



**Budget Review Task Force**  
**TOWN OF SUDBURY**  
**(Voted to establish June 19, 2007 by the Sudbury Board of Selectmen)**

**Mission Statement**

It is the intention of the Selectmen in creating this **Budget Review Task Force** to provide a mechanism for members of the Finance Committee, working with interested residents, to study the Town's recurring budgetary deficit situation and determine if there are ways, both in the short term and over the long term, to enhance revenues or reduce expenses beyond what the Town is already doing.

The creation of this task force is not to be interpreted that the Board of Selectmen believe any of the Town's major cost centers – Town government, Sudbury Public School and the Lincoln-Sudbury Regional High School – are fiscally or operationally mismanaged or spending . On the contrary, the Selectmen believe that all three cost centers have been creative in finding ways to manage within difficult financial times. Nor is it the mission of the Task Force to recommend reductions in town and school service levels as currently provided, but rather examine if there are steps that can be taken to reduce the cost, or the rate of increase in the cost, or providing the current level of services.

However the budgetary fiscal deficit facing Sudbury and communities of our similar demographic profile is of two parts. On the expense side we face the reality of collective bargaining and mandated services by our State and federal government and on the revenue side, we face few revenue options besides the property tax, and even that falls primarily on the residential sector as we have very little commercial sector to share that burden. This Task Force is being charged with studying both the revenue and expense side of the structural deficit to see what steps the Town can take to better manage this situation.

**Responsibilities and Tasks**

In preparing the report, the **Budget Review Task Force** shall be responsible for all of the tasks listed below, and any other related tasks that might later be added by the Board of Selectmen or the Finance Committee

1. Review, understand, document and evaluate the revenue options currently available to the Town, including the laws and guidelines related to them.
2. Review, understand, document and evaluate the factors that are critical in driving the school and town spending levels.
3. Determine if there are up to five promising areas of revenue generation and expense reduction/avoidance that can be investigated further, based on their potential to produce significant fiscal impacts.
4. Develop a preliminary report for the Board of Selectmen and Finance Committee to consider for further action steps.
5. Conduct any other further research and information gathering that the Board of Selectmen or Finance Committee may deem necessary based on the preliminary report.
6. Develop a final report with an executive summary and recommendations.
7. After the presentation and acceptance of the final report by the Selectmen and Finance Committee, this committee shall dissolve without further action of the Board of Selectmen.

**Membership and Officers**

The **Budget Review Task Force** shall have up to thirteen voting members, all to be appointed by the Board of Selectmen. All appointments shall be for a term not to exceed two years from date of appointment. Composition shall be as follows: Four members of the Finance Committee; One member of the Sudbury Public School Committee (or their designee); One member of the Lincoln-Sudbury Regional School Committee (or their designee – the member shall be a resident of Sudbury); and up to seven at large members. The Committee will meet regularly, and elect a chair and a clerk. The members from the Finance Committee will call and conduct the meetings.

#### **Staffing Assistance**

The Finance Director/Treasurer-Collector of the Town of Sudbury will be available on an occasional basis as time permits and the Town Manager approves to assist this committee and it is hoped that the SPS Director of Business and Finance and the LS Director of Finance & Operations will also assist as needed. No Town financial resources are currently available to support the work of the committee.

#### **Compliance with State and Local Laws and Town Policies**

The **Budget Review Task Force** is responsible for conducting its activities in a manner which is in compliance with all relevant state and local laws and regulations including but not limited to the Open Meeting Law, Public Records Law, and Conflict of Interest Law, as well as all Town policies which affect committee membership. In particular, all appointments are subject to the following:

- **The Code of Conduct for Selectmen Appointed Committee.** A resident or employee who accepts appointment to a Town committee by the Board of Selectmen agrees that he/she will follow this code of conduct.
- **The Town's Email Communication for Committee Members Policy.** Anyone appointed to serve on a Town committee by the Board of Selectmen agrees that he/she will use email communication in strict compliance with the Town of Sudbury's email policy, and further understands that any use of email communication outside of this policy can be considered grounds for removal from the committee by the Selectmen.
- **Use of the Town's Web site.** The committee will keep minutes of all meetings and post them on the Town's web site. The committee will post notice of meetings on the Town's website as well as at the Town Clerk's Office.