

**TOWN OF SUDBURY  
FINANCE COMMITTEE  
MEETING MINUTES  
October 19, 2015**

**ATTENDENCE**

Finance Committee Members Present: Susan Berry, Chair, Fred Floru, Vice Chair, Jeff Atwater, Joan Carlton, Adrian Davies, Jose Garcia-Meitin, Mark Minassian, Bryan Semple

**Also Present:**

Andrew Vanni, Finance Director/Treasurer Collector, Susan Iuliano, Selectman and Charles Woodard, Selectman

**Absent:** Jeff Barker

**CONVENE:**

The meeting was called to order at 7:33 p.m. by Chairman Susan Berry at the Flynn Building, 278 Old Sudbury Road, Sudbury, MA 01776

**ITEM 1: GENERAL BUSINESS**

**Approve Minutes:**

Meeting Minutes to approve: None.

**Transfers and Other Business:**

• **Transfers**

Andrew Vanni, Finance Director/Treasurer Collector, presented the following transfer, a COBRA for Veterans' Agent and Council on Aging (COA). The total amount is \$2467.14, \$175 of which to be allocated to the Veterans and \$2292.14 to be allocated to the COA. This amount covers the period July 1, 2015 through June 30, 2016.

**Motion and Vote:**

Adrian Davies moved, and Joan Carlton seconded, the motion to transfer \$2467.14 as outlined in the Transfer Request.

**The motion carried. The vote was unanimous.**

• **Other Business**

Chairman Berry commented on an email she received regarding what Finance Committee members should say when speaking in a public forum. Chairman Berry reminded members to announce that they are speaking as individuals and not as members of the Finance Committee when attending public meetings.

Chairman Berry stated that the Capital Planning Committee needs one more representative. The Board of Selectmen created this committee to generate, evaluate and report on strategies and options for short and long-term planning.

**Motion and Vote:**

Joan Carlton moved, and Bryan Semple seconded, the motion to appoint Adrian Davies as the Finance Committee Representative to the Capital Planning Committee.

**The motion carried. The vote was unanimous.**

**ITEM 2: MINUTEMAN UPDATE FROM SELECTMAN SIMON**

Chairman Berry welcomed Selectman Leonard Simon and invited him to present an update on Minuteman Vocational Regional High School (Minuteman). Selectman Simon presented a comprehensive report on Minuteman per student costs, in-district and out-of-district, the building of a new Minuteman School, and the impact of these costs to the operating and capital budgets. Selectman Simon spoke about the Minuteman Regional School District, and the existing Minuteman Regional Agreement. Selectman Simon noted some towns, including Sudbury have indicated they might withdraw from the district. Selectman Simon explained that Town Meeting approval is needed to withdraw from the district under the new agreement. Selectman Simon also pointed out that the Board of Selectman is committed to creating vocational educational options for its students.

**ITEM 3: FY17 BUDGET PLANNING**

• **Report from Cost Center Liaisons**

Adrian Davies and Jeff Atwater presented highlights on the FY17 budget request for the Town. Mr. Davies outlined hiring and equipment requests. Mr. Atwater outlined ongoing cost relative to the new police station and staffing needs for the Fire Department. Mr. Atwater also outlined staffing requests for Park & Recreation and the Goodnow Library.

Mark Minassian presented highlights on the FY17 budget request for Sudbury Public Schools. Mr. Minassian noted that the FY16 budget pressures would continue into FY17. These are contract negotiations and out-of-district special education tuition cost. Mr. Minassian noted circuit breaker savings from the previous year and an anticipated increase to the circuit breaker reimbursement for FY17. Mr. Minassian also noted cost associated with enrollment.

Chairman Berry presented highlights on the FY17 budget request for Lincoln Sudbury Regional High School. Chairman

Berry noted the out-of-district tuition cost pressures on the FY17 budget, which are a little higher than projected.

- **Feedback from Budget Strategies Task Force**

Chairman Berry presented a report on her meeting with the Budget Strategies Task Force. Chairman Berry stated that this group reviewed changes to the draft Budget Guidance Letter and presented feedback that was helpful. Chairman Berry also stated that the group talked about the benefits of shared cost. Chairman Berry stated that the Finance Committee would review the Budget Guidance Letter and make necessary changes.

- **Budget Guidance Letter**

Chairman Berry led the discussion on this item. The discussion included a lengthy conversation on developing an across the board percentage for each cost center: General Town Government, Sudbury Public Schools, and Lincoln Sudbury Regional High School. The conversation moved to a discussion on the Budget Guidance Letter. Members noted that the agreed upon percentage number would be included in the final version of the Finance Committee Budget Guidance Letter. Chairman Berry pointed out that the liaisons would need to guide the cost centers into changing their budgets if their budgets are more than the agreed upon percentage. The cost centers would need to tell the finance committee liaisons how they are going to return to the required percentage in order to get to a no override budget. A discussion followed on including with the guidance letter a Budget Reconciliation Spreadsheet, which would start with the FY16 budget numbers. The cost centers would then add in the amounts for COLAs, Steps and Lanes, and benefits based on the current employees. The assumption is that you have the same number of employees in FY17 as you did in FY16. Chairman Berry stated that the OPEB normal cost would increase to get each cost center to 2/3 of the normal cost would be added. (By FY18 the total OPEB cost should be included in each of the cost centers' budgets.) Also included in the spreadsheet would be the out-of-district tuition and transportation costs.

The conversation continued with the Circuit Breaker reimbursement, mandated FTEs for special education students and mandated program changes. What cost centers call critical needs, but are not mandated, are broken into FTE and program changes. Any reductions in FTEs or program would also be included. Chairman Berry pointed out that reductions might include reductions for declining enrollment. Chairman Berry also pointed out other factors

that would result in a proposed budget including the out-of-district offsets.

**Motion and Vote:**

Adrian Davies moved, and Jeff Atwater seconded, that the TBD number in the Budget Guidance Letter be printed at 2.5%.

**The motion carried. The vote was 3 yes and 5 no.**

**Motion and Vote:**

Bryan Semple moved, and Joan Carlton seconded, that the TBD number in the Budget Guidance Letter be printed at 2.7%.

**The motion carried. The vote was 3 yes and 5 no.**

**Motion and Vote:**

Fred Floru moved, and Mark Minassian seconded, that the TBD number in the Budget Guidance Letter be printed at 2.0%.

**The motion carried. The vote was 2 yes and 6 no.**

**Motion and Vote:**

Joan Carlton moved, and Adrian Davies seconded, that the TBD number in the Budget Guidance Letter to be printed at 2.6%.

**The motion carried. The vote was 5 yes and 3 no.**

**Motion and Vote:**

Fred Floru moved, and Adrian Davies seconded, to accept the Budget Guidance Letter with changes as discussed.

**The motion carried. The vote was unanimous.**

- **FinCom Spreadsheet**

Chairman Berry led the discussion on this item. The Finance Committee discussed changes and additions for each cost center. Chairman Berry pointed out that the liaisons need to meet with the cost centers regarding questions and changes to the FinCom Spreadsheet by December 7. Liaisons would present their findings on December 14.

- **Preliminary Budget Hearing Schedule**

Chairman Berry stated that the Finance Committee would start the Budget Hearing earlier this year. She noted that they would not have the detailed spreadsheets. Chairman Berry would put together a draft schedule and send it to the committee. A discussion followed on the percentage of the COLA to be included in the Budget Reconciliation

spreadsheet for cost centers still in contract negotiations.

**ITEM 4: FREE CASH POLICY**

**Motion and Vote:**

Fred Floru moved, and Adrian Davies seconded, to postpone the Free Cash Policy discussion until the next meeting.

**The motion carried. The vote was unanimous.**

**ITEM 5: OTHER LIAISON REPORTS**

No other reports

**ITEM 6: PUBLIC COMMENTS**

John Baranowsky, Belcher Drive shared comments about his interest in the Liaison Reports, especial for General Town Government. He stated that the reports were very thorough. Mr. Baranowsky also shared an appreciation for the decisions of the Finance Committee.

**ITEM 7: ADJOURNMENT**

**Adrian Davies moved and Jose Garcia-Meitin seconded, that the October 19, 2015 Finance Committee meeting adjourn at 10:25 p.m. The motion carried. Unanimous vote.**

**Next Meeting Scheduled for November 16, 2015**

*Respectfully Submitted: Cheryl Gosmon, Recording Secretary*