

**Sudbury Finance Committee  
Virtual Meeting Minutes  
July 19, 2021**

**ATTENDANCE**

Members of the FinCom present for the Virtual Meeting were Co-Chair Scott Smigler, Co-Chair Eric Poch, Ronald Brumback, Michael Joachim, and Jean Nam

**ABSENT**

Blair Caple, Susan Berry, Howard Feng, and Sonny Parente

**ALSO PRESENT**

Dennis Keohane, Finance Director/Treasurer-Collector

**CONVENE:**

Co-Chair Eric Poch called the meeting to order at 7:06 p.m., and roll called members of the FinCom present for the July 19, 2021, Virtual Meeting.

**ITEM 1: Open the Meeting**

- Co-Chair Smigler stated that the FinCom meeting of July 19, 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 Poch mentioned he had a conversation with the Town Manager about some of the questions and comments FinCom was copied on regarding the Police Station. He stated that he believes that the issue falls within the Town Manager's departmental spending.

**ITEM 2: Public Comment**

There were no public comments.

**ITEM 3: FinCom Budget Year FY23 Calendar and Deadline**

Co-Chair Smigler opened this item for discussion. He stated that this discussion is meant to define a general pace for the budget process. A comprehensive conversation followed on the draft budget calendar, responsibilities, and deadlines for FY23.

**ITEM 4: Reflect on FY22, and FY23 Budget Process and Deliverables**

- Information FinCom would have liked to see to inform its recommendations; requests moving forward.

Ronald Brumback stated that he would have liked to hear from the Department Heads on their budgets and to have had an opportunity to ask them questions about what they would like to have included in their budgets but were not able to include, and what they would need or would like to have to do their jobs better. Michael Joachim expressed that he would like to have a broader view of the budget to look at not just maintaining services at current levels but at enhancing them over time where appropriate. A comprehensive discussion followed on the merits of reviewing department budgets line item by line item with the Departments Heads. Co-Chair Poch stated that FinCom could frame questions to the Town Manager for specific feedback from Department Heads on what they would like to have in their budgets but are not able to include. He added that FinCom has insight into the major movement in those budgets the way the process is outlined now. Michael Joachim stated that the budget book does provide extensive information, and the Committee agreed that the issue is more one of having time to review the material and discuss it with Department Heads.

Co-Chair Smigler noted that he would like to see a good Capital Plan that outlines good context on where the Town will be spending its money. He added that it would be useful to have a better understanding of the workload of the staff and not to overload them. The Committee discussed the status of the Select Board template that lists all open capital accounts. FinCom will discuss reviewing all open accounts at their September 20<sup>th</sup> meeting.

- Improvements to Finance Section of Warrant (new information; financial tables; charts and graphs)  
Jean Nam presented the Data Table she is working on for the finance section of the Warrant. She stated that the table describes the estimated 2.5% tax increase as well as the CPC surcharge. A general discussion followed.

**ITEM 5: Discuss Capital Program**

- Purpose of discussion: Offer committee members an opportunity to reexamine and surface questions related to the April 2020 DLS Review of Sudbury's Capital Program.

Co-Chair Smigler opened this item for discussion. He stated that FinCom will receive a draft of the Select Board's

updated Financial Policies. He stated that FinCom will be asked to review the policy and document questions and feedback. He added that FinCom will have a discussion with the Select Board based on thoughtful consideration of their draft document. An extensive conversation followed on the DLS recommendation for Sudbury's Capital Program, April 2020, and the Capital Improvement Manual.

Co-Chair Smigler opened this portion of the meeting to Public Comment. He recognized Pat Brown of 34 Whispering Pine Road.

Pat Brown offered comments on the Community Preservation Act (CPA). She stated that a lot of Open Space purchases were bonded under CPA against the 3% local surcharge. Ms. Brown stated that if the CPA surcharge were reduced the bonding cost would still need to be paid for; the CPA obligation does not go away if there is not sufficient surcharge to cover them, and that the cost would come from the levy. Ms. Brown also stated that it would be great if the Community Preservation Committee (CPC) would post their financials so that everyone could see them.

**ITEM 6: Review and Vote to Adopt or Amend FinCom's Rules and Operating Procedures**

Co-Chair Smigler stated that FinCom has spent a lot of time reviewing this information. He stated that the Committee agreed that every year after the Annual Town Meeting it would reaffirm the rules and operating procedures. He stated that for FinCom to increase its efficiency, the Committee needs to have someone organize and prepare meeting materials, update the Finance Committee website with documents that would be helpful to the public, and organize emails between town staff and FinCom. He stated that if the addition of this role requires an update to policies and procedures the Committee could vote to adopt the current rules and operating procedures now and amend them at a later meeting when a member formally volunteers to help with these items.

Co-Chair Poch suggested that FinCom confirm these changes with the Moderator and Town Counsel. He added that FinCom could vote on this at their next meeting.

**ITEM 7: General Business**

- **Approve Meeting Minutes**  
**Motion and Vote**

Scott Smigler moved, and Eric Poch seconded the motion to approve the meeting minutes of March 1, 2021, as edited.  
Roll call vote:

Ronald Brumback, yes; Jean Nam, yes; Michael Joachim, yes; Scott Smigler; and Eric Poch, yes.

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

**Motion and Vote**

Scott Smigler moved, and Eric Poch seconded the motion to approve the meeting minutes of March 29, 2021, as edited.

Roll call vote:

Ronald Brumback, yes; Jean Nam, yes; Michael Joachim, yes; Scott Smigler; 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 meeting minutes of March 22, 2021, as amended.

Roll call vote:

Ronald Brumback, yes; Jean Nam, yes; Michael Joachim, yes; Scott Smigler; 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 meeting minutes of April 26, 2021, as edited.

Roll call vote:

Ronald Brumback, yes; Jean Nam, yes; Michael Joachim, yes; Scott Smigler; and Eric Poch, yes.

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

- **Organization / Membership - Clerk/Secretary role**  
This item was deferred.
- **Transfers and other business**  
There were no transfers or other business.
- **Calendar**  
This item was discussed earlier in the meeting.
- **Future Agenda Items**  
This item was discussed earlier in the meeting.

**ITEM 8: Public Comment**

There was no public comment.

**ITEM 9: Adjournment**

**Motion and Vote:**

Michael Joachim moved, and Scott Smigler seconded the motion that the July 19, 2021, Finance Committee meeting be adjourned

at approximately 9:25 p.m.

Roll call vote:

Ronald Brumback, yes; Jean Nam, yes; Michael Joachim, yes; Scott Smigler; and Eric Poch, yes.

The motion carried. The vote was unanimous

*The next scheduled meeting of the Finance Committee is Monday, August 9, 2021, at 7:00 p.m.*

*Submitted by Cheryl Gosmon*