

**Town of Sudbury ~ Finance Committee**  
**Minutes of Meeting**  
**Monday - July 9, 2007**  
**Fairbank Center – 7:30pm**

Present: Chair Chuck Woodard, Jamie Gossels, Jim Jacobson, Bob Jacobson, Bill Kneeland,  
Marty Ragonas, Sheila Stewart, Ralph Verni, Debbie Zurka

**Opening Remarks:**

The meeting was opened at 7:36pm.

**Item 1: Executive Session: Briefing on land acquisition negotiations:**

Town Manager Maureen Valente explained some of reasons that allow a public committee to go into executive session. She has attended tonight's meeting to discuss some possible land acquisitions and is requesting that the committee go into executive session.

**VOTED: Motion to go into executive session for the purpose of discussing 3 possible land acquisitions. Motion made by Marty Ragonas and seconded by Jaime Gossels. On vote, motion carries 9 in support and 0 opposed.**

**VOTED: Motion to reconvene to regular session. Motion made by Marty Ragonas, and seconded by Bill Kneeland. On vote, motion carries 9 in support and 0 opposed.**

**Item 2: Transfers and Other Business:**

There were no transfers to be voted.

**Item 3: Budget Review Task Force:**

The committee was informed that no town staff has been allocated to this committee. The task force will run similar to the LS Safety Committee, where the members do all of the work. The group will run through January 2008, and members should expect 2 to 3 hours of work per week.

Maureen Valente informed the committee that no actual date has been set for the first meeting. Currently, three potential citizens have applied for the at-large position.

Ralph Verni stated that he is interested in the revenue side, but can not chair the committee because of time constraints. He would consider being a co-chair with someone. Bill Kneeland stated that we would be willing to work on either side, but is not interested in serving as a chairperson.

Marty Ragonas stated that she sees the FinCom as being responsible for facilitating the meetings. FinCom members will be responsible for keeping the meetings and discussions heading in the right direction.

Maureen Valente stated that SPS would like to have two members on the task force. Bob Jacobson thought Eileen Glovsky would be a perfect candidate for this position if she was interested. Marty Ragonas stated she would prefer that they only have the one member. If another position was offered to SPS, than another position would have to be added for LSRHS. It is a public meeting, so anyone will be able to attend and participate from the audience.

It was agreed that Ralph Verni (revenue), Marty Ragonas (revenue), Bill Kneeland (expenses), and Bob Jacobson (expenses) would represent the Finance Committee.

**Item 4: Letter to cost centers discussion:**

Chuck Woodard asked the committee for their input.

Ralph Verni stated that he would like to see that the two schools work together to come back with a set of common definitions. He stated that since the spreadsheet is going to be a new aspect of the budget process, the letter should contain the dates the info is needed by.

Chuck Woodard stated he was going to get the spreadsheet circulating now. This will give the cost centers a chance to look at it, and ask any questions they might have.

Finance Director, Andrea Terkelsen, asked that it be requested that the cost centers submit their completed budgets first, and then submit the spreadsheets.

Chuck Woodard stated that he will work on the final draft of the letter and present it at the September meeting.

**Item 5: Code of Conduct:**

Ralph Verni reminded the committee of the discussion they had at the previous meeting about establishing a guideline regarding Code of Conduct by the FinCom members. Ralph believes this is something that should be looked at each year, and that a shorter version should be created for the FinCom. Ralph informed the committee that Maureen Valente has offered to have a set of guidelines made up for the committee is they so wish.

Chuck Woodard stated he liked the first page. He thinks it very straight to the point.

Bob Jacobson suggested listing a rule that states the member needs be a neutral party. The member can not take a side, and have a specific agenda when joining the committee.

**There being no further business, the committee adjourned at 9:22pm.**