

**Sudbury Finance Committee
Meeting Jointly with the Board of Selectmen
Meeting Minutes
February 28, 2017**

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

Absent: Jeff Atwater, Jeff Barker, Fred Floru, and Bryan Semple

See Board of Selectmen minutes for Board of Selectmen members present and others present.

At 7:28 p.m., Chairman Iuliano welcomed Finance Committee Chair Susan Berry and Finance Committee members to the Meeting, and she and Chairman Berry both opened a Joint Meeting of the Board of Selectmen and the Finance Committee with their respective Boards. Chairman Iuliano stated the Boards would first hear about the proposed Community Preservation Act (CPA) Articles for the May 2017 Town Meeting, and then discuss other Finance Committee items, including the use of Free Cash. She welcomed Community Preservation Committee (CPC) Chairman Chris Morely to the Meeting to discuss the following articles:

Community Preservation Act – Town Hall Renovation/Restoration

Present: Community Preservation Committee (CPC) Chairman and Town Hall Blue Ribbon Committee member Chris Morely, Blue Ribbon Committee member Frank Riepe, Combined Facilities Director Jim Kelly, and Capital Improvement Advisory Committee (CIAC) Chairman Mark Howrey

The Board was previously in receipt of copies of a handout entitled “Bullet Point Perspectives on Sudbury Town Hall,” a letter from members of the Town Hall Blue Ribbon Committee to the Capital Improvement Advisory Committee (CIAC) dated February 14, 2017, the “Town of Sudbury Capital Improvement Budget Request FY2018 Form A,” and the “Project Submission Form” submitted to the CPC.

Community Preservation Committee (CPC) Chairman and Town Hall Blue Ribbon Committee member Chris Morely stated the Town Hall building has been at the top of the CPC project list for nearly 20 years for use of Community Preservation Act (CPA) funds. Mr. Morely stated the Blue Ribbon Committee believes it is a good time to move the project forward with CPA funds for design, and he noted the majority of the remaining construction funds could be CPA-eligible and could be bonded. He emphasized Town Hall has had hardly any maintenance done to it for decades, and the building is underutilized, with two floors which are not used by the public. Mr. Morely stated the Blue Ribbon Committee evaluated information for approximately nine months and it looked at the feasibility study previously completed by an architectural firm. The Committee eventually determined the highest and best use of the building would be to restore it to its original purpose as a meeting place and for Town offices.

Town Hall Blue Ribbon Committee Member Frank Riepe stated the Selectmen formed the Blue Ribbon Committee in 2015 to study what should be the goals for the building. He stated the Committee determined the highest and best use for Town Hall is to continue the functionality of the building as it was originally intended and designed for use as a cultural space for government and

civic functions. Mr. Riepe stated the Committee believes there is now a good opportunity to revitalize the building.

CIAC Chairman Mark Howrey stated the CIAC recommended this project, but the vote was not unanimous. He stated there were concerns that there was not enough information at this time regarding what the full utilization of the building would be and using it for Town functions. He stated those who voted for the project viewed the building as a Town resource and acknowledged the recommendations from the qualified Blue Ribbon Committee.

Chairman Iuliano noted the Selectmen had previously heard a presentation on this project and they have had the opportunity to ask questions.

Finance Committee Chair Susan Berry asked how the space planning proposed for this building fits into the Town's overall space needs. Mr. Morely stated the Committee looked intensively at the Sudbury Public School (SPS) Administration's space needs and the proposed relocation to the Nixon School property, and it kept abreast of the work of the Fairbank Community Center Task Force. He also noted the Blue Ribbon Committee included members of the SPS School Committee. Mr. Morely explained the Blue Ribbon Committee concluded it was not financially prudent to try to use Town Hall for more office space, and in a manner for which it was not designed, when there were other office space options available in Town.

Chairman Berry asked if there was a space needs plan. Chairman Iuliano stated the Selectman have discussed the prioritization of projects with Combined Facilities Director Jim Kelly. It was noted that, since the SPS and Fairbank groups were not quite ready to move forward with a project, it was decided to move forward with Town Hall, which is ready to proceed with the design phase and it qualifies as an historical project for CPA funds.

Finance Committee member Adrian Davies asked if the total project will cost \$6 million and how it would be funded. Mr. Morely stated the cost will depend on when the project is started and completed. If done next year, possibly the cost would be \$5 million, and Mr. Morely stated the cost would all depend on the architectural plans. He noted the building will not need a major gut rehab. Mr. Morely also stated other towns have tracked costs for work on old and new sections of Town Halls for what is and is not CPA-funding eligible. Other than a proposed new addition in the rear of Town Hall, Mr. Morely stated it is anticipated that much of the construction costs would be eligible for CPA funds.

Mr. Riepe emphasized the building is over 80 years old and all systems, including HVAC, will need to be reconstructed, the access will need to be reconfigured, an elevator and bathrooms will need to be installed, the roof and windows will need to be restored, the Town Clerk Offices will be enlarged, and a catering kitchen will be installed in the basement. He stated it is time to preserve and extend the life of Town Hall.

Mr. Davies noted there was a concern last year regarding Sudbury's borrowing capacity for CPA projects. Mr. Morely stated the figures are still being fine-tuned, but it is expected that there will be adequate capacity for the project when the time comes.

In response to a question from Mr. Davies, Mr. Riepe stated it is anticipated that, at the end of this design phase, the Town will have a complete package of construction documents ready to go out to bid.

Finance Committee member Joan Carlton asked if a construction cost estimate would be expected by next year around this time, and she was told it would be.

Finance Committee member Tammie Dufault asked if the design process is planned as a multi-step deliverable. Combined Facilities Director Jim Kelly stated the Permanent Building Committee (PBC) would work on the next steps, which could take a year or longer. He further noted the PBC was instrumental in selecting the architectural firm which did the feasibility study. Mr. Morely noted two PBC members were also members of the Blue Ribbon Committee.

Ms. Dufault asked if the Committee could receive copies of the most current CPA borrowing capacity schedule before it takes a vote. She also questioned how this project fits in with other needs in Town, and she asked if Town Hall is structurally in peril in the next year. Mr. Riepe stated there are no structural crises at this time.

Ms. Dufault asked if maintenance costs are expected to increase for a newer building. Mr. Morely and Mr. Riepe explained costs might be level because even though the building will be utilized more, this would be offset by more energy-efficient systems.

Ms. Dufault referenced the proposed catering kitchen, and she asked if there is a demand for this in Town. Mr. Morely stated it is a feature in other Town Halls and it would be expected to be used for Town functions or possibly for Park and Recreation and the Teen Center and other groups. He also stated the facility could be rented and possibly provide some income.

Selectman Simon acknowledged a group of youths in the audience, and he welcomed them to tonight's Meeting in Sudbury's vintage Town Hall. He stated the Blue Ribbon Committee's report was one of the best reports he has ever received, and he believes it would be a shame to not act on its recommendations. Selectman Simon stated Sudbury's Town Hall is unique, it is a key landmark of the historic Town Center, and it often serves as the "face" of Sudbury. He urged the Town to not wait until problems arise with Town Hall, as they did at Fairbank, before renovating the building. Mr. Morely stated Combined Facilities Director Jim Kelly has often cautioned the Town about the need to maintain these assets in a timely manner, and this building has been ignored for decades.

Selectman Haarde referenced the recent article about the Town Hall project in the Selectmen's first newsletter. He stated he supports the project due to the building's historical significance as one of the oldest meeting places in the country, and he believes the building needs to be restored.

Community Preservation Act – Park and Recreation “Pour in Place” Surface – Lyons Pride/SMILE Playground

Present: Community Preservation Committee Chairman Chris Morely and Park and Recreation Commission Chairman Jim Marotta and Commission member Bobby Beagan

At 8:00 p.m., CPC member and Park and Recreation Commission member Bobby Beagan stated he would describe the Commission's "Pour in Place" Surface request for the Lyons Pride/SMILE Playground. He noted the project has not yet been presented to the CIAC. The Board was

previously in receipt of copies of a revised “Community Preservation Committee Project Submission Form” and accompanying photographs, a letter from New England Recreation Group dated September 14, 2016, and the “Town of Sudbury Capital Improvement Budget Request FY2018 Form A” and accompanying photographs.

Mr. Beagan summarized the request from Park and Recreation for the Lyons Pride/SMILE Playground at Haskell Field. He stated the proposal is to remove the remaining wood safety fiber from the Playground and replace it with Pour in Place Surfacing. Mr. Beagan stated the request is for \$70,975, but it is possible there could be up to \$11,000 to be put towards the project from an existing SMILE fund for the Playground’s maintenance. He noted Park and Recreation Director Kayla McNamara would need to confirm the amount from this fund which could be used to reduce the total project cost.

In response to a question from Chairman Berry, Mr. Beagan explained there was an updated project submission from the original \$65,000 request to the current cost of \$70,975, which was based on revised measurements.

In response to a question from Ms. Default, it was noted there is not a revolving fund for this type of project.

Selectman Haarde stated he was told wood chips should never have been installed in this Playground, which was intended to be handicapped-accessible, and he believes the project to replace them is long overdue.

A brief discussion ensued regarding the type of adhesive which would be used. Mr. Morely suggested Town staff should check as to whether the warranty would be voided by the method and materials chosen.

Mr. Davies asked if there are other playgrounds in Town with wood chips and why those are not also being replaced. It was noted there may be some wood chips at school playgrounds. Mr. Beagan stated the SMILE Playground was chosen because it is heavily used, it was intended to be handicapped-accessible and it will improve safety for all users.

Combined Facilities Director Jim Kelly stated he plans to submit future requests to improve this condition at School playgrounds.

Mr. Davies asked if CPA funds could be used for projects related to School playgrounds, and Mr. Morely stated they would probably be eligible.

Ms. Dufault asked about the anticipated maintenance costs and requirements. Mr. Beagan stated the costs would likely decrease because constant raking of the wood chips was time-consuming and costly.

CIAC Chairman Mark Howrey stated the CIAC had initial questions about the scope and areas of the work areas and the phasing for the project. Mr. Beagan explained a portion of the Playground was already resurfaced in 2015, and the only other phase is this project request. Mr. Howrey stated the CIAC plans to schedule a discussion on this project at an upcoming meeting.

Community Preservation Act – Park and Recreation – Multisport Court Reconstruction at Featherland

Present: Community Preservation Committee Chairman Chris Morely and Park and Recreation Commission member Bobby Beagan

At 8:20 p.m., Mr. Beagan next presented the Featherland Multi-sport Court Reconstruction article. The Board was previously in receipt of copies of the “Town of Sudbury Capital Improvement Budget Request FY2018 Form A,” the “Community Preservation Committee Project Submission Form” and accompanying photographs, and an email proposal to Mara Huston for work to be performed dated December 6, 2016.

Mr. Beagan provided a summary of the history for the Featherland tennis courts. He stated the courts were built in the 1960s and they were rebuilt in 1987. In 2014-2015, Mr. Beagan stated snow plows damaged the posts and fencing, and at some point, the fencing, posts, nets and surrounding trees were removed. He explained there had been discussion regarding constructing baseball field in this area, but abutters and Town residents strongly advocated for the return of the tennis courts. Mr. Beagan further explained a funding request was submitted last year for CPA funding, which was eventually withdrawn, and then a request was made to the Capital Improvement Advisory Committee (CIAC) to submit a capital debt request. He stated the article passed at last year’s Town Meeting, but it failed at the ballot. Mr. Beagan acknowledged the work done by Park and Recreation Commission member Mara Huston to coordinate this new project request for \$220,000 to redo the four tennis courts and to also allow for use for pickleball and basketball hoops.

CIAC Chairman Mark Howrey stated the CIAC has voted to support this project.

Finance Committee Member Jose Garcia-Meitin expressed concern that damage from snow plows might occur again in the future. Ms. Huston explained the proposed plan will allow for more parking lot space, the new courts will be placed farther back and a problem is not anticipated. Mr. Beagan noted there was only the one snow plow damage incident in 2014 since the 1960s.

Vice-Chairman Woodard asked if the neighbors support the project. Mr. Beagan stated the abutters are very supportive. Mr. Morely stated residents from other parts of Town have also expressed support for the project.

Ms. Dufault asked if some of the smaller CPA projects would be bundled together and bonded. Mr. Morely stated this is not likely because bonding would probably not be cost-efficient for anything under \$2 million. Ms. Dufault asked if the proposal includes lighting, and Mr. Beagan stated it does not at this time.

Community Preservation Act – Sudbury Housing Authority (SHA) Funding for Affordable Rental Housing

Present: Community Preservation Committee (CPC) Chairman Chris Morely and CPC Member and SHA Vice-Chairman Sherri Cline

At 8:30 p.m., Sudbury Housing Authority (SHA) Vice-Chairman and CPC Member Sherrill Cline was welcomed to the Meeting to describe the proposal for the SHA to receive 10% of the CPA FY18 budget for have one Committee Project Submission Form.”

Ms. Cline stated the SHA plans to use the requested CPA funds in combination with other funds previously appropriated, to acquire and/or create units of rental housing for eligible tenants in the low to very low income range. She also stated the SHA is considering vacant lots to purchase which were identified 14 years ago. Ms. Cline emphasized the SHA has a unique focus on rental units for low-income tenants, and these units count towards the Town's subsidized housing inventory. She briefly summarized the SHA's current rental-housing inventory, noting there are very few vacancies which become available each year. Ms. Cline stated the SHA closed its waiting list in 2012, and opened it up again in late 2016. She emphasized there is a real need for this type of housing in Sudbury, noting there are now 225 people on the waiting list.

Ms. Dufault asked what the CPA allocation requirements are and whether the Town has to allocate 10% plus more from Administrative Funds for housing. Mr. Morely explained a minimum of 10% has to be spent or reserved for the three CPA categories of open space, historic and affordable housing. He also stated that, in the past this allocation has been requested by the Sudbury Housing Trust (SHT), but this year it is for the SHA. Chairman Iuliano stated the SHT supports this year's request by the SHA.

Selectman Brown asked how many people on the waiting list have a Sudbury connection. Ms. Cline stated she did not have this data tonight, but she noted preference is given to Sudbury residents and those with a Sudbury connection. Selectman Brown stated that the CPA allows funding to support affordable housing without necessarily being attached to a specific project. Ms. Cline stated the SHA does not have a specific house in mind and will not have one until it has the funds to participate in the market.

Chairman Berry asked how much is needed to purchase a house. Ms. Cline stated it all depends on the price, but she would estimate approximately \$350,000-\$400,000. Mr. Morely noted the SHA also has the ability to use some of its other appropriated funds and it could mortgage a property.

Ms. Dufault asked if the SHA could purchase a property, improve it and then sell it. Ms. Cline stated this is not something the SHA would ever do because they buy and hold the properties.

Community Preservation Act – Regional Housing Services Office

Present: Community Preservation Committee Chairman Chris Morely and Town Manager Melissa Rodrigues

Mr. Morely stated that, in the past, the Regional Housing Services Office (RHSO) was funded with CPA Administrative Funds. However, since Sudbury has a multi-year contract with the RHSO, and the RHSO now provides so many services for the Town, it is appropriate that a separate article be presented at Town Meeting.

Through a PowerPoint presentation, Town Manager Rodrigues stated a request has been made for \$30,000 to fund the RHSO membership fee. The Board was previously in receipt of copies of her slide presentation for tonight. She explained this had been funded in the past from the CPA Administrative Funds, but it has been determined that funding through this application process is appropriate. Ms. Rodrigues stated the funds would be used for the acquisition, creation, preservation and support of community housing. She briefly described the RHSO as having started in Sudbury in 2011 to regionalize affordable housing services. Ms. Rodrigues stated there are currently seven member towns that are part of an Inter-Municipal Agreement, which is renewed every three years.

She displayed a slide of the breakdown for Sudbury's RHSO funding, noting \$30,000 would be funded with this CPA request for the Town's services, and \$29,350 would be funded by the Sudbury Housing Trust for services provided to the Trust. Town Manager Rodrigues briefly summarized some of the services provided to the Town by the RHSO, including affordable-housing inventory monitoring, general support and annual assessment valuations. Ms. Rodrigues noted the funding for these services is important to help ensure the Town maintains its 10% affordable housing threshold, which Sudbury has worked so hard to achieve. She also noted the Town is obligated to fund the existing contract, and there are not funds available in the operating budget to cover this cost.

Ms. Dufault asked if the Town is required to appropriate the 10% for housing plus the administrative funds. Mr. Morely stated the 10% is required and the Town has chosen in the past to typically spend another \$30,000. He also stated the CPC deliberated this question and it decided the requested allocation is appropriate. Chairman Iuliano and Town Manager Rodrigues highlighted that the monitoring services provided by the RHSO to the Town has increased in recent years.

Sudbury resident Bob May, 98 Maynard Farm Road, cautioned the Selectmen and the Finance Committee that, without needs-analysis documentation, it is possible some articles will be defeated because Town residents want to see what the demand is and why the projects need to be done.

Chairman Berry asked when the Finance Committee will be provided with the CPA General Budget. Mr. Morely stated work is being done to finalize the figures.

Ms. Dufault asked who she could contact to learn why the Featherland tennis court project went from \$175,000 to \$220,000. Chairman Iuliano suggested she could contact Park and Recreation Commission member Mara Huston.

Sudbury Finance Committee – Recommendations on Non-Override and Override Budgets, including Use of Free Cash

At 9:00 p.m., Chairman Iuliano opened a discussion regarding the Finance Committee's recommendations on non-override and override budgets, including the use of Free Cash. Copies of a spreadsheet provided by Finance Director Dennis Keohane were distributed tonight. In addition, Finance Committee Chairman Susan Berry distributed copies of her comments for tonight regarding this agenda item.

Regarding a non-override budget, Chairman Berry explained that, based on original revenue estimates, the Finance Committee's guidance to the cost centers was for budgets with no more than a 2.25% increase from FY17, with a small reserve capacity for the most urgent needs not covered in the 2.25% budgets. She noted the Committee was aware this would be a difficult challenge. Chairman Berry further explained that, by the early January 2017 budget hearings, new growth was certified by the State resulting in a revised revenue estimate, which was \$600,000 higher than the original estimate, primarily due to upgrades at the Route 20 Eversource substation. Given the revised revenue estimate, the three cost centers worked through a proposal for a non-override budget that resulted in a 3.58% increase in the Town Department and Sudbury Public Schools (SPS) budgets and a 3.36% increase in the Lincoln-Sudbury Regional High School (L-SRHS) budget (and an estimated 3.58% increase in Sudbury's assessment).

Chairman Berry stated the Finance Committee unanimously voted to recommend approval of these non-override budgets using the full capacity of the updated estimated revenue. She also stated the Finance Committee unanimously recommended approval of the resulting Total General Fund Operating Articles of \$94,810,895 that is in the FY18 Non-Override Recommended column of the General Fund Budget sheet distributed tonight. She explained this budget would provide level service at best for the Town Departments and L-SRHS. Chairman Berry stated it will result in potential net reductions of approximately 22.5 Sudbury Public School FTE's, in addition to the reduction of 8.3 FTEs based on declining enrollment. She further stated this budget also includes \$375,000 from Free Cash to be added to the Reserve Account to cover the unemployment liability for SPS staff that may be laid off. The non-override budget represents a 2.78% increase over the FY17 General Fund Budget and, if passed, would result in an estimated 2% increase in the tax rate for homeowners.

Chairman Iuliano asked for further clarification regarding the suggested \$375,000 from Free Cash to be added to the Reserve Account, which Chairman Berry provided.

Regarding an override budget, Chairman Berry stated the Finance Committee was also presented with a \$494,833 override proposal from the Town to increase the staffing of the Fire Department by four to operate a second ambulance and to increase the staffing of the Police Department by one officer. She reported the Committee voted 5-3 to recommend approval of this override request. Those voting in favor of approval believe that four firefighters are needed to run another ambulance because the Town has relied on aid from surrounding towns an average of 62 times more than in the past, and this number is likely to increase as Meadow Walk and Avalon come to fruition. It was also believed that adding a police officer was prudent given the increase in population since 2007. Chairman Berry stated those who voted in opposition focused on the use of Free Cash to fund this override. She stated the Committee also voted 5-3 to request that the Board of Selectmen recommend \$145,963 of the override by funded using Free Cash. This request is based on the belief that a portion of the override request should be funded from the increase in tax dollars that are expected to result from the Meadow Walk development and information from Fire Chief Miles regarding coverage needed on day and night shifts. She further stated the vote recommending approval is not contingent on the use of Free Cash.

Vice-Chairman Woodard asked for clarification regarding the 5-3 votes, which Chairman Berry provided.

Chairman Iuliano stated she is not sure if she is comfortable with the concept of using Free Cash based on the Meadow Walk development before its revenues are generated. She believes there was already a need for more Fire and Police Department staffing before Meadow Walk came to Town. Chairman Iuliano stated she does not see anything in existing reports to justify the \$145,963 figure. Chairman Berry stated the majority of the Committee conceptually believed a portion should be paid from Free Cash.

Ms. Carlton stated the Committee saw a demand for more Fire Department staffing and more coverage needed for another ambulance and the expansion which will be a result from the Meadow Walk and Avalon developments.

Chairman Iuliano expressed her concern again that the figure chosen of \$145,963 may not be accurate, since it is not backed up by fiscal revenue reports, and she reiterated that she believes the Town had the need for these additional services regardless of Meadow Walk.

Ms. Dufault stated some on the Finance Committee perceived the Fire Department and ambulance needs were connected to the Meadow Walk project.

Vice-Chairman Woodard stated these services would be an increase in recurring expenses, and he believes the request for Free Cash is needlessly complicating the budget, and the Free Cash should not be used for a one-time item. He stated he was not sure the proposed approach is the best one.

Ms. Dufault emphasized the Committee supports the need for public safety, and it believes these services may need to be ramped up prior to receiving Meadow Walk revenues.

Given the amount of money proposed of \$145,963, Vice-Chairman reiterated that it seems like a needless request in the context of a \$95 million dollar budget.

Chairman Berry stated the Finance Committee also received a request for a \$675,078 override from SPS, which is one-third of the amount of an override that would be needed to fund the SPS proposed budget. She explained that, the requested override, if passed, would result in a 5.2% increase in the net SPS budget, and that the SPS override budget would decrease the potential net staffing cuts to approximately 12 FTE's in addition to the reduction of 8.3 FTEs based on declining enrollment. The total FY18 School Budget would be \$95,393,332, and it includes \$282,359 from Free Cash to be added to the Reserve Account to cover the unemployment liability for SPS staff who may be laid off under this override proposal.

She stated the Finance Committee recommended approval of this level of override for the SPS budget by a vote of 4 to 3. Chairman Berry also reported the Finance Committee was unwilling to support the 8.5% increase in the original SPS proposal and also voted against a possible \$1,350,155 override scenario. She provided a few reasons why the Committee voted in favor of the \$675,078 override amount, noting it reflected a reasonable balance between the needs of the Sudbury School district and a level of tax increase beyond Proposition 2 ½ that they could support bringing before the voters. Chairman Berry also provided a few reasons expressed by those voting against the SPS override, including being unable to understand the need for the increases in light of steadily declining enrollment or not being convinced the SPS budget is sustainable at the current level of staffing.

Selectman Simon summarized the School override would be a 2.9% increase for the average homeowner and the non-override budget would be approximately a 2% increase, noting the variance is approximately \$106 for the average homeowner. For the Total FY18 Override proposed the increase would be approximately 3.5% or approximately \$438 more for the average homeowner.

Selectman Simon asked how this information will be presented to the public and whether there would be more than one vote on overrides.

Selectman Brown asked for clarification regarding what FTEs are included in the FY18 budget, which Chairman Berry provided.

Chairman Iuliano stated it is up to the Selectmen regarding how the override is placed on the ballot.

Chairman Berry noted the Committee voted to recommend that the override votes be decided by a menu ballot. She stated the Finance Committee is waiting to vote on the total override budget amount of \$96,888,165 shown in the final column of tonight's spreadsheet until the Board of Selectmen decides how the overrides will be presented.

Chairman Iuliano stated she, the Town Manager and Town Counsel have been researching options as to how best to present the information to Town Meeting. A brief discussion ensued regarding how the votes might play out at Town Meeting. Town Manager Rodrigues stated the article has already been submitted for the Warrant as one article, and thus, any changes would require the article to be held or amended. She and Chairman Iuliano stated some options will be drafted for review at a later time.

Mr. Garcia-Meitin asked if the Town has had a lot of experience with override votes. Selectman Simon stated there has not been one in recent years, so if voters are new to Sudbury in the past 5-10 years they may not remember the last time an override was voted. He stated he believes people relate to the dollars it will cost the average homeowner, and he would like to see this information included to help voters make their decisions.

Chairman Iuliano stated she believes the Finance Committee has advised to try to give voters a clearly stated choice, so the language will be important.

Selectman Brown asked how one override vote at Town Meeting could be layered into a menu choice on the ballot.

Vice-Chairman Woodard asked when the language must be decided for the ballot. Town Manager Rodrigues stated it must be done 35 days before the Election. Chairman Iuliano stated some sample language will be reviewed at the next Board Meeting on March 7, 2017 to ensure ballot question wording is final prior to April 4, 2017.

In closing, Chairman Berry reviewed the Finance Committee's priorities for the use of Free Cash as follows: retaining .5% of the current year's Operating Budget in reserve coming out of the May Town Meeting, using any additional Free Cash to replenish the Stabilization Fund to the extent that it has fallen below 5% of the projected general fund operating revenues for the next fiscal year, and placing a maximum of \$375,000 in the Reserve Account to be used to cover unemployment liability for SPS. She also reiterated the Committee is requesting \$145,963 of the Town override request be funded with Free Cash.

Chairman Iuliano stated the Selectmen voted for the Bruce Freeman Rail Trail Design request to be funded by Free Cash, and the Board will withdraw its request for Community Preservation Act funds.

Chairman Berry thanked everyone who volunteered their time, and Town staff, who worked together through this budget process.

At 10:10 p.m., it was on motion and roll call unanimously

VOTED: To adjourn the Joint Meeting of the Board of Selectmen and the Finance Committee, Selectman Patricia A. Brown, aye, Selectman Robert C. Haarde, aye, Selectman Leonard Simon, aye, Vice-Chairman Charles C. Woodard, aye, and Chairman Susan Iuliano, aye. It was also on motion and roll call unanimously

VOTED: To adjourn the Joint Meeting of the Board of Selectmen and the Finance Committee, Finance Committee member Adrian Davies, aye, Finance Committee member Jose Garcia-Meitin, aye, finance Committee member Joan Carlton, aye, and Finance Committee chairman Susan Berry Selectman, aye. Chairman Berry noted the Finance Committee no longer had a quorum, since one member had needed to leave the Meeting early.