

**Sudbury Finance Committee  
Meeting Minutes  
June 24, 2019**

**ATTENDANCE**

Finance Committee Members Present: Chairman Jeff Atwater, Susan Berry, Ronald Brumback, Chris Carmody, Lisa Gutch, Jean Nam, Bryan Semple, Scott Smigler

**Absent:** Eric Poch

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

**CONVENE:**

Chairman Atwater called the meeting to order at 7:01 p.m. The meeting convened at the Flynn Building, Silva Meeting Room, 2<sup>nd</sup> Floor, 278 Old Sudbury Road, Sudbury, MA 01776.

**ITEM 1: Public Comment**

Chairman Atwater 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**

Dennis Keohane stated that there are two Reserve Fund Transfers. The first is to fund the snow and ice deficit. This is a Budget Transfer Request for \$82,200 from the Reserve Fund.

Mr. Keohane provided a primer on the Reserve Fund Account for new Finance Committee members. Mr. Keohane stated that the Reserve Fund is a line item in the General Budget and requires a vote of the Finance Committee in order to be used. He also stated that the Reserve Fund can be used to allocate money to any other General Fund line item, except for the school, for unforeseen expenditures. Mr. Keohane stated that the Snow & Ice Account is the only account by law that can be deficit expended. He added that Reserve Fund Account has a balance of \$210,608.

**Motion and Vote:**

Ronald Brumback moved, and Susan Berry seconded the motion to approve \$82,200 from the Reserve Fund to Snow & Ice contractors.

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

Mr. Keohane stated the second budget transfer is a request from the Reserve Fund for \$50,000 to Legal Department line item of the General Fund for legal expenses for May and June. He stated that these expenses have not been billed yet and the fund balance for the Legal Department is \$526. Mr. Keohane described several expenditures apportioned for legal services. He stated that the Legal Department budget is \$145,000. A general discussion followed.

**Motion and Vote:**

Lisa Gutch moved, and Ronald Brumback seconded the motion to transfer \$50,000 from the Reserve Fund to the Legal Department.

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

- **Liaison Reports**

There were no Liaison Reports.

- **Review Calendar**

Ron Brumback asked if the Finance Committee would need to plan for the fall Town Meeting in October. Chairman Atwater stated that there might not be a Town Meeting in October, there are no potential warrant articles except possibly Fairbank. Dennis Keohane stated that no determination has been made. He added that in early July the Board of Selectmen will hold a public hearing and decide if a fall Town Meeting is needed.

**ITEM 3: Discuss Liaison Assignments**

Chairman Atwater opened this item for discussion and described the role of the Finance Committee Liaison. Bryan Semple noted that the Liaison Assignments are, Lincoln-Sudbury Regional High School (LS), Sudbury Public Schools (SPS), Capital Improvement Advisory Committee (CIAC), Community Preservation Committee (CPC), and the Sudbury Board of Selectmen. Susan Berry provided a summary on the role of the Budget Strategies Task Force (BSTF). She stated that the BSTF was created by the Sudbury Board of Selectmen who vote annually whether to keep this Committee. Ms. Berry stated that the Board of Selectmen will decide at their meeting on June 25<sup>th</sup> whether to keep the BSTF.

A general discussion ensued on the Master Plan Steering Committee. Ms. Berry stated that it would be helpful to have a Finance Committee Liaison to this committee. She added that the member would report on topics of discussion for Finance Committee consideration and feedback.

Ms. Berry stated that she would like to continue as liaison to SPS. Jean Nam stated that she would step down as liaison to SPS. Chris Carmody agreed to be the second liaison to SPS. Lisa Gutch stated she would like to be liaison for LS and Ronald Brumback stated he would like to be liaison for LS as well.

Scott Smigler stated that he would like to be Liaison for CIAC. It was noted that Eric Poch is a member of the CPC until 2020. It was also noted that Chairman Atwater will continue as Liaison to the Board of Selectmen.

A brief discussion ensued on the Fairbank Working Group and whether to assign a Finance Committee Liaison to this group. Chairman Atwater stated that he will research this and report back to the Finance Committee.

#### **ITEM 4: Discuss Approach to FY21 Budget and Town Meeting Articles**

- **Reconciliation Worksheet**
- **Capital Budget and Planning**

Chairman Atwater opened this item for discussion. He stated that Dennis Keohane would provide an overview of the budget process.

Mr. Keohane stated that the budget process begins in the fall with the completion of the three-year budget forecast that is completed by him and the Town Manager by the end of October. He stated that by November the revenue for the following year would be estimated, and fix/known costs would be evaluated: in addition, the Town Manager will determine the estimated gross percentage for the budget. Mr. Keohane stated that by December 15 the Town Manager would have met with all the town departments to determine their budget request and by December 31 the Town Manager would have received the budget request from the schools. Mr. Keohane stated that by January 15 the Comprehensive Budget Book will be compiled and will be distributed by January 31. He added that after this the Finance Committee Budget Hearings would begin. He noted that feedback on the budget from the Finance Committee for the warrant is due by March 31.

Chairman Atwater responded to Scott Smigler on the Finance Committee's role in working with the Cost Centers to present a balanced non-override budget to Town Meeting. Chairman Atwater explained that the Budget Reconciliation Worksheet is a tool that the Finance Committee will use to understand the Cost Centers budget request: what their budget drivers are.

Mr. Keohane stated that the Town Manager will establish guidance in the fall to the Cost Centers in compliance with the Town Charter and Bylaws. Mr. Keohane stated that in terms of the LS budget, it is somewhat disconnected because of the town's

assessment and the Regional Agreement, the Minimum Required Contribution, and enrollment.

The conversation continued with a discussion on the Multiyear Data Comparison Worksheet. Ms. Berry stated that Multiyear Data Comparison Worksheet is a useful tool because it will show a trend in activity from year to year and presents a slightly different picture than the Reconciliation Worksheet. Ms. Berry added that the Finance Committee Liaisons will need to work with the Cost Center Finance Directors in getting information on actuals against the budget. Ms. Berry stated that to ask the Cost Centers to complete the Multiyear Data Comparison Worksheet it would need to be revamped in a way that would make it easier for them to pull information from their databases. Chairman Atwater stated that the Finance Committee Liaisons could ask the Cost Centers if they have a tool that they are using that gives trends that could be documented.

The conversation continued with comments on taxes, which one member pointed out increases annually by 2.5% which impedes restraints on fiscal spending as well as union contracts and the inability to keep the cost of living down. Finance Committee members expressed the need for the Committee to get a better handle on capital items. Mr. Keohane stated that he and the Town Manager will begin to meet with the departments in August to collect information on their capital needs and that a capital plan would be available in December.

**ITEM 5: Public Comment**

There were no Public Comments.

**ITEM 6: Possible Future Agenda Topics**

• **Review Calendar**

Chairman Atwater stated that he would like the Finance Committee to meet in July to discuss the Committee's expectation for the Reconciliation Worksheet and what will be needed from the Cost Centers. A general discussion followed on future meeting dates.

**ITEM 7: Adjournment**

**Motion and Vote:**

**Jean Nam moved, and Ronald Brumback seconded the motion that the June 24, 2019, Finance Committee meeting be adjourned at approximately 8:33 p.m.**

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

*Next scheduled meeting of the Finance Committee is Monday, July 22, 2019, at 7:00 p.m.*

*Respectfully Submitted: Cheryl Gosmon, Recording Secretary*

