

**Sudbury Finance Committee
Virtual Meeting Minutes
August 9, 2021**

ATTENDANCE

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

ABSENT

Blair Caple, Jean Nam, and Sonny Parente

ALSO PRESENT

Dennis Keohane, Finance Director/Treasurer-Collector, Jennifer Roberts, Chairman of the Select Board

CONVENE:

Co-Chair Eric Poch called the meeting to order at 7:03 p.m., and roll called members of the FinCom present for the August 9, 2021, Virtual Meeting.

ITEM 1: Open the Meeting

- Co-Chair Smigler stated that the FinCom meeting of August 9, 2021, is being recorded and shared live with the public via 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 stated that the agenda will include a review of the Select Board's Draft Financial Policies.

Co-Chair Poch stated that the Town Manager sent him a note to let him know that he continues to make progress on prioritizing and standardizing a Capital Plan but that it is not quite ready for publication. Co-Chair Poch stated that he will work with the Town Manager to get a draft of the document to FinCom before the September 8th meeting.

Co-Chair Poch stated that he spoke with the Town Moderator on the proposed Clerk Position for FinCom. He stated that the Town Moderator is on board with this proposal and that

FinCom can go ahead and make the change in the bylaw and send a copy of the change to the Moderator.

Co-Chair Poch also stated that he spoke with the Moderator about Howard Feng's departure from FinCom and that FinCom would need to advertise for another member. He stated that FinCom will coordinate with her and Town staff to do the advertising. He added that this is an interim appointment until the close of the 2022 Annual Town Meeting.

ITEM 2: Public Comment

There were no public comments.

ITEM 3: FinCom Budget Year FY23

- **Revise Warrant Table of Contents- FinCom Section**

Susan Berry referred to the CPA Table on the Estimated Impact of Town Meeting Spending on the Fiscal 2022 Tax Bill prepared by Jean Nam and suggested that included in this should be a statement that says some properties are excluded from the surcharge and also include a statement that says yearly tax increase might be greater than 2.5%. The levy limit includes new growth, excluded debt, and a 2.5% increase on the prior year's levy limit. Co-Chair Poch suggested including a waterfall graph that illustrates this pictorially. A general discussion followed on including a link to the Cost Centers' budgets that would be included in the finance section of the warrant.

- **Budget Pressures Meetings - discussion on content and purpose**

Susan Berry stated that she would like to hear from the Cost Centers on pressures impacting their budgets during the current fiscal year and how those pressures will impact their budgets in the next fiscal year.

Co-Chair Smigler stated that FinCom will have an opportunity to discuss this at the September 20th meeting, to document with more clarity what the FinCom members are expecting at the budget pressure meetings.

ITEM 4: Review of relevant Select Board progress on:

- **Financial Policy(ices)draft**

Co-Chair Poch opened this item for discussion. He stated that FinCom feedback is requested by the Select Board by September 15th. A discussion of members' initial impression followed. The majority of the members present stated that they needed more time with the document in order to have a comprehensive discussion about feedback to the Select Board.

- **Capital Project KPI reports**

Co-Chair Poch opened this item for discussion. Jennifer Roberts stated that the Select Board finalized a draft on Key Performance Indicators (KPI) projects. She stated that at the May 13th Select Board meeting the Select Board reviewed several projects that were put into the KPI format. She added that the Select Board plans to review the KPI snapshots quarterly. She stated that the next review will be on August 31st. She stated that the KPIs are intended to give committees and the public quick updates on where different projects are.

ITEM 5: Capital Program

- **Review Capital Improvement Plan Status**

Co-Chair Poch covered the status of the plan in his opening remarks.

ITEM 6: Review / Vote to Adopt or Amend FinCom's Rules and Operating Procedures Reference: Rules & Operating Procedures Adopted March 2020

- **Clerk/Secretary role (incl. Moderator feedback)**

Co-Chair Smigler stated that before FinCom votes on this item the language would need to be updated. He stated that as FinCom considers changes to this document and the addition of the Clerk/Secretary role, the idea is to amend the operating policies to define this new role. He stated that the first responsibility for this new role is to prepare and post consolidated supporting materials to the Sudbury website and consolidated meeting materials to the shared drive. The second responsibility would be to work with the Finance Director, particularly during the budget season, to maintain a record of the requests and information gathering. The third responsibility would be to work on an overall enhancement of the finance section of the website so that any materials that are useful to the public are included there.

- **Update Annual Goals**

Co-Chair Poch opened this item for discussion. FinCom reviewed the Annual Goals document and made decisions on minor changes to the document. The revised FinCom Annual Goals document will be posted.

ITEM 7: General Business

- **Approve Meeting Minutes**

Motion and Vote

Susan Berry moved, and Michael Joachim seconded the motion to approve the meeting minutes of June 14, 2021, as edited.

Roll call vote:

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

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

- **Organization / Membership**

The Co-Chairs noted that FinCom will have an opening due to Howard Feng's departure. They have reached out to Town staff for the reposting of this open position.

The Co-Chairs expressed their appreciation to Mr. Feng for his contribution to the Finance Committee.

- **Transfers and other business**

There were no transfers or other business

- **Calendar**

FinCom will meet on Wednesday, September 8, 2021, at 7 pm. Potential items of discussion include comparing budgets to actuals, an approximation on Free Cash, finalize budget responsibilities in the FinCom calendar, review the Financial Policy Draft from the Select Board and review KPI reports.

- **Future Agenda Items**

There was no discussion on this item.

ITEM 8: Public Comment

There were no public comments.

ITEM 9: AdjournmentMotion and Vote:

Eric Poch moved, and Scott Smigler seconded the motion that the August 9, 2021, Finance Committee meeting be adjourned at approximately 9:25 p.m.

Roll call vote:

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

The next scheduled meeting of the Finance Committee is Wednesday, September 8, 2021, at 7:00 p.m.

Submitted by Cheryl Gosmon