

**Sudbury Finance Committee
Meeting Minutes
November 13, 2017**

ATTENDANCE

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

Absent: Jeff Barker

Also Present: Dennis Keohane, Finance Director/Treasurer Collector, Susan Iuliano, Board of Selectmen, Richard Tinsley, Vice Chair, Sudbury School Committee

CONVENE:

Chairman Bryan Semple called the meeting to order at 7:00 p.m. The meeting convened at the Silva Room, Flynn Building, 278 Old Sudbury Road, Sudbury, MA 01776.

ITEM 1: Public Comment

Chairman Semple opened this portion of the meeting for Public Comment. There were no public comments.

ITEM 2: General Business

- **Approve Meeting Minutes**

There were no Meeting Minutes to approve.

- **Transfers**

There were no transfers to approve.

- **Liaison Reports**

Chairman Semple reported that he had an opportunity to view the October 24th Board of Selectmen meeting online via www.sudburytv.org. He stated that the Town Manager, Melissa Murphy-Rodrigues presented a 3-year financial forecast. He noted that the Finance Committee would receive the same presentation next week. Chairman Semple summarized some of the highlights from that presentation in anticipation of the Finance Committee's discussion on the Budget Guidance Letter. Chairman Semple noted that the revenue forecast, in the Town Manager's presentation, includes a 2.5% tax increase. A brief discussion followed on the budget process per the town's bylaws. Chairman Semple noted that the Town Manager's presentation also included a discussion on using Free Cash to fund the Town Manager's Capital Budget.

Susan Berry provided an update on the Strategic Financial Planning Committee for Capital Funding meeting she attended on November 3rd. Ms. Berry stated that this Committee began its deliberations by mapping out the process, regarding deliverables/milestones in the calendar year for various Committees/Boards. Ms. Berry stated that she would like the Finance Committee to review the Capital Funding Committee's draft document on the capital funding process at its next meeting to provide feedback to the Capital Funding Committee.

Susan Berry also provided an update on the Budget Strategies Task Forces (BSTF) Meeting she attended. She stated that it was the BSTF's first meeting, which involved some reorganizing. She added that the group would meet next Monday again. Ms. Berry stated that she would bring the budget hearing dates back to the BSTF. She stated that the BSTF intends to review the budget process, talk about known pressures on the FY18 and FY19 budget and other items that the Finance Committee would like the BSTF to consider.

Tammie Dufault provided highlights on Sudbury Public Schools (SPS). She stated that SPS has a lot going on between their search for a new superintendent and with having a new Financial Director. She stated that a liaison meeting scheduled with the Superintendent and Financial Director to discuss the financial forecast was canceled suddenly and has not been rescheduled. Ms. Dufault also stated that the Mass Association of School Committees (MASC) would hold a presentation at the Curtis Middle.

ITEM 3: Budget Guidance Letter

Chairman Semple opened this item for discussion. He summarized the process and stated that the Finance Committee would evaluate the budgets on what is required and what has been added. He added that to get to a non-override budget, the Finance Committee would need to know what the available revenue is. A general discussion followed on the process regarding the warrant and how budgets are submitted. Chairman Semple stated that as the Finance Committee considers and deliberates the budget guidance letter, he would like to know what the Finance Committee can and cannot do. He added that the Finance Committee needs to understand what is changing and what is not changing year to year. After a lengthy discussion, which included updating the Budget Guidance Letter and determining the budget calendar, by consensus the Committee was in agreement with changes made to the Budget Guidance Letter. The Finance Committee also discussed the benefits of having a joint meeting with the Board of Selectmen, and the consensus was that joint

meetings should continue. A tentative date is being considered.

The Finance Committee continued its discussion with a comprehensive conversation on edits to the Budget Reconciliation Worksheet, which included a discussion on OPEB normal cost and which calculation/year to use. Chairman Semple stated that he would include OPEB normal cost on the agenda for the next meeting.

ITEM 4: Start Discussion on Revenue Projections for FY19 If Available

There was no discussion on this item.

ITEM 5: Start Discussion on Written Guidance E&D at LS

Chairman Semple opened this item for discussion. He stated that the Finance Committee had not been consistent about recommendations for the proposed uses of the LSRHS E&D account. Susan Berry stated that the Capital Funding Committee talked about this item relative to capital funding sources. She added that E&D could be considered a source of capital funding. She stated that Kevin Matthews, Chair of the Lincoln-Sudbury School Committee, and Capital Funding member is planning to speak with the LS School Committee regarding this. Ms. Berry stated that anything over 5% of their budget in the E&D account would have to be returned to Sudbury and Lincoln in the form of lowering the assessment of each town. A general discussion followed on how the E&D account is expended regarding capital projects. Chairman Semple will talk with Kevin Matthews to get a better understanding of where in the process LS is with E&D spending.

ITEM 6: Public Comment

There were no public comments.

ITEM 7: Future Agenda Topics

Chairman Semple summarized future agenda topics. Chairman Semple stated that Finance Committee members should email him if they would like to include an item on Future Agenda Topics.

ITEM 8: Adjournment

Motion and Vote:

Susan Berry moved, and Tammie Dufault seconded the motion that the November 13, 2017, Finance Committee meeting adjourns at approximately 9:25 p.m.

The motion carried. The vote was unanimous.

Next scheduled meeting of the Finance Committee is Tuesday, November 27, 2017, at 7:00 p.m.

Respectfully Submitted: Cheryl Gosmon, Recording Secretary

