

**Town of Sudbury ~ Finance Committee  
Minutes of Meeting  
Monday – June 18, 2007  
Fairbank Senior Center – 7:30pm**

**PRESENT:** Bob Jacobson, Bill Kneeland, Marty Ragones, Sheila Stewart, Ralph Verni, Chuck Woodard, and Debbie Zurka

**Opening Remarks:**

The meeting was opened at 7:35pm.

**Item 1: Vote Interim Member Appointments (Jamie Gossels & Jim Jacobson)**

**VOTED:** On motion, to approve the interim appointment of Jamie Gossels and Jim Jacobson through the 2008 Annual Town Meeting. Motion made by Ralph Verni and seconded by Bill Kneeland. On vote, motion carries 7 in support and 0 opposed.

**Item 2: Approve Meeting Minutes:**

Chuck Woodard and Marty Ragones submitted copies with corrections to be made.

**VOTED:** On motion, to approve the minutes of the May 21, 2007 meeting with understanding the submitted changes will be made. Motion made by Ralph Verni and seconded by Sheila Stewart. On vote, motion carries 7 in support and 0 opposed.

**Item 3: LSRHS Budget Update:**

Judy Belliveau, LSRHS Business Director, informed the committee that the school has a \$111,000 deficit in funds for Special Education out of district tuition for the current fiscal year. She stated that the state opened the window for schools to receive more circuit breaker funds. The Special Ed. Staff applied in March, and the school did qualify for \$276,000. The funds will be used to offset this year's deficit and the extra will be used to offset the deficit for FY08. Currently the school is predicting an unplanned additional special education tuition expense of \$115,000 for FY08. The main factor is the number of new placements in the Special Ed. Program.

John Ritchie informed the committee that the high school & SPS are working together to improve the lines of communication regarding special education enrollment.

The committee was appreciative of LS coming forward to it with all of the information.

**Item 4: Strategic Review Committee Discussion**

Selectmen Larry O'Brien presented the committee with the list of FY08 goals for the Board of Selectmen. The committee was also presented with a spreadsheet containing suggestions on focus and structure of the Budget Review Task Force.

Ralph Verni asked if it was known what the committee will actually be called and if it will have a limited life. Larry O'Brien stated that it will most likely be a task force. Marty Ragonese stated that she liked the idea of there being four FinCom members on the Task Force.

Bob Jacobson stated that it suggests it is a political committee if one of the selectmen chair the task force. It should be considered to have one of the at-large members chair the task force. Larry O'Brien stated that he does not have a problem not being the chair, but he believes the reports needs to be released by the FinCom with the bulk of the work being done by the task force.

Chuck Woodard asked what the FinCom needed to decide tonight. Larry O'Brien stated he would like to know which four FinCom members would be interested, and the number of at-large members they would like to see appointed to the task force.

Maureen Valente informed the committee that the application is available of the town's website. She stated she would like to get a working group to do the interviews. She would like to get people who are looking at the big picture and don't have an ax to grind.

**Item 5: Draft Liaison Assignments:**

Chuck Woodard explained the role of the liaison assignments to the new members of the committee. The committee members were provided with a list of the assignments.

**Item 6: Letter to Cost Centers Discussion:**

The committee reviewed the letter to the cost centers that is to be sent out in September.

A discussion took place regarding the percentage figure that should be included within the letter. No conclusion was arrived at, and it was agreed to discuss this topic at a future meeting.

Maureen Valente stated that she, Andrea Terkelsen, and Sue Petersen did an analysis a couple of years ago, and 3% became a good base line to start the budgets with.

Chuck Woodard stated that he is going to ask the cost centers to provide the new spreadsheets in an excel format, and to also provide the committee with a hard copy.

Maureen Valente reminded the committee that it will be very difficult to give a breakdown of the benefits by clusters. She will be able to provide a breakdown showing the town's portion and SPS's portion.

**Item 7: Transfers:**

**#07-30** is a reserve fund transfer for the amount of \$15,000, and is being requested by the Town Manager. The funds will be used to cover the short fall in the Medicare Expense Line.

**#07-31** is a reserve fund transfer for the amount of \$21,808, and is being requested by the Personnel Department. The funds will be used to cover the short fall in the medical insurance line. The town saw a 12% increase in the premiums this past year.

**#07-32** is a reserve fund transfer in the amount of \$8,000, and is being requested by the Transfer Station & Town Manager. The funds will be used for the replacement of a roll-out container.

**#07-33** is a reserve fund transfer in the amount of \$10,000, and is being requested by the Town Manger. The funds will be used to replace town line signs at various points.

**#07-34** is a reserve fund transfer in the amount of \$3,500, and is being requested by the Town Manager. The funds will be used to repair some of the town center that was damaged by the Grange work.

**VOTED: To approve reserve fund transfers #07-30 through #07-34. Motion made by Marty Ragonas and seconded by Debbie Zurka. On vote, motion carries 7 in support and 0 opposed.**

**#07-29** is a salary contingency transfer in the amount of \$43,500. The funds will be used to cover salary increases for town employees. The non-union employees were given an additional .5%. The Supervisory Union just settled for FY07 for 2%. The Fire Union is in arbitration and the Police Union is in mediation.

**VOTED: To approve salary contingency transfer #07-29 in the amount of \$43,500. Motion made by Ralph Verni and seconded by Marty Ragonas. On vote, motion carries 7 in support and 0 opposed.**

**#07-35** is a line item transfer in the amount of \$32,000, and is being requested by the Personnel Department. The funds will be added to the correct budget line to cover charges that were incurred by new hires.

**VOTED: To approve line item transfer #07-35 in the amount of \$32,000. Motion made by Marty Ragonas and seconded by Ralph Verni. On vote, motion carries 7 in support and 0 opposed.**

**Other Business:**

***SPS Revolving Fund:*** The committee was asked to authorize the increase in the limit of the Early Childhood Revolving fund from \$204,000 to \$250,000. The fund is being phased out, but there are funds still available in it.

**VOTED: To authorize the increase in the limit of the Early Childhood Revolving Fund from \$204,000 to \$250,000. Motion made by Ralph Verni and seconded by Marty Ragonas. On vote, motion carries 7 in support and 0 opposed.**

***Empower Town Manger:*** The committee was asked to empower the Town Manager to approve transfers of not more than \$10,000 between functions. A similar vote was taken the previous year.

**VOTED: To empower the Town Manager to approve transfer of not more than \$10,000 between functions without further Finance Committee approval between June 19, 2007 and July 18, 2007. Motion made by Bob Jacobson and seconded by Ralph Verni. On vote, motion carries 7 in support and 0 opposed.**

**There being no further business, the committee adjourned.**