

**Sudbury Finance Committee
Virtual Meeting Minutes
October 18, 2021**

ATTENDANCE

Members of the Finance Committee (FinCom) present for the Virtual Meeting were Co-Chair, Jean Nam, Co-Chair Eric Poch, Susan Berry, Ronald Brumback, Blair Caple (left at 8:15), Michael Joachim, Sonny Parente, and Scott Smigler

ALSO PRESENT

Dennis Keohane, Finance Director/Treasurer-Collector (FD Keohane), Jennifer Roberts, Chair of the Select Board (SB Chair Roberts, Andrew Bettinelli and Cathleen Lee, candidates for the open position on the Finance Committee.

CONVENE:

Co-Chair Eric Poch called the meeting to order at 7:10 p.m., and roll called members of the FinCom present for the October 18, 2021, Virtual Meeting.

ITEM 1: Open the Meeting

- Scott Smigler stated that the FinCom meeting of October 18, 2021, is being recorded and shared live with the public via www.sudburytv.org and read the related Municipal Remote Meeting Disclaimer.
- **Opening Remarks (Co-Chairs)**
Co-Chair Poch stated that joining FinCom are Andrew Bettinelli and Cathleen Lee, applicants for the open position on FinCom.

ITEM 2: Public Comment

There were no public comments.

ITEM 3: Updates from Town Staff

There were no updates.

ITEM 4: General Business

- **Interview and Vote on New Member**
Starting with Andrew Bettinelli, candidates were invited to introduce themselves. Andrew mentioned his career for the past 10 years has been working for Massachusetts Legislators and he wants to put his expertise to use serving the Town. In answer to a question by Mike Joachim, Andrew mentioned his work with State budgets. Several members thanked him for applying and mentioned that he would be good fit. Scott Smigler asked about the process he

went through learning about FinCom before applying. Andrew was looking at the Town budget, thought FinCom looked interesting, checked the website, and saw that there was an opening.

Scott also asked how he puts aside his opinions in order to formulate an objective analysis. Andrew mentioned that in his work he is often required to give an objective analysis to the Legislator he serves. In answer to a question from Mike, Andrew answered that his focus now is primarily on redistricting.

Cathleen Lee mentioned that her background is in banking and has spent time analyzing financial statements for risk, has served as a comptroller, and also served as the treasurer of a school booster club. She has been interested in volunteering and finds it a good way to get to know the Town and community members. She stated her belief in the importance of looking at the data and making an objective analysis. Several members mentioned that Cathleen is also highly qualified and appreciated her applying.

After thanking the candidates, stating that both are well qualified and the hope that whoever is not selected will apply again, the final deliberation and vote was delayed to the end of General Business.

- **Liaison Reports**

Jean Nam stated that applications for CPC funding are due soon and once the deadline is passed, she will organize the information and keep the committee up-to-date.

Ron Brumback stated that LS is fine with December 13 for Budget Pressures and February 7 for the hearing on their FY23 Budget. However, February 8 for the Capital Meeting does not work for them as the LSRHS Committee will take the final vote on the LS FY23 budget that night.

Mike Joachim stated that SPS is fine with the December 7 date for their Budget Pressures meeting and February 14th for the SPS FY23 Budget Hearing. Mike and Susan Berry added information about the newly established SPS Superintendent Capital Task Force.

Susan Berry also updated the committee on information shared at the last Board of Health meeting. The owner of the condemned property is attempting to sell it, which would be a better outcome for the Town, and Bill Murphy is holding off on the plans for the Town to clear the property. Susan was asked to check if there is a time

certain when the Town will act and to verify if there is a time frame for the new owner clean up the property.

Blair Caple reported that he will be attending the Thursday presentation on the Master Plan and will give an update to FinCom.

In response to Jean Nam's question to the liaisons, the committee decided to put on next meeting's agenda a discussion of whether SPS/LS will request funds to help with pool testing for COVID.

- **Calendar and Budget Process**

Jean Nam updated the calendar with the dates confirmed earlier in the meeting, as well as the fact that February 8th may not be the best date for the joint Capital Meeting.

- **Discuss new data organization**

Members agreed that the email sent by Jean Nam with link to the information FinCom members will discuss was very helpful. She will continue to do this.

- **Review Goals / Future Agenda Topics**

The discussion on goals was postponed since the goals spreadsheet did not have updates from an earlier meeting.

Co-Chair Poch suggested that the committee take a vote to disband the subcommittees that are no longer needed.

Co-Chair Poch moved, and Susan Berry seconded the motion to disband the FinCom Operating Procedures and Policies Subcommittee and the Capital Review Subcommittee effective at this meeting.

Roll call vote: Scott Smigler, yes; Ron Brumback, yes; Michael Joachim, yes; Sonny Parente, yes; Blair Caple, yes; Susan Berry, yes; Jean Nam, yes; and Eric Poch, yes.

The motion passed; the vote was unanimous.

The committee updated the Future Agenda Topics spreadsheet, including adding the question about whether SPS and LS have the resources they need to do Covid testing.

- **Transfers and other business**

There were no transfers or other business.

- **Approve Meeting Minutes**

There were no meeting minutes to approve.

- **Vote new member(s)**

There was some discussion of the strengths of the two candidates, that they were both strong candidates and the decision came down to the fact that Andrew may be able to come up to speed quickly with a bit more background on Town Government and Town Meeting.

Eric Poch moved, and Sonny Parente seconded the motion to appoint Andrew Bettinelli to the vacant seat.

Roll call vote: Scott Smigler, yes; Ron Brumback, no; Michael Joachim, yes; Sonny Parente, yes; Susan Berry, yes, Jean Nam, yes; and Eric Poch, yes.

The motion passed 6 to 1.

ITEM 5: Capital Project KPI reports

Co-Chair Poch opened this item for discussion. SB Chair 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 KPIs are intended to give committees and the public quick updates on where different projects are.

ITEM 5: FinCom Budget Year FY23

- **Discuss information to be requested from Cost Centers for Budget Pressure Meetings**

After some discussion about the annual packet to the Town, SPS, and LS, the committee decided to call the document the FinCom FY23 Budget Process and to simplify the letter. Mike Joachim volunteered to draft a modification to the letter portion of the packet.

The committee reviewed Exhibit 1 simplifying the questions such that it is clear what information is being requested. Areas to cover include: unanticipated expenses, unanticipated revenue, staffing, new initiatives, grants, capital projects, and questions related to SPS, LS, and/or the Town only. Several areas that still need to be discussed are E&D funds and OPEB. Scott Smigler added that there were some recommendations in the committee's report to Town Meeting and it would be a good to get follow up on those areas. Jean Nam will get Mike Joachim's updates for the letter, modify the calendar to make it more cohesive, and modify the Exhibit 1 draft to include the suggested changes. Jean Nam will send the committee members the updated packet draft to review and will finalize the letter package at the November 1 meeting.

- **Discuss information to be requested from Cost Centers for Budget Hearings**

Discussion of this item was postponed to next meeting.

- **Other items relevant to budget preparation, review, or informing the Finance Committee budget deliberations**
Discussion of this item was postponed to next meeting.

ITEM 6: Review of CIP process proposal

- **Prepare formal feedback for Town Manager and SB**

The committee went over the draft CIP Process Proposal page by page to review individual committee members comments. Jean Nam will mark up the document with the FinCom comments and send to the members for signoff and then submit to the Town Manager.

ITEM 7: Public Comment

SB Chair Roberts asked the status of FinCom's feedback on the SB Financial Policies and was told it has not yet been sent, but should be soon.

ITEM 9: Adjournment

Motion and Vote:

Susan Berry moved, and Eric Poch seconded the motion that the October 18, 2021, Finance Committee meeting be adjourned at approximately 10:28 p.m.

Roll call vote:

Scott Smigler, yes; Ronald Brumback, yes; Michael Joachim, yes; Sonny Parente, yes; Susan Berry, 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, November 1, 2021, at 7:00 p.m.