

Policy Review Subcommittee

(Subcommittee of the Board of Selectmen)

Minutes: January 8, 2019

Silva Room, Flynn Building, 278 Old Sudbury Road, Sudbury

PRESENT: Janie Dretler, Pat Brown

ABSENT: Bob Haarde

Also present: Town Manager Melissa Rodrigues, Finance Director
Dennis Keohane

The meeting convened at 9:00 am.

The December 4, 2018, minutes were approved.

The Town Manager and Finance Director responded to the Subcommittee's general policy questions:

1) Incorporating other boards' policies by reference is, in general, not necessary. For specific instances (e.g. vaping) the Selectmen may refer to or link to the body in authority.

2) Whether to charge fees is a matter of policy; the amount of the fees is not. The fee schedule should be linked to the policy document as an exhibit (including the date approved and the approving body). This allows the exhibit (fees) to be updated as required without reconsidering the policy as a whole.

3) The town maintains a list of town-owned facilities for insurance purposes, together with the responsible body. For example, the Historical Commission has responsibility for historic buildings. In most cases, the Town Manager is responsible for town buildings. Any public space can be used for collecting signatures; however, public spaces cannot be used for political campaigns or campaign fundraising. Again, fee schedules for the use of public spaces should be maintained as an exhibit which is updated by the responsible party as fees change.

Discussion of Selectmen's Financial Policies:

There were a number of minor questions and comments going through the Draft 3 Selectmen's Financial Policies, which were incorporated into Draft 4. These touched upon the need and difficulties in accumulating capital for facility replacement from user fees, and addressing the unfunded OPEB actuarial liability. In addition, the Town Manager will draft policies for review addressing (1) foreclosure, (2) funding the (general) stabilization fund and (3) the use of certified free cash.

The Subcommittee would like to discuss these policies with the entire Board of Selectmen when there is agenda space—probably in February.

The Subcommittee agreed to schedule its next meeting by e-mail.

The meeting adjourned at 11:55 am.

Supporting Document: Draft Selectmen's Financial Policies.