

**Town of Sudbury
Finance Committee
Meeting Minutes
July 11, 2016**

ATTENDENCE

Finance Committee Members Present: Susan Berry, Chair, Jeff Atwater, Jeff Barker, Adrian Davies, Fred Floru, Jose Garcia-Meitin, Bryan Semple (arrived approximately 4 minutes after the meeting started)

Also Present:

Dennis Keohane, Finance Director/Treasurer Collector

Absent: Joan Carlton, Tammie Dufault

CONVENE:

The meeting was called to order at 7:32 p.m., by Chairman Susan Berry in the Flynn Building, 278 Old Sudbury Road, Sudbury, MA 01776

ITEM 1: General Business

Approve Meeting Minutes

Motion and Vote

Fred Floru moved and Adrian Davies seconded the motion to approve the minutes of the April 11, 2016 meeting as submitted.

The motion carried. The vote was unanimous.

Motion and Vote

Adrian Davies moved and Jose Garcia-Meitin seconded the motion to approve the minutes of the May 2, 2016 meeting as submitted.

The motion carried. The vote was unanimous.

Motion and Vote

Jeff Barker moved and Jeff Atwater seconded the motion to approve the minutes of the May 23, 2016 meeting as amended.

The motion carried. The vote was unanimous.

Motion and Vote

Jeff Barker moved and Jeff Atwater seconded the motion to approve the minutes of the June 13, 2016 meeting as amended.

The motion carried. The vote was 5 yes, 1 abstention.

Transfers

There were no transfers.

Other Business

Chairman Berry spoke about the FY17 Draft FinCom Meeting Schedule. She stated that there will be a Special Town Meeting in October and it would be great if the Finance Committee could begin their discussion on Budget Guidance Letter in August. After a brief discussion and by general consensus a meeting was tentatively schedule for August 15.

Chairman Berry spoke briefly about the contact information sheet. Members confirmed information the Finance Committee Contact List.

Chairman Berry stated that the Fairbank Task Force has been reconstituted. The new committee now has two representatives from the user groups. There will be a new Chair. The Finance Committee now does not have a representative. Chairman Berry asked for a liaison, Mr. Semple volunteered.

ITEM 2: Discussion of Finance Committee Feedback on FY16 (FY17 Budget Cycle)

Jeff Barker led the discussion on this item. Mr. Barker recapped the conversation from a previous meeting regarding this item. He stated that his objective was take the feedback that Mr. Floru collected from members and to use it as data to develop actionable and measurable steps that would improve the governance of the Finance Committee. He summarized the document.

Mr. Barker described the process he used to group the data received from Mr. Floru's report. Mr. Barker stated that his presentation would focus on question two from Mr. Floru's report. He pointed out that the responses covered a range of issues and that some were process oriented and some were critical of the results. Mr. Barker stated that the Budget Guidance Letter, the operability between the cost centers and the Finance Committee, and the Budget Strategies Task Force received the most comments. Mr. Barker stated that a clearly defined goal statement would be the structure that the Finance Committee would use in its considerations on actions and improvements.

Mr. Barker summarized comments from Ms. Carlton who was not at the meeting. He stated that Ms. Carlton commented on the results regarding Town Meeting, the Budget Guidance Letter and the Budget Strategies Task Force.

Mr. Barker stated that in terms of next steps, he would take feedback from this meeting, assimilate the data into a document for review at the August 15 meeting.

ITEM 3: FY17 Goals Discussion and Possible Vote

Mr. Barker led the discussion on the FY17 goals. Mr. Barker stated that the Finance Committee's goal is to recommend a Non-override Operating Budget to the Board of Selectmen and Town Meeting. He outlined proposed strategies for achieving this goal. One of the strategies discussed was that the Finance Committee Liaisons when working with the Cost Centers would receive the estimate from LS on the assessments for Sudbury early in the budget process. Another strategy discussed was having a clearly defined list of priorities and assumptions from the CIAC for Finance Committee's consideration. After a lengthy discussion it was determined that Mr. Garcia-Meitin would draft an enhanced financial framework that the CIAC might then use to request needed information from department heads for the Finance Committee's informed consideration of capital items.

Chairman Berry stated that she would like to have an overarching schedule for planning purposes on all meetings and deadlines related to financial planning. Chairman Berry stated that Town Manager, Melissa Murphy-Rodrigues is working on a financial calendar. A general discussion then followed on presentation procedures.

Mr. Davies asked if the conversation on growth forecast should be earlier. Chairman Berry responded that this conversation might have to begin earlier. She noted that Budget Strategies Task Force will meet on July 19 and the focus of that meeting will be on FY16 yearend, FY17 and FY18. A general discussion ensued on the usefulness of the Finance Committee spreadsheet for the Cost Centers as well as receiving this information from the Cost Centers in advance of any presentations. Mr. Garcia-Meitin suggested that budget presentations be sent to the Finance Committee 72 hours in advance of a Finance Committee meeting so that members would have enough time to review the materials. Mr. Garcia-Meitin also suggested that presentations be limited to a specified time period. A brief discussion followed.

Mr. Semple outlined a list of cost drivers effecting town budgets: hiring, special education, and the LS agreement. Mr. Semple stated that the Finance Committee should have a position on a three-year plan, capital adjustment, Cost of Living Adjustments (COLA) and revolving funds. Mr. Semple suggested that the Finance Committee set as a goal researching and possibly taking a position on one of these items. A general

discussion ensued on benefits of developing a three-year plan and what it would mean for the Cost Centers.

Mr. Davies spoke about the Budget Strategies Task Force. Mr. Davis stated that with this being a new committee there have been some good actions that have come out of this committee but that there are some gray areas that need to be worked out. Chairman Berry stated that she would like the Budget Strategies Task Force to review the possibility of sharing equipment in an effort to reduce cost. A brief discussion followed.

Mr. Barker recapped the discussion. Mr. Barker noted that Mr. Garcia-Meitin would write a list of what information the Finance Committee needs to accompany the CIAC recommendations. Mr. Barker stated that the Finance Committee should consider ratification of its Goal Statement. Chairman Berry stated that members could send Mr. Barker their comments that were discussed at this meeting to incorporate in the Goals Statement. She cautioned that members not send items to Mr. Barker that has not been discussed in an Open Meeting.

ITEM 4: Finance Committee Operating Procedures Discussion and Possible Vote

Chairman Berry referred to the rules and operating procedures sent to the Finance Committee under a separate cover. Chairman outlined changes that she has made to the document. A brief discussion followed on additional changes from members. Chairman Berry stated that members would need to vote the Code of Conduct. A brief discussion followed on changes to moving the Public Comment section of the meeting to the beginning of the meeting.

Motion and Vote

Jeff Barker moved and Bryan Semple seconded the motion to move Public Comments to the beginning of the meeting and to allow up to three minutes per individual speaker.

The motion carried. The vote was 5 yes, 2 no.

ITEM 5: Public Comment

There were no comments.

ITEM 6: Adjournment

Motion and Vote:

Jeff Barker moved and Bryan Semple seconded the motion that the July 11, 2016 Finance Committee meeting adjourn at 9:34 p.m.

The motion carried. The vote was unanimous.

Respectfully Submitted: Cheryl Gosmon, Recording Secretary