

**Sudbury Finance Committee
Meeting Minutes
October 30, 2017**

ATTENDANCE

Finance Committee Members Present: Bryan Semple, Chairman
Jeff Barker, Vice Chairman, Jeff Atwater, Susan Berry, Adrian
Davies, Eric Poch

Absent: Joan Carlton, Tammie Dufault, Jose Garcia-Meitin

Also Present: Dennis Keohane, Finance Director/Treasurer
Collector, Susan Iuliano, Board of Selectmen, Pat Brown, Board
of Selectmen, Christine Hogan, Sudbury School Committee Chair

CONVENE:

Chairman Bryan Semple called the meeting to order at 7:20 p.m.
The meeting convened in the Silva Room at the Flynn Building,
278 Old Sudbury Road, Sudbury, MA 01776. Chairman Semple stated
that Susan Berry is participating from a remote location and as
such, all votes will be taken by roll call. Chairman Semple
noted a quorum was present.

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**

Motion and Vote

Jeff Barker moved, and Eric Poch seconded the motion to
approve the meeting minutes of October 16, 2017, as
amended.

**The motion carried. The vote on roll call was: Jeff Barker,
approve, Jeff Atwater, approve, Adrian Davies, approve,
Susan Berry, approve, Eric Poch, approve and Bryan Semple,
approve. The vote was unanimous.**

- **Transfers**

There were no transfers to approve.

- **Liaison Reports**

Susan Berry reported that she spoke with the Finance Directors of the three Cost Centers about updating the FinCom Multiyear Data Comparison Spreadsheet with FY17 actuals and FY18 appropriated. Ms. Berry stated that they have tentatively agreed to have updates to the Finance Committee by November 10th in time for the November 13, 2017, Finance Committee meeting. Ms. Berry also reported that the Budget Strategies Task Force (BSTF) has met and are looking for the Finance Committee to set the Budget Hearing Dates.

Chairman Semple recapped a previous discussion from the July 10, 2017, Finance Committee meeting on legislation affecting the funding formula for Regional School Districts. He added that most recently Suzanne Bump, State Auditor, is looking to modernize laws and regulations within the regional school district structure. Chairman Semple stated that he would meet with members of the Board of Selectmen regarding this and keep the Finance Committee informed.

ITEM 3: Town Manager 3 Year Budget Plan

Chairman Semple stated that Melissa Murphy-Rodrigues, Town Manager, is unable to attend tonight's meeting because of a personal issue out of town. Chairman Semple added that Ms. Murphy-Rodrigues apologizes and will present the Town Manager Three Year Budget Plan to the Finance Committee on Monday, November 27, 2017.

ITEM 4: Discuss Special Town Meeting Results and Process

Chairman Semple opened this item for discussion. He asked members for their comments regarding the Special Town Meeting, what they like or didn't like and what could be done differently.

Jeff Barker spoke about what appealed to him. He stated that he thought the framework explanation was helpful. He also stated that the comments that were made during the Free Cash presentation were helpful. He explained that it was helpful to know that there was money already in Free Cash for certain projects, and the explanation on the impact on taxpayers was helpful information.

Chairman Semple stated that he received positive comments on the multiyear planning aspect of the Capital Improvement Advisory Committee's (CIAC) spreadsheet. Chairman Semple stated that the Finance Committee's response to the Fire Department explanation was too long. Chairman Semple also added that next time the Finance Committee's comments would be shorter and crisper. Chairman Semple referred to the committees that report to Town

Meeting on capital articles: the Board of Selectmen, the CIAC, the Strategic Financial Planning Committee for Capital Funding, and the Finance Committee. He stated that with the exception of the Finance Committee, the other three committees are appointed by the Board of Selectmen. Chairman Semple stated that he would like the Finance Committee to consider drafting a comment for Town Meeting members on the fact that the Finance Committee is an independent committee.

Susan Berry stated that she would like the Finance Committee to consider commenting on Warrant Articles that are presented as Indefinitely Postponed (IP) during Town Meeting. She explained that Town Meeting members are not allowed to talk about an article that has been IP, only to speak to the issue of Indefinite Postponement and that the Finance Committee should set an example for an appropriate response.

Eric Poch stated that he disagreed with Ms. Berry's comment. He stated that the Finance Committee reports to Town Meeting on its deliberations on what is being presented in the Warrant per the Open Meeting Law. He explained that if an article gets IP during the meeting, the Finance Committee does not have an opportunity to deliberate on the article. Mr. Poch also stated that the Finance Committee's mandate is to offer advice on articles presented in the Warrant whether or not they are voted up or down or IP that day. Chairman Semple stated that going forward and ahead of the meeting, the Finance Committee should decide if there are articles the Finance Committee would not support being Indefinitely Postponed and form an opinion on whether or not the Finance Committee supports the IP article(s).

After a brief discussion, Chairman Semple recapped the discussion. He stated that his understanding is that the Finance Committee would like to do the framework again and reduce some of the commentaries on the articles.

ITEM 5: Budget Guidance Letter

Chairman Semple opened this item for discussion. He stated that the Finance Committee would review the draft Budget Guidance Letter, decide when the letter will be sent to the Cost Center, and discuss the follow-up process.

Chairman Semple stated that the Finance Committee is requesting a maintenance budget from the three Cost Centers as a starting point for the deliberation process. He added that this request would impact the timing of the Finance Committee budget meetings with the Cost Centers. He stated that the conversations on the budget would start with the maintenance budget, and then there will be follow-up discussions with increases on spending,

potentially within a non-override limit based on what is coming in from the town.

Susan Berry stated that it was mentioned at the Budget Strategies Task Force meeting that the Town Manager is planning to submit one budget to the Finance Committee. Dennis Keohane stated that the Town Manager is complying with the bylaws per the Town Charter and is planning to present a responsible balanced, non-override budget to the Board of Selectmen and Finance Committee by January 31. A brief discussion followed.

The Finance Committee continued with a review of the Budget Reconciliation Worksheet. Jeff Atwater suggested that rather than require the Cost Centers to submit another budget, meaning a maintenance budget, that the Finance Committee asked the Cost Centers to use the reconciliation worksheet to include their new additions, what has been taken out, and what are the fixed costs that are not controllable. A general discussion followed on the best scenario for Town Meeting regarding how much it costs to operate the Town of Sudbury and what the recommendation to Town Meeting will be.

Dennis Keohane stated if the Finance Committee decides to recommend a different budget than the one presented by the Cost Centers, there will be two budgets: the Town Manager recommended budget and the Finance Committee recommended budget. He also stated that the Board of Selectmen would be required to put both budgets on the Warrant.

After a lengthy discussion, Chairman Semple stated that he would incorporate all the changes to the budget reconciliation worksheet per the Finance Committee's deliberations. He added that the Finance Committee would determine a baseline maintenance number that will include an outline of the budget drivers. Chairman Semple stated that the Finance Committee would deliberate the Cost Center's additions and evaluate them on the basis of the three year operating plan, need, and ability to fit within the non-override budget guidelines. Chairman Semple stated that after the Finance Committee deliberates this, the Finance Committee would then propose a non-override budget.

Chairman Semple stated that he would make the recommended changes to the Budget Guidance Letter and post them online. Members can send him feedback individually. Chairman Semple also stated that he would request, again, a three-year budget plan from the Cost Centers.

Chairman Semple continued the conversation with a discussion on the budget hearing schedule. He stated that mid-January the Finance Committee would receive the actual budgets from the Cost

Centers that support the Budget Reconciliation Worksheets. He also stated that by the end of February the Finance Committee will vote and submit its recommendation on the FY19 Operating Budget.

ITEM 6: Public Comment

Chairman Semple clarified the next meeting of the Finance Committee for a member of the audience. The next meeting is scheduled for Monday, November 13, 2017

ITEM 7: Future Agenda Topics

Chairman Semple stated that any future agenda topic could be sent to him and he would add them to the agenda. Chairman Semple also stated that one item that is still outstanding is L/S E&D spending guidelines.

ITEM 8: Adjournment

Motion and Vote:

Jeff Barker moved, and Eric Poch seconded the motion that the October 30, 2017, Finance Committee meeting be adjourned at approximately 9:00 p.m.

The motion carried. The vote on roll call was: Jeff Barker, yes, Jeff Atwater, yes, Adrian Davies, yes Susan Berry, yes, Eric Poch, yes and Bryan Semple, yes. The vote was Unanimous.

The Next scheduled meeting of the Finance Committee is Monday, November 13, 2017, at 7:00 p.m.

Respectfully Submitted: Cheryl Gosmon, Recording Secretary