

**Minutes of Joint Meeting of
Town of Sudbury Finance Committee
and Town of Lincoln Finance Committee
Monday, January 12, 2015**

Present: Lincoln Finance Committee members – Eric Harris, Jim Hutchinson, Chris Kasper, Peyton Marsh, Laura Sander; Sudbury all Finance Committee members – Susan Berry, Joan Carlton, Adrian Davies, Fred Floru, Jose Garcia-Meitin, Bill Kneeland, Mark Manassian

The joint meeting of the Sudbury Finance Committee and the Lincoln Finance Committee was called to order at 7:00 pm by Chairman Susan Berry who, because she had laryngitis, handed the meeting over to be run by Joan Carlton.

The two Finance committees reviewed their process and time line for reaching their guidance figures for their respective cost centers. The Lincoln Finance Committee calculates a Free Cash figure, pensions, and insurances and subtracts that's from the figure they use to calculate their guidance figures. Their guidance for FY16 to LSRHS was a 2.5% increase on the Lincoln assessment minus pensions and benefits.

Joan Carlton explained the Sudbury Finance Committee's process: In the early fall we get an update on the estimate of the allowed growth for the cost centers based on estimates from the Finance Director of revenue, the 2.5% increase in the levy and the new growth. Typically this has worked out to be between a 2.5-2.7% increase in the budgets over the previous year. The guidance has been the same for each cost center. The split is roughly approximately 25% LS, 25% Town and 50% SPS. The FY16 estimated allowed growth is higher than it has been in the past. However, the Sudbury Finance Committee decided to give guidance of 2% (to see the impact of slowing growth) and the more typical 2.5% in part in anticipation that we might need the additional growth to begin to address the OPEB liability.

The two committees also exchanged information on each town's OPEB plans, and the Lincoln Finance Committee was particularly interested in the details of Sudbury's Strategic Planning Committee for OPEB Liability's recommendation for starting to fund the normal cost of these benefits and the amount recommended for LS to include in the FY16 budget.

The committees agreed that, based on the initial experience with the new procedure for LS capital projects, (having the capital committees of each town review and recommend on projects requested) that it seemed to be working well.

Joan Carlton explained that the Sudbury FinCom was working on a Free Cash policy and asked if Lincoln had one. Peyton Marshall, the chairman of the Lincoln FinComm, explained that Lincoln targets 3% of the Operating Budget for Free Cash and their cost centers can request

funds from this for unexpected expenses such as excess OT, excess snow & ice costs, the unexpected need for an extra classroom, etc. ,

The 7:38 motion to adjourn the joint meeting was passed unanimously.

**Town of Sudbury
Finance Committee
Minutes of Meeting
Monday, January 12, 2015**

The Sudbury Finance Committee (FinCom) Meeting was called to order at 7:40 PM by Vice Chairman Joan Carlton.

Present: Susan Berry, Joan Carlton, Adrian Davies, Fred Floru, Jose Garcia – Meitin, Bill Kneeland, and Mark Minassian

Item 1: Joint Meeting with Lincoln Finance Committee (see minutes above).

Item 2: General Business

- Approve meeting minutes – There were no minutes to approve
- Budget Hearing Schedule – An updated schedule was handed out
- Transfers and other business – A transfer request was presented to the FinCom to transfer monies from contract accounts to salary accounts in the Board of Health. This request will allow the department to fund a position to cover services previously contracted which the Director and the Town Manager expect to improve the delivery of these services. After several clarifying questions, it was moved by Mark Minassian and seconded by Adrian Davies to approve the following transfer:

From	0155102/522520 Mental Health	\$ 5,020.00
	0155102/522795 Senior Outreach	\$22,480.00
	0155102/522530 Nursing Service	\$ 2,364.79
To:	0155101/511102	\$12,574.29
	0155101/511103 Senior Outreach	\$17,290.50

The motion passed unanimously.

Item 3: Minuteman Update

Bill Kneeland, the FinCom liaison to Minuteman introduced Superintendent Edward Bouquillon, Assistant Superintendent of Finance Kevin Mahoney, Needham Selectman Daniel Matthews, and Dave Manjarrez Sudbury's representative on the Minutemen School Committee for a presentation focused on the question of whether Sudbury should ratify the revised Minuteman Regional Agreement and if the agreement is ratified, whether Sudbury should withdraw from the district. Mr. Bouquillon explained that 10 towns had approved the new agreement and that there were still 6 towns, including Sudbury, which had not yet approved the agreement.

Item 4: CIAC Presentation

CIAC Chair Tom Travers gave the FinCom an overview of the mission of the CIAC, its process for reviewing requests for funding capital projects over \$50K in one year or over \$100K in

multiple years, and where the committee is currently in its process. Also present was CIAC member Sue Abrams.

About 12M in capital projects have been proposed and the committee was still to review the Park and Rec proposal for the Davis Farm project, the East/West Rail Trail, and Sherman Bridge repairs. The CIAC was awaiting the final recommendations of the Capital Funding Committee for guidelines on the upper limit of funding and funding mechanisms.

Item 5: Interview Candidates for Vacancy and Vote

The Vice Chair informed the committee members that there were two applicants for the position. One was out of town and unable to attend. Therefore the committee needed to decide whether to postpone the interviews or vote on the candidate that was present. After some discussion, Fred Fluor moved that we postpone the vote, Bill Kneeland seconded the motion and the vote was unanimous to postpone. After further discussion about whether to hold the interviews at a 1/26 meeting or at 6:30 prior to the 2/4 Budget Hearing, the committee decided to hold a meeting on the January 26th.

Item 6: Vote on Free Cash Policy Draft

Mark Minassian distributed an updated version of the draft Free Cash Policy based on the committee's discussion of the draft at the December 15th meeting. Further revisions were proposed and then Mark moved to approve the draft as revised and read. Joan Carlton seconded the motion and it passed unanimously. Mark then move to authorized the Chair to distribute the final draft to the Board of Selectmen, the Town Manager, the LSRHS, SPS, the Capital Funding Committee, and CIAC for their feedback. Joan seconded the motion which passed unanimously.

Item 7: Quarterly Financial Reports

Andrea Terkelsen walked the committee members through a set of quarterly financial reports and encouraged members that had further questions once they had more time to review the reports to get in touch with her about what columns mean, how they are calculated, etc. Any policy questions should be sent to the Chair who will collect them and send in a group to Andrea.

Item 8: Follow up questions for the Cost Center

Susan Berry would like to get the number and % of staff at the top step from SPS and LS. Also, the number of teachers who retired in each of the last two years (and if they were all at the top step) and the turnover rate (and where on the steps teachers who left or were downsized were). There were no other follow up questions.

Item 9: Public Comment – there was none.

Item 10: Adjourn – Bill moved that the meeting be adjourned at 9:38 and the motion passed unanimously.