

**Sudbury Finance Committee
Meeting Minutes
November 17, 2016**

ATTENDENCE

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

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

Absent: Jeff Atwater, Tammie Dufault

CONVENE:

The meeting was called to order at 7:33 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 September 26, 2016, meeting as amended.

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

- **FinCom Email List**

Chairman Berry stated that she would like to include any committee liaisons that make a request to be placed on the Finance Committee email list. Chairman Berry noted that if members did not want their cell phone numbers listed she would honor their request.

- **Transfers**

There were no transfers to approve.

ITEM 2: Public Comment

There were no comments.

ITEM 3a: CIAC Feedback to FinCom Request

Chairman Berry introduced this item and welcomed Mark Howrey, Chairman of the Capital Improvement Advisory Committee (CIAC). Mr. Howrey expressed appreciation to the

Finance Committee for their feedback on the capital process. He provided insight into the CIAC's recommendation of capital items. He explained how the CIAC sets its recommendations for each request, which includes a narrative describing how the CIAC weighs facts from Form A. Mr. Howrey stated that the CIAC will enhance information to include, service, repair and operating cost. In addition, the CIAC will guide cost centers on how to quantify requests as well as how to do a return on investment analysis. Mr. Howrey stated that it is the goal of the CIAC to give the Finance Committee as much information ahead of time in an effort to better help the Finance Committee with its deliberation of capital projects. A brief discussion followed. Chairman Berry stated that she is going to invite Mr. Howrey to come back and talk with the Finance Committee about the five-year plan and capital expenses.

ITEM 3b: FY18 Budget Planning

- **Budget Hearing Schedule**

Chairman Berry provided a brief update on the Budget Strategies Task Force meeting she attended on Thursday, November 10. The conversation veered to a brief discussion on a time frame for placing a recommendation for an operating override, if one is recommended, on the election ballot. Chairman Berry then went on to present the following Budget Hearing Schedule:

January 9: Budget Hearing, Lincoln-Sudbury Regional High School (LSRHS) and Sudbury Public Schools (SPS). The two schools will present their non-override budgets.

January 12: Budget Hearing, Town departments, Town Manager's Operating Capital Budget, and regional vocational education budget will be presented.

Questions from members on vocation education came up. Chairman Berry reminded members that the Town Manager would present more information on this at the Town Manager's budget presentation.

January 17: Finance Committee meeting. Start budget deliberations and prepare for the joint meeting with the BSTF on January 19.

Chairman Berry noted that the week of January 23, all three Cost Centers would be meeting. These are open meetings.

January 19: Joint Finance Committee and BSTF meeting.

January 30: Finance Committee meeting to receive feedback from the Cost Centers on any proposals made at joint meeting on the 19th.

February 3: Updates on to the Finance Committee from the Cost Centers on the Budget Reconciliation Spreadsheets and the Multiyear Comparison Worksheet.

February 6: Finance Committee meeting

February 13: Budget Hearing, with all three Cost Centers.

February 14 or 15: Finance Committee meeting to prepare for second joint Finance Committee and BSTF meeting, if needed.

February 27: Finance Committee meeting to vote on the budget.

February 28: Finance Committee report budget recommendation(s) to the Board of Selectmen.

March 6: Joint meeting of the Finance Committee and the Board of Selectmen to hear capital recommendations from the CIAC and the departments, which have submitted capital articles.

March 13: Finance Committee meeting to vote on Warrant Articles.

March 21: Board of Selectmen vote on the ballot language for a May 9 special election, if one is called.

A brief discussion followed on the calendar and the override process. Chairman Berry will send out a copy of the Budget Hearing Schedule to the Finance Committee, BSTF and Committee Chairs.

- **Liaison Meetings**

Chairman Berry stated that the Finance Committee Liaisons would meet with their respective Cost Center to go over questions and information in Exhibit Two of the Budget Guidance Letter. Chairman Berry stated that she would like to have this information, in electronic form, by December 5. Chairman will distribute the information in time for the Finance Committee meeting on December 12. Chairman Berry stated that the Finance Committee Liaisons would present their findings on December 12. This meeting will be held at the Police Station and start at 7pm. A brief discussion followed.

- **Town Manager's Capital Budget**

Chairman Berry referred to the Town Manager's FY18 Operating Capital Budget. A brief review of this budget ensued. Chairman Berry noted that the Town Manager's FY18 Operating Capital Budget is a little over \$400K. She stated that if members have any additional questions or comments it can be discussed at the December meeting.

- **FY10-FY18 Contracts**

Chairman Berry stated in response to a request that the Finance Committee get information on FY10-FY18 cost and

benefits that she is pulling together COLA, Step and Lanes, and links to contracts. Chairman Berry stated that once she has put the information together she would send it to the Cost Centers for their review and then to the Finance Committee.

ITEM 4: Development Agreement Mitigation Payments

Chairman Berry invited Chuck Woodard to present the details of the Development Agreement between the Town of Sudbury and BPR Sudbury Development, LLC.

Selectmen Woodard recapped the history in which the town negotiated a Development Agreement, which included mitigation payments to offset cost to the town associated with the development of the Raytheon property. Selectmen Woodard outlined payments and what they are designed for. The payments add up to a total of \$2,495,000. Mr. Woodard stated that School Superintendents and the Town Manager would discuss appropriation of funds and submit recommendations to the Board of Selectmen for approval. Mr. Woodard stated that most of the funding could be used to address the Town's significant capital needs, but it is not yet known if funding could be used in FY18. A lengthy discussion followed.

Mr. Keohane stated that \$200,000 has been received. This is earmarked for the Fire Station Design, and sidewalks.

ITEM 5: User Fees and Field Maintenance/Replacement

The Finance Committee engaged in a lengthy discussion on this item. Chairman Berry stated that the best course of action would be to gather all the facts relative to this matter. She added that the Finance Committee would then determine what the financial impact for maintaining and or replacing fields would have on the operating budget and what percentage of that would be passed on to the user groups. Chairman Berry noted that this item is not a priority at this time. The Committee could do more research on this after the Annual Town Meeting. Jeff Barker stated that he would be willing to help.

ITEM 6: Financial Forecasting

Chairman Berry led the discussion on financial forecasting. She spoke about what other towns are doing and made suggestions on items that could start the conversation in this regard for Sudbury. Chairman Berry stated that information from the Cost Centers on their three-year plan should be informational only. The dollar amounts could come later. A general discussion followed.

ITEM 7: Liaison Reports

Ms. Carlton reported on discussions and action items from the Strategic Financial Planning Committee for Capital Funding.

Chairman Berry stated that SPS and LSRHS are holding their budget hearings next month. She would like one of the Finance Committee Liaisons to attend the meetings.

ITEM 8: Suggested Future Agenda Items

- **Report from Sudbury Housing Trust on Maynard Road Development**
- **Chapter 70 Funding**
- **Whether the Finance Committee should give some guidance to the Fairbank Task Forces and if so what.**
- **Other**

ITEM 9: Public Comments

There were no comments.

Item 10: Adjourn**Motion and Vote:**

Jeff Barker moved and Fred Floru seconded the motion that the November 17, 2016 Finance Committee meeting adjourn at 10:00 p.m.

The motion carried. The vote was unanimous.

Next scheduled meeting is Monday, December 12 at 7:30 pm, at the Sudbury Police Station.

Respectfully Submitted: Cheryl Gosmon, Recording Secretary