

**Sudbury Finance Committee
Meeting Minutes
April 8, 2019**

ATTENDANCE

Finance Committee Members Present: Chairman, Bryan Semple, Jeff Barker, Vice-Chairman, Susan Berry, Jean Nam, Glenn Miglioizzi, Lisa Gutch,

Absent: Jeff Atwater, Adrian Davies, and Eric Poch

Also Present: Dennis Keohane, Finance Director/Treasurer-Collector, Pat Brown, Sudbury Board of Selectmen, Sherrill Cline, CPC Representative, Bella Wong, Lincoln-Sudbury Regional High School Principal/Superintendent, and Radha Gargeya, Lincoln Sudbury Regional District School Committee

CONVENE:

Chairman Bryan Semple called the meeting to order at 7:00 p.m. The meeting convened at the Flynn Building, Silva Meeting Room, 2nd Floor, 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**

Motion and Vote

Jeff Barker moved, and Susan Berry seconded the motion to approve the minutes of the December 17, 2018 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 the January 14, 2019 meeting as amended.

The motion carried. The vote was unanimous

- **Transfers**

There were no Budget Transfers to approve.

- **Liaison Reports**

Jeff Barker stated that the Lincoln-Sudbury Regional School District School Committee is voting this evening to approve

\$650,000 in E&D funds to fund the Operating Budget and Capital Improvement for LS Academy. Mr. Barker stated that Radha Gargeya's Regional School Financing 101 course will be on Thursday night, April 11, 2019, in Conference Room B.

Lisa Gutch stated that the CIAC approved Featherlands Courts, Playground Modernization, and the Coolidge Phase 2 Warrant Articles.

Chairman Semple stated that the owners of Sewataro have submitted an RFP. The Town has submitted a proposal.

- **Review Calendar**

Chairman Semple stated that the next Finance Committee meeting is scheduled for April 22, 2019.

ITEM 3: Town Meeting Article Review and Votes - CPA Articles

Chairman Semple opened this item for discussion and along with Community Preservation Committee (CPC) member Sherrill Cline reviewed the following CPC Warrant Articles, Articles 29-35 for Finance Committee consideration.

- Article 35 Community Preservation Fund-FY20 General Budget and Appropriations. Chairman Semple began with a review of this article. He noted that the article appropriates funds for administrative and operational expenses of the CPC for \$85,000. The Finance Committee had no specific questions on this article.
- Article 34 Community Preservation Fund-Smoke and Fire Detection for Loring Parsonage. Chairman Semple stated this article is for \$63,000. Sherrill Cline noted that this article is for historic preservation, specifically to design and install what is known as an Aspirating Smoke Detection ("ASD") system for the historic Town-owned Loring Parsonage. A general discussion ensued on this article, there were no specific questions.
- Article 33 Community Preservation Fund-Sudbury Newspaper Digitization. Chairman Semple noted that this article appropriates \$25,000 for the preservation of historic resources. Susan Berry asked if this article is an ongoing project. Sherrill Cline stated that the appropriation would fund the creation of searchable documents going back to 1915 to be made available online by the Town and once it is done the Goodnow Library will maintain it as part of their regular budget.
- Article 31 Community Preservation Fund-Regional Housing Services Office (RHSO) Allocation. Chairman Semple noted that this article appropriates \$30,000 for the support of

community housing. There were no questions from the Finance Committee on this article.

- Article 32 Community Preservation Fund-The Coolidge at Sudbury Phase 2. Chairman Semple noted that this article appropriates \$320,000. Ms. Cline stated that the project is to build a 56-unit senior restricted affordable housing apartment building that would be located next to Phase 1 of The Coolidge at Sudbury that was completed in 2014. She also stated that the Phase 2 project will be 100% affordable units. She added that Covenant Commonwealth Corporation initially applied for \$631,00 but CPC is recommending \$320,00 because the \$320,000 of CPC money would not be approved until after the budget is approved at the state level. She added that the state required that Covenant Commonwealth Cooperation carve out \$320,000 worth of the project that can then be added back on once the money is approved. She stated that the developer has carved out three identifiable items which is what they needed to do to get state approval for the funding. She also stated that if this is approved at Town Meeting those aspects of the project will be added back in. Susan Berry asked if the developer has the funding for what they need, except for the \$320,00 to get the project approved at the state level. Ms. Cline stated that that was correct. Ms. Cline also stated that with this project Sudbury would be in the 'safe harbor' through 2030 with housing stock over the 10% threshold of affordability. A general discussion followed on requirements to remain in 'safe harbor.'
- Article 29 Community Preservation Fund-Playground Modernization for Sudbury Public Schools. Chairman Semple noted that this article appropriates \$235,000. Ms. Cline stated that this is the third year of a four-year modernization project. A general discussion followed on other funding aspects related to the first and second year of the modernization project.
- Article 30 Community Preservation Fund-Featherland Park Multisport Court Reconstruction, Phase 2. Ms. Cline stated that the CPC allocation last year was \$220,000 with the anticipation that this would pay for four tennis courts. She stated that it was under-budgeted by 50% and only two tennis courts were built. She added that this year the request is for the same \$220,000 and the courts will be striped for basketball making them multipurpose courts. A general discussion ensued.

ITEM 4: Finance Committee Warrant Submission - All

(This item was taken out of order to follow ITEM 5.)

Chairman Semple opened this item for discussion and began the discussion with a review of Article 5, FY20 Transfer Station

Enterprise Fund Budget. Mr. Keohane stated that receipts are down, and estimated costs have been reduced for FY20. He added that \$40,000 will be used from retained earnings, rates are being reviewed and adjustments will be made, but to balance the budget this will be done through retained earnings.

Motion and Vote

Lisa Gutch moved, and Jeff Barker seconded the motion that the Finance Committee recommends approval of Article 5, FY20 Transfer Station Enterprise Fund Budget.

The motion carried. The vote was unanimous.

Motion and Vote

Jeff Barker moved, and Susan Berry seconded the motion to rescind the vote on Article 3, FY20 Budget that was taken at the last Finance Committee meeting.

The motion carried. The vote was unanimous, 6-0-0.

Motion and Vote

Lisa Gutch moved, and Susan Berry seconded the motion that the Finance Committee recommends approval of Article 3, FY20 Budget.

The motion carried. The vote was 4 in favor; two opposed.

Motion and Vote

Susan Berry moved, and Lisa Gutch seconded the motion to approve Article 29 Community Preservation Fund-Playground Modernization for Sudbury Public Schools.

The motion carried. The vote was 5 in favor; 1 abstained.

Motion and Vote

Jeff Barker moved, and Susan Berry seconded the motion that the Finance Committee recommends approval of Article 30, Community Preservation Fund-Featherland Park.

Discussion: Chairman Semple stated that he cannot vote for Article 30, Community Preservation Fund-Featherland Park tonight. He stated that he does not have enough information and that there is an accountability issue. Jean Nam explained why she is opposed to this article. She expressed that she is having difficulty in understanding the integrity and purpose of this Warrant Article. Susan Berry also expressed opposition to this warrant article. She stated that the proponents bypassed the process of the Town Meeting.

The motion carried. The vote was 5 opposed; 1 abstained.

Motion and Vote

Lisa Gutch moved, and Jeff Barker seconded the motion that the Finance Committee recommends approval of Article 31,

Community Preservation Fund-Regional Housing Services
Office (RHSO) Allocation.

The motion carried. The vote was unanimous.

Motion and Vote

Jean Nam moved, and Susan Berry seconded the motion that the Finance Committee recommends approval of Article 32, Community Preservation Fund-The Coolidge At Sudbury Phase 2.

The motion carried. The vote was unanimous.

Motion and Vote

Lisa Gutch moved, and Jean Nam seconded the motion that the Finance Committee recommends approval of Article 33, Community Preservation Fund-Sudbury Newspaper Digitization.

The motion carried. The vote was unanimous.

Motion and Vote

Susan Berry moved, and Jean Nam seconded the motion that the Finance Committee recommends approval of Article 34, Community Preservation Fund-Smoke, and Fire Detection for Loring Parsonage.

The motion carried. The vote was unanimous.

Motion and Vote

Susan Berry moved, and Jean Nam seconded the motion that the Finance Committee recommends approval of Article 35, Community Preservation Fund-FY20 General Budget, and Appropriations.

The motion carried. The vote was unanimous.

Motion and Vote

Jean Nam moved, and Glenn Migliozi seconded the motion that the Finance Committee recommends approval of Article 28, Amend Zoning Bylaw Article IX: Insert Section 4700B, The Melone Smart Growth Overlay District.

The motion carried. The vote was unanimous.

Motion and Vote

Susan Berry moved, and Jeff Barker seconded the motion that the Finance Committee recommends approval of Article 6, FY20 Pool Enterprise Fund Budget.

Discussion: A brief discussion on this article ensued.

The motion carried. The vote was 5 in favor; 1 abstained.

Motion and Vote

Jean Nam moved, and Lisa Gutch seconded the motion that the Finance Committee recommends approval of Article 7, FY20 Recreation Field Maintenance Enterprise Fund.

Discussion: A brief discussion on this article ensued.

The motion carried. The vote was 4 in favor; 2 abstained.

Motion and Vote

Susan Berry moved, and Jean Nam seconded the motion that the Finance Committee recommends approval of Article 10, Chapter 90 Highway Funding.

The motion carried. The vote was unanimous.

Motion and Vote

Glenn Miglioizzi moved, and Jean Nam seconded the motion that the Finance Committee recommends approval of Article 12, Stabilization Fund.

Discussion: Susan Berry stated that when the Finance Committee puts together its recommendation for Free Cash, this would be at the top of the list, to add money to the Stabilization Fund to get it up to 5%. She added that the Finance Committee should support this article.

The motion carried. The vote was unanimous.

Motion and Vote

Susan Berry moved, and Lisa Gutch seconded the motion that the Finance Committee recommends approval of Article 14, Surplus Vehicle & Equipment Revolving Fund.

Discussion: Dennis Keohane explained that the purpose of this revolving fund is to offset the trade-in costs for replacement vehicles.

The motion carried. The vote was 5 in favor, 1 abstention.

Motion and Vote

Jeff Barker moved, and Glenn Miglioizzi seconded the motion that the Finance Committee recommends approval of Article 15, Board of Health Revolving Fund-Scope Expansion.

Discussion: Dennis Keohane explained that this action expands the scope of this revolving fund.

The motion carried. The vote was unanimous.

Motion and Vote

Jeff Barker moved, and Susan Berry seconded the motion that the Finance Committee recommends approval of Article 16, Zoning Board of Appeals Revolving Fund-Scope Expansion.

Discussion: A general discussion ensued on this article. The purpose of this is to expand the scope of expenditures for the Zoning Board of Appeals Revolving Fund.

The motion carried. The vote was unanimous.

Motion and Vote

Jeff Barker moved, and Glenn Miglioizzi seconded the motion that the Finance Committee recommends approval of Article 17, FY20 Revolving Fund Spending Limits.

Discussion: A general discussion ensued. Susan Berry asked Dennis Keohane if any of the limits been increased. Mr. Keohane replied that they have.

The motion carried. The vote was unanimous.

Motion and Vote

Jean Nam moved, and Jeff Barker seconded the motion that the Finance Committee recommends approval of Article 18, Fund Litigation Costs-Eversource.

Discussion: There was no additional discussion on this article.

The motion carried. The vote was unanimous.

ITEM 5: LS Budget Update - Jeff Barker

Chairman Semple opened this item for discussion. He stated that the Finance Committee would be voting on an amended budget which is a decreased assessment to LS of approximately \$225,000. Jeff Barker summarized the details for the budget decrease. He explained that in FY19 LS used \$250,000 of E&D money toward operating expenses to balance their FY19 Operating Budget. He added that during the FY20 budget development, the LS Finance Director overlooked the fact that \$250,000 from E&D from the prior year's budget was included, inadvertently, to the base of the FY20 LS Operating Budget. He added that when the LS FY20 budget was finalized, a 2.23% increase over the prior year, the \$250,00 was included in the base for FY20. He stated that once the Lincoln-Sudbury Regional School District School Committee learned of the error they moved quickly to modify the budget. Mr. Barker outlined the items that would make up the \$250,000 gap. He noted that the Lincoln-Sudbury Regional School District School Committee is meeting this evening to approve changes to the LS budget.

The conversation veered to a discussion on increases to the Reserve Fund budget. Dennis Keohane stated that the original Town Manager's proposed budget had the Reserve Fund line item at \$300,000. He added that when the shift in the LS budget occurred the Town Manager reduced the Reserve Fund line item by \$107,000 and reduced employee benefits by \$200,000. He noted that the current Reserve Fund balance is \$200,000. Based on the change to the LS assessment, the Town Manager has restored the \$107K to the Reserve Fund.

Bella Wong and Radha Gargeya joined the meeting. Ms. Wong took a moment to address the approximate values for insurance, utilities, and instructional capital. She stated that transportation will be reduced in the operating budget and that amount will be charged against the revolving account. She stated that the revolving account has \$191,000 in reserve because the reimbursement came in higher than expected. A general discussion

on regional transportation reimbursement followed. Chairman Semple noted an article that reported on funding for regional transportation in which regional transportation funding was increased by 7.3 million dollars, a 10% increase over FY18. Ms. Wong stated that the School Committee voted in favor of \$650 total from E&D: \$350 for the renovation/construction and \$300 for operating cost. A general discussion followed.

ITEM 6: Public Comment

Chairman Semple opened this portion of the meeting for Public Comment. Chairman Semple recognized Pat Brown, Sudbury Board of Selectmen.

Pat Brown commented on contracts and COLAs and stated that the contracts for SPS and the Town are available online. She encouraged the Finance Committee to look at them to see what was negotiated in terms of COLAs. Pat Brown also commented on the LS budget. She stated that Ms. Wong has not given a formal presentation on the LS FY20 School Operating Budget. Pat Brown commented on the Reserve Fund Balance and stressed the importance of maintaining a balance and using it when it is needed.

ITEM 7: Possible Future Agenda Topics

There was no discussion on this item.

ITEM 8: Adjournment**Motion and Vote:**

Jeff Barker moved, and Glenn Miglioizzi seconded the motion that the April 8, 2019, Finance Committee meeting be adjourned at approximately 10:38 p.m.

The motion carried. The vote was unanimous.

The next scheduled meeting of the Finance Committee is Monday, April 22, 2019, at 7:00 p.m.

Respectfully Submitted: Cheryl Gosmon, Recording Secretary