

**Town of Sudbury
Finance Committee
Minutes of Meeting
Monday, June 15, 2015**

The Town of Sudbury's Finance Committee (FinCom) Meeting was held in the Flynn Building and was called to order at 7:30 PM by Chairman Susan Berry.

FinCom Attendance

- Present: Jeff Atwater, Susan Berry, Adrian Davies, Fred Floru, Jose Garcia-Meitin, Bryan Semple, Mark Minassian, Jeff Barker, Joan Carlton
- Absent: none

Documents: 2/5/15 Minutes, 2/12/15 Minutes, 4/27/15 Minutes, 5/5/15 Minutes, Transfers (15-21, 15-22, LIT-23, 15-24)

Item 1: Introduction of New Member

Bryan Semple introduced himself. 18 years resident of Sudbury, 3 kids. Many years involved in town issues, now in a more formal position. Joan suggested that Bryan read the minutes from previous meetings.

Item 2: General Business

Approve Meeting minutes

Minutes from Feb 5th

Small name corrections (Floru)
Motion to approve as amended: Jeff Barker
Second: Adrian Davies
Vote: 8 in favor, Bryan abstains

Minutes from Feb 12th

Adrian indicated that there should be a correction to Chuck Woodard's answer to the discount rates used in the assumptions for the liability calculations. Correction should read that "Chuck indicated that a discount rate of 3.5 % is used in the PAYG calculations."
Motion to approve minutes as amended: Adrian Davies
Second: Jose Garcia-Meitin
Vote: 8 in favor, Bryan abstains.

Minutes from Apr 27th

Jeff Barker wants clarification on attached documents. Things that are in public domain don't have to be attached. Transfers need to be mentioned but not attached.
Motion to approve: Jeff Barker
Second: Adrian Davies
Vote: 8 in favor, Bryan abstains.

Minutes from May 5th

One small correction. Vote to recommend approval of indefinite postponement of Article 41 vote was 5-3.
Motion to approve as amended: Fred Floru

Second: Jose Garcia-Meitin
Vote: 8 in favor, Bryan abstains.

Agenda update with voting info

Transfers and other business

Transfer 1:

Bill Miles asks for the following transfers:

- 1) \$38,575.00 from Fire Overtime to Fire Equipment to purchase a Vision 21 fire alarm receiver. Receiver is also capable to receive the radio waves of the new systems which are radio based. It is recommended to have two of these units, did not have the money before to buy them. They had to shut it down for half hour due to maintenance without a backup.
- 2) \$20,637.66 from Fire Overtime to Fire Equipment to purchase a new phone system for Fire Headquarters to be compatible with new phone system going into the new Police station due to combined dispatch. Adrian: do you see any other investments needed when Police station complete? Miles: we may need to purchase another door and I have the money in the carryover budget.

Savings came from overtime to cover for two personnel out on medical leave. One retired and the other came back to work sooner than anticipated. Remainder from staff member rehired so already trained.

Total transfer requested: \$59,212.66

Motion to approve the transfer of \$59,212.66 from Fire Overtime to Fire equipment: Jose Garcia-Meitin
Second: Joan Carlton
Vote: Unanimous

Transfer 2:

Chief Nix: enhance and make a more robust radio system. North-West quadrant not covered very well, especially when on a portable radio. Since short staffed this year, there is some money not used in the Lt. Salaries line. Provide backup repeater and a receiver to cover the North-West quadrant. Bryan: if we didn't the extra money would this purchase still have had happened? Chief Nix: This has been a problem for a number of years, but given the new Police Station expenditure, Chief did not want to ask the citizens for additional capital money, but this is an opportunity to get the equipment without having to ask the residents for a capital exclusion. Adrian: would this eliminate the problem? Chief Nix: yes. Fred: the radios will go on towers? Yes, the towers belong to AT&T, free of charge for the Town per contract. Jeff Barker: who's the provider? Service provider is CyberComm Inc.

Motion to approve transfer \$83,375.78 from the Lt. Salaries account to the Police equipment account. : Fred Floru
Second: Jeff Barker
Vote: Unanimous

Transfer 3:

Maryanne Bilodeau: Salary for recreation director who became full time last August. This is the second transfer to cover the recreation director's salary that had formerly been paid out of the contracted services account. Susan Berry asked why this was done in pieces and whether this

transfer takes care of this for the year, and Maryanne Bilodeau commented that the transfer should have been done at one time not in pieces but the paperwork was not ready. This is the final transfer that will be needed. Total salary is \$95,000/year. In the reorganization, one employee was eliminated.

Total transfer requested: \$34,019.96

Motion to approve the transfer of \$34,019.96 from the Contracted Services account to the Recreation Director Salary account: Adrian Davies
Second: Joan Carlton
Vote: Unanimous

Transfer 4:

Maryanne Bilodeau: the pool requires several major repairs. Adrian asked if repairs were due to the winter. Maryann said these repairs were to items that are 20+ year old. Money begin transferred is from Pool Prof. Salaries and Pool Receptionist accounts. Joan asked Maryanne if there was no longer a pool receptionist and Maryanne explained the new reorganization that accounts for the savings in these two accounts.

Total transfer requested: \$18,000.00

Motion to approve the transfer of \$18,000 total from Pool Prof Salaries and Pool Receptionists accounts to Pool Expense account: Jeff Atwater
Second: Adrian Davies
Vote: Unanimous

Other business:

Susan checks that we'll have a quorum at the July meeting. Jul 13th meeting: everybody can make it

Preparation for Reflections on FY15

Joan wants to send out a letter to ask all FinCom members about what went well, worked well ; what didn't go well. What should be the focus for next year? Joan will make a summary at the Jul meeting. It's a chance for people to give their thoughts.

Item 3: Selection of Members to serve as Chair and Vice Chair

Susan Berry would like to serve another year. Susan explains to Jeff Atwater and Bryan Semple about her potential conflict of interest. The former moderator didn't find any problem. Susan filed again with the new moderator who also reinforced the fact that there is no problem with her serving on the FinCom. Jeff Barker: are nominations for 1 year? Susan responds yes.

Nominations: Joan Carlton nominates Susan Berry. Fred seconded the nomination. Joan explains that the chair position requires a lot of time. It's Susan's second year on the FinCom. The Chair prepares the write-up for the town warrant. Mark M: I think a second person should be nominated. Mark nominates Fred Floru. Fred Floru refuses.

Vote: Unanimous

Vice-chair: Susan asked Mark M. to serve as vice-chair. Mark declined due to his busy schedule at work. Joan describes that the vice-chair job doesn't require too much time. It's a matter to coordinate with Chair. Occasionally attend meetings with the Chair, review minutes.

Adrian nominated Fred Floru to serve as chair. Jeff Barker seconded the motion. Vote was unanimous.

Item 4: Free Cash Draft Policy

Susan did not get feedback from everybody. Liaisons will have to discuss the Free Cash Free policy with their cost centers. It would be great to have feedback before the fall. Mark and Jeff Barker have some notes from LSRHS. However, LSRHS wanted to add a few things. Liaisons that have notes to provide them to Susan. Bryan asks if giving back to tax payers is in the policy. Bryan: can the Town pay capital expenses from free cash? Bryan: wants to see ways to save rather than spend.

Item 5: Liaison Assignments

Susan: FinCom Chair should be liaison with BOS and Lincoln FinCom. Adrian wants to continue with previous assignments – General Town Government, Public Works/Utilities, and Human Services. Two liaisons to SPS and LSRHS. Due to OML there is a problem having two people as liaisons because they form a sub-committee. Susan suggests to reduce to one person liaison for the school committee. Another solution is to have a shadow person. Susan to look into it. Jose agrees that two people as liaisons is a OML violation. Jeff Barker to continue with LSRHS. Mark M to be SPS liaison. Jose continues with CIAC. Joan continues to be liaison for LSRHS Tech Committee and Strategic Financial Planning Committee. Bill Kneeland (former FinCom member) will continue to be liaison with Vocational Education Options Committee. Fred Floru will be the liaison to CPC. Jeff Atwater liaison to Public Safety and Culture and Recreation. Bryan: liaison to RVTHS and Fairbanks Community Center Study Task Force. No liaisons for Rt 20 Sewer Steering Committee because it's in a quiet moment.

Motion to accept the Liaison assignments as discussed: Jeff Barker

Second: Jose Garcia-Meitin

Vote: Unanimously

Item 6: Budget Strategies Task Force

Susan brought committee up-to-date on where things stand on forming a Budget Strategies Task Force. Based on FinCom's agreement that we should try to pull this group together, Susan sent an e-mail to the 3 cost centers to see if they're interested in meeting, assign 2 or 3 members to the committee, and which date works for them. She had a response from LSRHS that they had selected two members. Invited to SPS meeting to talk about the Task Force and at that meeting they selected two members. BOS talked about Task Force at their June 9th and were onboard and they've designated Chuck Woodard and Bob Haarde as members. However, BOS has to create the committee. FinCom to choose two people to recommend to the BOS for this Task Force. The whole idea behind this task force is to share of information about budget pressures and anticipated unusual expenses or cost savings, through the exploring of possibilities for cost sharing among and across cost centers, through eliciting proposals for improving the budget hearing and pre-budget hearing process, and through discussion of other procedures that might result in an improved budgeting process for the Town of Sudbury. Susan explained the budget pressures in the FY16. In FY16 all cost centers had unusual costs. Knowing it much earlier in the budgeting cycle would have been much better. FY17 will be difficult and cost sharing is important. Mark M discussed the BSTF mission statement and

whether it should include changing the allocation of the budget among the three cost centers. Joan doesn't think it should be in the mission statement. Bryan: why not let the residents vote the allocation at town meeting? Susan and Chuck Woodard discuss the override and non-override options. Dan DePompei says that in other communities he has lived the tax went up and down; in Sudbury taxes only go up. He had concerns about the SPED which takes a lot of fund resources. Dan DePompei says that what the committee is doing is exactly what we should be doing to coordinate the costs over the 3 cost centers. Bryan: all the BSTF discussions will be coming back to FinCom? Susan: yes, absolutely. Joan: these meetings will help with the guidance letter.

Motion for the Finance Committee to recommend Susan Berry and Fred Floru as the Finance Committee representatives: Joan Carlton
Second: Jose Garcia-Meitin
Approved

Item 7: Public Comments

John Baranowsky: discusses the Mar 6th meeting details which may answer all Bryan's questions. Speaks in favor of the proposed Budget Strategies Task Force.

Dan Carty: 16 year resident. Dan talked about the "chatter" around the Task Force (most likely referring to Facebook discussions). Although he approves the committee, his issue is with the procedure. The Task Force will be voted on at a meeting in early morning, rushed. He wants it to be discussed at a regular meeting for all members to participate as well as to be more public.

Item 8. Adjourn

Susan Berry asked for a motion to adjourn.
Motion: Jeff Atwater
Second: Adrian Davies
Vote: Unanimous

The meeting adjourned at 9:40 PM.