



Town of Wayland Massachusetts

Finance Committee

Carol Martin (Chair)
Steven Correia (Vice Chair)
Adam Gutbezah
Kelly Lappin
Pamela Roman
George Uveges
Dave Watkins

FINANCE COMMITTEE

Minutes
January 22, 2020
Wayland Town Building
7:00 P.M.

Attendance: C. Martin, S. Correia, A. Gutbezah, K. Lappin (7:01), P. Roman (7:07), G. Uveges, D. Watkins

Call to Order: Chair, C. Martin called the meeting to order at 7:00PM and reviewed the agenda and stated Pam Roman would be the Minutes Editor.

Public Comment: None

Review ATM Article Liaison Assignments: C. Martin distributed the list of the Articles to be presented in the 2020 Warrant. Committee discussed and assigned a member as liaison for each article. Liaisons will interact with article sponsors and corresponding Board of Selectmen (BoS) liaison to ensure article background information is complete. Ms. Martin walked committee members through the process of working with sponsors and stakeholders to draft the articles.

Finance Director's Report: Mr. Keveny updated the Finance Committee on the preparation for Moody's call in mid-February. Mr. Keveny added Moody's specifically requested to review the town's 5-year Capital Plan, particularly borrowing needs for out years and anticipated cost to connect to MWRA, should the Town elect to pursue that option.

Minutes: Mr. Uveges made a motion to approve the January 13, 2017 minutes as amended. Ms. Roman seconded. The motion was approved 7-0-0.

Commented [1]: chair doesn't make motions - believe gu moved and my notes say you seconded.

FY21 Annual Town Meeting Article Workshop: Ms. Martin reviewed the purpose of the workshop, stating each article would be presented by its sponsor who would provide a brief explanation of the article. She stated the purpose of the workshop is to understand the proposed articles and not debate them. The committee then walked through the articles with the sponsors.

Article A: Recognize Citizens and Employees for Particular Service to the Town: Cherry Karlson, Board of Selectmen Chair, noted that this is a standard article. T.A. Louise Miller and Town Clerk are working to populate the data.

Article B: Pay Previous Fiscal Year Unpaid Bills: C. Karlson noted that this is a standard article. B. Keveny added there is one known unpaid bill.

Article C: Current Year Transfers: C. Karlson noted this is a standard article. Relevant \$ information is to be updated.

Article D: OPEB Funding: C. Karlson noted this is a standard article. Funding amounts still being worked out - but would be similar to FY20. G. Uveges requested that the Committee receive the actuarial report when available.

Article E: Personnel Bylaws and Wage & Classification Plan: C. Karlson noted this is a standard article. A. Gutbezahl asked how many positions would be affected; C. Karlson noted that it applies to minimum wage and seasonal workers.

Article F: Compensation for Town Clerk: Ms. Karlson noted that this is a standard article providing salary adjustments for the Town Clerk which is an elected position and funding is within budget. Figures are presented by the Town Clerk. K. Lappin noted that support to justify the increase will be needed.

Commented [2]: should we add - after support a 30% increase,

Article G: FY21 Omnibus Budget: Presented by Carol Martin, Finance Committee Chair who noted this is a standard article that will be accompanied in the Warrant by the Report of the Finance Committee.

Article H: Fiscal Year 2020 Revolving Fund Expenditure Limits: Ms. Karlson noted this article allows Town Meeting to set the spending cap for each of the Town's revolving funds. C. Martin suggested a table indicating both the FY20 and FY21 caps. Annette Lewis (Claypit Hill Rd) asked about the plan for the transfer station if it doesn't generate enough funds to operate.

Article I: Choose Town Officers: C. Karlson noted that this is a standard article.

Article J: Hear Reports: C. Karlson noted that this is a standard article. C. Karlson requested that FinCom consider making comments on each standard article even if it is processed under the

‘streamlined process.’ C. Martin noted that comments will be included; the streamlined process allows for use of relevant comments and standard language from prior years and fewer revisions to these articles.

Article K: Sell or Trade Vehicles and Equipment: C. Karlson noted that this is a standard article that deals with vehicles over a certain (\$10,000 residual value) dollar amount.

Article L: Rescind Authorized but Unissued Debt: C. Karlson noted that this is a standard article and that we may not have any this year.

Article M: Establish Capital Stabilization Fund: C. Karlson presented, stating the Board of Selectmen recommend the Town establish a capital stabilization fund as part of its financial strategy as a hedge against large spikes in debt service. A. Lewis asked why the Town would create and not fund the Stabilization Fund. She also asked about plans for future annual funding plans and capital plans which it would support.

Article N: Accept Mass. General Laws Chapter 200A, Section 9A: C. Karlson explained adopting this statute would allow the Town to better manage aged outstanding checks. K. Lappin asked about the vintage of the \$600,000 in outstanding checks and the nature of those payments. C. Martin asked if the accounting/budgeting requirements would change. T.A. Louise Miller noted that the checks continue to reside in a liability account until written off and then the credit returns to the general fund.

Article O: Allow Certain Contracts up to 5 Years: Selectmen Doug Levine (BoS) presented this article, stating this article would expand use of contracts up to five years for four types of contracts for Town departments. K. Lappin requested that the article write-up include benefits and potential risks of the article. G. Uveges suggested that types of contracts be specified. L. Miller noted that real estate leases would not be included and that related expenses would be included in the operating budget, which is approved by FinCom. A. Lewis asked if this would include personnel contracts and if FinCom approves the lease prior to an agreement being signed.

Commented [3]: will also benefit schools - so maybe should add in.

Article P: Reallocate Previously Appropriated Funds for Community Center: Tom Fay, Selectmen, presented this article explaining that the article does not ask for new funds but to reallocate money approved in the 2018 ATM to find a new location for COA. C. Martin asked for clarification on the article request. G. Schuler asked whether there is a specific deal for the Town to consider at this time and if/when a location is determined, which group decides on the new site. A. Lewis stated that funds approved for a specific use be returned to the general fund before being appropriated for another use. M. Lowery asked if funds can be spent on land. A. Gutbezahl recommended including names of ‘peer towns.’

Article Q: Surface Water Quality: Selectman Lea Anderson, BoS presented the article requesting the Surface Water Quality budget of \$51K that is currently in the operating budget be moved

outside the budget to allow for flexibility and the option to carry over funds to a new fiscal year. G. Uveges asked for clarification; this is not stormwater.

Article R: Select Board/Town Manager Act: L. Anderson presented the article which is recommended by the BoS and will professionalize the structure of Town government, allow for flexibility over time and bring Wayland a more modern form of town government to match that of many peers. Appointed and elected committees will remain in place. A. Gutbezahl inquired about the potential cost of transitioning the Town Clerk to an appointed position. D. Watkins asked about how the Act would affect Town ByLaws. L. Anderson noted that it will replace two Town Bylaws Administration Legislation sections - Administrator (Part 1, Ch 60) and BoS (Part 1, Ch 58). S. Correa requested back-up information referenced in the article be provided. Steve Klitgord (Concord Rd) requested that language in the article be simplified for voters. A. Lewis noted that the Town Clerk is not paid overtime and works a considerable amount of it. She also noted that the Bylaws and the Act be clarified so as not to disagree or contradict one another.

Commented [4]: Steve Klitgord, Concord Road

Article S: CPC - Set Asides and Transfers: Ms. Schuler, Chair of the Community Preservation Committee, noted this is a standard article that establishes the annual distribution of Community Preservation Act funds, makes a routine appropriation for administrative purposes, sets aside funds for debt service previously approved by town meeting, and transfer funds that must be used for community housing to the Wayland Affordable Housing Trust Fund authorized at a prior town meeting.

Article T: CPC- Funding for Housing Consultants and Housing Production Plan: Ms. Schuler presented this article which requests funds for the Board of Selectmen to fund a Housing Consultant to assist the Board and the Town's housing committees in developing and preserving affordable housing in Wayland and develop the Town's Housing Production Plan. C. Plumb (Bald Rock Rd) asked if the Town Planner conducts a housing plan. C. Karlson noted that the three housing groups are eager to have a robust plan prepared by an outside party and to have information available to the Town.

Article U: CPC - ADA Improvements at Free Public Library: Ms. Schuler stated \$110K has been requested to fund replacement of two doors at library to make them ADA compliant and to fund a design of necessary ADA improvements at library. This plan has been on the 5-year Capital Improvement Plan ("CIP") for the Library. G. Uveges asked about the 'historic' eligibility/status of the library and any changes it might make to marketability of the building. S. Correa asked that 'historical standards' be adhered to in the updating process. M. Lowery noted that the septic system should be replaced and wondered why hook-up to the town water was not included in the CPC application.

Article V: CPC - Funds to Preserve Open Spaces' Native Plants and Pollinator Plant Material: Ms. Schuler presented, stating this article will fund two Conservation Commission projects. G. Uveges requested that the project locations be specified.

Article W: CPC - Accessibility Improvements for two Town Playgrounds: Ms. Schuler presented along with Recreation Director, Katherine Brenna. Intent of article is to upgrade playgrounds and Happy Hollow and Claypit School with ADA equipment and access. K. Lappin noted that \$ figures in the article should tie to the total requested amount. G. Uveges requested a summary for CPC funded projects and accounts. K. Sanicki (Rice Spring Lane) inquired about the type of material to be used in the Happy Hollow playground surface. She expressed concerns about off-gassing and crumbling of poured in place chrome rubber surfaces. She requested that the Town/Rec consider wood fiber material. M. Lowery noted that CPC funds cannot be used to construct turf fields. Ms. Schuler noted that playgrounds are eligible.

Commented [5]: need space after \$ or should we write out dollar ?

Article X: Community Choice Aggregation: Ms. Anderson presented this article with Anne Harris, Co-chair of the Energy and Climate Committee. If passed at ATM, this article will offer residents the ability to purchase renewable energy on a bulk basis via the Town. The goal is to allow Wayland to purchase more than the currently state-required 14% renewable/total energy. S. Correa suggested including competitive rates and examples of how renewable compares to 'traditional' energy costs. K. Lappin asked that staff requirements/costs be noted in the article and asked for clarification how consultant fees are paid. A. Gutbezahl noted that this article just initiates the process of the BoS assessing this option. A. Lewis asked about how residents will be made aware of options and costs and how they will choose energy plans.

Article Y: Spencer Circle Acceptance: Mr. Lowery presented this article stating several parties including the developer, planning board, department of public works and Spencer Circle residents are working together to take necessary steps for this article to be ready for ATM. A. Lewis inquired what the spending is for and whether the road is up to standards. She noted that an easement should first be acquired by the Town before proceeding to access drainage structures.

Article Z: Loker Turf Field: T. Fay (BoS) and K. Brenna, Rec Dept, presented this article. She explained Recreation Commission seeks to build a Turf Field at the Loker Recreational area and noted several changes in the language in last year's article. This project was originally presented at last year's ATM and did not garner the necessary 2/3rds vote to pass. G. Uveges inquired about the availability of a new environmental review and whether the PMBC will opine on costs prior to town meeting and whether Conservation Committee has reviewed the plan. A. Gutbezahl asked about why article is being presented now if the field is in the Capital Improvement Plan for FY22. Molly Upton (Bayfield Rd) asked whether the ballot vote on the debt exclusion conducted a year ago for the field is still valid. (Yes.) C. Plumb asked about the change to 'virgin crumb rubber' for the turf. John Sax (Willow Brook Dr.) noted there is some incorrect material in the article; he noted that the Weston & Sampson "report" is actually a memo.

Commented [6]: should we write out capital plan ?

Commented [7]: believe it's John Sax. thought he lived on willowbrook. ?

Article AA: High School Athletic Field Complex Renovation - Part 3: Presented by Selectman Mary Antes and Jeanne Downs (School Committee Chair) who explained that this article requests funds for the design of the third and final phase of the HS Field renovations; construction would be requested next year using a debt exclusion. G. Uveges inquired whether the fields are usable now.

(Yes.) A. Lewis asked whether the estimated \$2M in construction costs will be adequate given that design hasn't been completed. C. Martin explained that the construction expenses will be reviewed in the F22 Capital budget.

Article BB: Roof Replacement - Loker Elementary School: Ms. Anderson and Ms. Downs explained the roof at the Loker School is leaking and needs to be repaired. The estimated cost has increased from \$1.5M to \$3.8M. She added the project has been approved for partial (35.4%) MSBA reimbursement as most of the roof is about 35-years old. K. Lappin requested the actual reimbursement amount and for explanation of the sizable increase from the original estimate. G. Uveges requested clarification in the article on total expected costs to fix the roof and air handlers. C. Karlson suggested that the entire roof (including the non-MSBC- reimbursement-eligible) be done all at once so as not to have to go back through the process and at greater expense several years forward.

Article CC: Finance Committee Participation in Collective Bargaining: Mike Lowry, Lakeshore Drive, the lead petitioner of the article stated that the article would allow FinCom to be involved in the collective bargaining process and to garner information earlier in the budgeting process. There is no cost to this article.

Article DD: Limit Carrying of Weapons in Town Building and to Town Events: No one was available to present and/or explain this article.

Article EE: Change Election Date: Molly Upton, Bayfield Road, lead petitioner of the article stated that due to debt exclusion projects requiring two votes, this might simplify the process. G. Uveges commented that the risk would be that an 'exempt debt' capital project is approved at town meeting and then voted down as exempt debt at the ballots afterward and the project would then have to be included in levy debt.

Article FF: Finance Committee Appointed by Moderator: Carole Plumb, the lead petitioner of the article stated that in accordance with streamlining town processes as well as suggested by the Collins Report and as is done in other towns, it would make sense to separate the executive from the legislative functions. D. Watkins asked for a source for the percentage of towns using this structure. K. Lapin noted that the article name is modestly misleading; the article also includes changes in FinCom function/duties. L. Anderson asked for clarification on rationale and how the process might work in practice. C. Karlson asked about separation of budget preparation work between the BoS and T.A.

Article GG: Repeal Chapter 193 of the Code of the Town of Wayland: Anette Lewis, Claypit Hill Road, lead petitioner of the article stated that in late 2019/January 2020, the Conservation Commission quickly and quietly amended a bylaw to the Town Code that would be onerous to Wayland homeowners desiring to make any changes to more than 500'sq of ground property. The article proposes repeal of said bylaw to make it unenforceable. A. Gutbezahl inquired about cost

implications of the article. D. Watkins asked if an increased number of applications might stress Town resources. M. Lowery noted that ConCom's next public hearing packet contains only one brief reference to the proposed/new bylaw.

At pm 9:57, after reviewing all of the articles for the Annual Town Meeting, Chair Martin announced the Committee would take a 5 minute recess.

The Committee returned from recess at 10:03pm and reviewed the process for writing and editing articles with sponsors and BoS liaisons.

Discuss and Vote Debt Exclusion Recommendation: C. Martin announced that the BoS has asked FinCom to make a presentation on debt exclusion recommendations next Monday, 1/27. She added the Committee needed to review debt exclusion requests, vote its recommendation and approve draft debt exclusion presentation slides.

Commented [8]: She added the Committee needed to review debt exclusion requests, vote its recommendation and approve draft debt exclusion presentation slides.

The Loker Roof was originally estimated at \$1.5M and is now estimated at \$3.8M. (Once the roof is re-done, Loker School should be in good shape as most large capital improvements have been completed in recent years.) G. Uveges noted that C. Karlson's point to finish completely the Loker roof at this time makes sense and is a priority relative to new field spending. The committee discussed adding the cost of the remaining (non MSBA-reimbursement eligible) portion of the roof (\$350K) and the cost of the replacement of the air handler over that roof (\$150K) to the Loker roof debt exclusion project. The committee considered adding other Loker capital costs to the debt exclusion. D. Watkins noted that the debt exclusion vote could be put off until the fall election and that the newer portion of the roof could wait until the end of its useful life to redo. The committee reverted to the recommendation of \$3.8M as had been requested in the article. S. Correia motioned to recommend funding the Loker roof for \$3.8M as a debt exclusion. G. Uveges seconded. The motion was passed 6-1-0 with D. Watkins opposing.

Commented [9]: motioned to recommend funding

The committee discussed the H.S. Field design and construction project for \$2.2M with the design to begin in FY21 and the construction to be done in FY22. K. Lappin questioned why the article includes full cost for design and construction when the design portion of the project has not yet been completed and construction cost estimates may not be accurate. Given that the article requests \$2.2M, the G. Uveges motioned to not include the HS field project (\$2.2M) as a debt exclusion. K. Lappin seconded. Motion passed 7-0-0.

Review and Revise Draft Debt Exclusion Presentation: The committee discussed and edited the draft version of the debt exclusion presentation to be made to the BoS on Monday, 1/27. A. Gutbezahl motioned to authorize C. Martin (chair) and P. Roman to finalize the FY21 debt exclusion presentation and for C. Martin to represent the committee and present to the BoS on Monday. G. Uveges seconded. Motion passed 7-0-0.

5-Year Capital Plan including Follow Up Questions & Updates: Tabled due to lateness of hour.

FY21 Operating Budget including Follow Up Questions & Updates: Tabled due to lateness of hour.

Chair and Vice Chair's Updates including Schedule: None.

Members' Reports, Concerns; Topics, if any, Unanticipated 48 Hours Before Meeting: None.

Review and Vote to Approve Minutes: Tabled due to lateness of hour.

Adjourn: At 11:28pm, G. Uveges moved to adjourn; Seconded by K Lappin. Motion passed 7-0-0.

Respectfully submitted,

Pamela Roman

Attachments: finance-committee-packet-january-22-2020

Facilities Department Capital Projects
Activities Report January 6, 2017
Fiscal 2018 Schedule of Appropriation
By Fund-Department Detail of General Insurance
Wayland Budget Discussion packet – 1-23-17
Draft Finance Committee Annual Report
Proposed Articles for 2017 Annual Town Meeting