

**Sudbury Finance Committee  
Virtual Meeting Minutes  
November 15, 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, Michael Joachim, and Scott Smigler

**ABSENT**

Sonny Parente and Blair Caple

**ALSO ATTENDING the MEETING**

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

**CONVENE:**

Co-Chair Nam called the meeting to order at 7:14 p.m. and roll-called members of the FinCom present for the November 15, 2021, Virtual Meeting.

**ITEM 1: Open the Meeting**

- Co-Chair Nam stated that the FinCom meeting of November 15, 2021, is being recorded and shared live with the public via [www.sudburytv.org](http://www.sudburytv.org). She read the Municipal Remote Meeting Disclaimer.
  
- **Opening Remarks (Co-Chairs)**  
Co-Chair Poch referred to a previous discussion on the Bruce Freeman Rail Trail (BFRT). He stated information on this is in the meeting materials folder for the October 4 FinCom meeting. He also mentioned that he and Len Simon shared a couple of emails on this subject and that Mr. Simon had rescinded his request to talk with FinCom about the BFRT pending further action from the Select Board.

**ITEM 2: Public Comment**

There were no public comments.

**ITEM 3: Updates from Town Staff**

- **3-year Revenue Projections and Initial Budget Targets given to Cost Centers**  
Dennis Keohane reported that he had completed the 3-year Revenue Projections. He stated that the Town Manager would meet with the school superintendents on Friday and send out guidance letters after their meeting. He added that the information would be available to FinCom for its consideration once this is done.

**ITEM 4: General Business**

- **Liaison reports**

Co-Chair Nam reported that the first CPC Hearings would begin on Wednesday. She stated that the Libby-Dickson Conservation Restriction Monitoring project is one of the requests for CPA funding. She added that there are three projects related to the BFRT. Co-Chair Nam noted that the total amount of distributions state-wide is \$79.76M.

- **Calendar and Budget Process**

Co-Chair Nam referred to previous discussions on hearing more from town departments about what they would like to do with their budgets if unconstrained and how they would improve either the level of service or reduce costs. She asked if FinCom was interested in pursuing this. If so, she is proposing that FinCom use its placeholder meeting on December 15th and invite a town department to present a deep dive of their operating budget. She stated that members of Goodnow Library would be willing to come and present their budget to FinCom. A general discussion followed. Co-Chair Poch stated that protocol suggests that FinCom work with the Town Manager first. Co-Chair Nam responded that she would go through the Town Manager and explain the idea to him and schedule this through him.

- **Review Goals/Future Agenda Topics**

Co-Chair Nam reported that she had created a chart of department calendar that included FinCom, Select Board, and Town calendars for comparison. A discussion of this comparison will be added to a future agenda.

- **Transfers and Other Business**

There was no discussion on this item.

- **Approve Meeting Minutes**

**Motion and Vote**

Scott Smigler moved, and Ronald Brumback seconded the motion to approve the meeting minutes of October 18, 2021, as edited.

**Roll call vote:**

Susan Berry, yes; Ronald Brumback, yes; Michael Joachim, yes; Scott Smigler, yes; Andrew Bettinelli, abstain; Jean Nam, yes; and Eric Poch, yes.

**The motion carried. The vote was six yes, one abstention.**

- **Future Agenda Items**

There was no discussion on this item.

**ITEM 5: FinCom Budget Year FY23**

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

- o FinCom discussed the Budget Reconciliation and Multiyear Comparison Worksheets. Co-Chair Nam described the orientation of the Reconciliation Worksheet. A general

discussion followed. FinCom made suggestions and edited the document. Co-Chair Nam also described the organization of the Multiyear Comparison worksheet. FinCom discussed edits to this document.

**ITEM 6: Budget Calendar Sync-Up**

FinCom engaged in a discussion on a combination of calendar/milestones from the Select Board Financial Policies, Town Manager CIP Process, and FinCom Calendar all in one document.

Co-Chair Nam led the discussion on this item. She described the orientation of the Budget Calendar Worksheet. She stated that the Select Board Financial Policies and FinCom Proposals line up well. She stated that her proposal is to send the Budget Calendar to the Town Manager and Select Board to reconcile the worksheet and encourage early planning from the different departments.

Co-Chair Poch stated that FinCom wants to encourage a collaborative and concise calendar that allows the Boards/Committees to do what needs to be done by specific deadlines.

Scott Smigler suggested that the objective is ultimately to get agreement from the key stakeholders on the calendar that meets the needs of FinCom. Mr. Smigler also suggested that FinCom send the document to the Select Board and Town Manager with a preamble on key asks for specific FY23 Budget items, e.g., capital improvement plan, budget book, and the joint capital presentation by the suggested deadlines.

Co-Chair Poch recognized Jennifer Roberts. Ms. Roberts stated that she appreciates this discussion and welcomes the information that FinCom will send to the Town Manager and Select Board. She added that she is happy to do what she can to find the best process in the end.

**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 15, 2021, Finance Committee meeting be adjourned at approximately 9:45 p.m.

**Roll call vote:**

**Susan Berry, yes; Ronald Brumback, yes; Michael Joachim, yes; Scott Smigler, 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 Tuesday, December 7, 2021, at 7:00 p.m.*

**Minutes Prepared by**

Cheryl Gosmon