

**TOWN OF SUDBURY  
FINANCE COMMITTEE  
FY17 BUDGET HEARING  
MEETING MINUTES  
January 20, 2016**

**ATTENDENCE**

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

**Also Present:**

Melissa Rodrigues, Town Manager, Andrew Vanni, Finance Director/Treasurer Collector, Marianne Bilodeau, Susan Iuliano, Sudbury Board of Selectman, Edward Bouquillon, Superintendent of Minuteman High School, and Kevin Mahoney, Assistant Superintendent of Finance, Minuteman High School

**Absent:** Jeff Barker, Mark Minassian

**CONVENE:**

The meeting was called to order at 7:08 p.m. by Chairman Susan Berry at the Lower Town Hall, Sudbury, MA 01776

**ITEM 1: Presentation of FY17 Budget for Minuteman Regional High School and Discussion**

Chairman Berry welcomed Superintendent Edward Bouquillon, and Assistant Superintendent of Finance Kevin Mahoney, and invited them to present the FY17 Budget for Minuteman Regional Vocational Technical School District.

Mr. Mahoney stated that the Minuteman Regional Vocational Technical School District School Committee held its public hearing on Monday, January 19, 2016 and approved the FY17 Budget by unanimous vote. Mr. Mahoney added that this budget would then go to the member towns for their approval at their respective annual town meetings. Mr. Mahoney outlined Budget Guidelines. He explained that there is no net increase in staffing, level fund supplies and services, and instructional equipment based on long-term needs. Mr. Mahoney stated that the FY17 Budget is \$19,728,097. This is a decrease of 0.52% from FY16. The total assessment to the member towns is \$10,941,834. This is an increase of 0.48%.

Mr. Mahoney outlined the revenue plan, which includes an estimated increase of \$21,695 from Chapter 70 Aid, a regional transportation reimbursement increase of \$115,746, and a decrease in out-of-district tuition of \$972,684. Mr. Mahoney

also noted \$825 from the E&D account will be applied to the FY17 budget to reduce assessments.

Mr. Mahoney outlined budget considerations, which include an appropriation of \$500,000 for year 1 of debt service for a new school building. It also includes maintaining the E&D target of between 3.5% and 4.5%. In addition, FY16 Funds would be used to complete short-term repairs. Mr. Mahoney spoke about items that would have an impact on the FY17 Budget as well as FY17 staffing and contractual obligations.

Mr. Mahoney stated that the total enrollment as of October 1, 2015 is 624 students. This is down 49 from the previous year. Freshman enrollment includes 46 non-member students and 86 member students. Historically, Sudbury enrollment has climbed from 11 in 2011 to 25 in 2015. The Sudbury assessment for FY17 is \$740,501. This is an increase of 6.64%.

Mr. Mahoney presented a summary of operating cost per student, transportation cost per student and capital cost per student. Mr. Mahoney also presented a summary on the accounts by state function code: the FY15 actual budget, the FY16 budget and the proposed FY17 budget. Mr. Mahoney also presented a summary of the estimated revenue plan: the FY15 actual budget, the FY16 budget and the proposed FY17 budget. Discussion followed.

Dr. Bouquillon responded to Ms. Carlton's question on enrollment. Dr. Bouquillon stated that the application rate from member towns this year has gone up. There are 16 applications from current Sudbury grade 8 students. There are 90 completed applications and 150 applications that are being reviewed for acceptance.

Mr. Semple asked if the budget is down .50%, why does the assessment increase by 6.5%? Mr. Mahoney responded that if there is an additional high school student, this adds more cost to the assessment formula. This increases the percentage share of the town's cost.

Mr. Mahoney responded to the Chairman Berry's question on how the 25 students are enrolled. Mr. Mahoney stated there are 3 freshman, 9 sophomores, 5 juniors and 8 seniors.

The discussion continued with questions and answers on E & D funding, increases in debt service, and revolving funds that are used to fund 10% of utility cost.

**ITEM 2: Presentation of the Proposed FY17 Budget for Town  
Departments and Discussion**

Chairman Berry welcomed Melissa Rodrigues and Andrew Vanni and invited them to present the Proposed FY17 Budget for town departments. Ms. Rodrigues stated that per the directive of the Sudbury Finance Committee for a no override budget for FY17 that the budget for the Town Departments is not more than 2.6% over FY16. She is proposing a FY17 budget of \$22,927,267. This is an increase of \$581,002 or 2.6%. Ms. Rodrigues stated that the budget was created by reviewing budget requests, and after removing fixed costs, like benefits, departments heads were given a directive to increase by no more than 1.5%. She added that budgets were reviewed line item by line item to make certain that funding is adequate, spending is prudent, and departments are operating with necessary resources.

Ms. Rodrigues outlined the FY17 budget goals as well as recent progress in the town over the last year. Ms. Rodrigues further elaborated on the goal to identify future needs through the budget process. Ms. Rodrigues presented a FY16 to FY17 budget comparison. Ms. Rodrigues explained that funding has been set-aside in contingency accounts for COLA not yet given. Ms. Rodrigues also explained that this budget is the result of the impact of two years of COLAs. This is because none of her successor's Collective Bargaining Agreements were settled when the last budget was presented.

Ms. Rodrigues outlined the cost included in the 2.6% (\$581,000) increase, which included the following:

OPEB: \$57,364 (2/3 of normal cost)

COLA: \$202,846

Step increase: \$167,329

Benefits: \$220,677

Salary Reserve: \$92,515

Total: \$720,721 (most new initiatives created with cost savings and consolidations)

Ms. Rodrigues outlined budget priorities. Ms. Rodrigues explained that Facilities and Building will each have its own assistant, a .75 FTE increase that will cost \$38,054. The Council on Aging Referral Specialist will increase to full time from part time at a cost of \$22,424. There will be a creation of an Environmental Planner position at a cost of \$31,103. A part-time custodian is needed for the new Police Station at a cost of \$19,572. Planning will need more assistance. Ten hours a week will be added to the Administrative Assistant position at a cost of \$16,898. Town Manager and Board of Selectmen's office will increase the clerk's hours from 17 to 34 at a cost of \$19,536. Ms. Rodrigues stated that this budget accounts for changes to

employee salaries to adjust for the changes in the minimum wage. This budget also proposes to place GPS trackers in all DPW vehicles and in contracted snowplow vehicles at a cost of \$14,000. This budget also includes the purchase of a Purchase Order software and Agenda software at a cost of \$6000.

Ms. Rodrigues stated that this budget does not include many critical needs. These include the following: increases in staffing for building inspectors; Conservation Commission Assistant; Archivist at Goodnow Library; additional fire fighters; snow and ice costs. There is no additional funding for parks and grounds, maintenance to town culverts and town wide operating accounts. Ms. Rodrigues noted that town department heads are on hand to answer questions of the Finance Committee.

The discussion that followed included a conversation on snow and ice reimbursements from the state, benefit eligible employees, GPS tracking devices, the creation of a revolving account, hiring support staff and next steps in terms of deliberations on the FY17 budget.

### **ITEM 3: General Business**

#### **Approve Minutes**

There were no Minutes to approve.

#### **Transfers**

There were no Transfers to approve

#### **Other**

Chairman Berry spoke about calendar changes and updates. Chairman Berry stated that on February 1, the Finance Committee would be hearing presentations on the Articles for the Special Town Meeting. February 9 is a date that is reserved in case it's needed for a meeting before the Special Town Meeting. The Finance Committee will meet on February 22, in the LS conference room at 7:00pm. From 7:00-7:30 would be a joint meeting with the Lincoln Finance Committee and the Sudbury Finance Committee meeting would resume at 7:30 pm. On March 7 the Finance Committee will have a joint meeting the Board of Selectmen at the Goodnow Library at 7:30 pm. On Monday, March 14 is a regular Finance Committee Meeting at 7:30 pm in the Flynn Building.

Chairman Berry stated that the cost centers agreed to have Michael Fee facilitate the joint Finance Committee, Budget Strategies Task Force Meeting. Chairman Berry also stated that there would be a joint meeting with Board of Selectmen on February 23 and March 7. The Finance Committee will submit its budget on February 23rd. Mr. Semple offered to set up a Goggle Calendar for meeting dates.

**ITEM 4: Discussion and Vote on Finance Committee Report for 2015 Annual Town Report**

Chairman Berry introduced this item. Chairman Berry stated that report has been reviewed and revisions have been completed. She asked if there were any additional changes. A brief discussion followed on including some small changes.

**Motion and Vote:**

Joan Carlton moved and Jeff Atwater seconded the motion to accept the 2015 Finance Committee Annual Town Report.

The motion carried. The vote was unanimous.

**ITEM 5: Public Comments**

There were no comments.

**ITEM 6: ADJOURNMENT**

**Motion and Vote:**

Bryan Semple moved and Fred Floru seconded the motion that the January 20, 2015 Finance Committee meeting adjourn at 8:43 p.m.

The motion carried. The vote was unanimous.

Next scheduled meeting is Thursday, January 21, 2016 at 7:00 pm in the Lower Town Hall.

*Respectfully Submitted: Cheryl Gosmon, Recording Secretary*