

**Sudbury Finance Committee
Virtual Meeting Minutes
November 1, 2021**

ATTENDANCE

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

ALSO ATTENDING the MEETING

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

CONVENE:

Co-Chair Poch called the meeting to order at 7:03 p.m. and roll-called members of the FinCom present for the November 1, 2021, Virtual Meeting.

ITEM 1: Open the Meeting

- Co-Chair Nam stated that the FinCom meeting of November 1, 2021, is being recorded and shared live with the public via www.sudburytv.org. She read the Municipal Remote Meeting Disclaimer.

- **Opening Remarks (Co-Chairs)**
The Co-Chairs welcomed new member Andrew Bettinelli.

ITEM 2: Public Comment

There were no public comments.

ITEM 3: Updates from Town Staff

- **3-year Revenue Projections and Initial Budget Targets**
Co-Chair Nam noted that the 3-year Revenue Projections and the initial budget targets would not be available at this meeting. Members expressed the need to receive this information in a timely manner. A discussion ensued on dates and schedules. Michael Joachim stated he would like to see the process for development of budget targets as a Future Agenda Item. Co-Chair Nam noted that she would create a chart outlining the budget schedule and financial policies.

Co-Chair Poch recognized Jennifer Roberts. Ms. Roberts agreed with comments that were made earlier regarding the need to receive budget numbers in a timely manner. Ms. Roberts suggested meeting with Dept. Chairs, Finance Director, and Town Manager to discuss solutions. Ms.

Roberts conveyed her appreciation to FinCom for their feedback on the draft financial policies. She thanked Co-Chair Nam, who met with her and Select Board member William Schineller for three hours to review FinCom's feedback on the Select Board's draft financial policies.

ITEM 4: General Business

- **Liaison reports**

Susan Berry referred to an email she received from Bill Murphy, Director of Public Health, regarding the date the Town would start processing the abandoned property located on Stone Road, which would be December 1 if the owner had not secured the property.

Co-Chair Nam reported that all CPC application submissions are in for FY23 funding. She stated that the CPC had an initial discussion on all of the projects, came up with questions for the applicants, and sent their questions to the applicants. She stated that Public Hearings will be in mid-November/early December. Chair Nam encouraged FinCom to send her any questions they might have, and she would pass them on to Adam Duchesneau.

Blair Caple reported on the Planning Board meeting he attended. He stated that the Annual Town Forum on Master Plan with the Select Board was held last week. He stated that there was a fair amount of participation, and it was a good and informative meeting.

Jennifer Roberts commented that the purpose of the Forum was to introduce current thinking about the implementation of the Master Plan and the formation of different committees. She also stated that it was a good meeting focused on the process of the plan. She encouraged members of FinCom to watch the discussion.

Michael Joachim reported that he and Ronald Brumback recently met with LS Superintendent/Principal Bella Wong and Finance Director Kirsteen Patterson and had a good, collaborative discussion. He reported that LS is leasing property on North Road for LS Academy, and it has worked out well for them. He stated that LS is analyzing options for the property at 420 Lincoln Road in light of the cost of renovation, approximately \$1M. He noted that LS has a goal to use the property economically and efficiently.

In response to Scott Smigler's questions on E & D certification for FY20 and submission of E & D certification for FY21, Mr. Joachim reported that LS has

submitted information, has reached out to the state, and is waiting to hear back.

- **Calendar and Budget Process**

Co-Chair Nam led the discussion on this item. She described changes made to the FY23 Budget Calendar. A brief discussion followed on the timing of when the Budget Books for each Cost Centers are due.

- **Review Goals/Future Agenda Topics**

There was no discussion on this item.

- **Transfers and Other Business**

There was no discussion on this item.

- **Approve Meeting Minutes**

There were no minutes to approve.

- **Future Agenda Items**

There was no discussion on this item.

ITEM 5: Covid Testing/Safety Checks (at SPS and LSRHS)

Co-Chair Nam referred to an email from the SPS and LSRHS Superintendents and commented that she hopes it all gets resolved as quickly as possible. A general discussion ensued on this item.

ITEM 6: FinCom Budget Year FY23

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

- FinCom reviewed the Budget Process Letter and Budget Calendar and discussed suggested revisions to the draft Budget Process Letter.

- Exhibit 1 Questions

Fincom reviewed and revised Exhibit 1 Questions.

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

- Reconciliation Spreadsheet

FinCom reviewed the Reconciliation Spreadsheets and engaged in a discussion on suggested edits.

- Multi-Year Data Comparison spreadsheets

FinCom reviewed the Multi-Year Data Comparison Spreadsheets and engaged in a discussion on suggested edits.

ITEM 7: Public Comment

There were no public comments.

ITEM 8: Adjournment

Motion and Vote:

Susan Berry moved, and Ronald Brumback seconded the motion that the November 1, 2021, Finance Committee meeting be adjourned at approximately 9:50 p.m.

Roll call vote:

Michael Joachim, yes; Ronald Brumback, yes; Scott Smigler, yes; Blair Caple, yes; Sonny Parente, yes; Susan Berry, yes; Andrew Bettinelli, 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 15, 2021, at 7:00 p.m.

Minutes Prepared by

Cheryl Gosmon