

**TOWN OF SUDBURY
FINANCE COMMITTEE
MEETING MINUTES
September 28, 2015**

ATTENDENCE

Finance Committee Members Present: Chairman, Susan Berry, Jeff Atwater, Jeff Barker, Joan Carlton, Adrian Davies, Jose Garcia-Meitin, Mark Minassian, Bryan Semple

Also Present:

Andrew Vanni, Finance Director/Treasurer Collector, Maryanne Bilodeau, Interim Town Manager, Susan Iuliano, Selectman, and Charles Woodard, Selectman

Absent: Fred Floru

CONVENE:

The meeting was called to order at 7:31 p.m., by Chairman, Susan Berry at the Flynn Building, 278 Old Sudbury Road, Sudbury, MA 01776

ITEM 1: GENERAL BUSINESS

Approve Minutes:

No minutes to approve

Transfers and Other Business:

Maryanne Bilodeau stated that the Town of Sudbury settled a collective bargaining agreement with the Department of Public Works (DPW) Laborer's Group.

For FY2016 the DPW Laborer's Group would receive a salary increase of 1% as of July 1, 2015, 1% as of January 1, 2016.

For FY2017 the DPW Laborer's Group would receive a salary increase of 2% as of July 1, 2016.

For FY2018 the DPW Laborer's Group would receive a salary increase of 2% as of July 1, 2017 with an additional 1% at midnight as of June 30, 2018.

The total amount of the settled collective bargaining agreement with the DPW Laborer's Group is 7%. The Transfer Request is \$19,814.97. Discussion followed. Ms. Bilodeau responded to a member's questions about this agreement and the transfer.

Motion and Vote:

Jose Garcia-Meitin moved, and Joan Carlton seconded, the motion to transfer \$19,814.97 from the Reserve Fund to:

	Amount		Account Number
	\$1381.83	Director of Operations	0144201-511000
	\$13,023.20	Highway Salaries	0144201-511100
	\$4426.64	Trees and Cemeteries Salaries	0144401-511100
	\$107.15	Trees and Cemeteries Clerical	0144401-511300
	\$769.00	Parks and Grounds Salaries	0144501-511100
	\$107.15	Parks and Grounds Clerical	0144501-511300

The motion carried. The vote was unanimous.

ITEM 2: JUNE 2015 STATEMENTS - TOWN AND SPS

Chairman Berry introduced this item and led the committee in a discussion on the quarterly statements. In response to Committee members' questions, Mr. Vanni explained what the balances represent and how the original estimates for revenue are distributed. A discussion then followed on clarification of line items. Chairman Berry provided clarification on carry-over items and Town Meeting appropriated articles. A discussion followed also on what is the best way to receive information on school items and to suggest configuration of the worksheet.

ITEM 3: POLICY ON ACCESS TO TOWN COUNCIL

Chairman Berry introduced this item. Chairman Berry stated that she had sent Finance Committee members the policy on Access to Town Council. Chairman Berry noted that this is a policy that the Sudbury Board of Selectmen approved. Chairman Berry stated that this Committee's Chair and Vice Chair could send questions to Town Council, with carbon copies to the Town Manager. Also, the Finance Committee could vote to have individual members send questions to Town Council. Individual Finance Committee members could send questions to Town Council on ethics and conflict of interest with no prior notice to the rest of the Finance Committee.

ITEM 4: POSSIBLE MEETING WITH MINUTEMAN

Chairman Berry introduced this item. Chairman Berry stated that the Board of Selectmen has scheduled a meeting for the 27th of October to discuss the building proposal. A general discussion followed on whether or not the Finance Committee would need to post the meeting. Chairman Berry stated that this item would be on the October 19 agenda. Chairman Berry stated that Selectman Simon would then be able to attend the meeting with more information on this matter. Chairman Berry encouraged Finance Committee members to attend the Minuteman meeting on the 27th.

ITEM 5: BUDGET STRATEGIES TASK FORCE UPDATE

Chairman Berry reported on the Budget Strategies Task Force meeting she attended recently. Chairman Berry stated that the group reviewed a set of questions that were presented to other towns that have regional high schools and separate K-8 systems on how they determine budget allocations. The group also discussed possible approaches to allocations. Chairman Berry stated that Selectman Woodard suggested that the Task Force start with the lowest COLA and benefits. Ms. Bilodeau indicated that the town is considering creating a budget based on the typical 50/25/25 split, and anything less for the town would be difficult. The Task Force also discussed what it meant for level service, and there were some differences of opinions on what level service means. There was general agreement from the cost centers administrators on the preference to present a whole budget with explanation of changes to staffing and programs. A general discussion followed on getting the cost centers to present a level service budget.

ITEM 6: FY17 BUDGET PLANNING - BUDGET GUIDANCE LETTER

The discussion continued on a level service budget from the cost centers. After a lengthy discussion Chairman Berry stated that if we are going to talk about level services we have to define what they are. A discussion followed on suggestions to determine how cost centers can identify the drivers that are increasing cost. There was general consensus to ask the cost centers to give the Finance Committee a budget within a percentage and to describe mandated and contractual obligations. Discussion continued on the development of additional questions to the cost centers including questions about grants and what happens when funding expires. Chairman Berry stated she would redraft the Budget Guidance Letter and send it to the Finance Committee for review in preparation for a vote on October 19.

Vote

Jeff Atwater moved and Jose Garcia-Meitin seconded the motion that Chairman Berry would redraft the Budget Guidance Letter for Finance Committee consideration for the next meeting.

The motion carried. The vote was unanimous.

Chairman Berry reviewed questions for the cost centers to be included on their worksheets.

ITEM 7: LIAISON REPORTS

Chairman Berry stated that she had sent an email to the three cost centers letting them know that the Finance Committee Liaisons will meet with them to discuss updates to their worksheets. These would describe the FY15 Actuals and

appropriated numbers. Chairman Berry stated she would like the Liaisons to get the information to her by October 13th in preparation for the meeting on October 19. Chairman Berry also stated she would like the Liaisons to share tonight's discussion with the cost centers.

Chairman Berry stated that the Finance Committee Liaisons might not be able to attend all their committee meetings and should to check the agendas for information that could be useful to the Finance Committee.

Jose Garcia-Meitin reported information from the Capital Improvement Advisory Committee meeting. Their timeline targets the last week of February to present their finalized capital plan to the Finance Committee.

ITEM 8: PUBLIC COMMENTS

John Baranowsky, resident on Belcher Drive, shared comments about the work of the Finance Committee and with the cost centers.

Selectman Iuliano offered a recommendation to the Finance Committee, in terms of their questions to the cost center. She recommended that the Finance Committee be very specific in asking how expenses will be budgeted in the cost centers' baseline budget.

ITEM 9: ADJOURNMENT

Vote

Jeff Atwater moved, and Bryan Semple seconded the motion, that the September 28, 2015 Finance Committee meeting adjourn at 9:53 p.m. The motion carried. The vote was unanimous.

Next Meeting Scheduled for October 19, 2015