

**Sudbury Finance Committee  
Virtual Meeting Minutes  
June 14, 2021**

**ATTENDANCE**

Members of the FinCom present for the Virtual Meeting were Co-Chair Scott Smigler, Co-Chair Eric Poch, Blair Caple, Susan Berry, Ronald Brumback, Howard Feng, Michael Joachim, Jean Nam, Sonny Parente

**ALSO PRESENT**

Dennis Keohane, Finance Director/Treasurer-Collector, Jennifer Roberts, Chair of Sudbury Select Board

**CONVENE:**

Co-Chair Scott Smigler called the meeting to order at 7:03 p.m., and roll called members of the FinCom present for the June 14, 2021, Virtual Meeting.

**ITEM 1: Open the Meeting**

- Co-Chair Smigler stated that the FinCom meeting of June 14, 2021, is being recorded and shared live with the public via [www.sudburytv.org](http://www.sudburytv.org). He stated that there should be no expected right of privacy as this is a public forum. He reminded participants to mute their devices to reduce interruptions and unexpected distractions. He also stated that if participants desire to be recognized, they should use the raise hand feature or chat functions. Co-Chair Smigler stated that citizens' comments are limited to three minutes per person and when recognized to please state name and address. He asked that Town employees state their name and position.
  
- **Opening Remarks (Co-Chairs)**  
Co-Chair Smigler congratulated the Town Moderator and the Town Manager on a well-organized Town Meeting. He thanked the Select Board and Liaisons for their collaboration over the past twelve months. He thanked FinCom for their hard work and thoughtfulness and for being consistently focused on bringing value to the Town of Sudbury. He recapped the steps that were taken to bring clarity to FinCom's role and the establishment of its goals. He referred to the shared calendar that will be used as a reference to help delineate roles during the budget season. He stated that FinCom agreed on and documented its operational procedures, met core requirements under the Town Charter and Town By-laws, made improvements to reports, and advocated for keeping capital and financial policies at the front of the agenda. He stated that FinCom is thinking proactively about complex

multi-year issues and has set a great foundation. He added that FinCom will keep it going and will improve its document management for supporting materials.

Co-Chair Poch stated that having two people as Chair gave the Committee more structure and created some bandwidth to look at issues more efficiently, more effectively, and in more detail. He added that providing questions to the Cost Centers before the budget hearings was helpful and FinCom received positive feedback on this practice.

**ITEM 2: Public Comment**

There were no public comments.

**ITEM 3: Updates from Town Staff and Liaison Reports**

- Transfers and Other Business

Dennis Keohane stated that there are no transfers.

**ITEM 4: General Business**

- **Approve Meeting Minutes**

**Motion and Vote**

Michael Joachim moved, and Scott Smigler seconded the motion to approve the minutes of the meeting of February 22, 2021, as amended.

**Roll call vote:**

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

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

**Motion and Vote**

Scott Smigler, moved, and Howard Feng seconded the motion to approve the minutes of the meeting of February 23, 2021, as amended.

**Roll call vote:**

Howard Feng, yes; Blair Caple, abstain; Michael Joachim, yes; Ronald Brumback, yes; Jean Nam, yes; Susan Berry, yes; Sonny Parente, yes; Scott Smigler, yes; and Eric Poch, yes.

**The motion carried. The vote was 8 yes and 1 abstention.**

**Motion and Vote**

Scott Smigler moved, and Michael Joachim seconded the motion to approve the minutes of the meeting of April 12, 2021, as amended.

**Roll call vote:**

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

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

**Motion and Vote**

Scott Smigler moved, and Michael Joachim seconded the motion to approve the minutes of the meeting of May 10, 2021, as amended.

**Roll call vote:**

Howard Feng, yes; Blair Caple, yes; Michael Joachim, yes; Ronald Brumback, yes; Jean Nam, yes; Susan Berry, yes; Sonny Parente, abstain; Scott Smigler, yes; and Eric Poch, yes.

**The motion carried. The vote was 8 yes and 1 abstention.**

**Motion and Vote**

Scott Smigler moved, and Michael Joachim seconded the motion to approve the minutes of the meeting of May 22, 2021, as amended.

**Roll call vote:**

Howard Feng, abstain; Blair Caple, yes; Michael Joachim, yes; Ronald Brumback, yes; Jean Nam, yes; Susan Berry, yes; Sonny Parente, yes; Scott Smigler, yes; and Eric Poch, yes.

**The motion carried. The vote was 8 yes and 1 abstention.**

**• Membership**

Co-Chair Poch announced that Howard Feng will be leaving the Town of Sudbury and that FinCom would need to fill the vacated position. Co-Chair Poch added that he and Co-Chair Smigler will work with Mr. Feng on his timeline.

**• Organization**

Co-Chair Poch stated that he and Co-Chair Smigler would like to hear feedback from the Committee on the restructuring of FinCom and how it worked in terms of meeting the goals. Co-Chair Poch commented that being the Chair of the Finance Committee as a single person is hard work coupled with the fact that FinCom does not have administrative staff support which presents a challenge. Co-Chair Poch summarized the various administrative tasks that are performed by the Co-Chairs. He stated that having two people focusing on the work at hand combined with the work of the Liaisons was extremely helpful and created a more efficient operating model.

Co-Chair Smigler stated that this was a rebuilding year for FinCom and that the administrative pieces were a bottleneck, not just gathering materials and setting the agenda but communicating with two busy people, the Town Manager and the Town Finance Director. He added that the tradeoff was less time for careful and thoughtful consideration of agenda topics. He stated that next year FinCom would need to find a way to work that out so that it can get into more substantive issues.

Jean Nam stated that CPC has money that they can allocate towards administrative work. She stated that FinCom could submit a support request. She added that CPC money would not be enough to support a full-time employee.

Co-Chair Poch presented the idea of formalizing the position of FinCom secretary position. He stated that this person's role would be to provide administrative oversight. Susan Berry stated that it is not an insignificant role. She stated that it is a large part of the work that the Chair and Vice-Chair or Co-Chairs do. She added that if someone is willing to take on this position, they should know that it is time-consuming and a great deal of work. After a general discussion, it was the consensus of FinCom to continue with Scott Smigler and Eric Poch as Co-Chairs and to consider Jean Nam for the position of Secretary of FinCom.

#### **Motion and Vote**

Sonny Parente moved, and Michael Joachim seconded the motion to continue with Scott Smigler and Eric Poch as Co-Chairs for FY22.

#### **Roll call vote:**

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

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

Co-Chair Poch stated that he will check in with the Town Moderator and Town Counsel on creating the position of Secretary of FinCom.

- **Liaison Appointments**

Co-Chair Smigler opened this item for discussion. He led the Committee in a review of proposed FY22 Liaison appointments/assignments. Ronald Brumback will continue as FinCom Liaison to L-S, Michael Joachim expressed an interest in serving as FinCom Liaison to L-S as well. Susan Berry and Michael Joachim will continue in their roles as FinCom Liaison to SPS, and Susan Berry will continue as Liaison to Board of Health. Sonny Parente will continue as FinCom Liaison to CIAC and DPW and will serve as FinCom Liaison to Sudbury Water District and Permanent Building Committee. Blair Caple expressed interest in serving as FinCom Liaison to Planning Board/Master Plan Committee. Jean Nam will continue as the FinCom Appointee to CPC. After a general discussion and review of assignments there remains one open liaison position for Park and Recreation.

- **CIAC Representative**

Susan Asbedian-Ciaffi was appointed by FinCom for a three-year term to the Capital Improvement Advisory Committee (CIAC) last year.

- **Calendar and Budget Process**

Co-Chair Smigler opened this item for discussion. He referred to the meeting file and reviewed goals with the Committee. A discussion followed on how the Committee would use its time and how frequently it would meet. The Committee engaged in a conversation on which topics to discuss for the July 19, 2021, and August 9, 2021, meetings. The Committee also engaged in a preliminary conversation on the budget calendar.

The conversation veered to a brief discussion on in-person meetings versus virtual meetings. Co-Chair Smigler stated that based on the consensus of members FinCom would continue, if allowed by state law, to do virtual meetings.

- **Future Agenda Items**

Capital  
Financial Procedures and Policies  
Structural Budget Challenges  
Evaluation of Town Budget Process

#### **ITEM 5: Committee Discussion**

- **Town Meeting Debrief and Takeaways**

Co-Chair Poch opened this item for discussion. Members engaged in a general discussion on FinCom's role at Town Meeting, noting that it went well, that Co-Chair Smigler did a great job presenting, and that the new Town Moderator did a good job as well. A general discussion followed on plow damage, enterprise funds, and low turnout of Town Meeting members.

#### **ITEM 6: Public Comment**

Co-Chair Poch recognized Jennifer Roberts, Chair of the Select Board.

Ms. Roberts provided information on the remote and in-person meetings. She referred to pending legislation on this matter and stated that there will be a vote soon on this. She also stated that the Select Board is meeting in person tomorrow and will be discussing the potential for hybrid solutions. She added that some Boards have decided to meet in person, and some Boards have decided to have remote-only meetings. She stated that a group is looking into what Sudbury TV can handle.

**ITEM 7: Adjournment**

**Motion and Vote:**

Ronald Brumback moved, and Michael Joachim seconded the motion that the June 14, 2021, Finance Committee meeting be adjourned at approximately 9:57 p.m.

**Roll call vote:**

Howard Feng, yes; Blair Caple, yes; Michael Joachim, yes; Ronald Brumback, yes; Jean Nam, yes; Susan Berry, yes; Sonny Parente, yes; Scott Smigler, yes; and Eric Poch, yes.  
The motion carried. The vote was unanimous.

*The next scheduled meeting of the Finance Committee is Monday, July 19, 2021, at 7:00 p.m.*

*Submitted by Cheryl Gosmon*