

**Town of Sudbury ~ Finance Committee
Minutes of Meeting
Monday - May 21, 2007
Flynn Building Conference Room – 7:30pm**

PRESENT: Bob Jacobson, Bill Kneeland, Marty Ragonas, Sheila Stewart, Ralph Verni, Chuck Woodard, and Debbie Zurka

Opening Remarks:

The meeting was opened at 7:50pm.

Item 1: Discussion of the role of the Chairperson:

Marty Ragonas read the job description of the FinCom chairperson. A copy of the description had previously been emailed to members of the committee. Marty thought it would be appropriate to keep a copy of the description as a record and post it on the FinCom's website.

Marty discussed the possible tasks that could be delegated out to the members that are listed in bold print within the email. She would hope that some of the members would volunteer for the tasks, so that the chair will not need to delegate the tasks out. Ralph Verni suggested that it should be up to the new chair or vice-chair as to what tasks get delegated out.

Marty Ragonas reminded everyone that the chair position is the so called "figure position" for the committee. This is the person the cost centers/committees go to with their questions/concerns. It is a very time consuming position. Sheila Stewart stated she believes the committee is aware of what the chair position involves. She stated that the person holding the chair position needs to be comfortable in delegating tasks out, that the committee needs to continue to work together. Marty stated that she agrees with Sheila and that she plans on making her self available since there will be a new person in the position.

Item 2: Election of Chair and Vice-Chair through 2008 Town Meeting:

Marty Ragonas stated that Chuck Woodard agreed to take the chair position. She had worked with him in the past, and has seen his leadership skills. For this reason she is nominating Chuck Woodard as chair.

VOTED: On motion, to approve Chuck Woodard as chair of the Finance Committee through the 2008 Town Meeting. Motion made by Marty Ragonas and seconded by Ralph Verni. On vote, motion carries 7 in support and 0 opposed.

VOTED: On motion to approve Marty Ragonas as Vice-Chair of the Finance Committee through the 2008 Town Meeting. Motion made by Sheila Stewart and seconded by Ralph Verni. On vote, motion carries 7 in support and 0 opposed.

Sheila Stewart thanked Bob Jacobson for his time and effort he put into the chair position. Marty Ragonas thanked Bob as well, stating she realizes how time consuming the position is and that he has set the bar high for the future chairs and he has been a good example to the entire committee.

Bob Jacobson thanked the committee for their efforts and stated he would be available to help the committee in any way he can in the future.

Item 3: Set meeting schedule through December 2007:

Bob Jacobson stated the 3rd Monday of every month seems to be working, and would like to leave it as is, unless anyone has any conflicts.

The next scheduled meeting will be held on June 18th, and the Accounting Office is asking that July 9th be set as a tentative date. Town Manager, Maureen Valente, explained the reasons for these two dates. She explained how the dates revolve around the last payroll of the fiscal year and the Close Out A/P warrant.

Bob Jacobson suggested that the committee work on the letter to the cost centers at the July 9th meeting. This meeting should not be very long or difficult.

Maureen Valente asked that the committee take a look at the salary tables in the back of the warrant book. The tables were questioned by citizens this year. It might be possible the committee would like to eliminate or revise the tables. She advised the committee to take a look at them and then get back to the cost centers early as to what the committee might like to see.

Ralph Verni asked about the town meeting vote on the new police station. Maureen Valente stated that they have a special act filed with the state legislature, and that a bill has been assigned. If nothing happens with the bill, then the vote taken at Town Meeting lapses and nothing will happen.

Item 4: Discussion of goals and ideas for upcoming year:

Marty Ragonas discussed the email that was sent to the committee members. This was a synopsis of the various phone calls.

One of the ideas was to have the cost centers meet in one night for the budget hearings. Some of the cost centers do not follow the time restraints, and it would be a lot of information to absorb in one night.

Bob Jacobson discussed the possibility of a Strategic Review Committee being formed. The committee could uncover ideas not looked at before. He stated that the review committee would provide some political shelter, since they would be watching what the cost centers are spending. Maureen Valente stated that they have some studies that have been completed by other towns. Need to remember that Sudbury has a lower commercial base than a lot of towns. She stated the committee would be helpful if it can come up with some good ideas. Marty Ragonis suggested that it not take over 3 months to get the committee up and running. Maureen Valente stated it would depend on who is selected to the committee. If you get people who have never served on a committee before and takes time for them to understand how a municipality works.

Another idea was creating a spreadsheet for a trending analysis. Chuck Woodard stated that there is a ton of information, but you have to look in so many places for it. It would be useful to have it all listed on one spreadsheet.

Item 5: Discussion of any liaison assignment preferences:

Bob Jacobson stated that if everyone was happy with their assignments from last year, no changes would be made. If you would like to make a change to your assignment, email Chuck or Marty as to what change you would like to make.

Item 6: Review and Discussion of applicants for two open positions:

Bob Jacobson had emailed the list of six candidates to the committee members and asked each to contact a respective candidate. Bob created a rating chart that he thought would be helpful. He explained how it would work, and that the two candidates with the lowest two scores would be the candidates selected. He would have the two candidates attend the June 18th meeting and the committee would need to take a formal vote. These would be interim appointments through the next town meeting, and then they would permanently appointed by Myron Fox.

Ralph Verni suggested picking three candidates, in case one of the top two changes their mind. The committee discussed the applications of six potential candidates.

Ralph Verni asked if there is any rule that states a committee member can not speak publicly about certain issues. Bob Jacobson stated that even if a committee member states that they are giving their own personal opinion, some residents take it as if the member is speaking on behalf of the committee. Maureen Valente stated that she can provide the committee with the open meeting laws and the Code of Conduct. She stated she would send the info to Chuck Woodard via email. She would be happy to go over this information when the new members are selected.

James Jacobson, Jaime Gossels, and Miner Cray were chosen respectively as the top three candidates.

Chuck Woodard stated that he would email all of the candidates to inform them of the outcome and to thank them for their interest.

Item 7: Reserve Fund Transfers:

Reserve Fund Transfer #07-21: The committee was supplied with a revised copy of the transfer, changing the amount from \$45,000 to \$25,000. The transfer is being requested by the Town Accountant in the amount of \$25,000, and will be used to cover the deficit in the FICA/ Medicare line. Andrea Terkelsen stated that the committee has approved similar transfers like this in the past. Maureen Valente stated that the Medicare figure will continue to increase as long-term employees are replaced.

VOTED: To approve Reserve Fund Transfer #07-21 in the amount of \$25,000. Motion made by Marty Ragonas and seconded by Ralph Verni. On vote, motion carries 7 in support and 0 opposed.

Salary Contingency Transfer #07-12: is being requested by the Board of Appeals in the amount of \$4,400. Maureen Valente stated that in the FY08 budget a revolving fund had been created to cover the extra salary needed. They will be charging higher fees.

VOTED: To approve Salary Contingency Transfer #07-12 in the amount of \$4,400. Motion made by Ralph Verni and seconded by Debbie Zurka. On vote, motion carries 7 in support and 0 opposed.

Reserve Fund Transfer #07-13: is being requested by the Veteran Agent in the amount of \$2,991.92. Maureen Valente stated the funds will be used to cover unexpected expenses. These items can not be budgeted for, so it is easier to not budget the funds and to just request a reserve fund transfer.

VOTED: To approve Reserve Fund Transfer #07-13 in the amount of \$2,991.92. Motion made by Ralph Verni and seconded by Bill Kneeland. On vote, motion carries 7 in support and 0 opposed.

Reserve Fund Transfer #07-14: This request has been withdrawn

Reserve Fund Transfer #07-17: is being requested by Town Counsel in the amount of \$45,000. The funds will be used to cover the cost of labor relations, litigation matters, and other costs for payments from the Legal Expense appropriation.

VOTED: To approve Reserve Fund Transfer #07-17 in the amount of \$45,000. Motion made by Marty Ragonas and seconded by Ralph Verni. On vote, motion carries 7 in support and 0 opposed.

Item 8: Approve Meeting Minutes:

Bob Jacobson asked if the committee had any comments on any of the meeting minutes. He had previously emailed his changes.

VOTED: To approve the minutes of the January 29, February 5, 15, March 19, April 4, and April 9th meeting. Motion made by Ralph Verni and seconded by Debbie Zurka. On vote, motion carries 7 in support and 0 opposed.

Other Business:

Bob Jacobson stated that the LSRHS Safety Committee has been established. There are approximately 14 members on the committee and they are looking for money. The school committee is recommending that they be allowed to use \$10,000 from the Excess & Deficiency Fund. The school committee wanted the FinCom to be made aware of this.

VOTED: To approve the authorization of the LSRHS Safety Review Committee to expend up to \$10,000 from the Excess & Deficiency Fund. Motion made by Ralph Verni and seconded by Bill Kneeland. On vote, motion carries 7 in support and 0 opposed.

There being no further business, the committee adjourned at 9:50pm