

Sunderland Finance Committee

Minutes for January 6, 2009

Call to order: 635pm

Members present: M. Zeoli, N. Maglione, F. Mozea, B. Gordon, G. Tripp, E. Veal & S. Randall

Others Present: M. Nartowicz, S. Bergeron;

Absent: None

Legend: **SFC** = Sunderland Finance Committee; **SBS** = Sunderland Board of Selectman

Review: Minutes of 12/13 meeting – Approved 5-0-1.

NEW BUSINESS

⊗ Vote Transfer from Reserve Fund

- Board of Health for wages and Expense – transfer to cover salaries not being covered by the loss of fees. Revolving Fund is down ~\$10K because of loss of fees. \$9176.83 is transferred by vote of 7-0.

⊗ School finance Advisory Board

- Frontier Regional budget subcommittee - Elvery attended Tuesday morning Jan 6th at 630am.
 - Book will be out next Wednesday Jan 14th; Operating up 1.29% w/transportation ~1.7%; 27.97% is Sunderland's share (last year was ~22%); 106 incoming in school choice and 23 outgoing; March 10th is a public meeting
- Budget for FY10 - Reviewed Revenues – estimated a 10% decrease.

⊗ Override for FY10

- Current proposed Override amount
 - TOTAL \$948,774 (down from \$1,084,699)
 - Operating Budget \$368,774 (down from \$404,699 due to budget adjustments)
 - Capital Plan \$150,000 (Adjusted down \$100,000 – subject to discussion)
 - Free Cash \$150,000 (that cannot be used as has been done in the past)
 - Restore Stabilization \$100,000 (that was used at the STM in September) from free cash.
 - Reduction in Revenues from state \$180,000 (represents 10% reduction)
 - Reduction in revenues from Town?
 - With budget at \$7,547,112 and estimated revenues at \$6,921,723 – we are \$625,389 off.
 - We are looking at a Potential 2 ½ override of \$800K.
- Review latest draft of pamphlet
- When to meet with Selectboard?

OTHER BUSINESS

Following Meeting Dates:

- 01/20/09 @ 6:30pm - Finance Committee at Town Offices

Adjournment: 754pm

Submitted by: Sean Randall, Clerk

APPROVED
1/20/09
5-0

Sunderland Finance Committee

Minutes for January 20, 2009

Call to order: 635pm

Members present: M. Zeoli, N. Maglione, F. Mozea, G. Tripp, E. Veal & S. Randall

Others Present: M. Nartowicz, S. Bergeron;

Absent: B. Gordon

Legend: **SFC** = Sunderland Finance Committee; **SBS** = Sunderland Board of Selectman

Review: Minutes of 01/06 meeting – Approved 5-0.

NEW BUSINESS

- ⊗ School finance Advisory Board
- ⊗ Budget for FY10
 - Review Revenues – no update yet from state.
 - Frontier Budget – our percentage went up and we don't have final Sunderland portion.
 - Capital Request from Elementary School – we are not sure what this is. Maybe communication and phone upgrades.
- ⊗ Override for FY10
 - Current proposed Override amount
 - TOTAL 948,774 (down from 1,084,699)
 - Operating Budget 368,774
 - Capital Plan 150,000
 - Free Cash 150,000
 - Restore Stabilization 100,000
 - Reduction in Revenues from state 180,000
 - Review latest draft of pamphlet
 - Is it ready for distribution? – made a few changes and will get reviewed for mailing.
 - Meet with Selectboard Monday Jan 26 – Mike will explain situation

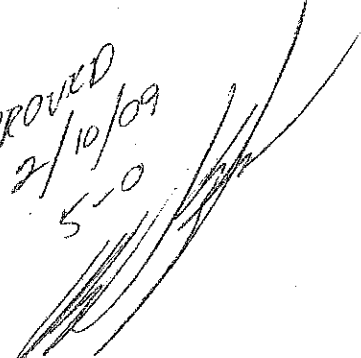
OTHER BUSINESS

Following Meeting Dates:

- 02/10/09 @ 6:30pm - Finance Committee at Town Offices
- 02/23/09 @ 6:30pm - Finance Committee at Town Offices

Adjournment: 750pm

Submitted by: Sean Randall, Clerk

APPROVED
2/10/09
5-0


Sunderland Finance Committee

Minutes for February 10, 2009

Call to order: 635pm

Members present: M. Zeoli, N. Maglione, F. Mozea, G. Tripp, E. Veal & S. Randall

Others Present: T. Feydenkevez, S. Bergeron;

Absent: B. Gordon

Legend: **SFC** = Sunderland Finance Committee; **SBS** = Sunderland Board of Selectman

Review: Minutes of 01/20 meeting - Approved 5-0.

NEW BUSINESS

- ⊙ Pamphlet Update - Mailing status - It will be done by local high school student to save costs
- ⊙ Selectboard PowerPoint Presentation - Please review - lots of good info
- ⊙ Budget Update
 - Account Numbers - Updated Budget to match existing account numbers
 - Prior Year Spending/Encumberment
- ⊙ Override for FY10
 - Current proposed Override amount
 - TOTAL 842,209
 - Operating Budget 262,209
 - Capital Plan 150,000
 - Free Cash 150,000
 - Restore Stabilization 100,000
 - Reduction in Revenues from state 180,000
- ⊙ Contingency Plan if an Override does not pass
 - Remove Stabilization restore and Capital Planning (250,000)
 - Remaining must be absorbed (\$536K)
 - Town/Elementary/Frontier
 - Town/Elementary
 - Town Only

OTHER BUSINESS

Following Meeting Dates:

2/9/2009 7:00PM Selectboard Hearing at Sunderland Elementary School

- General Government, Health & Sanitation

2/17/2009 7:30PM - Zoning Board Public Hearing re: Sugarbush LLC

2/23/2009 7:00PM Selectboard Hearing

- Energy Performance Contracting, Town Buildings (operation & energy), Library

2/24/2009 6:30PM - Finance Committee Meeting

3/02/2009 7:00PM Selectboard Hearing

- Boards & Committees, Public Safety, Public Works

3/16/2009 7:00PM Selectboard Hearing

- Education

Adjournment: 810pm

Submitted by: Sean Randall, Clerk

*G-0
APPROVED
2/24/09*

Sunderland Finance Committee

Minutes for February 24, 2009

Call to order: 6:32pm

Members present: M. Zeoli, N. Maglione, F. Mozea, G. Tripp, E. Veal & S. Randall

Others Present: T. Feydenkevez, S. Bergeron; SES School Committee and Frontier Union 38 Reps

Absent: B. Gordon

Legend: SFC = Sunderland Finance Committee; SBS = Sunderland Board of Selectman

Review: Minutes of 02/10 meeting - Approved 6-0.

NEW BUSINESS

- ⊗ Discussion with Schools
 - Financial Situation - almost 2 hours was taken with the discussion of our budget situation and the need for an override. Good comments were made by all involved and there was a sense from the audience that they are unaware if Sunderland is officially proposing an override. The school committee voiced their support to assist in an override vote.
 - Possible Scenarios - The elementary school will use \$275K as a number to use for cut scenarios.
- ⊗ Pamphlet Update
 - Residential Feedback
 - Email suggestions and comments - rec. many comments that shows that some residents are unaware of the process we are going through and the scrubbing we have done. We need to do a better job of educating the public.
 - Research and options
 - Post comments to Finance Committee website
 - Pamphlet
 - Comments and Questions
 - Additional information
- ⊗ Budget Update
 - Frontier increase - due to new calculation done by the state
 - Currently 0% increase for town employees
 - Each 1% = 6,423 to bottom line
 - Meet with other departments regarding situation -
 - Where must we spend money by law
- ⊗ Override for FY10
 - Current proposed Override amount
 - TOTAL 702,117
 - Operating Budget 325,502
 - Capital Plan 150,000
 - Reduction in Revenues (State, Free Cash, Fee income) 226,615
- ⊗ Annual Report

Following Meeting Dates:

2/24/2009 6:30PM - Finance Committee Meeting

3/02/2009 7:00PM - Selectboard Hearing - Boards & Committees, Public Safety, Public Works

3/10/2009 6:30PM - Finance Committee Meeting

3/16/2009 7:00PM - Selectboard Hearing - Education

3/24/2009 6:30PM - Finance Committee Meeting

Adjournment: 9:00pm

Submitted by: Sean Randall, Clerk

APPROVED
5-0-1
3/24/09

Sunderland Finance Committee

Minutes for March 2, 2009

Call to order: 6:32pm

Members present: M. Zeoli, N. Maglione, B. Gordon, G. Tripp & E. Veal

Others Present: Residents and School Committee members

Absent: F. Mozea & S. Randall

Legend: SFC = Sunderland Finance Committee; SBS = Sunderland Board of Selectman

NEW BUSINESS

- ⊗ This meeting was called to vote a preliminary budget for FY10 to give a value to the Override
 - It was noted by the Town Clerk that publishing a budget in the Annual Report is not required
- ⊗ A motion was made and seconded that the preliminary value of the Operating Budget be \$7,651,767 requiring an override of approximately \$730,000 to balance due to a shortage of revenues.
- ⊗ The committee welcomed comments from the residents in attendance
 - Requested to research consolidating meetings and services to save energy costs
 - Also to hire a consultant to look into the consolidation of overhead
- ⊗ Committee adjourned a few members went to the Selectmen's meeting to notice them of our vote.

Following Meeting Dates:

3/10/2009 6:30PM - Finance Committee Meeting

3/16/2009 7:00PM - Selectboard Hearing - Education

3/24/2009 6:30PM - Finance Committee Meeting

Adjournment: 7:10pm

Submitted by: Michael Zeoli, Chair Acting Clerk

APPROVED
4-0-2
3/24/09

Sunderland Finance Committee

Minutes for March 10, 2009

Call to order: 635pm

Members present: M. Zeoli, N. Maglione, F. Mozea, B. Gordon, G. Tripp, E. Veal & S. Randall

Others Present: 2 Residents

bsent:

Legend: SFC = Sunderland Finance Committee; SBS = Sunderland Board of Selectman

NEW BUSINESS

- ⊗ Open Meeting on Channel 15 to answer resident's questions on our financial situation.
 - Unfortunately only 2 residents showed up. We hope more were watching the television broadcast.
 - Mike presented the financial situation, how we got here and why we feel a Prop. 2 ½ override is needed.
- ⊗ WHY - 180,000 state; 150,000 Stabilization; 150,000 Free Cash; ~250,000 Foundation Adjustment from State
- ⊗ 4 places to get money (State, Savings, Fees, Property Tax)
- ⊗ 2 ½ % increases in income from taxes may be sufficient if the State will continue to support the towns but they have not
- ⊗ No increases for Union teachers – Union negotiation process is a give and take. We are now asking to take what we agreed to give
- ⊗ Free Cash 391,850
- ⊗ 100,000 Snow and Ice
- ⊗ 100,000 Restore Stabilization for Tornado and Balance Last year's budget
- ⊗ Last successful overrides in town
- ⊗ FY94 350,000 for Operating Costs
- ⊗ FY96 138,321 for Schools
- ⊗ All of this information in presentation form is going to be posted on the Sunderland Town Website.

- ⊗ Residential Feedback
 - We answered the questions from the 2 residents and tried to explain as clearly as possible the situation.

Following Meeting Dates:

3/16/2009 7:00PM - Selectboard Hearing - Education

3/24/2009 6:30PM - Finance Committee Meeting

Adjournment: 830pm

Submitted by: Sean Randall, Clerk

APPROVED
6-0
[Signature]
3/24/09

Sunderland Finance Committee

Minutes for March 24, 2009

Call to order: 635pm

Members present: M. Zeoli, N. Maglione, F. Mozea, G. Tripp, E. Veal, A. Kajstura & S. Randall

Others Present: M. Nartowicz, S. Bergeron; other citizens

Absent: B. Gordon

Legend: **SFC** = **S**underland **F**inance **C**ommittee; **SBS** = **S**underland **B**oard of **S**electman

Review: Minutes of 2/24 (approved 5-0-1), 3/2 (approved 4-0-2) and 03/10 meeting (approved 6-0).

NEW BUSINESS

Economic Development Committee

- o Discussion of work being performed by the committee
 - Meeting on March 31st here at the town hall at 630pm. It will also be televised.

Budget Update

- o Changes since budget vote – we will be adjourning town meeting early and postponed to a later date to be ready for the final budget from the State. Sen. Kulik suggested we wait until firmer budget numbers could be had from the state.
 - Franklin Tech and other lines
- o Understanding the Regional School increases – The foundation change is somewhat obscure from the state and why we have to pay so much more. It sounds like because we can pay more that want us to pay more.
- o What may be reduced if revenue does not match expenses – the Selectboard has been working on specific list of possible cuts.
- o Capital savings options
 - Budget Line Item – maybe this is not the best way to go.
 - Capital Stabilization Fund – separate fund to allow for needed capital. We will vote to create this fund at the town meeting.

Override for FY10

- o Possible revenue changes
 - Advised not to include Rooms and Meals tax (71,476) – removed from revenue stream
 - We are looking at \$886K shortfall and that includes the \$150K Capital piece.
- o Possible delay in budget vote
 - Deerfield delay till June
 - It looks like many towns are talking about delaying either town meetings or at least the budget portion.

Annual Report

- o Data submitted does not include preliminary budget

OTHER BUSINESS

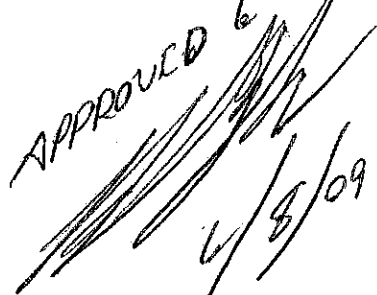
Following Meeting Dates:

4/14/2009 6:30PM – Finance Committee Meeting

4/21/2009 6:30PM – Finance Committee Meeting

Adjournment: 745pm

Submitted by: Sean Randall, Clerk

APPROVED 6-0

4/8/09

Sunderland Finance Committee

Minutes for April 21, 2009

Call to order:

Members present: M. Zeoli, N. Maglione, F. Mozea, G. Tripp, E. Veal, A. Kajstura & b. Gordon

Others Present:

Absent: S. Randall

Legend: SFC = Sunderland Finance Committee; SBS = Sunderland Board of Selectman

Review:

NEW BUSINESS

Special Town Meeting Warrant Votes

STM Articles	Fin Com Vote
Article 1	6-0-1
Article 2	7-0
Article 3	6-0-1
Article 4	5-1-1
Article 5	6-0-1
Article 6	7-0

Annual Town Meeting Warrant Votes

ATM Articles	Fin Com Vote	ATM Articles	Fin Com Vote
Article 1	N/A	Article 17	7-0
Article 2	N/A	Article 18	7-0
Article 3	1-6	Article 19	7-0
Article 4	6-0-1	Article 20	4-2-1
Article 5	6-0-1	Article 21	7-0
Article 6	6-0-1	Article 22	4-0-3
Article 7	6-0-1	Article 23	N/A
Article 8	6-0-1	Article 24	N/A
Article 9	N/A	Article 25	N/A
Article 10	7-0	Article 26	N/A
Article 11	N/A	Article 27	N/A
Article 12	N/A	Article 28	N/A
Article 13	6-1-0	Article 29	N/A
Article 14	7-0	Article 30	N/A
Article 15	7-0	Article 31	N/A
Article 16	Skipped	Article 32	7-0

Other Items

- o Town Meeting Materials

OTHER BUSINESS

Following Meeting Dates:

4/24/2009 5:30PM – Finance Committee Meeting prior to STM at the Elementary School

4/24/2009 6:30PM – Special Town Meeting

4/24/2009 7:30PM – Annual Town Meeting

5/12/2009 7:30PM – Commercial District Initiative - Planning Board/EDC/Selectmen/Historical Commission

Adjournment:

Submitted by:

APPROVED 6-0
6/8/09

Sunderland Finance Committee

Minutes for May 19, 2009

Call to order: 635pm

Members present: M. Zeoli, N. Maglione, G. Tripp, F. Mozea, A. Kajstura & S. Randall

Others Present: S. Bergeron

Absent: B. Gordon, E. Veal

Legend: **SFC** = Sunderland Finance Committee; **SBS** = Sunderland Board of Selectman

Review: Minutes of 3/24, 4/21 and 4/24 meetings

NEW BUSINESS

- ⊗ Economic Development Committee
 - Joint meeting was held last week

- ⊗ Budget Update
 - Cherry Sheet changes – still up in the air.
 - Current budget gap – needed override is very large.
 - Remaining Warrant Articles

- ⊗ Override for FY10
 - Public Speak Out – try to get the word out to get participation.

OTHER BUSINESS

Following Meeting Dates:

Public Speak Out - Saturday, May 30th from 10 a.m. – 12 noon at the Town Park
Town Meeting continuation – June 12 Sunderland Elementary School

Adjournment: 730pm

Submitted by: Sean Randall, Clerk

[Handwritten signature]
APPROVED 6-0
6/8/09

Sunderland Finance Committee

Agenda for April 21, 2009

6/8/09

Call to order:

Members present:

Others Present:

Absent:

Legend: SFC = Sunderland Finance Committee; SBS = Sunderland Board of Selectman

Review: Minutes from 3/24, 4/21 4/24 and 5/19

NEW BUSINESS

- Annual Town Meeting Warrant Votes for Continuation

ATM Articles	4/21-23/09	6/8/09 Vote	Notes
Article 3	5-0	6-0	
Article 15	7-0	6-0	
Article 16	5-0	6-0	
Article 22	4-0-3	4-1-1	

ARTICLE 2

6-0

- Other Items

- Town Meeting Materials
- Year End transfers at the end of June or start of July

NOTES FROM MEETING 6/8

OTHER BUSINESS

Following Meeting Dates:

Adjournment:

Submitted by:

Sunderland Finance Committee

Minutes for July 21, 2009

Call to order: 635pm

Members present: M. Zeoli, E. Veal, G. Tripp, F. Mozea, A. Kajstura & S. Randall

Others Present: Tom Feydenkevez, and (2) members of the public

Absent: B. Gordon, N. Maglione,

Legend: **SFC** = **S**underland **F**inance **C**ommittee; **SBS** = **S**underland **B**oard of **S**electman **R**eview:

NEW BUSINESS

- o Notes from Selectman's meeting on 7-20-09 – reviewed Selectboard's proposed cuts
- o Balance Budget – Mike made a suggested budget that gets us to balanced.
 - We need Volunteers to pick up some needed chores like the Vet. Memorial Park.
 -

OTHER BUSINESS

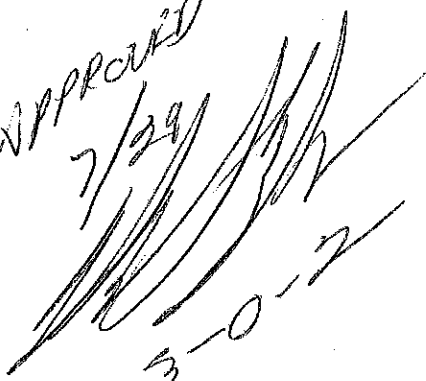
Following Meeting Dates:

Finance Committee Meeting - Sunderland Town Hall, Wednesday July 29, 2009 at 630pm

Special Town Meeting - Monday August 17, 2009 at 7pm

Adjournment: 835pm

Submitted by: Sean Randall, Clerk

APPROVED
7/29

3-0-2

Sunderland Finance Committee

Minutes for July 29, 2009

Call to order: 638pm

Members present: M. Zeoli, E. Veal, B. Gordon, F. Mozea, N. Maglione & S. Randall

Others Present: Police Chief Gilbert, M. Nartowicz, Wendy Houle, and (2) members of the public

Absent: G. Tripp, A. Kajstura, N. Maglione

Legend: **SFC** = **S**underland **F**inance **C**ommittee; **SBS** = **S**underland **B**oard of **S**electman

Review: Minutes from 7/21/09 - Approved 3-0-2.

NEW BUSINESS

- Balance Budget - we went through by line item and discussed the Selectboards proposed cuts and budget. We will not have enough in the Reserve Fund to cover overages. We will most likely need a Special Town Meeting in Jan. to move money from Free Cash to the reserve fund to cover expenses. We also anticipate more 9C cuts from the state - meaning less money from the state that we will have to cover.
- Police Chief Gilbert - went over Selectboard proposed cuts
 - Police Clerk will see a greater reduction than just the 4 hours that most town employees are seeing. But she will make up some of the hours by taking over Highway Clerk Duties.
 - Part Time Police wages reduction will have a significant impact on coverage. We might be able to have 24/7 with 5 officers. If someone was on vacation or sick, we would lose coverage.
 - There is going to be significant coverage issues with police covering calls. There is going to be a big reduction in patrols, which will mean less citations.

Following Meeting Dates:

Finance Committee Meeting - Sunderland Town Hall -

Special Town Meeting - Monday August 17, 2009 at 7pm

Adjournment: 822pm

Submitted by: Sean Randall, Clerk

APPROVED
8/11/09
3-0-2

Sunderland Finance Committee

Minutes for November 9, 2009

Call to order: 7:03p

Members present: E. Veal, M. Zeoli, S. Randall, F. Mozea, A. Kajstura & M. Beeltje

Absent: N. Maglione

Legend: SFC = Sunderland Finance Committee; SBS = Sunderland Board of Selectman

Review: *Approved 5-0.*

NEW BUSINESS

- ⊗ Town Clerk Requested Reserve Fund Transfers: Wendy Houle has requested 2 transfers from the Reserve Fund to cover the costs of the special Senate Primary and Election that are coming up. The State has said they will reimburse the town for actual expenses, but we need to be able to cover them when they happen.
 - Not enough money for both elections
 - State to reimburse for actual cost (email from Kulik)
 - 1,500 for expenses, 1,400 for wages = \$2,900
 - Approved, both transfers: 6-0

- ⊗ Wendy Houle: I have asked Wendy to spend 15 minutes educating us on Open Meeting Laws, etc. I know we have some new members and I want to make sure we are all aware of what can and can't be done in respect to our Board/Meetings/Communications etc. Please bring your Open Meeting documents and any questions you have.
 - Wendy not present
 - Tabled until next meeting

- ⊗ Update on Town Finances:
 - FY10 Mid-Year 9C cuts
 - Up to 41,000 in cuts possible, no decisions yet (no Senate vote yet)
 - Estimated FY11 State Aid Reduction
 - FY11 Department Expectations
 - Starting with 20% cuts
 - Problem that regional schools likely to go up this year, did not go up last year

- ⊗ MassBudget Packet distributed
 - Frontier Regional and Franklin Tech losing transportation money, may come to towns to cover the shortfall
 - Library cut by \$181

- ⊗ Question from SBS about televising the meetings of the SFC and larger departments (Schools, Police, Highway, Fire, etc.).
 - As education and marketing tool (for possible override this year)
 - Question posed as to why only select departments?
 - Used to meet with all departments
 - Get feel for state of departments with current cuts
 - A lot of expenses are already spending more than % of budget per time passed
 - Educate people on the process
 - Pick some meetings to televise to best educate people about the process, and the SFC's function
 - Question tabled until next meeting

- ⊗ Expense Budget Report distributed
 - Note that "Transfer to Stabilization" has not been transferred yet
 - Sean will ask about why that is

- ⊗ Discussion about role of SFC
 - Develop the budget
 - How deep into the departments should we look

~~11/4/09~~ 11/4/09

- Talk to Bob DUBY about our role
- Depends on how engaged SBS, for example, is involved in the budget process
- Town has continued to function with cuts, but only because people still working the same for less money, and separate fundraising efforts
 - A lot of expenses are already spending more than % of budget per time passed
 - May be good idea to document what is going on
- Reports from other committee meetings
 - Buildings: there may be some expenses coming up, was unable to make the walkthrough
 - Personnel: working on handbook

OTHER BUSINESS

Following Meeting Dates:

Tuesday December 1, 2009 @ 7:00PM - SFC Meeting at Town Hall

Adjournment: 7:45p

Submitted by: Aleks Kajsutra