

**Sudbury Finance Committee
Virtual Meeting Minutes
January 24, 2022**

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 (left the meeting at about 9:30), Sonny Parente, and Scott Smigler

ALSO ATTENDING the MEETING

Dennis Keohane, Finance Director/Treasurer-Collector, Susan Ciaffi, Chair of the CIAC, and Tom Travers, CIAC Member

CONVENE:

Co-Chair Poch called the meeting to order at about 7:10 p.m. and roll-called members of the FinCom present for the January 24, 2022, Virtual Meeting.

ITEM 1: Open the Meeting

- Co-Chair Nam stated that the FinCom meeting of January 24, 2022, is being recorded for viewing by the public via www.sudburytv.org. She read the Municipal Remote Meeting Disclaimer.
- **Opening Remarks (Co-Chairs)**
Co-Chair Poch let the committee know that an update to the Financial Policies has been added to the FinCom meeting documents. This is a cleanup of the last draft the FinCom received. He also mentioned that Susan Ciaffi and Tom Travers will be joining the meeting and suggested that the committee take up item 5 after public comment to accommodate them. Co-Chair Nam also requested that the committee take Item 6 out of order as this is time sensitive. The committee agreed to hear items 5 and 6 out of order.

ITEM 2: Public Comment

There were no public comments.

ITEM 5: Discuss requesting that CIAC meetings be recorded

CIAC Chair Ciaffi reviewed the history regarding the recording of CIAC meetings and how the CIAC members arrived at the decision several years ago to stop having meetings recorded. Chair Ciaffi and Tom Travers are happy to recommend to CIAC members that the meetings be recorded and to revisit the earlier decision.

Chair Ciaffi and Tom Travers also expressed concern about the schedule for reviewing capital projects this year and their role in making recommendations at the joint meeting on capital, and that the CIAC was not consulted prior to the ARPA funds approval related to capital fund expenditures. The FinCom Co-Chairs invited them to stay and join the discussion under Item 3 if they had more to say on this subject.

ITEM 6: Finalize 2021 Annual Report

Co-Chair Nam reviewed edits to the document since it was reviewed by the committee at the last meeting.

Motion and Vote:

Susan Berry moved, and Michael Joachim seconded the motion to approve the Annual Report as edited.

Roll call vote:

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

The motion carried. The vote was unanimous.

ITEM 3: FinCom Budget Year FY23

- **Discuss Draft Capital Plan** [Taken up after Items 5 and 6.]
The FinCom heard from Tom Travers and Susan Ciaffi about the process for the CIAC in prior years: starting in the fall looking at the potential capital requests, researching, and meeting with proponents in order to draft their recommendations by the end of January. This year the CIAC Chair was told that there would be no information available to the CIAC before the 31st of January. This will make it impossible for CIAC to give their recommendations to FinCom and the Select Board at the joint meeting on capital that will be held on the 15th of February. The CIAC needs information on capital projects by the beginning of December to have their report ready for the joint meeting.

Mike Joachim suggested there are two questions: what the policy should be going forward; and given where we are at this point this year, will CIAC have information they can give FinCom before our committee needs to take votes on the capital articles. Chair Ciaffi stated that the CIAC plan at this point is to have a draft of their report ready by the 1st of March.

There was also a discussion of whether there needs to be an addition to the Financial Policies that includes language that ensures CIAC (and perhaps FinCom as well) reviews capital projects that may be funded by special funds like the ARPA grant.

There was further discussion among the FinCom members about whether the \$3.5M for Drainage and Roadway Reconstruction that is proposed as a debt exclusion should be funded in a different way or prioritized above some of the items that are proposed to be funded with Free Cash. There was also discussion about the possibility of using ARPA funds for a portion of this need.

- **Discuss CPC warrant articles**

Co-Chair Nam walked the committee through the CPC articles with the objective to decide for which articles the committee would like to hold hearings with the proponents. The committee decided to hold hearings on the two Bruce Freeman Rail Trail (BFRT) articles. For the BFRT Design and Construction North, Ron Brumback suggested that the FinCom let the proponents know that the committee needs more detail on how the money could be spent in order to provide its recommendation. The committee also would like to hear from the proponents on the Historic Districts Design Guidelines article.

The articles that FinCom does not need to hold hearings with the proponents are the Libby-Dickson Monitoring Funds, if Co-Chair Nam can get the breakdown of the costs; the Town Clock Restoration; Sudbury Housing Authority Funding Allocation; RHSO Membership Fee; Open Space and Recreation Plan and Athletic Fields Needs Assessment Update if Co-Chair Nam can confirm that Sewataro is included; and the Reversions article.

The General Budget and Appropriation article includes an increase in the Administration funds to pay for 20 hours of a new position. The 15 additional hours will be paid by the Sudbury Housing Trust. There were some questions about where this position will be reported and how the benefits will be paid. Dennis Keohane explained that the position is outside the budget and any OPEB costs would be paid from the Town budget. Co-Chair Nam stated that the amount in the CPA budget covers 60% of the salary and benefits. Scott Smigler asked if it has been confirmed that this is a proper use of the CPA administrative costs. Co-Chair Nam will follow up on this.

- **Discuss Draft Financial Policies**

Scott Smigler suggested that in years when the Town has surplus funds like the ARPA funds, capital projects funded with these should be reviewed by CIAC. Mike Joachim also mentioned that it might be useful for the Select Board to

involve FinCom and CIAC in the discussion of how the funds might be used. Co-Chair Poch suggested the financial policies should include a threshold for what might be considered as unusual surplus funds that would benefit from some additional review.

There was also discussion about whether the committee needs to request an addition to the financial policy that there be a date for new submissions to the 5-year plan.

- **Other items relevant to budget preparation, review, or informing the Finance Committee budget deliberations**

Susan Berry suggested that the committee come to our next meeting with questions members have on the materials received to date from LSRHS and SPS. FinCom will discuss these at the January 31 meeting and send to LS and SPS in advance of budget hearings.

Scott Smigler suggested that the committee also needs to start work on the report for the Warrant. Co-Chair Nam will find last year's materials as a start.

ITEM 4: General Business

- **Liaison reports**

Susan Berry reported that both SPS and the Board of Health (BoH) have submitted requests for ARPA funds. Scott Smigler reported that the Select Board approved 2 years of the request from SPS for SMILES and SEL support. Susan Berry requested that the FinCom get a copy of all the ARPA requests approved at the Select Board 1/18 meeting.

- **Calendar and Budget Process**

There was some discussion that the date for the FinCom to report to the Select Board might need to be later in March than the one in the calendar.

- **Review Goals/Future Agenda Topics**

There was no discussion on these topics.

- **Transfers and Other Business**

There was no discussion on this item.

- **Approve Meeting Minutes**

There were no minutes to approve.

ITEM 7: Updates from Town Staff

There were no updates.

ITEM 8: Public Comment

There were no public comments.

ITEM 9: Adjournment

Motion and Vote:

Susan Berry moved, and Blair Caple seconded the motion that the January 24, 2022, Finance Committee meeting be adjourned at approximately 9:55 p.m.

Roll call vote:

Sonny Parente, yes; Blair Caple, yes; Ronald Brumback, yes; Susan Berry, yes; Andrew Bettinelli, yes; Scott Smigler, 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, January 31, 2022, at 7:00 p.m.