



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
Monday, February 3, 2020
Wayland Town Building
Council on Aging Meeting Space
7:00 P.M. Minutes

Attendance: C. Martin, S. Correia, D. Watkins (7:01), K. Lappin, A. Gutbezahl (7:05), P. Roman, and G. Uveges

Absent: none

Call to Order: The meeting was called to order by Chair C. Martin in the Council on Aging Meeting Space at 7:00p.m. when a quorum was present. C. Martin reviewed the agenda and announced the meeting was being taped by WayCam.

Announcements: C. Martin announced that the Finance Committee is still looking for a minute taker. It is a paid position, if anyone is interested, please contact the Town Administrator.

S. Correia will take the minutes for tonight's meeting.

Public Comment/Members' Response to Public Comment: Tom Largy, Moore Rd., from the Surface Water Quality Committee, made mention of his presence in case the Committee had any questions for him.

Kristin Zynicki, Rice Spring Lane, came forward to address the article regarding accessibility improvements to the town playground. She requested more specific wording in the Warrant Article specifying which materials they were planning to use for the new surface. The Committee told her they are unable to change the wording of articles. They referred her to the author of the article.

Finance Director's Report: none

Review, Discuss and Possibly Vote Warrant Articles including: Recognize Citizens, Accept General Mass Laws Chapter 200A, Water Surface Quality, (5) Articles sponsored by Community Preservation Community: C. Martin will submit the Committee's recommendations on the Warrant Articles to the BoS. The BoS, in turn, will then inform the Committee of the result of their votes on the articles.

A. Gutbezahl entered the meeting at 7:05pm.

The Committee reviewed, discussed, and voted on a total of 7 Warrant Articles at tonight's meeting. They are as follows:

1. Water Surface Quality:

Overview: An article to move the funding of the Surface Water Quality to an article rather than leaving it in the budget, where it has been historically. This change will allow the SWQ Committee to roll over their excess budget from year to year.

Arguments: For- this enables the SWQC to be able to carry over their unspent funds year to year. Against- Members of the Committee expressed concern that this proposed change will not actually solve the problem posed.

Discussion: C. Martin pointed out that both the Town Administrator and the Finance Director support this article. T. Lary, from the SWQC, joined the discussion. He explained the needs of the SWQC can vary greatly from year to year, as some of their purchases can be large and unanticipated. This has caused budget shortage problems. They believe the proposed article will help alleviate that issue. Discussion then ensued as to whether this change will actually fix this problem. The Committee also discussed the possibility of using other funding mechanisms to fix the SWQC's budget shortage problem.

Questions: The Committee asked for clarification on how this article will correct the problem more than any of the other available funding methods?

Vote: The Committee decided to take this article under advisement and wait for the answer to their question before taking a vote.

2. Recognize Citizens:

Overview: An article to allow the recognition and commendation of citizens and employees for services to the town

Discussion: none

Questions: None

Vote: S. Correia moved that the Committee accepts the article Recognize Citizens for Particular Service to the Town. Seconded by K. Lappin. Motion passed 7-0-0.

3. Accept Chapter 200a, Section 9a, Unclaimed Property:

Overview: An article to set up the process, under state law, by which the town can claim unclaimed property, rather than having to remit the money to the state.

Arguments: For- this doesn't change the rights of the payee, if anything it may help them find a new source of funding. Against- additional work for the town to establish internal controls to ensure these unclaimed funds are properly managed.

Discussion: C. Martin stated that the BoS approved this article 4-0-0.

Questions: K. Lappin asked what the run rate of new uncashed checks is in a given year? This speaks to how much work it's going to be. G. Uveges said the amount of processing a check takes depends on the check amount.

Vote: S. Correia moved that the Committee accepts the article proposed by the BoS to accept the Chapter 200a, Section 9a, to Unclaimed Property. Seconded by K. Lappin. Motion passed 7-0-0.

Community Preservation Committee Chairwoman Gretchen Shuler joined the meeting to give insight into the Warrant Articles presented by the CPC as needed.

4. CPA Set-Asides and Transfers:

Overview: An article to set aside the Community Preservation Funds to the Uncommitted Fund for 10% to each for historic open space and housing. It also allots \$10k for admin expenses. Additionally, it states that \$372,731 from the Committed Fund will be used to pay the annual debt service for the Mainstone Farm Conservation Restriction. Finally, the town will transfer the funds- \$101k, which is the 10% allocation from the Housing Fund- to the Wayland Municipal Affordable Housing Trust Fund.

Arguments: Against- D. Watkins stated that some people think CPC should not be taking funds at all anymore, and that continuing to take 1.5% is too much.

Discussion: Discussion ensued over changes to some of the wording of the article, for clarity.

Questions: none

Vote: S. Correia moved that the Finance Committee recommend that the article proposed by the Community Preservation Committee called CPA Set-Asides and Transfers be approved. Seconded by K. Lappin. Motion passed 7-0-0.

5. Funding for Housing Consultants and Housing Construction Plant:

Overview: An article to determine whether the town will vote to appropriate for housing and consulting services in FY21, \$20k from the Community Preservation Funds Uncommitted Fund to be expended by the Town Administrator or designee to engage one or more housing consultants to support, coordinate, and advance the town's affordable housing efforts. And 30k from the Community Preservation Fund's uncommitted fund to prepare Waylands housing production plan.

Arguments: For- making continued progress on affordable housing goals remains a priority for the town, the consultant(s) will help the town comply with the housing guidelines for specific projects and the town's community housing considerations in general. Consulting services help coordinate information and provide expertise to the

Town Administrator, other town staff, members of the public, and housing related entities. Against- none

Discussion: none

Questions: none

Vote: S. Correia moved that the Finance Committee accepts the article proposed by the Community Preservation Committee for CPA Funding for Housing Consultants and Housing Production Plant. Seconded by K. Lappin. Motion passed 7-0-0.

6. ADA Improvements at the Free Public Library:

Overview: An article to determine whether the town will vote to appropriate a sum of money, not to exceed \$110k, from the Community Preservation Fund's Historic Preservation Fund to be expended by the Facilities Department for the American with Disabilities Act improvements of the Wayland Free Public Library, 5 Concord Rd. This includes a design of comprehensive interior and exterior ADA improvements, and necessary improvements to the lower level entry door and the emergency exit on the north side of the building.

Arguments: none

Discussion: The Committee made a few minor changes to clarify points, such as how the funds are being appropriated, and to reflect that the numbers included are estimates in an ongoing process.

Questions: G. Uveges questioned the inclusion of funds for archeological purposes. G. Shuler responded that this is in the event that there is digging for the ramp.

Vote: S. Correia moved that the Finance Committee accepts the article proposed by the Community Preservation Committee for ADA improvements at the Free Public Library. Seconded by K. Lappin. Motion passed 7-0-0.

7. Funds to Preserve Open Spaces, Native Plants, and Pollinator Plant Material

Overview: An article to determine whether the town will vote to appropriate funds to be expended by the Conservation Commission, including \$7k from the Community Preservation Fund's Open Space Fund for the purchase of native plant species to preserve conservation commission open spaces, 2k from the Community Preservation Fund's Open Space Fund to plant pollinator gardens on Conservation Commission land to support and preserve existing landscape.

Arguments: For- the propagation of native and pollinator plants will enrich conservation properties and deter the degradation of properties by invasive species. This is a small, but appropriate use of funds allocated to the preservation of open spaces. Against- there may be other more pressing CPA initiatives currently not known to the town, that require funding.

Discussion: C. Martin made some minor edits, for added specificity. D. Watkins inquired about the CPC vote on these articles. C. Martin answered that it was 6-0-0 in all cases, except for the Library which was 5-1-0.

Questions: none

Vote: S. Correia moved that the Finance Committee accepts the article proposed by the Community Preservation Committee to Preserve Open Spaces, Native Plants, and Pollinator Plant Material. Seconded by K. Lappin. Motion Passed 7-0-0.

The Playground article is not yet prepared and so was tabled for another night.

S. Correia handed out two articles to be put on the list to be addressed next Monday. Other articles currently being worked on by the Committee were discussed, with C. Martin encouraging them to submit them as soon as possible.

FY21 Operating Budget Review including: Follow-up Questions/Next Steps, Possibly Vote FY21 Draft Budget: No vote taken as the budget has not been drafted. A. Gutbezahl reported that he has not received any feedback from Louise, et al, regarding the Committee's follow-up questions. C. Martin stated that the Committee is still waiting for the report from L. Miller regarding where her reduction is going, and that B. Keveny will give it to the Committee next time he is present.

Review Draft FY21 Operating Budget Presentation: There will be a draft budget presentation on Feb 13, 2020. Notice of the meeting has been posted and is on the calendar, to give residents two weeks notice. The presentation will be at 7:15pm, in the Council on Aging Meeting Space.

P. Roman walked the Committee through the slides she has prepared in advance of the draft budget presentation. Edits were discussed among and made by the Committee to maximize the amount of information given while also maintaining readability and understandability. Most slides were finalized within the meeting, with just a few needing further drafts outside the meeting.

C. Martin stated that, now once the edits were finalized, she would come back next week with better numbers, including any debt service adjustment figures.

Discussion ensued of whether to include information about the 5-year plan within the budget presentation, and whether the Committee can/should include numbers that are not finalized yet. Some felt the presentation should be solely about the operating budget. The possibility was proposed of including an index at the end with brief overview of 5-year plan. Discussion was tabled until next Monday when they have more information.

Next Monday the Committee will make final edits to the presentation, and review any changes.

D. Watkins moved to authorize C. Martin and S. Correia to update the slides for their presentation. Seconded by G. Uveges. Motion passed 7-0-0.

Chair and Vice-Chair Updates including Schedule: Future Finance Committee meetings are scheduled for Feb 10 (during which a Committee member will step out to do the Debt Exclusion

Presentation), Feb 13 (which will include the FY21 Draft Operating Budget Presentation), Feb 18, and Feb 24. Feb 20 is scheduled as a potential snow date, if needed.

Members' Reports, Concerns; Topics, Unanticipated 48 Hours Before Meeting: none.

Review & Vote to Approve Minutes: 1/2nd, 1/7th, 1/21st, 1/27th & 1/30/20: Tabled. No minutes ready for approval.

FY21 Capital Budget including: Review FY21 Recommendation & Discuss FY22-FY25 with Town Administrator, Follow-Up Questions and Possible Adjustments, Possibly Re-Open, Vote Adjustments and Funding Sources: G. Uveges moved to adjourn the meeting early, as L. Miller was not yet present. Seconded by A. Gutbezahl. Motion failed 3-3-1, with C. Martin, P. Roman, and K. Lappin dissenting; and D. Watkins abstaining.

C. Martin called a five-minute recess at 9:29pm. G. Uveges left the meeting during the recess.

Meeting reconvened at 9:34pm.

C. Martin stated explained to the Committee the reasons they needed to wait for L. Miller in order to proceed with their meeting, what topics they planned to discuss:

- L.Miller will present the funding of the Loker Roof Project to the Committee. She was speaking with the BoS that evening, so she would be able to present what numbers they decided upon. Currently the cost of the project is listed as \$4.1m. This includes \$312k from last year's Capital Budget for the Design Funds, as MSBA requires the full cost of a project to be included.

- Verification of what is actually included in the \$4.1m budget. There is a question if this includes the \$350k to do the portion of the roof that was not originally part of the project, as well the approximately \$500k for the air handler.

- How the project will be funded. C. Martin stated that she had heard several different versions and so wanted to wait for confirmation from L. Miller as to the decision of the BoS.

- How would we fund the \$200k for the design funds for the High School Project part 3. C. Martin believes there is an additional \$200k of free cash now available, but she wanted L. Miller to explain where the free cash was coming from to allay any concerns regarding the impact on the fund balance

- Discuss funding mechanisms for the Cap Stabilization Fund, so the Committee can decide on that.

-Discuss years FY22-FY25 and get more detail on what she is anticipating or expecting the Committee to do with those out years.

L. Miller was ultimately detained in Executive Session with the BoS, and so was unable to discuss these topics with the Committee.

The Committee discussed how to proceed. D. Watkins suggested they ask L. Miller to send her answers to the listed discussion points in an email, so they can read them before the next meeting and then be able to vote them on Monday. He also suggested the Committee could choose to vote the capital budget as it stands and reopen it later, if necessary.

A. Gutbezahl suggested the Committee make a motion to inform the BoS that, without answers to these questions, they are unable to make the Draft Budget Presentation.

D. Watkins made a motion for the Committee to empower C. Martin to discuss these topics with L. Miller after the meeting, and to modify the Capital Budget as needed, based on that conversation. Seconded by K. Lappin. Motion passed 4-2-0, with K. Lappin and A. Gutbezahl dissenting.

The Committee agreed upon scheduling a discussion of any changes C. Martin makes to the budget prior to the Draft Budget Presentation, to discuss if any of the new information changes their recommendations.

Adjourn: K. Lappin moved to adjourn the meeting at 9:25pm. Seconded by A. Gutbezahl. Motion passed 6-0-0.