

**Town of Sudbury ~ Finance Committee  
Minutes of Meeting  
January 23, 2006  
Lower Town Hall – 7:30pm**

**Present:** Co-Chairs Bob Jacobson & Marty Ragonas, Tracy Billig, Bill Kneeland, Larry Rowe, Sheila Stewart, Ralph Verni and Debbie Zurka. Also present: Suzanne Petersen, Finance Director, and Robin Porcella, Recording Secretary.

**Opening Remarks:**

The meeting was opened at 7:35pm.

**Item 1: Approve Minutes:**

Bob Jacobson asked if the committee had any questions or comments regarding the minutes from the January 9<sup>th</sup> or 12<sup>th</sup> meetings.

**VOTED:** On motion, to approve the minutes of meetings held on January 9, 2006 and January 12, 2006. Motion made by Bill Kneeland, and seconded by Larry Rowe. On vote, motion carries 7 in support, 0 opposed, and 2 absent (Billig, Grosberg).

**Item 2: Budget Hearing – Minuteman Regional High School:**

Bill Kneeland introduced Paul Lynch, school committee member, and Tom Markham, Minuteman Regional Assistant Superintendent, as the night's presenters.

Paul Lynch introduced himself, and thanked the committee for the opportunity to present the Minuteman's budget. He informed the committee that this was his fourth or fifth time before the Finance Committee. He is a member of the school committee, and a parent of a student who attends Minuteman. Although the school is facing many issues such as higher transportation and utilities cost, the school is trying to keep the budget under control. He informed the committee that the Minuteman school committee will be voting on their budget the following night.

Assistant Superintendent Tom Markham provided the committee with a five-page hand-out. He informed the committee that he did not bring copies of the complete budget, but would be more than happy to provide them at the committee's request. He reminded the committee that the hand-out only reflects preliminary assessment figures.

The yellow hand-out sheet reflects all revenue that the school is anticipating. The chart shows a 2.8% increase over FY06. The total preliminary assessment figure for FY07 is \$9,742,566. \$309,590 would be Sudbury's assessment. Tom Markham reminded the committee that these figures could change once the governor's budget is released. He believes they will have more solid figures by the end of the week.

Referring to the legal-size hand-out, Tom Markham stressed that these are preliminary figures, but he believes they are reasonably solid. The chart shows the diverse contingency of students that the school serves. He believes the figures listed in Column P, State Required Minimum, will change once the governor's budget is released.

Tom Markham thanked the committee for the support they have shown to the school over the years, and he will be happy to answer questions they might have.

**Item 3: Capital Improvement Planning Committee – Budget Hearing:**

Kirsten Roopenian, CIPC chairman, was introduced to the committee.

Ms. Roopenian began the presentation by describing the mission and reading the bylaw for the CIPC. The committee operates under Massachusetts General Law, Chapter 41, which provides for the annual review of the municipality's capital items by the CIPC. The committee is asked to make recommendations in a budget or in an annual report. The reports are based on need and the status of capital items. The committee studies proposals for improving or replacing major tangible assets/projects that have a useful life of at least 5 years, and a single year cost of \$10,000 or a multi year cost of \$100,000 or more. The committee considers the need, impact, timing, and cost of all proposals.

For FY07, the CIPC is presenting a budget of \$332,585 to complete seven projects. Ms. Roopenian pointed out to the committee that all of the projects would come from the operating budget, and not from Debt or Capital Exclusion.

Town Manager, Maureen Valente, was introduced to give an overview of each project. The seven projects and costs presented to the Finance Committee were:

<b>Department</b>	<b>Item</b>	<b>Request</b>
Information System	Permitting Software	\$40,000
Pool	Gutter System	\$30,000
Building	Various Improvements	\$71,895
Dept. of Public Works	Replace Vehicles	\$104,200
SPS / Accounting	HR Software	\$9,000
Town Manager	Postage Meter	\$15,000
Tax Collector	Collection Software	\$62,490
	<b>Total</b>	<b>\$332,585</b>

Ms. Valente informed the committee that the new postage meter is required in order to meet the new federal regulations in calendar 2007.

Sue Petersen, Finance Director/Town Accountant discussed the advantages of the requested Payroll, HR and Personnel enhancements to the Munis Software the Town currently owns. Ms. Petersen advised the committee that the Town implemented the current system in 1995 using an approach to the payroll that was relevant at the time. Since then a new approach to the payroll has been developed by Munis that can provide SPS the Time and Attendance program they have been looking for and will enable the

Town to track compensated absences, something the annual audit recommends each year. This project will address these most pressing issues in an environment with which town and SPS staff are familiar and will provide new HR, Personnel and budget tools at the same time. Ms. Petersen informed the committee that the total cost of the project is \$18,000 but SPS is going to contribute \$9,000 from their operating budget toward the total cost.

Andrea Terkelsen, Town Treasurer, discussed the request for the tax collection software. She informed the committee that the Treasurer's office has been using the current program for the last 10 to 11 years. The current vendor is a one-person operation who does not offer the technology upgrades or the documentation that the proposed Munis project offers. In addition, the current system is not integrated with the Munis General Ledger, which requires many manual entries leaving room for error. She stated that the \$62K is primarily to cover the licensing, and that the maintenance costs in future years will be close to what it is now with the current vendor. Co chair Bob Jacobson pointed out that the Tax Collector's office has collected approximately \$600,000 in the past year in delinquent taxes. Ms. Terkelsen confirmed Mr. Jacobson's statement and added that the research required for this work will be less time consuming with this new software in place, thereby allowing her to direct her time and energies elsewhere.

Maureen Valente discussed the \$104,200 being requested by the Department of Public Works for vehicle replacements. She stated the DPW originally requested a much higher number for FY07 but the DPW Director identified the essential items and reduced his preliminary request. The funds would be used for one lease-purchase for a truck, the outright purchase of two 1998 one-ton trucks, and one trailer. If extra funds were made available the DPW would replace more vehicles.

Building Inspector, Jim Kelly, discussed some of the various improvement projects that his department would like to complete on the Town buildings. The garage doors in Town Hall need to be repaired. Currently providing storage for equipment including the voting machines, the ability to secure this area is important. Additional funds to replace the boiler in the Fairbanks community center are being requested. Although funds were voted by last year's Annual Town Meeting, bids came in higher than anticipated. Some of the windows in the Flynn Building basement need to be replaced. Last year a pipe in the basement computer lab froze and burst damaging costly equipment. Replacement windows should eliminate future frozen pipes.

Dennis Mannone, Park & Recreation Director, discussed the overflow gutter system around the perimeter of the pool. The concrete slabs under the tiles are becoming uneven and are now presenting a safety hazard. They would like to put in a new fiberglass system.

Kirsten Roopenian reiterated that the CIPC has already voted to recommend these seven projects, and urged the Finance Committee to support the recommendations at this level. She reminded the committee that the CIPC voted to have the seven projects funded within the operating budget, without any debt or capital exclusion in FY07.

**Item 4: Community Preservation Committee – Budget Hearing:**

Chris Morley, CPC co-chair, was introduced to the committee. He started his presentation by giving an overview of the CPC. He stated that the CPC derives its revenue from the 3% property tax surcharge, plus the 100% match that is received from the state. Currently the 100% match from the state is expected to last through 2010. After that, it is expected the match will be reduced as more towns and cities adopt the CPA. After four years, the fund balance is \$3,645,000.

The CPC is recommending nine projects at the 2007 Annual Town Meeting for a total of \$1,822,328. The projects are:

- \$32,000 – Carding Mill Pond Harvesting (Open Space)
- \$85,720 – Longfellow’s Wayside Inn Site studies (Historic / Open Space)
- \$50,000 – Mahoney & Malone Feasibility Study (Community Housing & Recreation)
- \$100,000 – Walkway Construction (Recreation)
- \$74,281 – Loring Parsonage Exterior Restoration (Historic)
- \$24,022 – Hearse House Relocation & Restoration (Historic)
- \$136,305 – Cemetery Ironwork Restoration (Historic)
- \$360,000 – Sudbury Housing Authority Housing Unit Purchase (Community Housing)
- \$960,000 – L-S Community Athletic Field (Recreation)

Mark Kablack stated that the Town approached LSRHS about funding the artificial turf athletic fields. This would be a joint project between the town and LS and is being modeled by a CPA project in with Acton-Boxborough Regional High School. Mr. Kablack stated that once complete, the fields will be an asset to the town and that it makes good fiscal sense because the Town will not have to purchase land on which to locate these fields. The project requires a signed agreement between the Town of Sudbury and LSRHS stating the details regarding use and maintenance before any funding will be made available. The CPC’s cost would be \$960,000, with additional funding in the amount of \$190,000 from LSRHS and \$350,000 from other user groups.

Chris Morley closed his presentation by asking the committee for its support. He offered to answer any questions that the committee might have.

**There being no further business, the committee adjourned at 9:05pm.**