

Budget Strategies Task Force
BSTF Minutes
August 25, 2016

Present: Richard Tinsley , Lucie St. George, Anne Wilson, Melissa Rodrigues,
Pat Brown, Radha Gargeya, Bella Wong, Susan Berry, Joan Carlton

Absent: Patricia Mostue, Chuck Woodard

Also present: Susan Iuliano (Selectman), Susan Rothermich (SPS Director of
Business and Finance), Sherry Kersey (LS Director of Finance and
Operations)

Susan Berry, Chair, called the meeting to order at 8:02 am.

Item 1. General Business:

- Selection of Clerk

Susan Berry asked if anyone volunteer to be the Clerk for this meeting.
Radha Gargeya said he would Clerk and take the minutes.

- Meeting Schedule

There was discussion about future BSTF meeting times. Morning meetings
were generally preferred. A consensus was reached to meet on Friday
mornings. The next BSTF meeting is scheduled for 9/23/16 at 8 AM.

- Approve Minutes

Susan Berry had two questions about the minutes as drafted. Would free
cash for the town be certified by 10/1? Melissa Rodrigues said it could be
ready by the time of Sudbury's Special Town Meeting on 10/17.

Susan Berry asked for an explanation of the Beacon program at LS. Bella
Wong said it is a program that supports students as they transition to
school after extended absences. Anne Wilson moved to approve the
minutes from the 7/19/16 BSTF meeting as amended (with the additions of
the explanation of the Beacon program and with an "e" added to Anne
Wilson's name. The motion was seconded by Melissa Rodrigues. All were in
favor of the motion. The minutes were approved.

- Override Process Clarification

Susan Berry enquired about the process for overrides. Melissa Rodrigues
said that she will look into the Override bylaws of Sudbury.

Item 2. Financial Calendar Updates

Melissa Rodrigues talked about Sudbury Special Town Meeting on 10/17/16. There is liquor license article proposed by a Sudbury citizen. Two articles will also be ready, one about building permit fees proposed by Sudbury Board of Selectmen, another article regarding zoning bylaws.

Bella Wong asked about strategies for anticipated expenses beyond FY 18 operating budget. Currently, capital budget items are also on the Annual Town Meeting as well as the operating budget. She wondered if Capital questions could be in the Fall Special Town Meeting and Operating budget in the Spring Annual Town Meeting. Summers perhaps are a good time to start capital planning work. Additionally, Fall rates for Capital projects may be less than Spring rates.

Susan Berry suggested that topic (Capital Process) could come under Additional Topics in Item 7 of Agenda.

Warrants for Special Town Meeting close on 9/12/16. There was discussion about how to schedule an election, if made necessary, to follow a Fall Town Meeting.

Lincoln Sudbury recently devised a method to calculate preliminary estimates for Required Minimum Contributions (RMC) by each town (Sudbury and Lincoln). The expectation for this year is that LS will again do so but much sooner, say by 10/20 based on enrollment figures from the three districts – SPS, LPS, and LS. A question was asked if LS could do it sooner. LS will try do this by 10/13. A caution to be noted is that RMCs thus calculated can only be estimates and the official numbers would be out when the Governor's budget is released in late January.

LS presents its preliminary budget to Lincoln at their First Budget Workshop. Last year it was on 12/10. LS has not received the budget calendar from Lincoln yet, but going by last year, the first budget workshop could be in early to mid December.

Melissa Rodrigues said 11/1 is the date for town departments to come back with budget requests.

Radha Gargeya mentioned LS budgetary dates. Lincoln First Budget workshop is in mid-December, and Lincoln's Final Budget presentation in mid-to-late January. LS Budget book is typically ready by January. LS budget voted in early February after a public hearing. Lincoln's Annual Town

Meeting is typically on the last Saturday in March. Governor's budget comes in late January, except that a new Governor gets an extra month to present the budget in late February.

Item 3. Cost Center Updates

- FY17/FY18 and OOD.

Melissa Rodrigues gave an update for the town. Town is watching the new projects on Rail Trail and Sudbury Station.

Anne Wilson gave an update for SPS. SPS is working on OOD tuitions. Summer program was over budget but SPS is working out how to cover this. It was estimated that there would be reduced number of sections in Haynes KG. Due to last minute additions of students which put sections over the guidelines, two aides have been added.

Bella Wong gave an update for LS. The current enrollment is 1,576. LS will know the 10/1 enrollment numbers later. There is variability of OOD tuition from budgeted amounts to actual expenses.

Susan Berry asked if there is going to be a one year contract for bus transportation.

Item 4. Cost Sharing/Savings – Rolling Stock Review Update

Bella Wong to meet with Kevin Rossley (LS Director of Facilities) and Jim Kelly (Town Facilities Director).

Item 5. Preliminary Budget Reconciliation Sheet

Susan Berry said the FinCom received the preliminary budget reconciliation sheet from LS. She reminded everyone that each cost center's preliminary reconciliation sheet should have known expenses such as salaries and benefits per negotiated contract, 100% OPEB, and OOD costs for the schools.

Melissa Rodrigues said the town has two unsettled contracts.

Sherry Kersey distributed last year's LS budget dates.

Item 6. FinCom Spreadsheet Update

- Date

Susan Berry reminded the group that updates to include FY16 actuals and final FY17 budget appropriation are due by 10/6/16. She requested the cost

centers to submit spreadsheets in Excel form. She also asked that each spreadsheet place a date on each sheet to track the numbers as the year progresses.

- Questions

Item 7. Suggestions for Agenda Topics

Radha Gargeya wondered if Sudbury can go back to having ATM in early April. Sudbury held three ATMs in 2009 at the height of the Great Recession in April, May and June. Budget items voted in June 2009. In 2010, Sudbury changed bylaws so ATM meets in May starting in May 2011. Is it time to go back to April? One advantage is less time between election and candidates taking office - previously it was 10 days, and from 2011 it is now 40 days.

Lucie St. George said there is merit in ATM first and Town Elections later.

Pat Brown wondered if we need to amend LS Regional Agreement if Sudbury were to follow Lincoln model of ATM first and Town Elections later.

Susan Berry suggested that discussion of timing of the ATM should ultimately be taken up with Board of Selectmen.

Public Comments:

There were no public comments.

Lucie Str. George moved to adjourn the meeting. Melissa Rodrigues seconded the motion. All were in favor. The meeting adjourned at 9:16 am.

Respectfully submitted,

Radha Gargeya