

**Sudbury Finance Committee
Meeting Minutes
August 15, 2016**

ATTENDENCE

Finance Committee Members Present: Susan Berry, Chair, Joan Carlton, Vice Chair, Jeff Barker, Adrian Davies, Tammie Dufault, Jose Garcia-Meitin, Bryan Semple

Also Present:

Dennis Keohane, Finance Director/Treasurer Collector, Sudbury Board of Selectmen, Susan Iuliano, Chair and Pat Brown, Sudbury resident, John Baranowsky

Absent: Fred Floru and Jeff Atwater

CONVENE:

The meeting was called to order at 7:30 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

Jose Garcia-Meitin moved and Jeff Barker seconded the motion to approve the minutes of the January 28, 2016 meeting as amended.

The motion carried. The vote was 6 yes, 1 abstention.

Motion and Vote

Jeff Barker moved and Tammie Dufault seconded the motion to approve the minutes of the June 6, 2016 meeting as submitted.

The motion carried. The vote was 6 yes, 1 abstention.

- **Transfers**

There were no Transfers to approve.

- **Other Business**

Chairman Berry asked the committee to consider rescheduling its Monday, October 17 meeting because it conflicts with Special Town Meeting. Chairman Berry proposed that the committee meet on Thursday, October 13 and Monday October 24. Chairman Berry also proposed to keep the October 17 date to meet briefly prior to the Special Town Meeting.

Chairman Berry presented a brief review on the Finance Committee email group. Chairman Berry confirmed that the group includes all Finance Committee members, Dennis Keohane, Melissa Murphy-Rodrigues, and Chuck Woodard. Chairman Berry stated that Mr. Keohane has informed her that the Sudbury Board of Selectmen are included on multiple email groups. The Finance Committee has decided to put this item on the agenda for discussion at a future meeting.

ITEM 2: Public Comment

There were no comments.

ITEM 3: Open Meeting Law Complaint, Discussion and Vote

Chairman Berry confirmed that the committee had the relevant materials regarding this item. Chairman Berry stated that she had requested an extension from the Division of Open Government, Office of the Attorney General on this matter. She stated that an extension was granted to allow the Finance Committee time to discuss the complaint at the August 15 meeting. Chairman Berry stated that she does not believe the complaint is a violation of the Open Meeting Law. She explained that the matter of Public Comment was discussed at the July 11 meeting under Finance Committee Operating Procedures. Chairman Berry suggested that if an issue such as this comes up again, that members of the community should email the Finance Committee first. She added that if then the issue is not resolved, at that point they should file a complaint with the Office of the Attorney General. Chairman Berry stated that she is proposing that the Finance Committee put this item on the agenda for the September 12 meeting to hear any objections from the public and to decide whether to rescind the previous vote or to allow the previous vote on this matter to stand. A brief discussion followed.

Chairman Berry recognized Mr. Baranowsky. Mr. Baranowsky stated that he has new information on this matter. Mr. Baranowsky presented a recording and handed the committee a transcript of the recording. Mr. Baranowsky stated that he believes the information would provide context for this matter. Allowing the committee to have this information as part of the record during their consideration of this matter.

Motion and Vote

Joan Carlton moved and Tammie Dufault seconded the motion to place the following items on the September 12 Finance Committee agenda: 1) Public input on change to Public Comment Procedures, and 2) Discussion on rescinding vote on change to Public Comment Procedures.

The motion carried. The vote was 6 yes, 1 abstention.

Chairmen Berry stated that she would notify the Attorney General of the Finance Committee's response to this matter. She would also carbon copy the Town Clerk, Mr. Baranowsky, and the Finance Committee.

ITEM 4: Finance Committee Representation on the Fairbank Community Center Task Force

Chairman Berry stated that the Board of Selectmen revised the Fairbank Community Center Study Task Force Mission Statement at a recent meeting. She added that the Mission Statement now includes up to two members of the Finance Committee. Chairman Berry reminded the committee that Mr. Semple had agreed to represent the Finance Committee as liaison for the Task Force. Chairman Berry asked Mr. Semple if he would continue in this role. Mr. Semple agreed. A lengthy discussion then followed on the benefits of having two Finance Committee members on the Task Force.

Chairman Berry recognized Pat Brown, member of the Sudbury Board of Selectmen. Ms. Brown stated that it is essential to have a financial perspective on this Task Force to explain the impact on taxes for Sudbury residents. Chairman Berry added that two different perspectives from the Finance Committee would be helpful. Mr. Semple suggested that Dennis Keohane, Finance Director/Treasurer Collector, be included as a member of the Task Force. He explained that the Finance Director is the key person to validate numerical data. Chairman Berry recognized Susan Iuliano, Chairman of the Sudbury Board of Selectmen. Ms. Iuliano stated that a broader understanding and representation at this juncture are needed for the Task Force in preparing to bring this forward to the town.

Motion and Vote

Tammie Dufault moved and Joan Carlton seconded the motion that Bryan Semple continues to serve on the Fairbank Community Center Study Task Force.

The motion carried. The vote was unanimous.

ITEM 5: Discussion and Vote on Researching/Tackling Budget Driver(s) as an FY17 Goal (Hiring and Headcount, SPED, LS Agreement and Allocation Formulas, Capital Spending, COLA, Budget Process, OPEB, Shared Services, 3-year plan, etc.)

Chairman Berry introduced this item and encouraged the committee to consider prioritizing one of the above items to be included in the Finance Committee Goals. A brief discussion followed. The consensus of the Finance Committee was to focus on Capital Spending and the 3-year Plan as part of their goals for FY17. Mr. Semple stated that the Finance Committee should always

endeavor to work on one of the above items in addition to the operating process.

Motion and Vote

Bryan Semple moved and Joan Carlton seconded the motion to add to the Finance Committee's Goals by working on the budget drivers starting with Capital Spending and the 3-year Plan.

The motion carried. The vote was unanimous.

ITEM 6: Continued Discussion of Committee Feedback on FY16 and FY17 Goals and Possible Vote

Mr. Barker recapped his presentation from the July meeting. The committee discussed changes to the draft Mission Statement, Finance Committee Goals as well as strategies for achieving the goals. The Finance Committee made the following recommendation to its mission statement: present a non-override Operating Budget to the Board of Selectmen and Town meeting and make recommendations on non-override or any override budgets requested by the Cost Centers and on warrant articles having a financial impact.

The committee went on to discuss proposed changes in the Budget Guidance Letter to the Cost Center. The committee discussed the importance of having the Sudbury portion of the LS budget prior to producing the Budget Guidance Letter. Ms. Carlton proposed that the Finance Committee request a preliminary budget reconciliation worksheet from the Cost Centers in order to have a better understanding of new hires, salaries and health care cost.

The conversation continued on the budget hearing presentations. The consensus of the Finance Committee was that it would provide guidance to the Cost Centers on the length of the budget presentation that allows for additional time for questions and answers. A brief conversation followed on the Development Agreement money. Chairman Berry proposed that the Finance Committee would have the Town Manager speak with them on how this money would be distributed.

The conversation continued on implementing changes to the goal document that would outline for the Finance Committee a better understanding on the Capital Improvement Advisory Committee's (CIAC) methodology for prioritizing and making recommendations on capital projects.

The Finance Committee discussed options to improve alignment between Finance Committee recommendations and the ballot warrant. Mr. Barker made suggestions for a proactive position from the Finance Committee at Town Meeting. He explained that

the objective is to reduce the gap between the town meeting vote and the ballot vote. Discussion followed on how to provide feedback to the ballot warrant on the Finance Committee's position. Chairman Berry stated that the overall goal of the Finance Committee is to improve how the Finance Committee disseminates information on its recommendations.

ITEM 7: Discussion of Possible Modifications to Budget Guidance Letter

Chairman Berry led the discussion on this item. She stated that the Committee would consider modifications to the Proposed Budget Guidance Letter. She stated that she has sent the Cost Centers and their liaisons a request for preliminary information on salary and benefits as well as out-of-district cost. Chairman Berry stated that she has requested this information by September 6 so that the Finance Committee could discuss the information at the September 12 meeting. A brief discussion followed on mandated and contractual numbers. Chairman Berry stated that the Committee would be in a better position to consider the Budget Guidance Letter once it receives the preliminary numbers from the Cost Centers.

ITEM 8: Liaison Reports and Draft FinCom Request for Information to CIAC

Chairman Berry gave a brief report on the Budget Strategies Task Force (BSTF) meeting. She stated that the group discussed the end of year FY16 Operating Budget and 3% Free Cash primarily from staffing vacancies. SPS and LSRHS have new Finance Directors. SPS may have a small amount to add to Free Cash. For FY17 SPS and LSRHS are looking at higher out-of-district cost than budgeted. Chairman Berry summarized challenges the town faces for FY18. This includes needing additional firefighters as well as plans to reorganize the Department of Public Work. In addition, the town is looking at transportation cost for Minuteman and a delay in Chapter 70 funding. Chairman Berry summarized the challenges SPS faces, which includes a 3.5% COLA, increased transportation expenses for FY18. Chairman Berry summarized challenges LSRHS faces, which includes the need to replace athletic turf fields, security cameras, and transportation cost increases. Chairman Berry stated that the BSTF made suggestions on the liaisons meetings. The BSTF believes it would be best to have face-to-face meeting with the liaisons and would send a written report to the Finance Committee on what was discussed. For the town departments, the Town Manager is requesting that discussions be with her rather than the department heads. The Cost Centers are reviewing whether there are pieces of rolling stock that could be shared. The Town Manager has asked if this could wait until a new DPW Director is in place.

Mr. Garcia-Meitin stated that he has drafted a letter to the CIAC outlining the request of the Finance Committee. He summarized suggestions on recommendations from the Finance Committee on how department heads and department managers could supplement the information they have already submitted to the CIAC. The CIAC would then forward that information to the Finance Committee. Mr. Garcia-Meitin stated that the primary information that the Finance Committee would need is Form A. Finance Committee members expressed their appreciation of the document. A discussion followed on possible edits and next steps.

**ITEM 9: Finance Committee Operating Procedures Discussion
Continuation and Possible Vote**

Chairman Berry stated that she has made a few changes to this document. The Finance Committee would not vote on this item until the discussion about Public Comment, which will occur at the next meeting.

ITEM 10: Suggested Future Agenda Items

Mr. Semple referred to an article in the MetroWest Daily News article on Sudbury Housing Trust. Mr. Semple suggested that a conversation regarding Sudbury Housing Trust be considered for a future agenda item.

ITEM 11: Public Comments

Chairman Berry recognized Sudbury resident, Brian Mills, 471 North Road. Mr. Mills stated that he owns a public relations firm and has worked on the Meadow Walk Project for Town Meeting. He also stated that he is working with Sperry's Fine Wine and Brew in assisting them in their efforts to apply for a full liquor license through a petition to the October Special Town Meeting.

Ms. Iuliano stated that she would be happy to help with the conversation on Sudbury Housing Trust. Ms. Iuliano mentioned that one should not assume that everything in the news article on Sudbury Housing Trust is correct.

ITEM 12: Adjourn

Motion and Vote:

Jeff Barker moved and Bryan Semple seconded the motion that the August 15, 2016 Finance Committee meeting adjourn at 10:00 p.m.

The motion carried. The vote was unanimous.

Next scheduled meeting is Monday, September 12 at 7:30 pm, Flynn Building.

Respectfully Submitted: Cheryl Gosmon, Recording Secretary