



Town of Wayland Massachusetts

Finance Committee

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

FINANCE COMMITTEE**Minutes****Monday, January 27, 2020****Wayland Town Building****Large Hearing Room****7:00 P.M.**

Attendance: C. Martin, S. Correia, D. Watkins, K. Lappin, A. Gutbezahl (7:13), P. Roman (7:01), and G. Uveges

Absent: none

Also in Attendance: B. Keveny, Finance Director

Call to Order: The meeting was called to order by Chair C. Martin in the Large Hearing Room at 7:00p.m. when a quorum was present. C. Martin reviewed the agenda and announced the meeting was being taped by WayCam. She noted some of the agenda items could be taken out of order.

Announcements: The second half of the Finance Committee meeting on January 22nd, 2020 may not have been recorded, accidentally. The information from that portion of the meeting will be available through the minutes. P. Roman is the minute editor for tonight's meeting.

Public Comment/Members' Response to Public Comment: none

Finance Director's Report: B. Keveny reported that he received the rating from Moody's; they've confirmed the Aaa rating. He noted that Town will be selling the bonds next week, and that they should have new debt numbers by February 10th, 2020.

A. Gutbezahl entered the meeting at 7:13pm

B. Keveny requested that, looking forward, all department operating budgets (including Facilities and DPW) be delineated by personnel and expenses only. Previously, line-item votes were difficult for department managers to manage. Discussion ensued about the rationale for breaking up the budget in more detail, and the pros and cons of adopting this format moving forward. The committee requested pro forma comparisons for FY2018.

Review, Discuss and Possibly Vote Warrant Articles; Discuss and Possibly Vote No Response Articles

C. Martin stated that there would be no votes taken on the warrant articles at this meeting because none are currently ready to vote on. Committee discussed process of editing articles and templates available.

The Committee reviewed articles to determine if there are any that do not have financial impact. If FinCom writes no comments, the petitioner cannot include background information in the article write-up.

Discussion ensued about how best to deal with articles which do not appear to have financial impact. The debate centered around whether the Committee's opinion is needed for such articles, and whether the Committee should make reports on articles that don't have financial impact. A. Gutbezahl expressed reticence to not provide background information for all articles at Town Meeting. He stated that it could be problematic if there were FinCom comments on all the articles that may or may not have financial impact, but then two or three where there's no information from the Committee at all because they determined there was no impact.

Articles considered not to have any financial impact included Community Choice Aggregation and the Election Date. There was a question as to whether the Repeal of Chapter 193 of the Code of the Town of Waylnd has a financial impact or not. C. Martin stated she would investigate further and report back on what would appear in the warrant if FinCom makes no report.

Review & Vote to Approve Minutes: 12/9/19, 1/2/20, 1/7/20 & 1/21/20

A. Gutbezahl moved to approve the minutes of 12/9/19, as is. Seconded by G. Uveges. Motion passed 7-0-0.

The Finance Committee recessed at 7:40pm to attend the Board of Selectmen's Meeting to make a Debt Exclusion Presentation. (See BoS Minutes: Sec. A9 - minutes/2020-1-27_bos_approved_minutes_for_posting.pdf)

**FY21 Capital Budget including: Follow-Up Questions and Possible Adjustments;
Possibly Re-Open, Vote Adjustments and Funding Sources; Discuss Next Steps for FY22
- FY25**

The Finance Committee returned to open session at 8:30pm.

C. Martin reported that there had been changes made to the capital budget since it was last voted on January 2nd, 2020 in the amount of \$5,983,850. Changes/updates include:

- Fire Station 2 requires no additional funds.

- The painting of the Public Safety Building was replaced with the JCC Software for the same amount of money. The painting was left in the budget, but put at \$0 in FY21, and the money now allocated to the JCC.

- CPC will provide funding for the Library ADA Projects. This expense has been resolved and is still in the budget.

- The Lower Library Level Design has been deferred to FY22, which puts \$27,500 back in the budget of available funds.

- The \$10,750 for the Happy Hollow Air Handler Design is no longer needed.

- The \$18,000 for the Design for the Loker Driveway at the school is no longer needed.

- The Design of the Old Sudbury Road Bridge has been moved to FY21, and the construction to FY22 and FY23. This moves the \$125,000 allocated for design and \$1.2 million for construction to the budgets of those respective years. \$50K of the design funds should come from Chapter 90 funds, thus \$75K is to be funded in the budget.

C. Martin reported the School Committee's requested capital budget has increased by \$836,000 since the Jan 2 vote. Items requested include increasing the budgets for the Loker Roof Design, the Claypit Hill Feasibility Study, and the Design Funds for the high school athletic field.

C. Martin reported that, currently, requested budget items that have no funding source include the Facilities vehicle, the high school sound system, the high school voice lift, and the Happy Hollow refrigeration project. Items that have yet to be voted on include the Water Gate Valve Exercise and Trailer, and the Public Safety Building painting.

The committee agreed on replacing the painting of the Public Safety Building with JCC Software purchases. It had been conveyed to the committee that the building was not in as bad of shape as previously thought, and that painting could be deferred to FY22.

A. Gutbezahl noted the need to look forward to FY22-25 to see how deferred items will affect future years. He expressed reluctance for the committee to make changes to and vote on a FY21 capital budget without fully understanding how changes will affect FY22 and years forward. Discussion ensued among the committee as to best practice for the formation of the five-year capital plan. C. Martin noted that the Committee would review the 5-year capital plan on Thursday.

There was then discussion around what information is needed by the Committee to ensure that it approves the most important projects for inclusion in the budget. Consensus was reached that further information should be gathered from the departments regarding which budget requests are most important. D. Watkins moved to formally request a prioritized/ranked list of capital requests. Seconded by G. Uveges. Motion passed 7-0-0.

The committee discussed how to manage continuing changes to the capital budget. G. Uveges mentioned that one option would be to note that the FY21 capital budget is at capacity and that any new changes by departments should require substitutions for other projects.

K. Steinburg (School Committee) joined the conversation to explain the rationale and approach of the School Committee in determining and revising their budget requests. She stated that the numbers have been fluctuating and increasing as this has been a growing pains year in transitioning to a resource-based process. School committee is now scurrying to determine costs and field requests to provide accurate budget needs.

FY21 Operating Budget including Follow-Up Questions; Review Responses to Budget Adjustment Request; Determine Next Steps

C. Martin stated that she and A. Gutbezahl had sent the budget adjustment request memo asking for responses to the committee's questions on operating budgets by January 24th, 2020 so they would have a chance to review them at this meeting. However, the committee received a request to postpone responses, and as of this meeting the committee had not received any responses.

The committee did, however, receive a document from the School Committee answering the FY 21 budget questions posed to them. A. Gutbezahl stated that the packet included answers to the vast majority of their questions, at least in part if not in full. A briefing of some of the answers ensued, with the committee deciding to request a better breakdown for Item 14, information on hardware leases.

C. Martin asked the Committee if they had any further questions for the School Committee:

- K. Lappin noted that the unmet needs highlighted last year do not appear to align with the new initiatives noted this year.

- D. Watkins requested information on the expectation for enrollment of future students of

staff, and if those numbers will be included.

-C. Martin wanted to know if there have been any adjustments to athletic and other fees. She also would like to see the re-based (year-over-year) comparison of the \$195K that's coming out of the school budget and into the town budget for the IT employees.

Chair and Vice-Chair Updates including Schedule:

C. Martin stated that the Committee needed to decide upon a date for the presentation of the draft budget to the public. She said the meeting usually occurs about two weeks before the warrant goes to press. Dates were discussed, with a consensus being reached that the committee would vote on a tentative draft budget on February 10th, 2020 and the public presentation of the draft budget would occur on February 13th, 2020.

It was also decided that the Committee would vote again on February 21st, 2020 to confirm the reduction in health insurance.

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

Adjournment: G. Uveges moved to adjourn the meeting at 9:45pm. Seconded by K. Lappin. Motion passed 7-0-0.

Respectfully Submitted,

Lauren Lorentz

Documents:

finance_committee_packet_for_january_27_2020.pdf