

**Sudbury Finance Committee
Virtual Meeting Minutes
October 4, 2021**

ATTENDANCE

Members of the Finance Committee present for the Virtual Meeting were Co-Chair Scott Smigler, Co-Chair Eric Poch, Susan Berry, Ronald Brumbach, Blair Caple, Michael Joachim, Jean Nam (arrived approx. 7:20pm), and Sonny Parente (left at approx. 7:30)

ALSO ATTENDING THE MEETING

Dennis Keohane, Finance Director/Treasurer-Collector, Lisa Kouchakdijian, Commission on Disability, Bill Murphy, Health Director, and 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 October 4, 2021, Virtual Meeting.

ITEM 1: Open the Meeting

- Co-Chair Smigler stated that the FinCom meeting of October 4, 2021, is being recorded and shared live with the public via www.sudburytv.org. He read the Municipal Remote Meeting Disclaimer.

- **Opening Remarks (Co-Chairs)**
Co-Chair Poch stated that he reached out to the citizen who had requested to present the comprehensive plan related to the Bruce Freeman Rail Trail (BFRT). Co-Chair Poch stated that he had mentioned that there was no further commentary required from FinCom regarding the BFRT, that the citizen had postponed the request until sometime in the future should it be more appropriate for FinCom to be involved. Co-Chair Poch stated that he has done additional catching up and listening to several other Town Boards, and Committees including the Select Board, with respect to what is happening now with the BFRT. He stated that the BFRT is one of the Town's larger projects with immediate deliverables. He spoke about alignment with state funding and encouraged FinCom to stay informed of the Select Board and the Planning Board's progress with the BFRT.

Co-Chair Smigler stated that tonight the Committee would elect a new Co-Chair. He also stated that there is a lot of administrative work involved and that it is important for the sake of the Committee and the Town that there be two Co-Chairs that can put the time in that is necessary to ensure that things go smoothly. He stated that he loved

working as Co-Chair of FinCom and would continue on the Finance Committee as a member. He thanked his colleagues for their outstanding work on behalf of the Town.

Co-Chair Poch thanked Co-Chair Smigler for his support, collaboration, and assistance.

Members of the committee thanked Mr. Smigler for the work he put into being Co-Chair and for keeping the committee on track, organized, and informed.

ITEM 2: Public Comment

Co-Chair Smigler opened this item for public comment. Co-Chair Smigler recognized Lisa Kouchakdijian, 30 Meadowbrook Circle.

Ms. Kouchakdijian stated that she and her colleagues from the Sudbury Commission on Disability (COD) have been visiting different Boards and Committees with a message about National Disability Awareness Month. Ms. Kouchakdijian read aloud the statement.

ITEM 3: Updates from Town Staff

Co-Chair opened this item for discussion and invited Dennis Keohane to present Town updates.

Mr. Keohane stated that there were no updates.

ITEM 4: General Business

- **Approve meeting minutes**
There were no minutes to approve.

- **Liaison Reports**
Susan Berry reported that the Sudbury Public Schools (SPS) Finance Director recently reported at a SPS School Committee meeting that three contracts are expiring: transportation; after school care and food services. Ms. Berry also reported that the transportation contract will go out to bid in mid-October, and bids would be opened in mid-November. The bid process for the after-school care contract would start in November. Bids for the food services contract would go out in mid-January. Ms. Berry stated that FinCom needs to watch the transportation contract which will affect Lincoln-Sudbury Regional High School and SPS.

- **Vote to elect new Co-Chair**
During this portion of the meeting, Scott Smigler formally stepped down as Co-Chair of the Sudbury Finance Committee.

Co-Chair Poch called for the nomination of Co-Chair of the Finance Committee.

Motion and Vote

Scott Smigler moved, and Eric Poch seconded the motion to nominate Jean Nam as Co-Chair of the Sudbury Finance Committee.

Co-Chair Poch asked if there were any other nominations for Co-Chair of the Sudbury Finance Committee, hearing none Co-Chair Poch proceeded with the vote.

Roll call vote:

Scott Smigler, yes; Blair Caple, yes; Ronald Brumback, yes; Susan Berry, yes; Michael Joachim, yes; Jean Nam, yes; and Eric Poch, yes.

The motion carried. The vote was 7 yes.

• **Membership**

Co-Chair Poch stated that an application for a potential candidate was received, and he will schedule an interview with the candidate, discussion, and vote at the next FinCom meeting.

• **Transfers and Other Business**

Mr. Keohane stated that he is seeking a \$20K transfer from the Reserve Fund to the Health Department for the contracted services line item. Mr. Keohane stated that this is to do some work on a condemned parcel in Town. Mr. Keohane also stated that this request was approved last year, but the funds could not be utilized due to the COVID-19 Health Emergency and other factors.

Mr. Murphy explained that the property was abandoned for 25 years. He stated that the property owner could not be located, and he and the building inspector needed to take action on the parcel, which is a significant danger and hazard. Mr. Murphy stated that the Board of Health in a Public Hearing voted to demolish the property, and the Court issued a judgment in the Town's favor to take action to make the property safe. Mr. Murphy stated that he is seeking \$20K to do a significant amount of tree work just to access the property, construction fencing, and animal control.

Mr. Smigler asked if there were other expenses related to the safety of this property. Mr. Murphy responded that there is a \$150K tax lien on the property. Mr. Murphy stated that ultimately the property needs to be demolished, and all steps are being taken at the advice of Town Counsel. He added that immediate action needs to be taken.

Motion and Vote

Scott Smigler moved, and Michael Joachim seconded the motion to approve the \$20K transfer from the Reserve Fund to the Health Department for contracted services as requested.

Roll call vote:

Scott Smigler, yes; Blair Caple, yes; Ronald Brumback, yes; Susan Berry, yes; Michael Joachim, yes; Jean Nam, yes; and Eric Poch, yes.

The motion carried. The vote was unanimous.

- **Calendar and Budget Process**

Michael Joachim stated that SPS has confirmed that the December 7, 2021, date for the Budget Pressure Meeting is okay with them. He also stated that SPS is okay with February 15, 2022, for the Budget Hearing Meeting.

- **Future Agenda Items**

Continue document request from Cost Centers.
Vote on new FinCom member.

ITEM 5: FinCom Budget Year FY23

FinCom discussed expectations for the Budget Pressure Meetings. Michael Joachim noted that FinCom would like a focused five-year capital plan from the Cost Centers. Mr. Joachim also stated that he would like to have a clear sense of COVID appropriations, how much came in, and how much has been spent.

Susan Berry commented on the Reconciliation and Multiyear Data Comparison Spreadsheets. She suggested that L-S and SPS use the DESE function categories, which is how schools report their financial data to DESE. She stated that when all the categories are put into the spreadsheets, FinCom should end up with the same information the schools are reporting in their budget books. FinCom needs to clean up the Reconciliation and Multiyear Data Comparison Spreadsheet templates and decide which spreadsheet yields the most useful information. A brief discussion followed.

Ms. Berry asked the Committee to consider if it is more beneficial to have the original budget or revised budget to actuals. Mr. Joachim stated that it makes more sense to have the revised budget to actuals, and he will ask L-S for the same concept.

FinCom discussed what their content would be for the Budget Pressure Meetings and budget process. Scott Smigler shared that he would be interested in hearing more about staffing needs. Ron Brumback suggested including staffing information changes and totals applying that question uniformly across the Cost Centers.

A discussion followed on budget pressures and constraints with regards to staffing.

Michael Joachim stated that in terms of Exhibit 1 questions, he would like to see all the revenue and sources that the Cost Centers receive and all of the expenses. Scott Smigler suggested inviting the Town Manager in to talk about the budget pressure in terms of this year's budget and if they will continue into the next fiscal year.

Susan Berry suggested framing the budget letter with the Exhibit 1 attachment in a way that gets at the core of what FinCom needs so that it better informs the budget hearings for FY23.

ITEM 6: Continue review of relevant Select Board progress on:

- Financial Policy(ices) draft and potential impact to budget process.

FinCom discussed their notes from the previous meeting on the Select Board's Draft Financial Policies. Susan Berry referred to the Sudbury Capital Improvement Plan section and asked what is getting finalized and if the February/March dates on FinCom's Budget year calendar are reasonable. Scott Smigler noted that according to the Town's by-law, the Town's budget is due January 31, and he will check the by-laws on the Capital Improvement Plan. Co-Chair Poch asked FinCom to review the Capital Improvement Plan in preparation for feedback or additional questions for the Town Manager. A general discussion followed.

- Review Capital Project KPI reports

Co-Chair Poch opened this item for discussion. He summarized the Select Board's discussion on the KPI Report. Co-Chair Nam stated that she would like to see the list of projects and the progress reported on a KPI report. She also stated that she would like to see a projection and timeline for returning any remaining funds on projects completed. Co-Chair Poch noted that KPI reports should be in the CIP program. A general discussion followed.

ITEM 7: Public Comment

Co-Chair Poch recognized Jennifer Roberts, Select Board Chair.

Ms. Roberts expressed her appreciation to Scott Smigler for his excellent work and service as Co-Chair of the Finance Committee. Ms. Roberts welcomed Co-Chair Nam and stated that she is looking forward to working with her as Liaison to the Select Board. Ms. Roberts asked when FinCom would submit their final comments on the Draft Financial Policies. Co-Chair Poch responded that FinCom would submit the final comments on Friday.

ITEM 8: Adjournment

Motion and Vote:

Susan Berry moved, and Eric Poch seconded the motion that the October 4, 2021, Finance Committee meeting be adjourned at approximately 9:20 p.m.

Roll call vote:

Scott Smigler, yes; Blair Caple, yes; Ronald Brumback, yes; Susan Berry, yes; Michael Joachim, 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, October 18, 2021, at 7:00 p.m.

Minutes Prepared by

Cheryl Gosmon