

**Town of Sudbury
Finance Committee ~ Minutes of Meeting
Monday, June 28, 2004
Fairbanks Community Center – 7:30pm**

Present: Co-Chairs Bob Jacobson & Marty Ragonas, Tracy Billig, Michael Grosberg, Bill Kneeland, Shauna Simmonds, and Sheila Stewart. Also present; Kerry Speidel, Finance Director, and Robin Porcella, Recording Secretary.

Opening remarks from Co-Chairs

The meeting was opened at 7:35pm.

Item 1: Approve minutes from March 23, 2004 & May 18, 2004

There were no minutes presented for March 23, 2004.

Bob Jacobson stated that the result of the vote, needed to be added to Item 1 in the May 18th minutes.

VOTED: To approve the minutes of May 18, 2004, with the understanding that the above mention changes are to be made. Motion made by Marty Ragonas, and seconded by Michael Grosberg. On vote, motion carries 5 in support, 0 opposed, and 2 absent (Simmonds, Stewart).

Item 2: Consideration of Reserve Fund Transfer Request(s)

04-26, a request for \$1,452.52 for Veterans Benefits: presented by Town Manager Maureen Valente. The committee was informed that this request was amended from this afternoon to cover the cost of a veteran's funeral, and another veteran's benefits.

VOTED: To approve the reserve fund transfer of \$1,452.52 for Veteran's benefits. Motion made by Michael Grosberg, and seconded by Bill Kneeland. On vote, motion carries 5 in support, 0 opposed, and 2 absent (Simmonds, Stewart).

04-43, a request for \$18,000 for Fire Expenses: presented by Fire Chief Ken McLean. This was a capital project last year, but it was overlooked. Each winter the parking lot deteriorates, and causes other issues. The contractor will be working with Bill Place. The grade of the parking lot causes water to pool in the rear of the building, causing ice to accumulate. Last winter one of the trucks slid on the ice, and almost hit the building. Bob Jacobson asked how much money Bill Place would need to spend on this project. Maureen Valente stated that Bill would be using his employees, and is not sure what he might need to spend.

VOTED: To approve the reserve fund transfer of \$18,000 to Fire General Expense. Motion made by Michael Grosberg, and seconded by Marty Ragonas. On vote, motion carries 5 in favor, 0 opposed, and 2 absent (Simmonds, Stewart).

04-46, a request for \$5,000 for Fire Department, presented by Fire Chief Ken McLean. There is a mold problem in the EMS supply closet at the fire station headquarters. They need to get it under control before it becomes a serious issue. Currently, the closet has been emptied and the supplies are being kept elsewhere. Any extra money will be used to build a wall in the locker room to accommodate female employees.

VOTED: to approve the reserve fund transfer in the amount of \$5,000.00 to Fire Equipment Maintenance. Motion made by Michael Grosberg, and seconded by Bill Kneeland. On vote, motion carries 6 in favor, 0 opposed, and 1 absent (Simmonds).

Item 3: Consideration of Line Item Transfer Request 04-44

Request 04-44 was presented by Kerry Speidel. This request is to cover the installation costs of the reverse 911 system. The Town is receiving a match payment from the Department of Homeland Security in the form of a State Grant. There is extra money in the salary line, due to a lieutenant's retirement. Maintenance is covered for the first year only.

VOTED: to approve the line item transfer in the amount of \$23,000.00 from Police Salaries to Police General Expense. Motion made by Michael Grosberg and seconded by Shauna Simmonds. On vote, motion carries, 7 in favor and 0 opposed.

Item 4: Consideration of Cluster Transfer Requests

04-38 a request to move \$7,000 from Trees & Cemetery Salary to Highway General Expense. This request is for a new book building at the Transfer Station. This is one of the most popular buildings in the town, and is a high priority for the community. The old building is in disrepair, and is unsafe. Some of the money will also be used for the purchase of a new sidewalk roller.

04-39 a request to move \$11,000 from Parks&Grounds Salary to Highway General Expense. This request is to cover the purchase of a new sidewalk roller.

VOTED: to approve the line item transfer of \$7,000 to Highway General Expense and the line item transfer of \$11,000 to the Highway General Expense. Motion made by Marty Ragonas, and seconded by Bob Jacobson. On vote, motion carries 7 in favor and 0 opposed.

Item 5: Consideration of other FY04 Budget Adjustments per MGL Ch 46, Section 123

04-35, a request to move \$4,000 from Unclassified Town Meeting Expense to Planning Contracted Services. These funds will be used to cover a contract for technical services to the Water Resource Protection District Zoning Bylaws & Regulations. The Water District does not have or currently will not make the funds available. Bob Jacobson stated that what the residents of Sudbury pay for water, the Water District should be putting the money forward to cover this.

VOTED: to approve the cluster fund transfer in the amount of \$4,000 from Unclassified Town Meeting to Planning Contracted Services. Motion made by Marty Ragonas, and seconded by Sheila Stewart. On vote, motion carries 6 in favor, and 1 opposed (Jacobson).

04-45 a request to move \$30,000 from Unclassified Insurance to Personnel Contracted Services. Towns will need to start saving for unfunded liabilities, due to offering insurance to retirees. The first step in doing so would be to complete an actuarial study. The regulations are about to go into affect. Health insurance coverage runs on a calendar year. Michael Grosberg asked what the bond agencies thought of this. Kerry Speidel informed him that they overlook it, because it is not a requirement right now. Maureen Valente stated that this will most likely be a requirement in the next 6 months.

VOTED: To approve the Cluster Transfer of \$30,000 from Unclassified Medical Insurance to Personnel Contracted Services. Motion made by Marty Ragonas and seconded by Shauna Simmonds. On vote, motion carries 7 in favor and 0 opposed.

04-40, a request to move \$575 from Unclassified Town Meeting Expense to Planning Contracted Services. These funds will be used to pay for work that was done to make the commercial district more attractive. This is coming in late, due to the sloppy paperwork on the side of the vendor.

VOTED: to approve the Cluster Transfer of \$575 from Unclassified Town Meeting to Planning Contracted Services. Motion made by Bob Jacobson and seconded by Bill Kneeland. On vote, motion carries 7 in favor and 0 opposed.

04-41, a request to move \$2,000 from Unclassified Town Meeting Expense to Selectmen Survey and Studies. These funds will be used to offset the total project amount for the Hopbrook Water Clean-up.

VOTED: to approve the Cluster Transfer of \$2,000 from Unclassified Town Meeting to Selectmen Surveys & Studies. Motion made by Shauna Simmonds and seconded by Michael Grosberg. On vote, motion carries 7 in favor and 0 opposed.

Item 6: Metrics Project with Lincoln Finance Committee

Also in attendance was Susan Brooks of the Lincoln Finance Committee.

Susan stated that a discussion needs to be held with the school committees & school personnel, to determine what the most important metrics will be to the Finance Committees.

Bill Kneeland stated that these are some of the potential metrics to be looked at. Nothing is definite though.

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| -enrollment | -cost to educate |
| -student/teacher ratios | -student user/athletic fees |
| -years of service by teachers | -special needs |

Susan stated that a few years ago the Lincoln FinCom tracked Special Ed., and they found that the number of students leveled off but the money required to cover the costs raised drastically.

Marty Ragonas asked if December was a reasonable timetable to come back with information. Bill Kneeland stated he believes they should have substantial data by then. Marty Ragonas reminded the committee that they need to stay with a firm deadline. Susan Brooks stated she would like to be able to meet over the summer and have information prepared before December.

Bob Jacobson stated they are looking into getting both Lincoln & Sudbury FinComs together sometime in September.

Item 7: Adjourn

The committee adjourned at 8:35pm