

**Finance Committee  
Town of Sudbury  
Monday, February 10, 2020  
7:00 PM Flynn Building  
Silva Conference Room**

**REVISED AGENDA**

Agenda

1. Public Comment
2. General Business
  - Approve meeting minutes
  - Transfers and other business
  - Liaison reports
  - Review calendar
3. Budget deliberations
  - Review combined reconciliation sheet
  - Identify items for follow up from cost centers
4. Fairbanks discussion
  - Review available materials
  - Discuss the criteria the committee will use to review the article
  - Discuss how to present the findings to town meeting
5. Town meeting articles (if available)
6. Town meeting report
  - Thoughts for improvement and additional items to add
  - Assigning sections to members
7. Public Comment
8. Possible Future agenda topics
  - Calendar review
  - Liaison reports
  - Review calendar
9. Adjourn

[Files](https://sites.google.com/view/sudburyfincom/home) or <https://sites.google.com/view/sudburyfincom/home>

*These agenda items are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may be discussed and other items not listed may also be brought up for discussion to the extent permitted by law. The order of the items may be changed and votes may be taken on any of the items*

Annual Fincom Calendar and Potential Topics:

- Operating Procedures - Taking positions - Definition of this, town meeting process
- Review free cash guidelines specific to the .5% reserve
- MUNIS
- Are we spending enough money on capital?
- LS Funding Formula presentation from Radha
- Role of the finance committee (Lisa)
- Capital planning process (Scott)
- Document Classification -- Official? Working Document

FY21 ANNUAL SCHEDULE FINANCE COMMITTEE

June	Meeting - Reorganize - Cover FINCOM code of conduct
July	"on boarding/review" meeting – review budget schedules, information obtained from cost centers, reconciliation sheet, Free Cash recommendation, financial policies of town, past history of budget guidance, committee practices, liaison assignments and expectations, etc.
August	Meeting as needed
September	X- -Meeting - Review funding mechanisms - circuit breaker, reserve, enterprise, revolving fund budget guidance letter, Review FY18 and FY19 budgets and actuals
October	X- Meeting X - Meeting - Fall Town Meeting Articles 15 - Fall Town Meeting
November	X - Meeting - Budget forecast - 3 year forecasting X - Budget Meeting
December	9 - Meeting - Budget Pressures Discussions - LS - SPS, Town 31 - deadline for budget submissions

January	23 - Meeting - Budget Presentations - Town, Town Meeting Articles 27 - Meeting - Budget Presentations - LS, Town Meeting Articles 30 - Meeting - Budget Presentations - SPS, Town Meeting Article
February	3 - Meeting - Budget Deliberations, Town Meeting Articles 10 - Meeting - Budget vote, Town Meeting Articles 25 - Joint Meeting with BOS to present budget
March	x - Meeting - Town Meeting Articles x - Meeting - Town Meeting Articles  End of March - info for warrant due
April	x - Meeting - Town Meeting Articles - (if needed) x - Meeting - Town Meeting Articles - (if needed)
May	x - Town Meeting