

Town of Sudbury ~ Finance Committee
Minutes of Meeting
Monday – September 18, 2006
Flynn Building (Silva Conference Room) – 7:30pm

Present: Chair Bob Jacobson, Tracy Billig (arrive 7:40pm), Bill Kneeland, Marty Ragonas, Larry Rowe, Sheila Stewart, Chuck Woodard, Ralph Verni, and Debbie Zurka. Also present: Andrea Terkelsen, Finance Director, and Robin Porcella, Recording Secretary.

Opening Remarks:

The meeting was opened at 7:32pm

Item 1: Approve Minutes:

Bob Jacobson asked the committee for any comments/concerns regarding the minutes of the June 19th and August 28th meetings. Ralph Verni asked that his name be added to the present list for the 6/19 meeting, and Marty Ragonas asked for corrections in the 8/28/06 meeting under item 3.

VOTED: Motion to approve the minutes of the June 19, 2006 and August 28, 2006 meetings with the understanding that the recommended changes will be made. Motion made by Ralph Verni and seconded by Marty Ragonas. On vote, motion carries 8 in support, 0 opposed, and 1 absent (Billig).

Item 2: Review, Discuss and revise draft guidelines:

Bob Jacobson provided a draft of the guideline to the members that is suppose to be sent to the cost centers for the upcoming budget hearings. He asked the committee members for their comments/opinions.

Chuck Woodard suggested changing the wording in the first paragraph from “the best interest of the Town’s residents and taxpayers”, and have it just read “in the best interest of the Town”. Ralph Verni stated he liked the wording as is, because it shows that we rewarding the people for working in the best interest of all the town’s residents. Bob Jacobson stated this paragraph was just intended as an opening paragraph to thank everyone for their work and that everyone will need to continue to work together as the new budget season begins.

Marty Ragonas stated the she is unsure whether or not the committee is asking for a non-override budget. Bob Jacobson stated not now, but that it might be in December.

Ralph Verni asked about the possibility of asking each cost center to submit only one budget. Bob Jacobson stated that different options are made available to the cost centers to be nice, and for practical reasons the cost centers would probably never submit just one budget.

Tracy Billig asked if there was any idea what a 3% budget would come in at. She thought it would probably be wise to look at this before the letter is sent out to everyone. Bob Jacobson stated that could be done. It should not be that difficult as long as there are no major changes to the revenue figures and free cash.

Marty Ragonese asked about the possibility of the committee members receiving a spreadsheet showing the effects of the different percentage changes. Bob Jacobson stated he could work on this with Andrea.

Ralph Verni asked if anything in this process will be affected by the project regarding the police station. Bob Jacobson stated not yet. He stated that the operating budget will be competing against the police station. He believes a debt override for the town center renovations will be submitted. Andrea Terkelsen stated how the debt will be discussed at the next Finance Committee meeting.

Marty Ragonese asked if it is known what debt is completed. Andrea stated the library debt is completed, and that 2007 is the highest where it is hitting. Bob Jacobson stated that the high school financing is up within the year, and that 100% of all potential money available was received.

Ralph Verni asked why the information was being asked for by the November 20th meeting date. Bob Jacobson stated that the intention is to get the information sooner, so that the committee members can discuss it at their respective liaison meetings before the budget hearings begin.

Bob Jacobson stated he would revise the letter and email a copy to everyone. He asked that all members email him and let him know if they agree or disagree with the revised letter.

Item 3: Liaison Meeting Updates:

Bob Jacobson stated that the guideline letter should be out by the end of the month, and he is sure there will be some complaints. He recommended that the members work on setting up meetings for next month, so that the letter can be reviewed with the different cost centers.

Bob Jacobson stated the building committee meets next Wednesday to go over the fields. Money has been raised and the contracts have been signed by the appropriate parties. The bid date is currently set for November 1, 2006.

Item 4: New Business:

The committee was provided with a copy of a letter from Superintendent John Brackett addressing his concerns with the changes made to Chapter 70 funding for the FY07 state budget. The letters were addressed to Senators Pam Resor and Susan Fargo, and Representative Susan Pope. Bob Jacobson advised the committee to take a look at the letter when they have a moment.

Line Item Transfers:

#07-01....is in the amount of \$22,000 and is to be transferred from the Fire Uniform line to the Fire Non-accountable Clothing Line. The transfer is requested to comply with the rules of the IRS. The unaccountable portion of the cleaning and clothing allowance had to be taxed through the payroll.

#07-02.....is in the amount of \$13,700 and is to be transferred from the Accounting Dept. Head Line to the Treas/Collector Dept. Head Line. As of 8/21/06 the Finance Director position is now held by the Treasurer/Collector. The amount was originally budgeted within the Accounting Department Head Line.

VOTED: On motion, to approve Line Item Transfer #07-01 in the amount of \$22,000, and Line Item Transfer #07-02 in the amount of \$13,700. Motion made by Ralph Verni and seconded by Marty Ragonas. On vote, motion carries 9 in support, and 0 opposed.

Item 5: Adjourned

There being no further business, the committee adjourned at 8:40pm.