



**Finance Committee**

Carol Martin (Chair)  
Steven Correia (Vice Chair)  
Adam Gutbezahl  
Kelly Lappin  
Pamela Roman  
Dave Watkins

**FINANCE COMMITTEE**

**September 1, 2020**

**Remote**

**6:15 P.M. Minutes**

**Attendance:** C. Martin, S. Correia, A. Gutbezahl (6:30 pm), K. Lappin, P. Roman, and D. Watkins

**Absent:** None

**Also in Attendance:** J. Adams, meeting moderator, and B. Keveny, Finance Director

**Call to Order:** The meeting was called to order by Chair C. Martin at 6:15 pm when a quorum was present. C. Martin stated all members were participating remotely, and opened the meeting with the following:

***In compliance with the revised Open Meeting Law requirements, this meeting will be live streamed via Zoom as well as WayCAM. The Zoom meeting can be entered using the link and password available on the Town website. The meeting may be viewed live on the WayCam Public/Education Channel (Comcast 8, Verizon 37). Public Comment will be received either through Zoom or by phone at 508-358-6814 for this meeting. The phone number will be active during the public comment portion of the meeting and during the FY21 Budget Discussion. Thank you for your patience. We intend to address all calls.***

***In addition to being live streamed, WayCam will record the meeting and recording will be made available to the public as soon after the meeting as is practicable. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings.***

C. Martin reviewed the agenda and stated that, as the meeting is being held remotely, all votes will be by roll call. She stated that the meeting is being videoed for live and future broadcast.

**Announcements & Public Comment, if any:** C. Martin stated that it was the policy of the Town Administrator to make available to the public handouts distributed at meetings. One of the documents presented at the previous meeting was not publicly available within the usual timeframe, but C. Martin had since followed up and it was provided online as a supplemental packet.

C. Martin announced that the Association of Town Finance Committees will hold its Annual Meeting virtually over three sessions on October 22, October 29, and November 12, 2020. C. Martin advised that those wanting to attend should contact her for information on how to register.

**Public Comments:** Tom Fay, Happy Hollow Road, Member of the Board of Selectmen ("BoS"), commented on the proposed Community Center project. He stated that the BoS voted to support Annual Town Meeting ("ATM") Article 11 and to oppose Special Town Meeting ("STM") Article 3. Mr. Fay stated the new parcel of land under consideration had been made available to the Town for a nominal fee, and that several years of work and planning had already been invested in the project. He stated that Wayland was the only Town lacking a dedicated Community Center and urged the Committee to support ATM Article 11 and to reject STM Article 3.

Mike Lowery, Lakeshore Drive, spoke in favor of STM Article 3, saying that the Community Center project should have been completed by now. He stated that the \$75K already spent on planning & design for the project was wasteful and that Town residents lacked sufficient information on how the project was meant to continue. He stated that the proposed parcel of land was highly valuable to the Town, being one of only a few areas where retail businesses could exist. He stated further that the lack of such businesses constituted lost tax revenue for the Town and that the chief beneficiary of the proposed Community Center was the developer, rather than the residents. He concluded his comments by stating that as the parcel of land in question did not yet belong to the Town outright, the Town should focus on acquiring it officially and using the appropriated funds for their original intended purpose.

Elaine Donnelly, Hampshire Road, expressed concern about Town Clerk resources with regard to the upcoming November elections and the vast increase in mail-in voting. She stated that the Clerk's office was already understaffed prior to COVID, and that the Committee should consider the Clerk's possible need for greater staffing support.

Adam Gutbezahl joined the meeting at 6:35pm.

**Meet with Finance Director to Discuss FY21 Revenue Shortfalls & FY21 COVID-Related Expenses:** B. Keveny reviewed the shortfalls discussed at the Committee's meeting on August 24, 2020. B. Keveny reiterated that the Committee would have to make a motion to amend ATM Article 4 (i.e., "OPEB Funding") on the floor at ATM, as the relevant figures would not be confirmed by the Treasury until shortly before the meeting. B. Keveny also discussed the recommendation to remove funding Children's Way and Full-Day Kindergarten in ATM Article 4. C. Martin stated the BoS voted to approve a reduction in the Town's OPEB contribution but had

not yet voted to approve a specific amount for the reduction. B. Keveny stated this was the first time he was aware the Town would go into ATM with multiple funds lacking sufficient funding.

C. Martin inquired about a review of COVID-related expenses. B. Keveny responded that a summary of these expenses and their potential reimbursement was still being prepared and was not yet ready for public discussion. The Committee discussed whether it would be equitable to expect standard contributions from other accounts when these revolving funds contributed nothing because they lacked the funds. The Committee agreed to table a vote until the BoS made their determination and any alternative solutions to this major shortfall could be fully considered.

**Revised Operating Budget Funding Sources:** The Committee discussed how changes in Other Post-Employment Benefits ("OPEB") funding would affect the operating budget. B. Keveny stated that revolving fund receipts would continue to be posted through the following week, making it difficult for the Committee to vote on the motion. He recommended holding the vote at or very soon before ATM, so that the accounts would have as much money as possible. The Committee discussed potentially meeting on the morning of September 11, 2020 to vote on recommended changes to OPEB funding.

**Capital Budget Funding Revisions:** The Old Sudbury Road project was refined, and the Department of Public Works ("DoPW") voted to reduce its budget request to approximately \$320K. That change made \$80K available to be reallocated. The Committee agreed to this reduction. The high school sound system was repaired, and the school committee therefore voted to withdraw the request for funds to replace it, which freed up an additional \$40K for reallocation. The Committee approved this revision.

**Ventilation/HVAC CIP Request:** The Committee discussed the creation of a capital project for COVID-related facilities and improvements, in particular HVAC/ventilation. The Committee emphasized it was not considering adding any funds, but rather reallocating the \$115-120K total freed up from changes to the aforementioned projects. The Committee discussed the capability of a Reserve Fund transfer and the Committee's authority with respect to appropriations and changes to capital projects.

B. Keveny left the meeting at 7:48pm.

**Review & Discuss Deferred Articles; Article 11, COA/CCA Reallocation of Funds:** C. Martin stated the Committee previously deferred voting on ATM Article 11 due to a lack of information. The Committee discussed the proposed size of the Community Center and discussed how a change in the parcel location would affect construction, including the need for parking. The Committee also discussed the effect a Community Center may have on traffic to Town Center businesses, including a possible revenue increase. The Committee also discussed the difference between the cost projections made when the Town first considered a Community Center compared to current cost projections.

Annette Lewis, Claypit Hill Road, asked if construction documents and bid drawings were being made before there was any idea of approximate costs should come back to ATM before spending on bid documents.

S. Correia moved that the Committee recommend approval of ATM Article 11, "Reallocate Previously Appropriated Funds for Council on Aging/Community Center." Seconded by A. Gutbezahl. Motion passed 4-1-1 (by roll-call vote): S. Correia- yes, P. Roman- yes, A. Gutbezahl- yes, K. Lappin- yes, D. Watkins- no, C. Martin- abstain.

**Article 27: Repeal Chapter 193:** Anette Lewis, Claypit Hill Road, and lead petitioner, suggested the Committee defer consideration of this Article. The Committee agreed to defer until new information was available.

**Prepare for ATM: Discuss Presentation and Potential Handouts:** C. Martin stated that the Committee would do two presentations at ATM: one on the operating budget and another on the capital budget. In order to prevent congregating and violating social distancing guidelines, no information tables would be permitted at ATM, but the Committee would likely provide individual handouts on the budget.

**Summer Projects Updates including Annual Report Submission and CIP form:** C. Martin discussed the Committee's annual report. D. Watkins moved to approve the annual report, pending minor revisions by S. Correia and P. Roman. Seconded by K. Lappin. The Committee discussed the motion and whether the Committee needed to comply with a new word-limit requirement for annual reports. The Committee ultimately deferred and C. Martin announced the Committee's decision concerning the annual report would be table to a later meeting.

**Chair update including Schedule:** C. Martin noted the COVID Advisory Group held a meeting and asked P. Roman to report on the meeting. P. Roman shared cost projections for COVID testing for students and how the costs could change in the coming weeks and months. P. Roman stated the group intended to reconvene on September 8, 2020 to continue its discussion.

C. Martin stated the Committee would meet again on September 8, 2020 and that she and S. Correia would attend the BoS's Warrant hearing immediately prior to the Committee's next meeting.

**Members' Reports, Concerns; Topics, Unanticipated 48 Hours Before Meeting:**

None

**Review, Vote & Approve Minutes for 8/6:** D. Watkins, P. Roman, C. Martin, and K. Lappin proposed edits to the meeting. K. Lappin moved to approve minutes (as amended) for August 6, 2020. Seconded by P. Roman. Motion passed 6-0-0 (by roll-call vote): S. Correia- yes, P. Roman- yes, A. Gutbezahl- yes, K. Lappin- yes, D. Watkins- yes, C. Martin- yes.

The Chair noted, with regard to the 8/6 meeting, that the Committee did not have the authority to fire or request the resignation of Town employees. The Chair and Vice Chair made public apology for a possible failure to ensure that all members were treated fairly at that meeting.

**Adjournment:** A. Gutbezahl moved to adjourn the meeting at 9:05p.m. Seconded by K. Lappin. Motion passed 6-0-0 (by roll-call vote): S. Correia- yes, A. Gutbezahl- yes, K. Lappin- yes, P. Roman- yes, D. Watkins- yes, and C. Martin- yes.

**Documents:** available at  
[https://www.wayland.ma.us/sites/g/files/vyhlif4016/f/agendas/fincom\\_20200901pkt.pdf](https://www.wayland.ma.us/sites/g/files/vyhlif4016/f/agendas/fincom_20200901pkt.pdf).

Respectfully Submitted,

Lauren Lorentz