

**Sudbury Finance Committee  
Meeting Minutes  
September 12, 2016**

**ATTENDENCE**

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

**Also Present:**

Dennis Keohane, Finance Director/Treasurer Collector

**Absent:** Fred Floru

**CONVENE:**

The meeting was called to order at 7:34 p.m., by Chairman Susan Berry in the Flynn Building, 278 Old Sudbury Road, Sudbury, MA 01776.

**ITEM 1: General Business**

- **Approve Meeting Minutes**

There were no minutes to approve.

- **Transfers**

There were no transfers to approve.

- **Other Business**

Chairman Berry stated that the Annual Town Finance Committee meeting sponsored by the Massachusetts Municipal Association would be held on Saturday, October 15, 2016. Chairman Berry distributed registration materials to members.

- **FinCom Representation on Fairbank Community Center Task Force**

The discussion centered on meeting times for Fairbank Community Center Task Force. Chairman Berry stated that the Task Force meets at 6:00 p.m., which presents a conflict for Mr. Semple who might not be able to get to some of the meetings by 6:00 p.m. Chairman Berry stated that she would send an email to Selectmen Brown requesting that the meeting times for the Fairbank Community Center Task Force alternate between an earlier time and a later time. Mr. Garcia-Meitin stated that he would be willing to serve as the second FinCom representative.

**Motion and Vote**

Adrian Davies moved and Jeff Barker seconded the motion that Jose Garcia-Meitin serve as an additional FinCom representative to the Fairbank Community Center Study Task Force.

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

**ITEM 2: Public Comment**

There were no comments.

**ITEM 3: Public Input on Change to Public Comment Procedures**

Chairman Berry led the discussion on this item. She stated that in reviewing the Finance Committee Operating Procedures and Code of Conduct, which was Item 4 of the July 11, 2016 agenda, a suggestion was made to move the time of Public Comment to the beginning of the meeting so that citizens could make a comment and leave before the meeting was over. Chairman Berry added that the committee discussed that suggestion and voted in favor of it and also to limit the time for each speaker to three minutes, which already existed as part of the Operating Procedures. Chairman Berry stated that because a citizen who wished to be heard on the vote to change the timing of Public Comment filed an Open Meeting Law complaint, the Finance Committee is now taking time to ask anyone who would like to give the committee thoughts on the change to let the chair know that you would like to be recognized to speak.

Chairman Berry recognized John Baranowsky, 103 Belcher Drive. Mr. Baranowsky provided context for the change on the Public Comment section of the Finance Committee meeting.

**Motion and Vote**

Bryan Semple moved and Jeff Barker seconded the motion to add Public Comment to the beginning of the Finance Committee meetings and an additional Public Comment at the end of the Finance Committee meetings.

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

**ITEM 4: Discussion of Rescinding Vote on Change to Public Comment Procedures (and possible vote)**

This item was discussed. The Finance Committee decided given the vote on Item 3, it was not necessary to rescind the July 11 vote on this matter.

**ITEM 5: Vote on Finance Committee Operating Procedures and Code of Conduct**

The committee's review of this item included a discussion on suggested changes to the Finance Committee Operating Procedures and Code of Conduct document. Chairman Berry commented on suggested amendments to page 7, and page 3. Page 7 offers

clarity on when the document was adopted by the Finance Committee. Page 3 offers clarity on agenda items and public comment. Mr. Davies made a suggestion to page 2 that would offer a specific time period in which the committee would vote on a Chair and Vice Chair. A brief discussion followed.

**Motion and Vote**

Jeff Barker moved and Adrian Davies seconded the motion to approve the revised Finance Committee Rules and Operating Procedures and Code of Conduct as amended at the September 12, 2016 meeting.

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

**ITEM 6: Review FY17 Goals and Possible Vote**

The committee review of this item included a discussion on suggested amendments to the FY17 Goals document, which included an amendment to Goal#4 (Recommend and deploy process changes that can improve visibility of projects that are considered large budget drivers, beginning with CIAC), which was adopted.

**Motion and Vote**

Tammie Dufault moved and Adrian Davies seconded the motion to accept the Finance Committee FY17 Goals as amended at the September 12, 2016 meeting.

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

**ITEM 7: Review Draft Request to CIAC for Information to Accompany Recommendations**

Chairman Berry introduced this item. Jose Garcia-Meitin presented the report. Mr. Garcia-Meitin described the draft letter to the Capital Improvement Advisory Committee (CIAC). He stated that the letter is designed to enhance the information that the CIAC sends to the Finance Committee describing the capital articles that they are recommending. Mr. Garcia-Meitin stated that one of items that the CIAC uses as part of their evaluation process of capital articles is a Form A that is submitted to the CIAC from department heads for approval of capital articles. Mr. Garcia-Meitin noted that the Finance Committee was not getting copies of the Form A. He described in detail the following suggestions that would be included in a letter to the CIAC: 1) Form A submitted to the Finance Committee for capital items being recommended for approval; 2) Form A enhanced to provide a more detailed financial analysis explaining the cost benefits of the capital request; 3) Requesting manager provide a thorough assessment of risk to the town should the capital item not be approved; 4) CIAC provide a narrative explaining the rationale supporting its recommendations; and 5) CIAC provide a schedule ranking the relative priority of the recommended capital articles.

Mr. Garcia-Meitin explained that this information would better inform the Finance Committee during its deliberations. Mr. Garcia-Meitin stated that he attended a CIAC meeting on September 7<sup>th</sup> and discussed these suggestions. He added that the CIAC was receptive to them. He pointed out to the CIAC that the suggestions were still in draft form and that the Finance Committee would like their feedback. A lengthy discussion then followed on modifications to the letter as well as a request that Form A be enhanced, per the draft letter, for all projects over \$100K.

#### **Motion and Vote**

Adrian Davies moved and Jeff Barker seconded the motion that the Finance Committee approves the letter as drafted by Jose Garcia-Meitin and modified by the Finance Committee to the Chairman of the CIAC and to the Town Manager and the School Superintendents.

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

#### **ITEM 8: Continued Discussion of Modifications to Budget Guidance Letter**

Chairman Berry led the discussion on this item and asked that the committee review the budget reconciliation worksheets from the Cost Centers. Chairman Berry asked that the committee focus on the COLA, steps and lanes and OPEB normal cost. Chairman Berry outlined contractual costs for Sudbury Public Schools (SPS). Chairman Berry outlined contractual costs for Lincoln Sudbury Regional High School (LSRHS). Chairman Berry noted that the LSRHS budget does not include debt service. A brief discussion followed on additional cost with the longer school day and sharing transportation costs. Chairman Berry outlined contractual costs for the Town. It does not include Fire and Engineering. Chairman Berry stated that based on COLA, OPEB, steps and lanes only, the Town's budget would increase by 1.89%, SPS would increase by 4.28% and LSRHS would increase by 2.93%. The committee reviewed the budget reconciliation worksheets. A brief discussion followed on the worksheet configuration and new categories. The committee discussed known costs, estimated cost and reserved cost. Chairman Berry spoke about Circuit Breaker funding and how it's interpreted on the reconciliation worksheet for SPS. Chairman Berry stated that it might help to talk with SPS to figure out these calculation line items. Chairman Berry stated that she would need clarification from SPS and LSRHS on circuit breaker and out-of-district transportation cost.

Chairman Berry stated that she has made some changes to the Budget Guidance Letter. The committee reviewed and discussed changes to the Budget Guidance Letter. A conversation followed on the budget schedule. Conversation veered toward a lengthy discussion on the percentage amount to obtain a non-override

budget. There are three more meetings before the Budget Guidance Letter is mailed to the Cost Centers. Chairman Berry suggested liaisons meet with cost centers to get additional information on cost associated with COLA's and steps and lanes, benefits as well as their estimates on out-of-district costs and transportation costs.

**Motion and Vote**

Jeff Barker moved and Bryan Semple seconded the motion that the Finance Committee Liaisons would be in touch with their Superintendents/Town Manager to request a meeting to go over the information on the Budget Reconciliation Worksheet.

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

**ITEM 9: Liaison Reports**

There were no reports.

**ITEM 10: Suggested Future Agenda Items**

**Current on list: Report from Sudbury Housing Trust on  
Maynard Road Development; and Development Agreement  
Mitigation Payments  
Other**

Chairman Berry stated that she has reached out to the Board of Selectmen and the Town Manager on a time they might be prepared to discuss the Development Agreement Mitigation Payments. The committee discussed Chapter 70 funding and why it doesn't show up as a reduction on the SPS Budget. The Finance Committee would like to understand SPS position on this. This item was added to the list of future topics.

**ITEM 11: Public Comments**

There were no comments.

**Item 12: Adjourn**

**Motion and Vote:**

**Adrian Davies moved and Tammie Dufault seconded the motion that the September 12, 2016 Finance Committee meeting adjourn at 11:10 p.m.**

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

**Next scheduled meeting is Monday, September 26 at 7:30 pm, Flynn Building**

*Respectfully Submitted: Cheryl Gosmon, Recording Secretary*