

**Sudbury Finance Committee
Virtual Meeting Minutes
January 20, 2021**

ATTENDANCE

Members of the Finance Committee present for the Virtual Meeting were: Co-Chair, Eric Poch, Co-Chair Scott Smigler, Susan Berry-left meeting at 8:30pm, Ronald Brumbach, Michael Joachim, and Jean Nam.

ABSENT: Saji Johnson and Sonny Parente

ALSO PRESENT

Dennis Keohane, Finance Director/Treasurer-Collector (arrived at 8:45 pm)

CONVENE:

Co-Chair Eric Poch called the meeting to order at 7:01 p.m. Co-Chair Poch roll called members of the Finance Committee present at the January 20, 2021, Virtual Meeting.

ITEM 1: Open the Meeting

- Welcome and Member Roll Call

- Opening Remarks (Co-Chairs)
Co-Chair Smigler expressed his appreciation to the Select Board for a productive conversation on January 12. He also expressed his appreciation to Henry Hayes and Dennis Keohane for being great collaborators during this budget season thus far. Co-Chair Smigler stated that the Finance Committee Liaisons are doing an outstanding job outside of the Finance Committee meetings driving communications with Cost Centers and meeting preparation.

Co-Chair Poch echoed Co-Chair Smigler's comments about working with the Select Board and the Liaison roles are helping as well both with the Select Board and the other committees. He stated that the Finance Committee is doing a great job with making things move forward.

ITEM 2: Public Comment

There were no public comments.

ITEM 3: Updates from Town Manager and Finance Director

- **State Guidance, Numbers validated (State Aid, E&D, etc.), Tax Classification, Quarterly financial reporting, other relevant updates.**

There were no updates from the Town Manager and Finance Director.

ITEM 4: General Business

- **Approve Meeting Minutes**
Motion and Vote

Susan Berry moved, and Ronald Brumback seconded the motion to approve the minutes of the meeting of March 11, 2019 as submitted.

Roll call vote:

Scott Smigler, yes; Michael Joachim, yes; Susan Berry, yes; Ronald Brumback, yes; Howard Feng, yes; Jean Nam, yes; and Eric Poch, yes.

The motion carried. The vote was unanimous.

- **Budget Transfers**

There were no Budget Transfers.

- **Membership**

Co-Chair Smigler shared an update on membership. He stated that the vacancy has been posted on the website and the deadline for applicants is January 27, 2021. He also stated that interviews will take place at the Finance Committee meeting on Monday, February 1, and that if everyone who applies can attend the meeting then interviews will be done, and a vote will take place that evening. He added that if everyone is not able to attend then the Finance Committee will wait to do the interviews.

- **Liaison Reports**

Ron Brumback stated that L-S is working on closing their budget gap. He stated that L-S is going to propose a slight reduction in their OPEB contribution by \$130K. Mr. Brumback stated that he believes Sudbury has a structural budget problem and he would not be surprised if it does not show up with SPS. He stated that he would like to add a discussion on the structural budget issue to a Future Agenda Item.

Michael Joachim stated that he did communicate the Finance Committee request to the SPS Superintendent for the capital items that will be in the Town Managers budget as well as in separate warrants. He stated that Sylvia Nerssessian has sent materials to the Finance Committee. He added that

the SPS School Committee is prepared to talk with the Finance Committee on February 10, 2021.

Jean Nam provided a review of the following CPC pending Warrant Articles: RHSO Membership Fee; Planning Department - Housing Production Plan; Sudbury Housing Trust Allocation; Historic Commission - Historic Preservation Plan; Park and Recreation - Smile Playground Improvements; and Park and Recreation - Feeley Field Improvements.

Co-Chair Smigler suggested that Committee members send questions to Ms. Nam who will share with Sharri Cline, Chair of the CPC and Adam Duchesneau, Director of Planning and Community Development, as well as coordinate the applicants to present the projects for which more information is needed. A general discussion followed on projects for recurring funding request, and governance of the CPC approval process.

- **Calendar Review**

Co-Chair Smigler stated that the next meeting, Monday, January 25 the Finance Committee will review the Multi-year Comparison Worksheets and the Reconciliation Worksheets as well as prepare questions for the SPS and L-S Budget Hearings. He also stated that the Finance Committee Liaisons will introduce the Cost Centers at the Budget Hearings and the Town Manager will present the Capital Plan. He added that there will be a review of the CPC Projects.

Co-Chair Smigler stated that February 22 is the Town Budget Hearing including Capital Articles, Town Manager Capital Budget, and Department Heads Presentations.

- **Future Agenda Items**

Ron Brumback expressed that he is concerned that there will not be any COVID expenses anticipated by the Cost Centers. He stated that he would like the Finance Committee to consider requesting the Select Board to create a COVID Contingency Plan. Co-Chair Smilger stated that he would put this item on the agenda for Finance Committee consideration after the Budget Hearings.

ITEM 5: FinCom Annual Report

Co-Chair Smigler opened this item for discussion. He led the Finance Committee in a review of the Annual Report 2021. The Committee discussed and reviewed suggested edits by Jean Nam. Jean Nam stated that she has created a link to all the Annual Reports and suggested that members review the reports in anticipation for more productive edits and completion of report.

Ms. Nam stated that she is willing to work on the final document.

ITEM 6: FY22 Budget Update and Discussion

- **Budget and Budget Summary**

The Finance Committee has not received a Budget Summary. Ron Brumback expressed that he is concerned that there are not any contingency plans in place relative to the COVID-19 Health Emergency for FY22. He is suggesting that the Town consider putting aside funds for unanticipated COVID related expenses. Susan Berry suggested that the Committee review possible plans on this matter with the Cost Centers. A general discussion followed on the possibility of a COVID contingency fund and OPEB contributions.

Co-Chair Poch stated that he and Co-Chair Smigler will meet with the Town Manager regarding this matter.

- **FinCom Report Structure**

Co-Chair Smigler opened this item for discussion. He stated that this is the report that goes into the Town Meeting Warrant. He stated that instructions for the Finance Director to create a draft of this document is due mid-March. The Finance Committee engaged in a lengthy discussion on what to include in the Finance Committee report. Co-Chair Poch, Jean Nam and Howard Feng will edit sections of the document for Finance Committee consideration at their next meeting.

- **FinCom Section of Warrant Structure**

Co-Chair Smigler opened this item for discussion. The Committee discussed items that would go into the finance section of the warrant. The Committee also discussed what items they would need from the Finance Director. Dennis Keohane joined the meeting and provided background information on the previous financial charts. Co-Chairman Smigler summarized next steps.

ITEM 7: Public Comment

There were no public comments.

ITEM 8: Adjournment

Motion and Vote:

Ronald Brumback moved, and Eric Poch seconded the motion that the January 20, 2021, Finance Committee meeting be adjourned at approximately 9:00 p.m.

Roll call vote:

Scott Smigler, yes; Michael Joachim, yes; Ronald Brumback, yes; Howard Feng, yes; Jean Nam, yes; and Eric Poch, yes. The motion carried. The vote was unanimous.

The next scheduled meeting of the Finance Committee is Monday, January 25, 2021, at 7:00 p.m.

Submitted by Cheryl Gosmon