

**Sudbury Finance Committee
Meeting Minutes
June 6, 2016**

ATTENDENCE

Finance Committee Members Present: Susan Berry, Chair, Joan Carlton, Vice Chair, Jeff Barker, Adrian Davies, Tammie Dufault, Fred Floru, Jose Garcia-Meitin

Also Present:

Dennis Keohane, Finance Director/Treasurer Collector, Susan Iuliano, Vice Chair, Sudbury Board of Selectmen, Chuck Woodard, Sudbury Board of Selectmen, Jim Kelly, Combined Facilities Director, Chris Morely, Planning Board, Dan Carty, Planning Board, Jody Kablack Director of Planning and Community Development

Absent: Jeff Atwater, Bryan Semple

CONVENE:

The meeting was called to order at 7:34 p.m., by Chairman Susan Berry in the Flynn Building, 278 Old Sudbury Road, Sudbury, MA 01776

ITEM 1: General Business

Approve Meeting Minutes

Motion and Vote

Jeff Barker moved and Fred Floru seconded the motion to approve the minutes of the March 7, 2016 meeting as submitted.

The motion carried. The vote was 5 yes, 2 abstentions.

Motion and Vote

Jeff Barker moved and Joan Carlton seconded the motion to approve the minutes of the March 14, 2016 meeting as submitted.

The motion carried. The vote was 6 yes, 1 abstention.

Motion and Vote

Adrian Davies moved and Joan Carlton seconded the motion to approve the minutes of the March 21, 2016 meeting as submitted.

The motion carried. The vote was 5 yes, 2 abstentions.

Transfers

Dennis Keohane presented a request for two Reserve Fund Transfers. Mr. Keohane stated that the first one is for \$13,565

requested by the Town Clerk to cover the cost of the Special Town Election.

Motion and Vote

Tammie Dufault moved and Jeff Barker seconded the motion to approve the Reserve Fund Transfer in the amount of \$13,565; \$6,665.00 to Account 0111611/511811 Election Workers and \$6,900.00 to Account 0111612/522750 for Election Expenses as submitted.

The motion carried. The vote was unanimous.

Mr. Keohane presented the second Reserve Fund Transfer in the amount of \$50,000.00 for additional design cost relating to the Fairbank Community Center.

Jim Kelly presented additional information on this request. Mr. Kelly stated that this request is to transfer \$50,000 for the purpose of obtaining more information on design for the Fairbank Community Center with the goal of producing design development documents and a construction cost estimate for a renovated and/or new building. Discussion followed. Mr. Kelly pointed out that there is a great deal of floor space in the new plans. He noted that it would be helpful for the residents of Sudbury to see the actual floor plans in order to better understand the amount of space available for programs, and in some cases, new programs that would be available to residents. A lengthy discussion followed.

Motion and Vote

Fred Floru moved and Jeff Barker seconded the motion to approve the Reserve Fund Transfer in the amount of \$50,000 to Account ATM 13/17 Prior Year Fairbank Account #0111586/560046 as submitted.

The motion carried. The vote was unanimous.

Other Business

Chairman Berry asked if there were any additional questions about the Liaison Assignments. There were no additional questions or concerns.

Chairman Berry spoke briefly about the Town Manager's plan to develop a master calendar that will include all the Finance Committee budget meetings. Chairman Berry stated that this calendar would be available to Finance Committee members in draft form after the Special Town Meeting. At that time Finance Committee members would have an opportunity to update the calendar with specific meeting dates.

Chairman Berry stated that she would like to schedule a meeting in August in an effort to start preliminary budget discussions.

Chairman Berry asked if members would be available for an August meeting. After a brief discussion the Committee decided to table this discussion for their July meeting.

Chairman Berry noted that the Board of Selectmen is scheduled to meet on Tuesday, June 7th to discuss the Development Agreement. Chairman Berry stated that this meeting would be broadcast live. She encouraged Finance Committee members to either attend the meeting or watch it on TV. Chairman Berry stated that if the Board of Selectmen votes in favor of the Development Agreement the Finance Committee would receive a copy of the voted agreement.

ITEM 2: Hear, Discuss and Possibly Vote on STM Articles 1, 2, 3, 5 & 6

Chairman Berry asked if members had additional questions or comments on **Article 1 - Amend Article IX, the Zoning Bylaw, Section 4700, Mixed-Use Overlay District**. Chairman Berry stated that the Finance Committee's consideration of this Article is on the fiscal impact that the overlay district would have on the taxpayers of Sudbury. A brief discussion followed.

Motion and Vote:

Joan Carlton moved and Jeff Barker seconded the motion to recommend approval of Article 1 - Amend Article IX, the Zoning Bylaw, Section 4700, Mixed-Use Overlay District for the Special Town Meeting on June 13, 2016. The motion carried. The vote was unanimous.

Chairman Berry stated that additional information was requested for **Article 2 - Master Development Plan Approval**. Chairman Berry welcomed Chris Morely, Dan Carty, and Jody Kablack and invited them to present additional information on Article 2. Ms. Kablack stated that questions from the Finance Committee were related to the assessments in the fiscal impact analysis. Ms. Koblack stated that she worked with Cynthia Gary, the Town Assessor, who confirmed that everything that was in the Development Agreement was within the realm of all possibilities. A comparison of what other town overlay districts look like was reviewed as well. All were appropriately comparable to what Article 2 is proposing. Ms. Koblack stated that the only thing she changed was related to school cost. Ms. Koblack explained the formula she used, based on the financial impact analysis from the consultants, to create a best case/worst case scenario for the Finance Committee's consideration. Ms. Koblack stated that, based on her formula, the best-case scenario would be \$591,000 in additional revenue for the town. Ms. Koblack outlined tangible and monetary benefits including additional senior housing. Ms. Koblack pointed out that every development under this by-law must

negotiate an agreement with the Board of Selectmen, which is a one-time monetary payment. A lengthy discussion followed on per pupil costs.

Motion and Vote:

Jeff Barker moved and Adrian Davies seconded the motion to recommend approval of Article 2 - Master Development Plan Approval for the Special Town Meeting on June 13, 2016 contingent on the Finance Committee's review of the Development Agreement.

The motion carried. The vote was 6 yes and 1 abstention.

Chairman Berry led the discussion on **Article 3 - Acquisition Of Land, Grants of Easements - Boston Post Road, Fire Station No. 2.** Chairman Berry pointed out that the wording of the article does not specify that the acquisition of the land would be a gift. A brief discussion followed. The Finance Committee decided to table this item until they have had an opportunity to review the Development Agreement.

Chairman Berry led the discussion on **Article 5 - Fairbank Community Center Complex: Designer Services.** Chairman Berry stated that this article would undoubtedly be indefinitely postponed based on the previous approval to transfer funds from the reserve account for designer services.

Motion and Vote

Tammie Dufault moved and Fred Floru seconded the motion to recommend approval of indefinite postponement of Article 5 - Fairbank Community Center Complex: Designer Services.
The motion carried. The vote was unanimous.

Mr. Keohane stated that **Article 6 - FY16 Budget Adjustments** was put in as a placeholder in case any issues arise. Mr. Keohane noted that there are no issues. He recommended indefinite postponement of this article.

Motion and Vote

Tammie Dufault moved and Jose Garcia-Meitin seconded the motion to recommend approval of indefinite postponement of Article 6- FY16 Budget Adjustments.
The motion carried. The vote was unanimous.

ITEM 3: Finance Committee Feedback on FY16

Past Vice Chairman Floru led the discussion on this item. Mr. Floru stated that he received a tremendous amount of feedback from all ten members. Mr. Floru described the type of questions he presented to members. He explained that members were given an opportunity to express what they wanted to talk about from their

own points of view. Mr. Floru summarized common themes, negative or positive, in the following categories: deliberations on capital items, timely receipt of information, control over expenditures, the emphasis placed on important projects, number of meetings, and communications. Mr. Floru described feedback received on the Budget Reconciliation Spreadsheet, joint meetings and the role of the Budget Strategies Task Force (BSTF). Mr. Floru also shared positive feedback regarding the role of the Chairman of the Finance Committee.

ITEM 4: Review FY16 Goals and Discuss FY17 Goals/Actions

Chairman Berry led the discussion on this item. Chairman Berry stated that the committee should review and discuss the FY16 Goals but table the discussion on the FY17 Goals pending a more formal analysis on member feedback from Mr. Floru.

Chairman Berry spoke briefly about the FY16 Goals for budget guidance, the Public Hearing process, the Finance Committee Worksheet and questions for the Cost Centers. Chairman Berry stated that based on feedback from Mr. Floru the Finance Committee may need to make some changes to these goals.

Chairman Berry stated that in terms of long-term financial planning, the Finance Committee was successful in developing a Free Cash Policy that was submitted to the Board of Selectmen.

Chairman Berry stated that the Finance Committee's goal to review the impact of implementation of OPEB recommendations would need more review and discussion as well as the capital project schedule and its impact on the taxpayers.

Chairman Berry stated that in terms of communication documents such as the agendas and approved meeting minutes this has gotten better, but need some improvements. Chairman Berry stated that Frequently Asked Questions to be posted on the Finance Committee website has not been fully addressed.

Chairman Berry stated that as members begin discussing the FY17 Goals, consideration should be given to which of the FY16 Goals the Committee would like to continue to work on. Discussion followed. There was a general consensus among members to table the discussion on the FY17 Goals pending a more thorough reflection of member feedback. A discussion then followed on forming a structured process to evaluate member feedback on FY16. Mr. Barker stated that in order to make this work there will need to be some alignment on how that data is presented. Mr. Barker volunteered to put this structure together. Mr. Davies stated that it would be interesting to see what solutions members have for items that are not working well.

ITEM 5: Finance Committee Operating Procedures

Chairman Berry stated that discussion on this item would be postponed to a future meeting. Chairman Berry added that the Town Manager would include her recommendations for this item. Chairman Berry would then distribute the Operating Procedures to the committee for its consideration.

ITEM 6: Public Comments

Chuck Woodard asked if the Finance Committee webpage has a primer on the budget. He stated that it would be helpful to have a two-page document that explains, in laymen's terms, what the budget is, and the budget process. Mr. Woodard stated that the document could include links to specific Finance Committee Warrant Articles. Mr. Woodard stated it would be useful for residents to be able to pick up some basic concepts. He added that it is so important to have informed voters.

ITEM 7: Adjournment**Motion and Vote:**

Tammie Dufault moved and Fred Barker seconded the motion that the June 6, 2016 Finance Committee meeting adjourn at 9:55 p.m.

The motion carried. The vote was unanimous.

Respectfully Submitted: Cheryl Gosmon, Recording Secretary