

**Sudbury Finance Committee  
Meeting Minutes  
October 13, 2016**

**ATTENDENCE**

**Finance Committee Members Present:** Susan Berry, Chair, Joan Carlton, Vice Chair, Jeff Atwater, Jeff Barker (Arrived at approximately 7:50 p.m.), Adrian Davies, Tammie Dufault (Arrived at approximately 7:39 p.m.), Fred Floru, Jose Garcia-Meitin, Bryan Semple

**Also Present:** Dennis Keohane, Finance Director/Treasurer Collector, Chuck Woodard, Board of Selectmen, Mark Howrey, Chairman of the Capital Improvement Advisory Committee (CIAC)

**CONVENE:**

The meeting was called to order at 7:36 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**

Jose Garcia-Meitin moved and Bryan Semple seconded the motion to approve the minutes of the August 15, 2016, meeting as amended.

**The motion carried. The vote was 5 yes, 1 abstention.**

- **Capital Funding Committee Representation**

Chairman Berry stated that the Strategic Financial Planning Committee for Capital Funding meets in the mornings only and that Finance Committee representative to this committee, Adrian Davies, is not able to attend the morning meetings. A brief discussion ensued on a substitute for Mr. Davies. The Capital Funding Committee has two remaining meetings: November 3 and December 8.

**Motion and Vote**

Joan Carlton moved and Adrian Davies seconded the motion to recommend to the Board of Selectmen that Susan Berry replace Adrian Davies as the Finance Committee representative to the Strategic Financial Planning Committee for Capital Funding Committee.

**The motion carried. The vote was unanimous.**

- **Transfers**

There were no transfers to approve.

- **Other Business**

Chairman Berry stated that the Finance Committee is scheduled to meet on Monday, October 17, 2016, at 6:00 pm prior to the Special Town Meeting at Lincoln-Sudbury Regional High School in conference room B.

**ITEM 2: Public Comment**

There were no comments.

**ITEM 3: STM Warrant Articles Discussion and Possible Vote**

Chairman Berry stated that the following three Warrant Articles represent safety issues. Chairman Berry stated that certified Free Cash is a little over \$3 million. Chairman Berry stated that the Committee has notes from Jose Garcia-Meitin of October 5 relative to the CIAC vote on the following Warrant Articles. Chairman Berry noted that members of the CIAC are present at this meeting for questions.

It was the consensus of the Finance Committee, after a lengthy discussion on whether or not the Committee was comfortable with using Free Cash to fund the following Warrant Articles, to move forward with the use of Free Cash for this purpose.

Mark Howrey, Chairman of the CIAC joined the conversation and offered clarification as needed for each article.

- **Article 2: DPW Rolling Stock Replacement**

**Motion and Vote**

Jeff Barker moved and Fred Floru seconded the motion to recommend approval of Article 2. DPW Rolling Stock Replacement.

**The motion carried. The vote was unanimous.**

- **Article 3: Town and School Security and Access Control**

**Motion and Vote**

Bryan Semple moved and Tammie Dufault seconded the motion to recommend approval of Article 3. Town and School Security and Access Control.

**The motion carried. The vote was unanimous.**

- **Article 4: Security System Upgrade (CCTV System) - Lincoln-Sudbury Regional High School (LSRHS)**

**Motion and Vote**

Bryan Semple moved and Tammie Dufault seconded the motion to recommend approval of Article 4. Security System Upgrade

(CCTV System) - Lincoln-Sudbury Regional High School  
(LSRHS)

**The motion carried. The vote was unanimous.**

• **Artificial 5: Turf Field Replacement - LSRHS**

Chairman Berry stated that the funding for this Warrant Article would come from the LS E&D, LS students User Fees, and money from the LS Boosters. The Committee deliberated the merits of this Warrant Article that led to a lengthy discussion on what fees are being collected for both LSRH and Park and Recreation. Chairman Berry will contact the Town Manager, LSRH School Committee and Park and Recreation for more information regarding their agreements on the field usage and user fees.

**Motion and Vote**

Tammie Dufault moved and Jose Garcia-Meitin seconded the motion to recommend approval of Article 5. Turf Field Replacement.

**The motion carried. The vote was 7, yes, and 1, no.**

**ITEM 4: Continued Discussion of Modifications to Budget Guidance Letter**

Chairman Berry discussed changes to the Budget Guidance Letter with the Finance Committee. Chairman Berry noted that there are no recommended changes to the Budget Reconciliation Sheet. Chairman Berry stated that one of the major changes to the Budget Guidance Letter involve updating and including changes to Exhibit II: Questions and information to discuss prior to the formal budget submission. Chairman Berry stated that budget growth has a potential of 2.75% and Table 1 would be changed to reflect this new information. Chairman Berry described the LS Assessment and cost to Sudbury. A brief discussion followed on the cost allocation of the LS Assessment Agreement. Chairman Berry pointed out that she received benefit information on Town from Dennis Keohane who broke out the information by COLAs, Steps and Lanes for union and non- union employees. Chairman Berry referred to the consolidated budget reconciliation spreadsheet and reviewed changes with the Committee.

Chairman Berry stated that she would like ask the Cost Centers to give the Finance Committee the following items: actual costs for FY14, FY15 and FY16 and estimates for FY17 of out-of-district tuition and transportation costs, and how much was used from the circuit breaker monies as well as circuit breaker amounts that have been carried over. Chairman Berry suggested that the FinCom Spreadsheet be officially named the Multiyear Data Comparison Spreadsheet.

Chairman Berry stated that if the budget numbers from the Cost

Centers are higher than revenue estimates, the Cost Centers should provide information about how they would reach the recommended guidance amount. The Finance Committee engaged in a lengthy deliberation on benefits, salaries, steps and lanes as well as the percentage amount to get to a non-override budget. It was the consensus of the Finance Committee to recommend a 2% guideline to the Cost Centers as guidance for a non-override budget.

**ITEM 5: Liaison Reports**

There were no reports.

**ITEM 6: Suggested Future Agenda Items**

- **Report from Sudbury Housing Trust on Maynard Road Development**

Chairman Berry stated that she has been in touch with Sudbury Housing Trust. She stated that they are making some progress and are still meeting in Executive Session. Chairman Berry also stated that posting on the Sudbury Housing Trust website are the up to date audited financials.

- **Development Agreement Mitigation Payments**
- **Chapter 70 Funding**
- **Other**

**ITEM 7: Public Comments**

There were no comments.

**Item 12: Adjourn****Motion and Vote:**

Fred Floru moved and Tammie Dufault seconded the motion that the October 13, 2016 Finance Committee meeting adjourns at 10:45 p.m.

The motion carried. The vote was unanimous.

Next scheduled meeting is Monday, October 17 at 6:00 pm, in Conference Room B of the Lincoln-Sudbury Regional High School.

*Respectfully Submitted: Cheryl Gosmon, Recording Secretary*