

**Sudbury Finance Committee  
Meeting Minutes  
June 19, 2017**

**ATTENDANCE**

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

**Absent:** Jeff Atwater

**Also Present:** Dennis Keohane, Finance Director/Treasurer  
Collector

**CONVENE:**

Bryan Semple, the Chairman, called the meeting to order at 7:33  
p.m. The meeting convened at the Flynn Building, 278 Old Sudbury  
Road, Sudbury, MA 01776.

**ITEM 1: Public Comment**

Chairman Semple opened this portion of the meeting for Public  
Comment. Chairman Semple recognized Lisa Kouchakdjian, 30  
Meadowbrook Circle, and a member of the Sudbury School  
Committee.

Ms. Kouchakdjian stated that she is one of the Sudbury School  
Committee Liaisons to the Finance Committee; Richard Tinsley is  
the other. She stated that she met recently with Tammie Dufault  
and had a fruitful conversation and that she is looking forward  
to developing a collaborative relationship with the Finance  
Committee.

**ITEM 2: General Business**

- **Approve Meeting Minutes**

Chairman Semple reviewed the method that the Finance  
Committee would use going forward to edit meeting minutes.

**Motion and Vote**

Jeff Barker moved, and Susan Berry seconded, the motion to  
approve the minutes of March 6, 2017, meeting as amended.

**The motion carried. The vote was five yes, two abstentions.**

**Motion and Vote**

Jeff Barker moved, and Susan Berry seconded, the motion to  
approve the minutes of March 13, 2017, meeting as amended.

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

**Motion and Vote**

Jeff Barker moved, and Susan Berry seconded, the motion to approve the minutes of April 10, 2017, meeting as submitted.

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

**Motion and Vote**

Adrian Davies moved, and Susan Berry seconded, the motion to approve the minutes of May 22, 2017, meeting as submitted.

**The motion carried. The vote was six yes, one abstention.**

**● Transfers**

Dennis Keohane, Finance Director/Treasurer Collector, presented the following Budget Transfers, which will be deducted from the Reserve Fund. Mr. Keohane stated that the balance in the Reserve Fund is \$225,181.00. After the budget transfers, the balance would be \$55,681.

Town Clerk:	\$10,500	- Salaries
Town Clerk:	\$7,000	- Expense
Legal:	\$25,000	- Expense
Veterans:	\$12,000	- Expense
Snow & Ice:	\$100,000	- Expense
Med Insurance:	\$15,000	- Expense

In response to Chairman Semple's question on the deficit in the Snow & Ice Account, Mr. Keohane explained that snow and ice runs a deficit every year, which is permissible. It is also permissible to raise money to cover the deficit, which could be absorbed through the DPW Budget and/or the Reserve Fund. The discussion continued with an explanation on how benefits are budgeted for the schools.

**Motion and Vote**

Tammie Dufault moved, and Susan Berry seconded, the motion to approve the transfer of \$100,000 from the Reserve Fund to cover the deficit in the Snow & Ice Account.

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

**Motion and Vote**

Joan Carlton moved, and Adrian Davies seconded, the motion to approve the transfer of \$12,000 from the Reserve Fund to cover Veterans Expenses.

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

**Motion and Vote**

Tammie Dufault moved, and Jeff Barker seconded, the motion to approve the transfer of \$25,000 from the Reserve Fund to cover legal expenses.

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

**Motion and Vote**

Joan Carlton moved, and Eric Poch seconded, the motion to approve the transfer of \$15,000 from the Reserve Fund to cover Medical Insurance Benefits.

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

**Motion and Vote**

Tammie Dufault moved, and Jeff Barker seconded, the motion to approve the transfer of \$7,000 from the Reserve Fund to cover the Town Clerk expenses.

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

**Motion and Vote**

Joan Carlton moved, and Tammie Dufault seconded, the motion to approve the transfer of \$10,500 from the Reserve Fund to cover the Town Clerk salaries.

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

- **Free Cash Update**

Chairman Semple stated that the Free Cash Update has been distributed and posted online.

**ITEM 3: Appoint Susan Ciaffi to the Capital Improvement Advisory Committee (CIAC)**

Chairman Semple introduced Susan Ciaffi. Ms. Ciaffi is currently at the end of a three-year term on the CIAC. A brief discussion followed on the appointment of Ms. Ciaffi to a second three-year term.

**Motion and Vote**

Jose Garcia-Meitin moved, and Tammie Dufault seconded, the motion to approve the appointment of Susan Ciaffi to the Capital Improvement Advisory Committee.

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

**ITEM 4: Discuss Improved Information Sharing and FinCom Site**

Chairman Semple introduced this item and spoke about plans to improve information sharing for the Finance Committee. He explained the concept of using a working site that would allow

the Finance Committee to create and share information. Chairman Semple stated that the site would be an informal repository of information for review only, not for deliberation or for the expression of opinions. He stated that items that have been approved and voted on by the Finance Committee would be posted on the Town webpage. A general discussion followed on items that could be posted to the working site, such as draft minutes, budget transfers, liaison reports and links to other sites. Susan Berry stated that the implementation of the working site is a great idea and will be helpful, but that the Finance Committee may need to discuss which items should not be disclosed on the site. Eric Poch agreed and suggested that Legal Counsel advise this Committee on what should or should not be disclosed. Chairman Semple summarized next steps, which included determining what could be legally posted, and an emphasis on not expressing one's opinions on this site.

**ITEM 5: Discussion of Three Year Operating Plan and Process for Cost Centers**

Chairman Semple opened this item for discussion. The conversation included a discussion on whether to request a Three Year Operating Plan versus a Five Year Operating Plan from the Cost Centers. After some discussion, it was the consensus of the Committee to request a Three Year Operating plan. The discussion then veered to a conversation on the Budget Reconciliation Worksheet and a plan of action to the Cost Centers on a three-year projection of cost for salaries, COLAs, steps/lanes, benefits, OPEB normal cost, retirement, mandated cost, OOD/Circuit Breaker, additions, and program improvements. The conversation followed on budget drivers and what the Cost Center's budget assumptions are. The Committee is looking for clarity of explanations and assumptions from the Cost Centers.

The discussion continued with a conversation on revenue. The Committee talked about revenue sources. This includes available revenue which is the previous year's levy limit and adding 2.5%, along with certified new growth, local receipts, and state aid. Chairman Semple suggested that the Finance Committee consider a model for revenue based on previous year's levy limit, but using a 0% (excluding debt) increase instead of 2.5%. Susan Berry stated that it would be informative to outline both scenarios; if levy increases was kept at 0%, and available revenue which includes the 2.5% increase in tax levy.

After a general discussion on revenue sources, the conversation veered to new growth averages. Jose Garcia-Meitin stated that with an average annual forecast of 1% new growth the Cost

Centers' three-year forecast could grow by 4 or 5% over the next three years. Chairman Semple noted that it would involve a conversation around taxes having to be increased by 4% over the next three years to meet the needs of the Cost Centers. Chairman Semple stated that he would like to have the three-year plan by September. He added that this is a working document. The Finance Committee would like to hear feedback from the Cost Center at the July meeting.

The conversation continued to Capital. The Committee agreed at the onset of this discussion that a 5yr projection for the Capital Plan is the best option. The Finance Committee discussed the Capital Improvement Advisory Committee's (CIAC) list of critical needs and the need for a five year revenue plan. Tammie Dufault stated that the Finance Committee should invite the Chairman of the CIAC to a meeting to speak about their capital process and Five Year Plan. A brief discussion followed on the current funding mechanism for capital projects. Susan Berry stated that the Finance Committee needs to know all funding sources as earmarked by the Strategic Financial Planning Committee for Capital Funding. Eric Poch suggested that the Finance Committee set definitions on the funding mechanism. The Finance Committee would include on a future agenda item funding the Capital Budget.

**ITEM 6: Start Discussion on the Budget Guidance Letter**

Chairman Semple postponed this item for discussion at a future meeting.

**ITEM 7: Public Comment**

There were no additional public comments.

**Item 8: Adjournment**

**Motion and Vote:**

**Jeff Barker moved, and Jose Garcia-Meitin seconded the motion that the June 19, 2017, Finance Committee meeting be adjourned at approximately 9:45 p.m.**

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

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*Next scheduled meeting of the Finance Committee is Monday, July 10, 2017 at 7:30 p.m. in the Flynn Building.*

*Respectfully Submitted: Cheryl Gosmon, Recording Secretary*

