

Town of Sudbury ~ Finance Committee
Minutes of Meeting
Monday – June 20, 2005, 2005
Lower Town Hall – 7:30pm

Present: Co-Chairs Bob Jacobson & Marty Ragonas, Tracy Billig, Bill Kneeland, Larry Rowe, Sheila Stewart, and Ralph Verni. Also present: Finance Director, Suzanne Petersen, and Robin Porcella, Recording Secretary.

Item 1: Opening Remarks:

The meeting was opened at 7:40pm

Item 2: Approve Minutes:

The committee was asked to review and approve the minutes from the March 21, April 4, 5, 6, 2005 meetings. Tracy Billig recommended adding the last names to the committee members mentioned in Item 2 from the April 9th meeting.

VOTED: On motion to approve the minutes from the March 21, April 4, 5, and 6, 2005 meetings with changes. Motion made by Bill Kneeland and seconded by Sheila Stewart. On vote, motion carries 6 in support, 0 opposed, and 2 absent (DeLuca & Grosberg).

Item 3: Vote on Appointment of Interim Member (Ralph Verni):

Ralph Verni was introduced to the committee as a candidate to fill the vacancy created by John Nikula's resignation. The committee and Mr. Verni discussed various responsibilities of the Finance Committee and Mr. Verni's qualifications. Co-chair Bob Jacobson informed Mr. Verni that the term would run through the end of the April 2006 Town Meeting.

VOTED: On motion to approve the nomination of Ralph Verni as an Interim Member of the Finance Committee. Motion made by Bob Jacobson and seconded by Marty Ragonas. On vote, motion carries 6 in support, 0 opposed, and 2 absent (DeLuca & Grosberg)

Item 4: Reserve Fund and Line Item Transfers:

#05-35: Is a Reserve Fund Transfer requested by the law Department in the amount of the \$38,964, and will be used predominantly for Town Counsel legal expenses relating to the Hop Brook Environmental matter.

#05-36: Is a Reserve Fund Transfer requested by the Law Department & Assessors in the amount of \$10,350.00, and will be used to cover expenses associated with an appellate tax case that came up unexpectedly.

#05-38: Is a Line Item Transfer requested by the Selectmen in the amount of \$10,500. There are funds left in some of the Selectmen's Unclassified accounts, that will be moved into their Unclassified Equipment Line. The funds will be used to replace a copier.

#05-40: Is a Line Item Transfer requested by the DPW Department in the amount of \$6,300. The transfer will move funds from the Landfill Salaries Line to the Landfill Maintenance Line, and will be additional funds to help cover bills received from Ambient regarding the methane issue.

#05-41: Is a Reserve Fund Transfer in the amount of \$10,000 and is requested by the DPW Department. There was a methane problem recently discovered and is requiring additional work by Ambient Engineering. There is a surplus in the salaries line due to reorganization within the DPW Department.

#05-42: Is a transfer request from the Salary Contingency Account from the Fire Department in the amount of \$74,847.61. The funds will be used to cover contract negotiations including 2 years retro increases.

#05-43: Is a Reserve Fund Transfer requested by the Fire Department in the amount of \$13,157. The funds will be used to cover overtime salaries.

#05-44: Is a Cluster Transfer in the amount of \$41,010 and is requested by the Fire Department. \$39,045 will be moved from the Police Salaries Line to the Fire Salaries Line. \$1,965 will be moved from the Police Lt. Salaries Line to the Fire OT Line. The Police Department has surplus funds in their salary/OT lines due to retirements from the force. The Fire Department will use the funds to cover injury pay, extra overtime, and contract settlements.

#05-45: Is a Cluster Transfer in the amount of \$15,685 and is requested by the Park & Recreation Department. The transfer would move the funds from the Library Salaries Line to the Park & Rec. General Expense Line. The funds will be used to repair vandalism at Davis Field and complete a field at the Curtis School.

#05-46: Is a Cluster Transfer in the amount of \$8,000 and is requested by the Building Department. The funds will be moved from the Police Capital Line to the Building Maintenance Line. The funds will be used to install new carpet in the Town Counsel's office, and install a kitchenette at the Flynn Building for the Town Manager's Office.

#05-47: Is an Inter-Cluster Transfer in the amount of \$10,000 and is requested by Technology Department. Per the Municipal Relief Act, the funds will be transferred from the Police Lt. Salaries Line to the Information Systems Software Line. The funds will be used to purchase an Electronic Unified Archiving Solution System. The Town Clerk, Police Dept, and Assessing Office will be the first Departments to get this software.

#05-48: Is a Cluster Transfer in the amount of \$10,000 and is requested by the Treasurer's Office. The funds will be transferred from the Treasurer's Dept Head

Salaries Line to the Information Systems Software Line. The funds will be used to purchase an Electronic Unified Archiving Solution System.

#05-49: Is a Line Item Transfer in the amount of \$19,000, and is requested by the Highway Department. The Funds are to be transferred from the Highway Superintendent Line to the Highway Gasoline Line. As a result of reorganization the Superintendent position was eliminated, which resulted in a surplus in this line. For FY05 gasoline prices and usage has increased.

#05-50: Is a Cluster transfer in the amount of \$37,000, and is requested by the DPW. The Funds will be transferred from the Highway Superintendent Line to Snow & Ice Salary. The funds will be used to offset the Snow & Ice Deficit.

#05-51: Is a Cluster Transfer in the amount of \$36,000, and is requested by the DPW. The funds will be transferred from Engineer Salaries to Snow & Ice Deficit Salaries. Due to a vacancy in the Civil Engineer's position there is a surplus in this line. The funds will be used to offset the Snow & Ice Deficit.

VOTED: On motion to approve the Reserve Fund and Line Item Transfers numbered #05-35 thru #05-54. Motion made by Larry Rowe, and seconded by Marty Ragonas. On vote, motion carries 7 in support, 0 opposed, and 2 absent (DeLuca, Grosberg).

Item 5: Discussion of Liaison Assignments for 2005-06:

Ralph Verni will now be the liaison to the Public Works, replacing John Nikula.

Item 6: Other Business:

The committee needed an official vote on the CPA Liaison. On motion, the committee votes 7 in support, 0 opposed, and 2 absent (DeLuca, Grosberg) for Sheila Stewart to serve as the Liaison.

Tracy Billig stated that the school liaisons had a met with the School Committee. . The School Committee informed them that the Department of Education would be doing a review of Sudbury Public Schools. They requested that the Finance Committee assist them by refraining from involving them in any special projects this year because this study will require additional time and attention. The School Committee will be setting their goals at their Wednesday meeting. The next liaison meeting is scheduled for September. Tracy also informed the Committee that the SPS Business Manager will be working on a model for budget projections for the next 3 to 5 years.

The next scheduled meeting of the Finance Committee is Monday, August 29th. A July 6th meeting has been tentatively scheduled. The committee will only meet if it is necessary to act on a Reserve Fund or Line Item Transfer prior to the close of FY05.

There being no further business, the committee adjourned at 8:30pm