

MEETING NOTICE
TOWN OF WAYLAND

(As required by MGL Chapter 30A, sections 18-25)

Please email all meeting notices to townclerk@wayland.ma.us

Town Clerk Date Stamp

Board/Committee Name: Finance Committee Appointing Board

Day/Date: Thursday, November 30, 2023

Time of Meeting: 9:15 am

Location: Remote via Zoom

AGENDA

Note: Items may not be discussed in the order listed or at the specific time estimated. Times are approximate. All topics may be subject to deliberation and vote.

One may watch or may participate remotely with the meeting link that can be found at <https://www.wayland.ma.us/public-body-meeting-information-virtual-inperson-and-hybrid>.

Pursuant to Chapter 2 of the Acts of 2023, this meeting will be conducted in person and via remote means, in accordance with applicable law. This meeting may be recorded which will be made available to the public on WayCAM as soon after the meeting as is practicable.

When required by law or allowed by the Chair, persons wishing to provide public comment or otherwise participate in the meeting, may do so by accessing the meeting remotely, as noted above. We request public comment be limited to two minutes per person.

- | | |
|----------|--|
| 9:15 am | 1. Call to Order; Review Agenda for Public |
| 9:17 am | 2. Announcements and Public Comment |
| 9:20 am | 3. Interview candidate(s) for (re)appointment to the Finance Committee for a term ending June 30, 2026 (2 positions); deliberate and make appointments:

Steve Correia (candidate for reappointment)
Steven Glovsky
Iris Hoxha
April Methot |
| 9:50 am | 4. Finance Committee candidates: if needed, discuss and decide next steps in continued recruitment process including a review of the Finance Committee recruitment statement. |
| 10:00 am | 5. Minutes: review and approve the draft minutes of November 13, 2023 |

- | | |
|----------|---|
| 10:05 am | 6. Determine next meeting date |
| 10:10 am | 7. FCAB members' reports and concerns |
| 10:15 am | 8. Topics not reasonably anticipated by the Chair 48 hours in advance, if any |
| 10:20 am | 9. Adjourn |

Materials for
meeting:

Draft minutes of November 13, 2023
Steve Correia: letter of interest
Steven Glovsky: letter of interest and resume
Iris Hoxha: letter of interest and resume
April Methot: letter of interest and resume
Finance Committee recruitment statement, as published previously

Power-Spirlet, Kelsi

From: Correia, Steve <scorreia@wayland.ma.us>
Sent: Friday, November 10, 2023 7:19 AM
To: Jones, Miranda; Whitney, William; Karlson, Cherry
Cc: McCall, Michael; Roman, Pamela
Subject: FinCom Appt.

Finance Committee Appointing Board,

Thank you for reappointing Jonathan Barnett and Brian O'Herlihy back onto the Finance Committee. They have both been tremendous volunteers and have provided tremendous value. This gets the committee back up to 5 members. As you know I requested not to be reappointed but agreed to continue serving until your committee was established and started recruiting candidates.

It's been a pleasure and not a problem supporting and working with the committee through the summer and fall. We are now preparing for an unplanned Special Town Meeting and starting the new budget process. The STM is only a few weeks away and the annual Town Meeting is 6 months and we are still short two members. I would like to request that I continue on the committee through the Spring. It would be tough to get new members up to speed on time and I am sure my town experience would help make these upcoming tight deadlines a little less challenging.

Best
Steve Correia


Power-Spirlet, Kelsi

From: Steven Glovsky [REDACTED]
Sent: Wednesday, November 8, 2023 10:33 AM
To: Karlson, Cherry
Subject: Posting

[NOTICE: This message originated outside of the Town of Wayland Email System -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Cherry:

For the past twenty plus years, I have offered my time to Wayland as a citizen's obligation.

I would appreciate your committee posting for review the cover letters and resumes of the applicants for the Finance Committee as soon as possible.

At 69, my preference is to have qualified younger people involved in town government.

Thanks.

Steve

[REDACTED]

Steven M. Glovsky

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

November 6, 2023

FCAB Chair
c/o Management Analyst Kelsi Power-Spirlet
(kpowerspirlet@wayland.ma.us)
Town Manager's Office

Re: Interest in Serving on Finance Committee

Dear Chair:

Please consider this my expression of interest in an appointment to Wayland's Finance Committee. A current resume is attached.

I have a professional background in tax law and finance with an emphasis on acquisition.

As a 23-year town resident, I have been a regular attendee at Town Meeting.

As a now senior citizen at 69, I am anxious to offer the benefits of my training and experience to help achieve a fiscally conservative management of the town's financial future.

It would be my honor to serve on Wayland's Finance Committee.

Sincerely,

Steven M. Glovsky

Steven M. Glovsky

STEVEN M. GLOVSKY



TRAVEL WRITER	Numerous published and distributed articles	2019 –
TOURIST	Much seen and so much more to see	Lifelong
HISTORY LECTURER	Henry Knox Trail	2022 –
	Henry Bullard and Mark Twain	2023
SMALL PROJECT - REAL ESTATE DEVELOPER		1985 - 2000
PRACTICING ATTORNEY – Tax, Corporate, Estate Planning, Construction		1979 - 2005
	Sole Practitioner Glovsky Law Offices, Beverly Glovsky & Glovsky, Beverly Choate, Hall and Stewart, Boston Miller, Canfield, Paddock and Stone, Detroit	
POLITICAL CANDIDATE (REPUBLICAN)		Various
	Governor's Council Wayland Board of Selectmen Wayland School Committee City Council, Salem State Senate	
WAYLAND ASSESSOR		2018 – 2019
MASSACHUSETTS CIVIL RIGHTS ADVOCATE		2012 – 2014
	<i>Glovsky v. Roche Bros. Supermarkets</i> , 469 Mass. 752	
EDUCATION	Harvard, B.A., 1976 Boston University, J.D., 1979 Boston University, M.B.A., 1979 New York University, LL. M. Tax, 1982	
SKIER, COOK, AMATEUR ARCHITECT/DESIGNER and PROPERTY RENOVATOR		

Power-Spirlet, Kelsi

From: Iris Hoxha [REDACTED]
Sent: Tuesday, November 21, 2023 12:17 PM
To: Power-Spirlet, Kelsi
Subject: Wayland Finance Committee Application

Follow Up Flag: Follow up
Flag Status: Flagged

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Dear Kelsi,

Please see my attached resume and letter of interest for the Wayland Finance Committee.

If selected, please let me know the interview time.

Kind regards,
Iris Hoxha

[REDACTED]

Iris Hoxha

Product/Program Manager ● Phone [REDACTED] ● E-Mail: [REDACTED]

Objective

Iris Hoxha is a data-driven product & program manager with strong experience in AI/ML and other industries. She is an expert in managing technology programs, and translating customer or business needs into software solutions with a focus on creating scalable best practices and outcomes.

Professional Experience

Amazon Data Services (Boston, MA)

Jan 2020-Current

Product Manager

- Created 2 year product roadmap to support speech/audio and computer vision needs based on 40+ customer meetings, customer surveys, and market benchmarking.
- Implemented key product features, reducing time to launch custom software solutions from 15+ days to same-day service.
- Produced product artifacts including requirements documents, design mock-ups, user testing scripts, user stories, issue tracking, training and operational documentation.
- Managed two concurrent product workstreams including ADS engineering team and one customer-supplied engineering team to more quickly complete roadmap features.
- Collaborated with engineering, technical program managers, and implementation program managers to deliver product requirements into scalable architecture and software solutions.

Program Manager

- Executed 10+ custom workflows end-to-end from initiation, requirements gathering to development, training and production launch with an average turnaround time of 70 days, compared to 180 day organization average.
- Managed cross-functional team and migrated 1 million+ weekly processed utterances to a new annotation software platform in 6 weeks across 7 operational sites and 600+ end users with minimal impact to operational velocity and data labelling.
- Acted as single threaded owner for development questions and concerns between engineers, training, operations and customers.
- Created and optimized workflow tracking mechanism (including team KPIs) organization-wide from manual confluence page to excel-based and finally SIM (i.e. ticketing system) based.

Patientkeeper (Boston, MA) – Services

Feb 2018-Jan 2020

Program Management

- Software Development Life Cycle Program Manager (9.2 Release)
 - Created reusable agile project plan template for 9.2 software development life cycle including coding, QA testing, automation testing, performance testing, documentation, through to initial release and GA.
 - Collaborated with 7+ cross-functional teams including release manager, product managers, development, QA, integrations, HCA corporate testing resources and Division testing resources to track and complete development work.
 - Crafted scalable and re-useable release-focused project plan template for future software releases and documented best practices.
 - Reported software development and timeline risks to VPs and C-suite leadership weekly using custom status reports.
 - Created custom Confluence development tracking pages that integrated with JIRA for easier reporting.
 - Influenced sprint methodology to ensure demonstrable outputs that maintained release timeline.
- Program Manager (Hospital Corporation of America)
 - Planned for and actively managed a wave of 8 concurrent facility implementations including creating project plan templates, budget templates (\$1,000,000+), staffing resources and creating timelines.
 - Single Threaded Owner for cross-functional team including 3 project managers, 4 implementation specialists, 4 systems engineers and 5-6 integration engineers.
 - Identified and tracked cross-facility interdependencies and milestones.
 - Fielded escalations related to customer concerns, found software bugs and implementation issues.
 - Crafted and refined new, repeatable, and scalable processes for data migrations, change control, integrations roll out, communication plans and weekly status reporting.
 - Steered cross-functional communication and customer facing communication, including Corporate, Division and Facility levels.

- Senior Project Manager (Hospital Corporation of America)
 - Implemented and managed a wave of 5 concurrent facility go-lives including rolled up project plan, budget (\$800,000), resource allocation (5 vendor resources), risks, and timelines.
 - Identified and tracked cross-facility interdependencies and milestones.
 - Ensured successful transition to Support for each facility post-live.
 - Crafted new implementation documentation and tools for more streamlined and efficient future implementations.
 - Developed and led new repeatable implementation processes such as pre Go-Live Tollgate and Testing Toolkit.
 - Established and measured key performance indicators.

Epic (Verona, WI) – Implementation Services

July 2013-Feb 2018

Project Management

- Application Manager (Saint Francis Health System, Virtua Health System, Hospital for Sick Children)
 - Customized system workflow solutions based on software knowledge, industry standards, client needs and Epic best practices. Created and managed project scope, project milestones, resources, risks, deadlines and application expenses to implement oncology software solutions on time and on budget.
 - Created tools to monitor project risks and deadlines and adapted these for future implementations.
 - Mentored application coordinator(s) on how to coordinate meetings, research functionality, and work with analysts to complete system build.
 - Resolved project issues through enhanced customer support, risk mitigation, and escalation.
 - Liaised between client teams and development for needed or missing software functionality, including providing clarification on specifications and helping with QA.
- Application Coordinator (University of Colorado Health, Greenville Health System, Rochester Regional Hospital)
 - Managed 2 projects concurrently with teams of 4-8 analysts and oversaw system build, build prioritization and 12-24-month timelines.
 - Coordinated daily meetings with technical analysts, application directors, and oncology clinicians.
 - Supported production go-lives for over 200 oncology clinicians.
 - Tracked, prioritized, delegated and resolved 500+ user-reported software issues.
 - Facilitated demos, project meetings, application testing, integrated testing, and usability testing with end users.
 - Implemented training for 50-200 end users per project from initial planning through to execution.

Internal Process Improvement

- Application Lead Mentor Owner Lead
 - Coordinated onboarding for all Beacon new hires (~5-10 per month), including identifying available mentors, managing their initial schedules and expected training.
 - Implemented organization-wide process improvements to ensure onboarding success of new hires.
- Workflow Success Owner – Oncology IT Chemotherapy
 - Collaborated with Development, QA and Technical Services to develop standard Intrathecal chemotherapy workflow recommendations, implemented for all organizations.
 - Tailored available system settings to each organization's specific needs through stakeholder interviews.
 - Designed and published how-to implementation materials for staff.

TogoRun Health Communications (New York, NY) – Paid Intern

May-August 2012

- Assisted with communication management and social media account strategic planning for the 10th largest pharmaceutical company in the world

Education

Cornell University, Ithaca, NY

Bachelor of Science

May 2013

Majors: Human Biology, Health and Society

Skills & Certifications

- **Certifications:** Project Management Professional (PMP), Epiccare Ambulatory, Beacon Oncology, Radiant
- **Software skills:** Constant Contact, CisionPoint, Factiva, Microsoft Office, including Microsoft Project, Prezi, JIRA, Salesforce, Confluence, Machine Learning, Computer Vision, Natural Language Processing
- **Personal skills:** Conversational French and Albanian, Leadership, Public Speaking & Demos, Risk Management, Time Management, Organization Skills, Grit
- **Volunteer experience:** Madison Public Library (October 2017-December 2018), CAAAN (2014-2020), Codman Farm (2019)
- **Program Management Skills:** Agile, Scrum, Budget Management, Resource Management, Project Schedule Creation, Stakeholder Management, Prioritization Management

Dear Wayland Finance Committee,

My name is Iris Hoxha, and I am interested in serving on the Wayland Finance Committee to help review and make recommendations to the Town on Wayland's financial matters.

Professionally, I am a product manager, working in AI/ML and other technology across a variety of industries (healthcare, finance, etc). I use data driven insights and customer feedback (both quantitative and qualitative) to make daily product recommendations that drive considerable ROI for my employers and my clients. Furthermore, in my experience as a program manager, I have forecast, managed and overseen budgets from \$800,000 to \$2M-\$3M for software implementations ensuring resources, capital planning and contingency planning to avoid surprise financial strain. This is the same regard and approach I would use as part of the Wayland Finance Committee.

Personally, I am a newer Wayland citizen, with two small boys interested in taking my background in data-driven decision making to help provide financial recommendations that will secure the town's future for its' residents. I have an interest in finance and budgeting. My non-professional experience includes a volunteer role as an HOA trustee at our previous home (helping to manage the capital and operating budget), and active management in my family's own budget. Lastly, I am a member of the MetroWest Bogleheads.

I look forward to learning more about the upcoming FY 2023 goals and how I can help to achieve these goals.

Kind regards,

Iris Hoxha

Power-Spirlet, Kelsi

From: April Methot [REDACTED]
Sent: Tuesday, November 14, 2023 8:19 PM
To: Power-Spirlet, Kelsi
Subject: Finance committee interest
Attachments: April Methot Resume 2023.doc

Follow Up Flag: Follow up
Flag Status: Flagged

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Good evening Finance Committee,

I am writing to express interest in the Finance committee position and to convey my enthusiasm to contribute my skills and experiences to serve the town of Wayland. With a strong foundation in Finance, complimented by six years of dedicated volunteer work as PTO treasurer and 19+ years of Sales Management experience, I am confident in my ability to make significant contributions to your esteemed committee.

My academic background includes a degree in Finance, which has equipped me with a comprehensive understanding of financial principles, strategic analysis, and budget management. This academic foundation, coupled with practical experience, has honed my ability to effectively assess financial data, devise sound strategies, and make informed decisions.

Throughout my tenure as PTO Treasurer, I meticulously managed budgets and optimized financial resources to support various initiatives. As Sales Manager, I leveraged my financial acumen to drive revenue growth through strategic planning, customer relationship management, and innovative sales strategies.

My dedication to financial integrity, coupled with my hands-on experience and educational background, positions me as a valuable asset to your Finance Committee. I am excited about the opportunity to bring my expertise to the Wayland Finance Committee and contribute to its financial success.

Attached is a copy of my resume. Thank you for considering my interest. I am eager to further discuss how my skills align with the needs of the Finance Committee.

Warm regards,
April Forst

APRIL METHOT FORST

SALES DIRECTOR

Driving Multi-Million Dollar Revenue—in Aggressive Markets—Direct and With Brokerage Support

Versatile sales leader and team builder offering top record of profitability through a customized, collaborative vendor and distributor approach. A **business-minded negotiator** who accelerates volume through customer-centric service. A former assistant category manager and buyer with **strong analytical skills**.

Business Development | Strategic Planning & Forecasting | Presentations & Proposals | Relationship Building | Retail | Budgeting | Merchandising | Procurement | Inventory Management | Analysis

Key Achievements Include:

- ◆ Produce average annual sales volume of \$37 million
- ◆ Develop and secure national placement of products within Whole Foods
- ◆ Consult with Marketing and New Products to better improve information and product advantage
- ◆ Award Recipient: Team First (2016), Coach of the Year (2017) and Sustained High Performance (2018)

CAREER PROGRESSION

APPLEGATE, Bridgewater, NJ

2016-present

A stand-alone subsidiary of Hormel Foods selling Organic and Natural meats.

Sales Director-National Natural Accounts

2019-2022

Tasked with achieving optimum sales results at National Natural Chain Accounts by managing customer contacts and leading a sales team. Develop annual sales plans, direct sales forecasting activities, set performance goals and measure results accordingly. Review customer and market analyses to determine needs. Manage staffing, development, and performance management of the sales team. Monitor and find opportunities to expand presence while staying true to the company mission.

- ◆ Manage and lead team focused on Whole Foods, Sprouts & Amazon with over \$166MM in sales.
- ◆ Coach and mentor, a team of 4 on how to effectively gain distribution.
- ◆ Prepare and execute business development plans to ensure share and growth are maintained.
- ◆ Take active role in developing customer selling presentations and content along with active participation in making presentations and coaching team members.
- ◆ Evaluate customer and market trends and strategies to ensure overall business and brands stay on track to achieve annual plan.
- ◆ Review and assess shipment/AC Nielsen performance, understand monthly/weekly data and trends, and guide action when needed.
- ◆ Regular customer visits to coach, train and provide feedback to account managers and to develop higher level customer contacts.

National Account Manager-Whole Foods East

2016-2019

Tasked with account management, sales support, and product placement within the Specialty, Prepared Foods and Meat departments of Whole Foods East Regions in addition to Category lead on Specialty and Prepared Foods at Global office. Manage one retail execution manager that promotes ways to expand on existing distribution through effective data-centric proposals. Monitor and expand product placement in appointed categories while staying true to the company mission.

- ◆ Manage five Whole Foods regions with over \$37MM in sales.
- ◆ Coach and mentor retail execution manager on how to effectively gain distribution.

- ◆ Prepare and execute region specific business development plans to ensure share and growth are maintained.
- ◆ Analyze the needs of each region in relation to the category and competition in order to develop growth strategies for company brands.
- ◆ Divisional responsibilities include North Atlantic, North East and Mid Atlantic, South, Florida

CABOT CREAMERY COOPERATIVE, Hingham, MA

2004-2016

A cooperative of 1,200 dairy farm families located throughout upstate New York and New England producing award-winning cheddars, butter and cultured products.

Regional Sales Manager

Tasked with account management, sales support, and product placement within the Dairy and Deli departments of specified accounts. Manage a network of brokers and retail sales associates to promote new business and expand on existing. Train broker sales associates and retail associates on product knowledge and accompany them on calls to acquaint them with competition and Cabot merchandising objectives.

Conduct onsite seminars for distributor and broker representatives to describe product lines and highlights. Attend national and regional trade shows, industry-related conferences and meetings. Monitor and expand product placement in appointed accounts.

- ◆ Manage Direct and Indirect customers along with distributors to achieve sales and profits (over 12MM lbs).
- ◆ Prepare detailed instructions, guidelines and/or notices to inform retail service personnel of expected results and how to achieve the results within the retailers' policy/procedures.
- ◆ Prepare account specific, business development plans to ensure potential contribution of all assigned accounts will proportionately achieve annual corporate objectives.
- ◆ Analyze the needs of accounts in relation to the category and competition to develop growth strategies for the company brands.
- ◆ Account responsibilities include/have included:
 - National Accounts: Kroger, Whole Foods, Trader Joe's, and Target
 - Regional Accounts: DeMoulas Market Basket, Stop & Shop Deli, Shaw's Supermarkets, Inc., Roche Brothers, Meijer, Marsh, Jewel, Roundy's, Cub Foods
 - Distributors: Seacrest Foods, Kehe Distributors, DPI Specialty Foods
 - Brokers: Acosta, PL Marketing, Daymon, Cheese and Deli Sales, Inc., ESM Etherton, United Sales and Services, Inc.
- ◆ Special Project: Organized and automated Commission payment system to Broker Network

SHAW'S SUPERMARKETS, INC., West Bridgewater, MA

1998-2004

Traditional American grocery store chain with 156 locations throughout New England.

Assistant Category Manager

- ◆ Managed various product groups with sales over \$54 million annually.
- ◆ Developed and met financial goals while responding to merchandising planning objectives.
- ◆ Efficiently turned over inventory while providing premium service to retail operations.
- ◆ Negotiated most economical cost while maintaining quality standards.
- ◆ Established procurement plans on a seasonal basis to maximize profits and maintain consistency.
- ◆ Established and enforced quality standards of private label products.

EDUCATION

BABSON COLLEGE, Wellesley, MA
Masters of Business Administration

BENTLEY UNIVERSITY, Waltham, MA
Bachelor of Science degree in Finance



Wayland

MASSACHUSETTS



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****REOPENED**** Town of Wayland Seeks Applicants for Finance Committee

POSTED ON: NOVEMBER 20, 2023 - 4:54PM

The Wayland Finance Committee (“FinCom”) consists of seven dedicated and hardworking individuals appointed by the Finance Committee Appointing Board (FCAB) to serve three-year terms. At the end of each fiscal year, two or three of the members’ terms expire, and it is the job of the FCAB to appoint new members. Typically, new appointments to the FinCom will be made to take office on or near July 1. This year there are two openings for terms expiring on June 30, 2026.

The FinCom’s primary responsibility is to make recommendations to Town Meeting on Wayland’s financial matters. The Committee regularly interacts with Town and School officials on fiscal items as the budget is formed and holds public budget meetings in January and February of each year. At Town Meeting, the FinCom presents a recommended budget to voters and develops pros and cons with voting recommendations on all Town Meeting articles. If, in any year, the Select Board authorizes an override budget (capital or operating), the Committee will make a recommendation on that proposed budget.

FinCom meetings are public and are usually held on Monday evenings. Meetings are held in person in the Town Building or may be held remotely via Zoom and typically begin at 7:00 p.m. unless otherwise posted.

The FinCom meeting scheduled is varied with the busiest time of year from January through March when the warrant goes to print for Annual Town Meeting. The effort to review, understand

and recommend a budget and to prepare text and recommendations for Town Meeting articles can be arduous but is rewarding and critical to the continued operation of Wayland.

To learn more about the Finance Committee, please visit <https://www.wayland.ma.us/finance-committee> to review the mission statement, recent agendas and related minutes.

All Residents (registered voters) with a working knowledge of finance, management accounting, or municipal government are particularly encouraged to apply to be FinCom members, although it is equally important that members can work collaboratively within a group setting. Attendance at prior Town Meetings is a plus.

All residents who are interested in serving on the FinCom should submit a letter of interest and resume to the FCAB Chair, c/o Management Analyst Kelsi Power-Spirlet (kpowerspirlet@wayland.ma.us) in the Town Manager's Office. Applications received by Monday, November 27 at 5:00 p.m. will be considered and candidates interviewed at the FCAB meeting on Thursday, November 30 at 9:15 a.m. (via Zoom).

For more information, visit the Town of Wayland at www.wayland.ma.us or call 508-358-6821.

Town of Wayland
41 Cochituate Road, Wayland, MA 01778
P: (508) 358-7701 | F: (508) 358-3627

Wayland Police Department
38 Cochituate Road, Wayland, MA 01778
P: (508)-358-4721 | F: (508)-358-4730

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FINANCE COMMITTEE APPOINTING BOARD
OPEN MEETING
November 13, 2023

Note: Pursuant to Chapter 2 of Acts of 2023, this meeting of the Finance Committee Appointing Board was conducted via remote participation. No in-person attendance of members or the public was permitted. Public comment was available by Zoom. The meeting was recorded.

Members present: Miranda Jones (MJ), Cherry Karlson (CK), Bill Whitney (BW)

Others Present: Steven Glovsky

CK called the meeting to order at 11 a.m.

Announcements

None

Public Comment

None

Minutes of October 12, 2023 Meeting

The Board discussed the minutes of the October 12, 2023 meeting.

BW made a motion to approve the minutes as amended. MJ seconded the motion.

CK took a roll call vote:

- Member Jones: Aye
- Member Karlson: Aye
- Member Whitney: Aye

All in favor, the motion carried.

Interview Candidate Steven Glovsky for Position on Finance Committee

The Board asked Mr. Glovsky (SG) various questions regarding his interest in serving on the FC. SG pointed out both his education and experience in support of his candidacy. SG had provided the Board with his resume. SG added that his best asset, given his background, is another set of eyes. He emphasized that younger people should be appointed to the FC, but that he is willing to serve.

FCAB Members' Report and Concerns

The Board discussed its desire to have a diverse FC that represents different facets of Wayland's demographics. CK identified that of the current five members on FC, one lives in Precinct 1, one lives in Precinct 2, one lives in Precinct 3, and two live in Precinct 4. One member is in their 40s, three are in their 50s, and one is in their 60s.

CK stated that there are two, possibly three, other people interested in serving on the FC. She is not aware of their ages or where they reside. The Board agreed that it would continue to interview candidates given Mr. Glovsky's ambivalence and the interest of a few other candidates. The Board agreed to extend the recruitment deadline to November 28, 2023.

Items Not Anticipated within 48 Hours of Meeting

The Board discussed receiving an email from Steve Correia (SC) on November 10, 2023, indicating that he is willing to continue to serve as a member of the FC until June 30, 2024. The Board discussed that there are two current openings on the FC and SC's term is technically three years. The Board agreed that it could not vote on reappointing SC because it was not listed on the meeting's Agenda, but will vote at its next meeting to approve SC's continued service on the FC until June 30, 2026, with the understanding that he will retire/resign on June 30, 2024.

CK mentioned that by having SC continue to serve, there would be one additional FC member in their 60s (for a total of two) and one more to Precinct 1 (for a total of two).

CK will speak with SC, SG regarding today's meeting and the Town staff regarding extending the deadline to recruit applicants to the FC.

Next Meeting

The Board will hold its next meeting either on November 30 or December 1, 2023.

All business being concluded, MJ moved for adjournment. BW seconded.

CK took a roll call vote:

- Member Jones: Aye
- Member Karlson: Aye
- Member Whitney: Aye

All in favor, the motion carried.

The meeting adjourned at 11:41 a.m.

/s/ Miranda S. Jones
Miranda Jones

Documents

October 12, 2023 FCAB Meeting Minutes

October 19, 2023 Recruitment Letter from the Town Manager

Cover Letter and Resume of Steven M. Glovsky

November 10, 2023 Email from Steve Correia