used to cover debt service payments for several bond issues.

Debt by Category:   13% Town Buildings  
                          12% Land Acquisition  
                          54% Sudbury Public Schools  
                          21% LSRHS

Gross Debt Service Payment by Fiscal year:

FY04 = \$7,819,761

FY05 = \$6,014,574

FY06 = \$5,599,944

FY07 = \$5,338,326

FY08 = \$4,513,907

FY09 = \$4,392,989

Gross town debt, does not include SBA reimbursement or LSRHS debt assessment.

Authorized, but Unissued Debt remains for the following: street lighting, septic system, second Meechan-Meggs property, public works facility, and waste water feasibility study.

Speidel next presented the Charges budget request. The Charges Budget request covers 4 areas: Cherry Sheet Charges; Cherry Sheet Offsets; Deficits; and Overlay Account. Estimated charges are levied on the Town by State Law, and are not subject to Town Meeting Appropriation.

MBTA Assessment: \$148,449  
Air Pollution District: \$7,000  
MAPC: \$5,000  
Other: \$18,000

The MBTA assessment has been drastically reduced based upon legislative action. MBTA Assessments are now a function of whether or not you have direct service. The MBTA assessment should hold steady over the next few years. Firm assessment estimates for FY05 and FY06 have been provided.

Recap Deficits:

- Deficit must be raised on the recap within the levy.
- Snow & Ice Deficit = as long as the amount appropriated is at least equal to prior year appropriation, State Law permits deficit spending.
- Other deficits - overlay, enterprise funds, and revenue.

**There being no further business, the Committee adjourned at 9:55pm.**