



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 16, 2018****Wayland Town Building****7:00pm**

Attendance: D. Watkins, S. Correia, G. Uveges, C. Martin, W. Steinberg, J. Gorke

Call to Order: The meeting was called to order by Chair D. Watkins in the COA 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.

C. Martin read an email from A. Boelter who wanted to offer encouragement to Chair D. Watkins and the entire Finance Committee and submitted an e-mail stating such.

Public Comment M. Lowery, Lake Shore Dr., asked FinCom to urge the BoS to offer the Debt Exclusion questions separately on the ballot.

Members' Response to Public Comment: None.

Report from the Finance Director: B. Keveny discussed the Fire budget, bus parking, and the election budget. He stated the fire contract has settled but the police is still open. He would have to go back to the FY18 budget and make a transfer reserve salary adjustment. This would mean a change to FY19 budget, although it won't change too much. He stated KP Law legal recommendation was the bus parking should be in the town's unclassified budget. S. Correia stated FinCom knew that but wants to know why. Brian agreed he would get more information. The Town Clerk sent an email explaining her budget. Waiting for state to come back about early voting. B. Keveny is working with the dept. heads to go through their FY18 appropriations. He stated the health insurance reimbursement account issue has been resolved. He stated Wastewater did submit their explanatory statements and their budget is almost complete. The BoS is looking to transfer \$75,000 for the Legal budget. He stated moving it to a current year transfer would be the best option. Auditors are here this week doing the school audit, also the small single audit.

Finance Director FY19 Budget Review and Discussion and Possible Vote of Operating Budget Review of Auditor Presentation:

Review Operating Budget Requests from the Following, but not Limited to, Town Departments Based on Their Availability: DPW, Recreation, Facilities, Assessors, Elections, BoS, School, Personnel Board: M. Jones, Personnel Board Chair, came before FinCom to discuss their FY19 new town personnel recommendations. The Personnel Board supports the Fire Department's request. Annual costs would be \$200,000. She stated the Police Department is also seeing an increase in the number of calls and are asking for another officer. Annual cost would be 95,000 and the Personnel Board supports it. Conservation Department is asking for an increase in hours for a part-time Land Manager to 28 hours per week. The wage increase would be \$11,000 plus possible benefits costs. The Personnel Board's opinion was it should be supported if funds are available. The COA asked for an increase in hours for their project manager. Increase in cost would be \$18,575 also possible benefit costs. Again, the Personnel Board supports it if funding is available. The DPW is requesting a new position of a project manager. This is due to the backlog in capital projects. Costs would be \$117,000. The second request from DPW is a Heavy Equipment Operation position at the Transfer station. Increase of hours of 19-40 a week. The estimated wage increase would be \$243,400 plus benefits from the Transfer Station Fund. Wastewater is requesting an increase in hours from 19-24 for the Account Specialist. Cost would be \$10,000 plus possible benefit costs and not recommending.

Recreation Direction K. Brenna came before FinCom. She discussed that in FY19 Recreation will carry \$44,000 related to beach expenses into a non-payroll operating budget expense line. This is to return the beach fund year-end balance to Recreation. B. Wright, Vice Chair of the Recreation Commission, explained the capital maintenance account and how they used it in the past. He said he was told they couldn't spend the money that way anymore. They discussed playgrounds and non-revenue repairs. They stated they would like to have on an annual basis for the purpose of these types of repairs. He said if they are not used, they will return it or make up difference. Unplanned circumstances pop up every year, and most are items not covered by user fees. The budget before them does not cover everything, just things not covered by user fees. C. Martin stated the issue with the budget is that it was \$175,000 and now is \$360,000. FinCom asked Recreation to project what next years budget might look like and come back again to discuss. FinCom asked them to put together a list that shows what user fees pay for.

DPW Director T. Holder, BoPw members and DPW staff came before FinCom to discuss their budget. T. Holder gave a general overview of each budget for divisions. He stated the largest item is a brand new line item, which is only a fraction of what has been forecasted alone for stormwater. DPW has taken on the GIS position, the Surveyor, and Town Engineer and created an engineering division. He also discussed the proposed project manager position. He said the salary is in the general fund right now. This individual would manage non-structural projects. C. Martin asked about the lifespans of these projects. T. Holder stated it could be up to 20-years for some. She said she feels uncomfortable bonding salaries for projects that may take up to 20 years. The new project manager has 2-3 years' worth of projects to do. S. Correia asked DPW if they take care of all the park land. T. Holder said DPW is like Recreation's contractor. S. Correia said he feels more comfortable giving DPW park maintenance money than the Recreation Commission. The Committee then discussed the meters. He said there is about \$200,000 in real revenue lost due to inaccuracy of meters. T. Holder stated they would outsource the job and finish installation within a year.

Review and assign candidate Article Assignments for ATM: FinCom assigned articles to each members.

D. Watkins will take on Articles G, HH

C. Martin will take on Articles H, M, N, EE,

S. Correia will take on Articles A, B, E, I, P, DD, JJ

G. Uveges will take on Articles O, Q, R, S, FF, MM

W. Steinberg will take on Articles C, F, J, T, V, W, Z, GG, OO

J. Gorke will take on Articles K, L, U, X, BB, LL

K. Shigley will take on Articles D, Y, AA,CC, II, KK, NN, PP

Discuss and Possibility Vote on Letter to Board of Selectmen Requesting Debt Exclusion Ballot Question

Review and Discuss Presentation to the BoS for the Debt Exclusion Ballot: D.

Watkins stated he got a note from L. Anderson describing what the BoS is looking for FinCom to do. He said historically FinCom has initiated the Debt Exclusion process. It's evolved this year differently. He said the letter from the BoS affords FinCom the right to make changes based on what he's read. The letter requested several items to be presented in the Debt Exclusion presentation including our financial position, timing and amount, consequences, requirement of the ballot question, and relevant information. The presentation will be a matter of looking at line items and flushing out what FinCom wants to say. He said he will create a draft for next week. It was discussed if FinCom is being asked to support projects or where/how they should be funded. The BoS needs to clarify. If it passes how should it be funded? Different scenarios that could happen were discussed. D. Watkins stated timing is an issue. G. Uveges suggested breaking down the process. FinCom has guidelines from a policy about this that needs to be looked at. N. Balmer came before the Committee at 9:20 PM. FinCom asked her if the debt exclusion question passes on the ballot is there a possibility it would be voted down on the Town Meeting floor. She said she will ask about that. She also stated regarding the bus parking question, that there's a legal opinion that schools can't lease land.

L. Anderson, Chair of BoS, came before the Committee at 9:25 PM to answer some of their questions. W. Steinberg asked her to clarify her letter. L. Anderson said the BoS would like FinCom to look into the possible consequence of funding projects through exempt debt, the timing effect project by project, and the consequences of not being funded through exempt debt. C. Karlson, Vice Chair of BoS, joined the discussion and reiterated that BoS needs to know all the consequences.

CIP Content Review and Discussion: D. Watkins said B. Keveny would not be available to work on it until the third week of January. C. Martin stated the blurbs have to be turned around pretty quickly. D. Watkins requested C. Martin start to build a schedule. C. Martin said she needs template from B. Keveny first.

Discuss Chair and Vice Chair's Update: C. Martin sent email to K. O'Brien and discussed her suggestions regarding how the Committee can help with the minutes.

Tweets of the Week Discussion: None.

Review Schedule: D. Watkins put out a memo on the schedule and has received some feedback. The BoS is looking to move the 1/22 deadline to receive adjustments to the 1/29. It would push FinCom's budget vote out a week to 2/5, W. Steinberg suggested meeting again before the 5th to discuss the budget. D. Watkins suggested moving the 29th meeting to the 30th. Everyone agreed to that. The 2/22 is the Warrant workshop where

the Committee can flush out the details. FinCom agreed it would be helpful to have article content before the workshop.

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

School Committee Q&A Response: School responses are in the dropbox. D. Watkins asked members to take a look at them.

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, 1/10: Topic was tabled to the next meeting.

Adjourn Meeting C. Martin moved to adjourn the meeting at 9:52pm. Seconded by J. Gorke. Motion passed 6-0-0

Respectfully Submitted,

Katelyn O'Brien

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