



Town of Wayland Massachusetts

Finance Committee

Steven Correia
Jen Gorke
Carol Martin (Vice Chair)
Klaus Shigley
William Steinberg
George Uveges
Dave Watkins (Chair)

FINANCE COMMITTEE Minutes Wednesday, January 3, 2018 Wayland Town Building 7:00pm

Attendance: D. Watkins, S. Correia, G. Uveges, C. Martin, W. Steinberg, K. Shigley (remote)

Call to Order: The meeting was called to order by Chair D. Watkins at the Town Building, Selectmens Conference Room at 7:00pm. D. Watkins announced the meeting was being taped by WayCam. He then reviewed the agenda for the meeting. He noted some of the agenda items would be taken out of order.

Public Comment None.

Members' Response to Public Comment None.

Review Finance Committee Reserve Fund Release Policy: D. Watkins researched other reserve fund policies in the state and put together a draft. He stressed it has to be vetted at some point. W. Steinberg asked if this should go before a third party. D. Watkins confirmed that FinCom is responsible for spending the money from the reserve fund account established Town Meeting. FinCom discussed the negatives and positives and made some changes. It was discussed how and when it's possible to take from the reserve fund. W. Steinberg suggested FinCom takes the changes and share them with the Town Administrator, BoS, and the Finance Director and get their comments.

Discuss and Review Potential ATM Articles:

–**Omnibus Budget:** Historically FinCom is responsible for presenting this. D. Watkins asked FinCom members to review this for a vote on next Monday.

–**OPEB:** D. Watkins stated that the OPEB article currently doesn't have a sponsoring board and FinCom has been asked to take on the responsibility to vet it. After discussion as to whether an article should be presentable to combine OPEB appropriation into the budget article, C. Martin suggested a good place for it would be Special Town Meeting in the fall if the Town holds one. D. Watkins passed out a draft

version of the OPEB article. K. Shigley updated the article for this year but was working on additional information. He noted this year's estimated contribution was \$500,000 plus. That number was recommended last year and it reflects the OPEB Advisory Committee's recommendations. He stated there is no mandate to fund these obligations, but he lists all the reasons in the article why it should be funded. He said one thing he would suggest for next year is to recommend and approve the 500,000 and change the premium-based method to the prescribed liability methodology. D. Watkins said FinCom's goal is to vote on the article next Monday. C. Martin noted she is uncomfortable disqualifying all the work the OPEB Committee did. D. Watkins asked committee members to look at the Omnibus budget as well so they can vote.

Article Assignments:

-Revolving Fund: C. Martin is the liaison for the revolving fund.

-Information Technology: The liaison is G. Uveges

-Non-Insurance Stabilization Fund: The liaison is G. Uveges.

-Pay Previous Year: W. Steinberg liaison

-Current Year Transfer: W. Steinberg liaison

Discuss and Review DPW & Facilities Initiatives -Project Manager Position:

- Public Buildings Director B. Keefe came before FinCom to discuss DPW and Facilities initiatives, but not the Project Manager Position. He stated he's working the Town Administrator for an article for the HVAC system, which has to be this year or very soon. He stated renovations would be the second part. They include reconfiguring the land use department to make it more user- friendly for staff and the public, renovating the lobby and a redesign of the Finance Department . He stated in FY20 the town should start on the COA project and bring the window project in after the HVAC in finished. Eventually the Town Building will need flooring and an emergency generator for the whole building. S. Correia noted he feels uncomfortable putting in a brand new HVAC system before the town knows what it's doing with the building.

-Fire Station Plans: B. Keefe stated the requirement to sprinkle the whole building really bumped up the price. His number is conservative but stated the OPM will revise that number as quickly as possible. Cost of the project is \$1.8M

-Septage Emergency: The pump stopped working and the sewer backed up into the workshop. The Dept. of Health has been in contact and said the use of the building can continue as long as the septic system is being pumped regularly. He stated emergency procurements for pumps were granted and he's hoping they come in soon at a \$25,000- \$32,000 range. The distribution box is another area that could give the Town trouble. D. Watkins said there is another option beside the reserve fund would be to spend the appropriation and ask for additional money at Town Meeting. FinCom decided to take a vote due to the urgency of the situation.

W. Steinberg moved to approve the transfer of \$32,000 from the FinCom reserve fund to the Facilities Department for the repairs to the septage system for the Town Building. Seconded by C. Martin. Roll call vote was 6-0-0 as follows: Watkins – Yes Uveges -Yes Correia - Yes Shigley- Yes Steinberg -Yes Martin - Yes

Finance Director FY19 Budget Review: D. Watkins asked members to take a look at the departmental worksheet in the dropbox. He stated they would save discussion for next week when B. Keveny is present. He stated FinCom should spend more time

reviewing the top six items. C. Martin asked for B. Keveny to provide personnel and benefit costs.

Review of School and Town Guideline Support: The Town is looking at a repeat from last year going from a 3.27% to a high 3.5 % this year. From an Operating Budget perspective the town is currently \$576,210 over the guideline and that is without any debt service added. K. Shigley stated on a positive note, the budget is in the ballpark of where it wants to be. How FinCom should react to that difference was discussed. Last year FinCom sent out a memo specifying reduction request. D. Watkins said FinCom should think about how to react to the difference for deliberations next week. It was discussed to ask for salaries, benefits and for the new headcounts. B. Steinberg stated based on the budget submitted and the capital budget the Town is looking at a 4% increase need to focus on maintaining the new projects.

Discussion and Review of Recommended Town Operating Budget Report of the Finance Committee Outline Discussion: D. Watkins asked members: D. Watkins asked FinCom members to look at last year's version. He stated there was a request last year for more demographic information about the town, like composition, affordability, and headcount. C. Martin stated it was requested last year to see any outstanding capital projects. D. Watkins discussed more time to the levy. He stated this discussion will continue at the next meeting.

Discuss and Review Letter to Board of Selectmen Requesting Debt Exclusion Ballot Question: FinCon is going to be asked to respond to debt exclusions through the BoS. W. Steinberg and S. Correia said FinCom usually went forward with the request in the past. D. Watkins put together a memo based on the past. It was noted to ask B. Keveny what would be the projected fund balance. They discussed reoccurring costs like roads. D. Watkins noted the Moody's report has an indebtedness issue. It was asked if there is a chance to go back and refine that number if FinCom requests a debt exclusion amount. D. Watkins stated he would ask.

Discuss Chair and Vice Chair's Update: None.

Tweets of the Week Discussion: None.

Review FY19 Budget Meeting Schedule: D. Watkins said he hasn't received any member requests to change dates on the schedule yet. FinCom will be meeting every week now through the printing of the Warrant. W. Steinberg suggested changing two meetings, the 23rd and 30th, so J. Gorke could attend for a full vote. C. Martin suggested meeting the Thursday before 2/20. D. Watkins said for now they will leave the dates open.

Members' Reports, Liaison Assignments, Concerns, and Topics and Schedule for Future Meetings: None.

Debt Presentation Meeting Schedule: K. Shigley said he would like to share the memo with the rest of the committee. There has been no meeting scheduled to review the debt presentation yet. He raised a number of points that he feels needs to be addressed regarding C. Rowell's presentation. He stated B. Keveny is supposed to be working with Z. Pierce and C. Rowell to address this.

Conservation Open Capital Project Memo: S. Correia noted the Conservation Commission came to him because they were upset the tractor pulled out of the budget. He stated he gave the Chair S. Greenbaum some ideas to help FinCom better understand the need for the tractor. He stated he asked her if the purchase of the tractor would

reduce their budget by \$11,000. K. Shigley said if she can deliver a reduction to her budget for the tractor, then she has a good case. FinCom stated they need further clarification of savings. S. Correia stated he will follow up on closing out past capital funds

School Capital Discussion: School Committee member J. Downs came back and made a case for the phone project because of safety issues and the importance of fully implementing ALICE in all the schools. Two or three other projects were discussed that are deemed important as well. FinCom would like to revisit the phone project and have it possibly come from the capital budget, leaving the others in operating budget. D. Watkins stated he struggles with the technology argument for the phone project. He noted he has not vetted if it's the right platform, but there are other ways to implement ALICE. He stated he asks about this every year. S. Correia suggested forming some type of ad hoc committee that can look at different ways of saving money and doing things differently after the budget is done.

Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any: None

Meeting Minutes - Review and Vote to Approve: 11/6, 11/14, 11/20, 12/4, 12/11, 12/18 11.)

C. Martin moved to approve the minutes of 11/14/17 as amended. Seconded by W. Steinberg. Roll call vote was 6-0-0 as follows: Watkins – Yes Uveges -Yes Corriera - Yes Shigley- Yes Steinberg -Yes Martin – Yes

K. Shigley signed off at 9:50PM

C. Martin moved to approve the minutes of 11/20/17 as amended. Seconded by W. Steinberg. Motion passed: 5-0-0

C. Martin moved to approve the minutes of 12/4/17 as amended. Seconded by W. Steinberg. Motion passed: 5-0-0

C. Martin moved to approve the minutes of 12/11/17 as amended. Seconded by W. Steinberg. Motion passed: 5-0-0

Adjourn Meeting C. Martin moved to adjourn the meeting at 9:51pm. Seconded by G. Uveges. Motion passed 5-0-0

Respectfully Submitted,

Katelyn O'Brien

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