

**Sudbury Finance Committee
Minutes of Meeting
Monday, April 27, 2015**

The Town of Sudbury's Finance Committee (Fin Com) Meeting was held in the Flynn Building and was called to order at 7:30 PM by Chairman Susan Berry.

Fin Com Attendance

- Present: Jeff Atwater, Jeff Barker, Susan Berry, Adrian Davies, Fred Floru, Jose Garcia-Meitin, William Kneeland and Mark Minassian
- Absent: Joan Carlton

Other Attendees

- BOS members: Chuck Woodard, Susan Iuliano & Len Simon
- Public: Linda Kass

Speakers

- Maryanne Bilodeau – acting Town Manager
- Dan DePompei

Meeting Documents

- Town of Sudbury Official Warrant 2015
- Budget Transfer Requests, including #15-14, 15-18, 15-19, 15-20
- Free Cash Change Recommendation memo from M. Bilodeau (2 page attached as an appendix to the minutes)
- Capital Articles & Free Cash Usage Recommendations (1 page attached as an appendix to the minutes)
- Meeting Agenda

Agenda Item 1: General Business

- Minutes: No minutes to approve. Mark will take meeting notes 5/4. Joan follows Mark, Adrian follows Joan
- Three Fin Com membership terms expire after Town Meeting
 - Bill Kneeland – not seeking re-appointment. This creates an opening. Fin Com members are encouraged to recommend application to interested candidates.
 - Joan Carlton and Susan Berry will both seek re-appointment
- The June Fin Com meeting is not scheduled yet
- The July Fin Com meeting will be Monday, July 13. A quorum is needed to finalize transfers before the July 15 (close of fiscal year). . All members are asked to attend.

Transfers and other business

#	Description	Motion to Approve	2 nd	Approval Vote
15-14	Funds from salary to expense-recreation director	Floru	Kneeland	Unanimous
15-18	Funds for special town meetings and election	Barker	Kneeland	Unanimous
15-19	Funds from salary to expense for finance director	Garcia-Meitin	Atwater	Unanimous
15-20	Funds from salary to expense for town counsel	Kneeland	Davies	Unanimous

Agenda Item 2: Hear and Vote on Special Town Meeting Warrant Articles

Maryanne presented the articles to the Finance Committee.

Article 1: Data used to approve & deny business permits will include unpaid taxes at time of application by both licensee and property owner. Bill Kneeland moved to recommend approval of this article. Adrian Davies seconded, and the motion passed unanimously.

Article 2, 3, & 5: The goal of these articles is reduce the borrowed amounts by applying close to \$2M in funds from bond premiums to lower the borrowed amounts previously approved; total actually applied against borrowing is much lower than \$2M; why the discrepancy. Maryanne agreed to research this question. Approval is needed by June 30.

Article 4 Johnson Farm Acquisition Cost Funding to Reduce Borrowing Amount: this article asks the Town to appropriate \$66,000 donated by Sudbury Valley Trustees to finance the acquisition of the Johnson Farm land and reduce the amount voted previously for borrowing. Adrian Davies move to recommend approval, Bill Kneeland seconded, and the motion was accepted unanimously.

Agenda Item 3: Hear and Vote on Remaining Town Meeting Warrant Articles

Free Cash Change Recommendations – Town Meeting Warrant

Article	Description – M. Bilodeau	Motion to Approve	2 nd	Approval Vote
#2	<ul style="list-style-type: none"> Requesting an additional \$ 25,180.47 in Free Cash to cover the snow and ice deficit for a total of \$450,180.47 If more is needed, we will look at Reserve Funds 	Kneeland	Davies	Unanimous
#19	Cardiac Monitor Replacement <ul style="list-style-type: none"> Chapter 90 funds can't be used for the monitors Seeking an additional \$ 5,197.44 in Free Cash for a total of \$79,955.24 from Free Cash 	Barker	Atwater	Unanimous

#	Description (ref the Warrant Publication)	Motion to Approve	2 nd	Approval Vote
9	Authorizing using Chapter 90 funds to build & maintain town ways	Kneeland	Davies	Unanimous
10	Real Estate Exemption for qualified Sudbury residents	Kneeland	Floru	Unanimous
11	Town/School Use of Revolving Funds per the published maximum amounts	Garcia-Meitin	Atwater	Unanimous
38	Amending the Minuteman regional school agreement	<ul style="list-style-type: none"> Several communities have not yet passed these Pat Brown is recommending postponement to the Sudbury BOS Fin Com vote is postponed 		
40	Voting on and accepting Minuteman amendments			
41	Withdrawal from the Minuteman school district			

Fin Com Meeting Minutes
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Discussion on 38, 40 and 41: The amended regional agreement cannot be adopted within the current town meeting cycle because one other town has not approved the regional agreement (Wayland) and Lincoln has “passed over” the vote. Therefore, the Minuteman superintendent has stated that approval during this cycle is not possible. Therefore Pat is recommending to the BOS that they vote to indefinitely postpone these articles which are now moot.

Article 53: Presented by Dan DePompei: This Article supports prioritizing sidewalks that provide walking access to Sudbury public schools for students within a two mile radius of each school. Several town areas are without sidewalk access. After much discussion, it was proposed and agreed that the 2nd sentence of the warrant article be removed prior to Town Meeting, Motion to approve the article as amended – Adrian Davies, 2nd – Bill Kneeland; approval unanimous.

Official 2015 Warrant Articles- Continued

#	Description (ref the Warrant Publication)	Motion to Approve	2 nd	Approval Vote
8	Unpaid Bills	Must wait until 5/4		
15	Create a stabilization fund for energy saving programs	Wait until type of fund is determined based on payments from NSTAR		
16	Use the stabilization fund for energy saving programs	Article to be Indefinitely Postponed		
17	Create a stabilization fund for town owned turf fields	Kneeland	Floru	Unanimous
27	Appropriate funds from Free Cash to buy rolling stock	Kneeland	Atwater	For: 7 Against: 1
34	Dedicating proceeds from local meals tax to paying down OPEB liabilities	Kneeland - recommend disapproval	Floru	Disapproval Unanimous
35	Making the means-tested senior tax exemption permanent	Davies	Garcia-Meitin	Unanimous
42	Town -wide electric aggregation	Fin Com not taking a position on this		
49	Use Community Preservation funds to improve Davis Field	Kneeland	Garcia-Meitin	For: 7 Against: 1
52	Appropriating Community Preservation Act funds to the Community Preservation budget	Kneeland	Atwater	Unanimous
54	<ul style="list-style-type: none"> Design & build greenway-style B. Freeman Rail Trail Fin Com motion is to postpone voting until hearing recommendation from CIAC 	Davies	Garcia-Meitin	For: 7 Against: 1
55	<ul style="list-style-type: none"> Design & build greenway-style Mass Central Rail Trail Fin Com motion is to postpone voting until hearing recommendation from CIAC 	Atwater	Floru	For: 6 Against: 1 Abstain: 1

Agenda Item 4: Review Town Meeting Article Assignments

Susan will create the article assignments for Town Meeting

New members should know that books with articles and our recommendations will be supplied so the members know who will express the views (approval, disapproval) of the committee

For articles in which the Fin Com recommendation differs from the recommendations of other committees, we will have comments that explain our disapproval. Specifically,

- Article #28: Lights for Cutting Field: The CIAC and BOS approve this; Fin Com does not. Susan drafted a write-up on #28. We should agree on this (in open meeting) on Monday night before the Town Meeting.
- For Article #34, a volunteer is needed to write this up for Monday. There being none, the Chair will draft these remarks.

Agenda Item 5: Report on Open Meeting Law Training

Update from Susan Berry

- Meeting minutes will now include the list of documents presented at the meeting. For un-numbered documents (memos, spreadsheets, agenda), these can be scanned and added to the minutes as objects.
- Subcommittee meetings are subject to the same requirement as the FinCom meeting (posting, minutes, etc.) which may affect the makeup of liaison assignments. One member representing Fin Com at a meeting is not a sub-committee
- The Open Law training session is on video on the Town web site
- Members who can't attend a meeting but wish to have an opinion expressed in their absence can email their comments to one other member to be read at the meeting. Sending it to all members is a potential violation of the open meeting law.

Comments

- Mark: Are liaisons on the other side (other committee quorums) subject to the same guidelines? Response – members from the other town committees attended the Open Meeting Law training.
- Mark: Uploading agendas and documents on line would be useful (as BOS does) would give viewers access to the same documents used in the meeting
- Susan: Comments regarding articles we dis-approve but are approved by other committees should be agreed within our committee done in a way that complies with open meeting, such as the two articles cited above.
- Susan: For dissenting opinions within the group, a member can speak if the group is willing to let the individual speak for the group.
- Susan: Calendar of dates from the Association of Town Finance committees for workshop training. If interested, let Susan know.

Agenda Item 6: Public Comments

Len Simon on Articles 54 and 55.

Against Article 54: There is already a state approved, signed contract in place for a paved rail trail (the Bruce Freeman Rail Trail – BFRT). Surveying and engineering are underway. Construction may begin as soon as 2019 – 2020. This plan has approval from the BOS and 2014 Town Meeting. Progress is being made.

In Article 54, Sudbury Greenways is asking the Town to look at an alternative approach that includes a stone dust surface instead of a paved surface. It will cost \$1M and can be completed before 2019.

Len does not support the Greenways option for these reasons:

- The current hard surface plan includes state funding. A change in plans now may jeopardize state funding when application is made to the MA Department of Transportation (DOT) next year.
- Choosing stone dust now and needing to pave it later is not a simple “pave over asphalt” job. Re-engineering is required. The stone dust surface would have to be removed.
- A rolled stone dust surface needs yearly maintenance. The two bridges on the trail will not support ambulance traffic.

Article 55: This Article also calls for a rolled stone dust surface on the east-west MA Central Rail Trail (MCRT). Amount requested is \$1M. Len's point is that NSTAR has offered to build this at no charge to Sudbury in return for permission to use this path to service and run power transmission lines. We should know NSTAR's decision by November 2015. Given the value of the NSTAR funding, it makes sense to await this decision.

The Chair allowed questions and discussion since this was an item on the agenda and she should have recognized Len Simon for comments under Item 3 even though the committee was not voting on Article 54 and 55 until after the CIAC vote.

Comments:

- From prior votes, it appears the Town is in favor of the same kind of trail as the section from Lowell to Chelmsford. Article 54 appears to negate this.
- The rails are ultimately owned by the MA DOT.
- The salvage value of the rails is unknown. The value of the rails will be used to defray the costs.
- It is not clear yet if the power lines will be aerial or buried. There are pros and cons to both approaches. The obvious concern with aerial lines is appearance and safety of the trail users.
- The Wayland portion of the east west trail is not impacted by the NSTAR transmission line.

Agenda Item 7: Adjourn – Susan asked for a motion to adjourn. Motion made, seconded, and unanimously approved. The meeting adjourned at 9:57 pm.



TOWN OF SUDBURY
Office of the Interim Town Manager

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Interim Town Manager

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To: Finance Committee
From: Maryanne Bilodeau *MB*
Re: Free Cash impact Article 2 and Article 19 recommended changes
Date: April 27, 2015

We have two recommended changes in the use of Free Cash:

Article 2: FY 15 Budget Adjustments

The Snow and Ice Deficit is now \$450,180.47 which is \$25,180.47 higher than the Finance Committee had voted at their last meeting. (Several bills have come in since that time which have increased the deficit.)

Article 19: Cardiac Monitor Replacement

In further review we cannot revoke the use of the Chapter 90 article money referred to in Article 31 for the Cardiac Monitor Replacement so we will need to request an additional \$5197.44 in Free Cash for Article 19. (For your convenience I have added a worksheet with the old Article balances that are referred to in Article 31 on page 20 of the 2015 ATM Warrant.)

If both of these adjustments, which total \$30,377.91, are made the balance of the FY 15 Free Cash will be \$500,191.28.

total available to revote at TM

ATM 2015 Capital Articles and Use of Free Cash Recommendations Changes (highlighted in orange) as of 4/27/15

CIAC Recommendations									
Warrant Article Number	Project	FinCom Votes related to CIAC Recommendation	BOS Votes and Recommendations	CIAC Recommendations					
				Free Cash	Capital Exclusion	Did Not Recommend Approval	Manager's Operating Capital Budget	Other Funding Sources (Supported by CIAC)	
5	10 Wheel Roll-Off (Transfer Station)	Support	Support					\$184,800.00	Transfer Station Enterprise Fund
16	Energy Improvements LED Lighting	Report at TM (Art. May be w/drawn)	Report at TM (Art. May be w/drawn)					\$50,000.00	Special Energy Stabilization Fund
18	Town Manager's Operating Capital Budget	Support	Support				\$392,750.00		
19	Cardiac Monitor Replacements	Support*	Support	\$79,955.24				\$21,242.20	Revote from old cap articles (Art 31)
20	Carpet Replacement	Support*	Support	\$47,538.01				\$60,461.99	Revote from old cap articles (Art 31)
21	Atkinson Pool Roof and Envelope	Article I/P	Article I/P			\$380,000.00			
22	LSHS Fire Alarm Upgrade	Support	Support	\$106,600.00				\$18,400.00	Lincoln's Share of Project
23	Town and School Parking Lots	Support	Support		\$200,000.00				
24	School Security and Access Controls	Support	Support		\$220,000.00				
25	School Flooring Replacement	Support	Support	\$100,000.00					
26	School Rooftop HVAC Unit (Noyes or Loring)	Support	Support	\$75,000.00					
27	DPW Truck Replacements	Report at TM*	Support	\$311,300.00					
28	Cutting Field Lighting	Disapprove*	Support		\$300,000.00				
47	Town-Wide Walkways	Support	Support					\$100,000.00	CPC Money
49	Davis Field Development		Support					\$1,200,000.00	\$1 million CPC, \$200,000 User Groups
54	Greenway Rail Trail (Mass Central -nonpaved)		Support		\$1,000,000.00				
55	Greenway Rail Trail (BFRt -nonpaved)		Support						
Totals:				\$720,393.25	\$2,720,000.00	\$380,000.00	\$392,750.00	\$1,634,904.19	

FinCom votes that differ from CIAC or have not been taken yet

(Greenways are up to \$1 million)

Free Cash and BOS Recommendations as of 3/24/15

Free Cash Certified as of 7/1/14:

to Melrose: -\$1,100,000.00 BOS voted in Support (Amount needs to be confirmed by BOS)

Operating Budget: -\$200,000.00 BOS voted in Support

Stabilization Fund: -\$351,600.00 s/b 5% of tl projected gen fund operating revenues for next FY year.

Subtotal: \$1,670,765.00 as of 3/24/15 BOS Meeting (FinCom supports these votes)

Other Potential Uses of Free Cash

Article 2: Snow and Ice Deficit: -\$450,180.47 BOS voted in Support of \$425,000 on 4/7; they will revote at 4/28 meeting;

CIAC Recommended Capital Projects using Free Cash: -\$720,393.25 This amount is the \$796,900 recommended by CIAC less \$76,506.75 revoted from Art. 31 noted below**

Balance to Leave in Free Cash: \$500,191.28 s/b 1/2% of total Budget

(change in free cash of -\$30,377.91)

**Revote Money from Article 31 to Capital Projects in Articles 19 and 20 (FinCom Supports this)

**Revoting the money from these old articles reduces the use of free cash recommended by the CIAC

Article 31 Revote to Article 19 (Cardiac Monitors) \$16,044.76 from Article 31 (cash amounts not bonded) and \$79,955.24 from free cash for total of \$96,000

Article 31 Revote to Article 20 (Library Carpet) \$60,461.99 from Article 31 and \$47,538.01 from free cash for total of \$108,000 (Art. 31 bonded amounts can be used for Article 20 carpet replacement for L)