

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

ATTENDENCE

Finance Committee Members Present: Susan Berry, Chair, Joan Carlton, Vice Chair, Jeff Atwater (arrived at 7:08), Jeff Barker, Adrian Davies, Tammie Dufault, Jose Garcia-Meitin, Bryan Semple (arrived at 7:06)

Absent:

Fred Floru

Also Present: Dennis Keohane, Finance Director/Treasurer Collector, Chuck Woodard, Board of Selectmen, Bella Wong, Superintendent-Principal, Lincoln-Sudbury Regional High School (LSRHS), Sherry Kersey, LSRHS Finance Director, Elena Kleifges, LS School Committee Chair, Radha Gargeya and Kevin Matthews, LS School Committee Member, Susan Iuliano, and John Baranowsky.

CONVENE:

The meeting was called to order at 7:03 p.m., by Chairman Susan Berry at the Sudbury Police Department, 75 Hudson Road, Sudbury, MA 01776

ITEM 1: General Business

- **Approve Meeting Minutes**

Motion and Vote

Tammie Dufault moved and Jeff Barker seconded the motion to approve the minutes of the October 13, 2016, meeting as submitted.

The motion carried. The vote was unanimous.

Motion and Vote

Jeff Barker moved and Tammie Dufault seconded the motion to approve the minutes of the October 17, 2016, meeting as submitted.

The motion carried. The vote was unanimous.

Motion and Vote

Jeff Barker moved and Jose Garcia-Meitin seconded the motion to approve the minutes of the October 24, 2016, meeting as amended.

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

- **Transfers**

There were no transfers to approve.

- **Other Business**

Chairman Berry stated that Sudbury Public Schools (SPS) held their Budget Hearing on Wednesday, December 7. Chairman Berry stated that the SPS FY18 Proposed Operating Budget is... and the SPS budget is \$4,007,071 over the Finance Committee guideline of 2.25% non-override budget. Chairman Berry added that the SPS FY18 Proposed Budget presentation is available on the SPS website at www.sudbury.k12.ma.us under School Committee Presentations and Plans. Chairman Berry added that SPS would hold another budget presentation on December 19. Chairman Berry also added that Lincoln-Sudbury Regional High School (LSRHS) would hold their budget hearing on December 19 as well, at 7:30 pm at the Senior Center in Conference Room B.

Chairman Berry spoke briefly about weather related cancelations. She stated that she would announce weather related meeting cancelations the day of a meeting once exact weather conditions are known.

ITEM 2: Public Comment

There were no comments.

ITEM 3: Major Cost Center Liaison Reports and Discussion

- **LSRH Report**

Jeff Barker presented the LSRHS report relative to the Budget Guidance Letter to the Cost Centers, Exhibit Two. He summarized comments from LSRHS on questions 1-9. Mr. Barker described FY18 budget pressures, which might include transportation costs. LSRH will carry a 10% increase over the FY17 corresponding portion (regular education transportation) until transportation issues are resolved. Mr. Barker reviewed the number of new FTE's hired within the FY17 operating budget. He pointed out that these new hires have no impact to benefits in FY18. Mr. Barker stated that a 0.6 Teaching Assistant **is** a new position, not included in the FY17 budget. Mr. Barker reported on the total number of actual and budgeted FTE's by position for FY16 and by plan FY17. Mr. Barker spoke about utility cost savings initiatives in FY17 and how those savings impact the FY18 maintenance budget. Mr. Barker explained that grant funding for the Beacon Program would end in FY17 and that LSRHS has budgeted a non-benefit eligible position for FY18 to keep the program going. Chairman Berry asked for an overview on net saving to the district from having the Beacon Program. Mr. Barker spoke about grants in excess of \$50,000 received in FY17 and the likelihood of them continuing in FY18. There are three grants, of the three the Beacon Grant would not continue to

receive funding. Mr. Barker stated that transportation costs are a part of the LSRHS 3-year forecast of service/program needs and potential cost/savings. Mr. Barker stated that projected FY17 student enrollment was 1572 actual student enrollment for FY17 as of October 1, 2016 was 1570. Mr. Barker stated that the FY17 Out-of-District (OOD) Tuition Costs were budgeted at \$4.9M. At the start of the school year the cost rose to \$5.2M. Mr. Barker stated that the actual number of OOD students in FY17 is 65 students and the projection was for 62 students. Mr. Barker presented a short summary on the amount of Circuit Breaker funding received in FY14, FY15, and FY16 and the amount carried over into the following year. A brief discussion followed.

- **SPS Report**

Tammie Dufault presented the SPS report relative to the Budget Guidance Letter to the Cost Centers, Exhibit Two. Ms. Dufault summarized responses from SPS on FY17 budget pressures that are expected to impact the FY18 budget. Ms. Dufault stated that the most significant cost increases are unanticipated FTE increases related to kindergarten enrollment, student Individualized Education Plan (IEP) support and English Language Learner (ELL) support. Ms. Dufault summarized the discussion points on new positions hired but not included in the FY17 budget. She explained that there were no new positions hired within the FY17 budget all positions that were added were unanticipated positions. The total number of actual and budgeted FTE's by position is 13.3. Chairman Berry noted that the Finance Committee has received staffing information from SPS. She stated that since FY10 there has been 37.32 new FTE's added to the SPS budget and that student population has decreased by 923 students. Chairman Berry stated that it would be helpful during the budget hearings to hear more about what is causing the declining enrollment and increased staffing. Ms. Dufault stated that the SPS School Committee is reviewing student fees to determine better efficiencies and cost saving. Ms. Dufault spoke about utility cost savings initiatives in FY17 and how those savings would impact the FY18 SPS maintenance budget. Ms. Dufault spoke about technology and wireless infrastructure costs for SPS in FY18, (this request might be placed on the capital plan). She also spoke about costs to fund the Partnership Program for the middle school for children transitioning from the elementary schools. Ms. Dufault stated that there are no material grants in excess of \$50,000 received for FY17 that would be changed or continued in FY18. In terms of updated compensation information on employees paid over \$100,000, SPS would send the Finance Committee the FY16 actuals on persons paid over \$100,000. Ms. Dufault stated that the Partners Program, new math program that would be piloted in FY18, implementation of Science Standards, ELL support, and transportation are included in the 3-year forecast of services

and program needs for SPS. Ms. Dufault stated that enrollment for June 2016 was 2839. Enrollment as of October 1, 2016 was 2803. Ms. Dufault stated that actual out-of-district tuition as of October is \$1,971,438 versus budgeted amount of \$2,171,383. This leaves a capacity of approximately \$200,000 for potential student move in during the remainder of FY17. Ms. Dufault stated that there were 22 students budgeted for out-of-district placement, 23 students are currently in out-of-district placements. Ms. Dufault presented a short summary on the amount of Circuit Breaker funding received in FY14, FY15, and FY16 and the amount carried over into the following year. A brief discussion followed.

- **Town Report**

Adrian Davies presented the Town report relative to the Budget Guidance Letter to the Cost Centers, Exhibit Two. Mr. Davies stated that the FY17 budget pressures include staffing the Town Planner and Assistant Town Planner positions. Mr. Davies noted that a consultant firm has been hired to temporarily fill these positions. He stated that a reserve fund transfer to supplement that budget would be needed. Mr. Davies outlined anticipated budget pressures for FY18. He stated that after removing fixed costs for benefits (insurance, unemployment, pension, OPEB) from the 2.25% non-override guideline, the Town is looking at a net increase of 1.15% and coupled with a 1.5% COLA the town is facing a net decrease in staffing and services. Additional anticipated FY18 budget pressures include the Massachusetts Small MS4 General Permit: Storm Water regulations. Mr. Davies added that the costs for the next three years would be significant. Mr. Davies stated that the town has applied for a grant that if awarded, would help with some portion of the compliance. Mr. Keohane noted that this is a federal requirement and that he is not aware of federal funding to help mitigate costs. Additional anticipated FY18 budget pressures include staffing, adding a new position, Deputy DPW Director. This position will cover the Town in the Engineering aspect, and will also serve as an Assistant DPW Director. Mr. Keohane confirmed that a Chief Engineer has been hired and will also take on the role of Deputy DPW Director. Mr. Davies spoke about grants in excess of \$50,000. This included the Metropolitan Area Planning Council (MAPC) grant and the Community Compact grant as well as the Mass in Motion grant.

Jeff Atwater continued with the Town report focusing on Public Safety and Culture. He summarized comments from the Town on questions 1-9. He stated that there are no anticipated FY18 budget pressures for public safety and culture. Mr. Atwater summarized new initiatives that include staffing for the Fire Department. Four persons are needed to staff an additional

ambulance. This staffing would be phased in: one person per year for four years.

ITEM 4: Other Liaison Reports

There were short reports on the Fairbank Task Force, the Capital Funding Committee, Board of Selectmen, and the Budget Strategies Task Force.

ITEM 5: Budget Hearing Calendar and Joint Sudbury/Lincoln Finance Committee Meeting

Chair Berry went over the "final" calendar for the budget hearings and deliberations and checked on the potential dates for a joint meeting with the Lincoln Finance Committee, either before the scheduled FinCom meeting on January 30th or February 6th.

ITEM 6: Future Agenda Items

- Sudbury Housing Trust on Maynard Road Development
- Chapter 70 Funding
- Other

ITEM 7: Public Comments

Susan Iuliano spoke about the Board of Selectmen's plans for giving guidance to the Fairbank Task Force Committee. John Baranowsky suggested looking into folding the Water District into the DPW.

Item 8: Adjourn

Motion and Vote:

Fred Floru moved and Tammie Dufault seconded the motion that the December 12, 2016 Finance Committee meeting adjourn at 9:29 p.m.

The motion carried. The vote was unanimous.

Next scheduled meeting is a Budget Hearing Monday, January 9 at 7:00 pm, in the Lower Town Hall.

Respectfully Submitted: Cheryl Gosmon, Recording Secretary