



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

Tuesday, January 9, 2018

Wayland Town Building

7:00pm

Attendance: D. Watkins, S. Correia, G. Uveges, C. Martin, W. Steinberg, J. Gorke (Also attending B. Keveny)

Call to Order: The meeting was called to order by Chair D. Watkins in the Large Hearing Room at the Town Building at 7pm. 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 G. Schuler, Old Connecticut Path, discussed her reasons why she feels the town should be given the opportunity to vote on each debt exclusion question separately.

S. Klitgord, 274 Concord Rd., expressed his concern that the full cost exposure for the library article is still unknown and added that the Library operating budget could probably double in maintaining it.

A. Lewis, Claypit Hill Rd, stated she feels that having one question doesn't answer the concern but having two questions does. Regarding the OPEB Budget, she asked that FinCom push back when School Committee submits their numbers. She asked why the School budget included funding for Children's Way, why a project manager position was requested, and why there is money in the Planning Dept. for regulatory tools and techniques for branding and marketing plans for businesses throughout town.

J. Ling, Concord Rd., asked about the voting process for the library article. She stated she supports unbundling the debt exclusion vote into two questions, as it will truly show what people support and what they don't support.

Members' Response to Public Comment: C. Martin noted the current Library budget is slightly over \$1m, so she's not sure if it moves its location it would double. D.

Watkins noted he also received four emails from residents that supported a single Debt Exclusion ballot question.

Report from the Finance Director

Finance Director FY19 Budget Review and Discussion of Operating Budget Review of School and Town Guideline Support

Discussion and Review of Recommended Town Operating Budget

Perform Detailed Departmental Review of Operating Budget: B. Keveny passed out updated budget books. He suggested FinCom members look at the historical changes and spending in the departments. He went through an overview of what was submitted. FinCom discussed having a department budget overview at the next meeting so department heads can come in if there are questions. School and Town Budget came to \$80.3M. Last year's budget was roughly \$77M. He went over each increase. In total the Town's side increased by 5.71% and the School increased by 3.6%, which is a total increase of 4.25%. B. Keveny noted that benefit costs for 7 town FTE's, 5 school FTE's, one Wastewater FTE is not included. That is \$325,000 not in the submitted budget. If that is added it brings the total to \$80.6M. He noted that salaries are in the budget but benefits are not. B. Keveny discussed the benefit expenses from FY17, FY18 and what needs to be put aside for FY19 and the town's dilemma. He stated he's working with J. Senchyshyn to find ways to resolve it. FinCom discussed possible solutions. B. Keveny stated they are expecting to use about \$1.9M of indirect costs. He discussed the close out of the non-insurance account which will transfer to the general stabilization account and the closing of the Beach account, which would run out of the revolving fund. He discussed the Septage account. He stated the agreement with Sudbury is almost complete. The Current Year Transfer Article will transfer \$445,000 out of General Fund into the Loker Construction Account.

B. Keveny stated C. Rowell is available to meet with FinCom at the end of January. Moody's rating call is yet to be determined. Audit is complete they are just finalizing the management letter. It was noted historically the Personnel Board or J. Senchyshyn came before FinCom to discuss their memo. It was discussed and debated if DPW, Recreation and Facilities should come before FinCom at the 1/16 meeting. It was decided the Town Clerk could prepare a memo to explain her budget and the Town Administrator and Legal should come in on 1/16. The snow and ice removal budget was discussed.

B. Keveny passed out the operating budget and explained the format. It included the Town, Unclassified and the School. He went over increases to payroll for each department. S. Correia confirmed the Conservation Commission would have \$11,000 yearly of savings if they got the tractor they requested. FinCom members asked questions and discussed departmental budgets. It was suggested to compile the OPEB and Omnibus Budget into one and work with that number. B. Keveny stated to compile everything into one number and reach back to departments would push FinCom back another week. W. Steinberg stated FinCom needs to look at them separately because they vote on them separately. G. Uveges stated he would like to see the total number and give time to push back on departments. D. Watkins stated he doesn't want to lose a week.

B. Keveny stated that just to support an \$80.3M budget with same uses of revenue the Town is looking at a use of taxation of \$68.9M, which is a 6% increase in taxation from year to year as the budget stands. That doesn't include capital items and OPEB. He stated he will add the chart showing free cash and how much can be utilized to the workbook file and send it to FinCom members. S. Correia noted FinCom should check with BoS about the logistics of Town Meeting since a big crowd is expected with the Library vote. The school-bussing situation was discussed and FinCom wants to know

why the School's Town Counsel thinks it should be on the Town's side. B. Keveny briefly highlighted the School budget. He stated non-payroll is increasing by \$130,000. The payroll side is increasing by \$1.2M. Those includes 6.89 FTE's but not benefit costs. Overall the school's budget net increase is \$3.2M, a 4.25% increase. D. Watkins asked Committee members to submit questions by Thursday is the deadline to submit questions to B. Keveny.

Discussion and Possible Vote on Reserve Fund Transfer Request for Town Building Septic Repair: D. Watkins moved that FinCom transfer \$32,000 from the Reserve Fund to the Facilities Department. Seconded by W. Steinberg. In discussion G. Uveges suggested FinCom reaffirms last week's vote instead of voting again. D. Watkins stated he preferred that FinCom take another vote. Motion passed 6-0-0

Discussion and Possible Vote on Request for Budget Adjustment: D. Watkins said there are three major points in memo. First, it's tasking the Town Administrator and Superintendent with the responsibility to work together and report back to FinCom with a compiled picture of adjustments to the budget. He stated he's not sure if that can be done, but it's not the job of FinCom. Second, the focus on taxation was removed. Third, the memo is asking people to come back with an adjustment. B. Keveny noted the memo should state that there might be an additional \$250K appropriated due to an unresolved matter with benefit payments to employees. J. Gorke thought it needed to be more explicit and clear. C. Martin also suggested it's not clear on the Capital Budget. D. Watkins stated he would pull the Capital piece out of the memo. FinCom agreed to send out the memo as amended.

Discuss, Review and Possibly Vote on Finance Committee Reserve Fund Release Policy: B. Keveny and FinCom agreed to take out FinCom as the point of contact and have B. Keveny alert the Committee instead. D. Watkins asked for any further edits.

Discuss, Review and Possibly Vote on ATM Articles including but not limited to: It was discussed that FinCom needs to vote to authorize D. Watkins to submit the Omnibus Budget and the OPEB articles for the Annual Town Meeting to the BoS.

-Omnibus Budget The date cost estimates will be available Jan. 29, 2018, which is the only big difference from last year. The pros and cons could also change.

C. Martin moved that FinCom authorize D. Watkins as chair to submit an article for Annual Town Meeting titled "FY2019 Omnibus Budget." Seconded by W. Steinberg. . Motion passed 6-0-0

-OPEB: D. Watkins stated the big difference from last year is the comments. Cost estimates will be available Jan. 29, 2018.

C. Martin moved that FinCom authorize the Chair to submit an article for the Annual Town Meeting titled "OPEB Funding." Seconded by W. Steinberg. Motion passed 6-0-0

Review and Approve Article Workshop Notice (1/22) D. Watkins passed out current article list from BoS. He stated FinCom members should prepare for the upcoming workload. D. Watkins noted that the workshop on 1/22/18 is no longer called a hearing since its not a legal body. FinCom members reviewed the Article Workshop memo that will be sent out.

Discuss and Possibility Vote on Letter to Board of Selectmen Requesting Debt Exclusion Ballot Question: D. Watkins stated a letter from N. Balmer will be going out to all Boards and Committees asking them for information about a debt

exclusion ballot question. He stated that FinCom gets to articulate it's recommendation but ultimately the BoS has the final vote.

Discuss Chair and Vice Chair's Update: C. Martin suggested FinCom starts to think of a system for the Warrant write-ups. D. Watkins said department liaisons own the content of the write-ups. D. Watkins asked B. Keveny if it's possible to get any administrative help this year with the warrent. B. Keveny stated he could take the project on the 3rd week in January due to his busy schedule. B. Keveny noted he could also inquire about hiring a temp for a day.

Tweets of the Week Discussion: D. Watkins suggested a tweet: "FinCom requesting budget adjusting." Everyone approved of the tweet.

Review Schedule: J. Gorke said she could make the 16th and 22nd meetings. FinCom discussed re-scheduling the 1/29/18 meeting to 1/30/18. D. Watkins stated he would run that by K. Shigley.

Members' Reports, Liaison Assignments, Concerns, and Topics and Schedule for Future Meetings: W. Steinberg stated he emailed J. Senchyshyn about the personnel breakdowns and he's waiting to hear back.

Post ATM Project Management Discussion: D. Watkins asked S. Correia to start thinking about a possible post-ATM project management discussion.

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

Meeting Minutes - Review and Vote to Approve: 1/3 No minutes. B. Keveny asked FinCom how the minutes are going. D. Watkins questioned if having the minute taker physically at the meeting would decrease the time a FinCom member uses to review and revise the minutes.

Adjourn Meeting C. Martin moved to adjourn the meeting at 9:45pm. Seconded by W. Steinberg. Motion passed 6-0-0

Respectfully Submitted,

Katelyn O'Brien

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