

**TOWN OF WAYLAND - TOWN CLERK'S OFFICE**  
**NOTICE OF MEETINGS OF TOWN BOARDS/COMMITTEES/COMMISSIONS**

Posted in accordance with the provisions of the Open Meeting Law

NAME OF BOARD/COMM: **Finance Committee**

FILED BY: Carol Martin

DATE OF MEETING: June 29, 2020

TIME OF MEETING: 6:15pm

PLACE OF MEETING: Town Building

NOTE: Notices and agendas are to be posted at least 48 hours in advance of the meetings excluding Saturdays, Sundays, and legal holidays. Please keep in mind the Town Clerk's business hours of operation and make the necessary arrangements to be sure this notice is received and stamped in an adequate amount of time.

**Revised Agenda II**

**(Revises Agenda posted on June 26, 2020 at 9:27 am)**

*Note: Items may not be discussed in the order listed or at the specific time. Times are approximate. The meeting will be broadcast live by WayCAM and videotaped for later broadcast.*

**\*In compliance with the revised Open Meeting Law requirements, we will live stream the meeting on WayCAM Public/Education Channel (Comcast 8 Verizon 37). Public Comment will be received by Phone at 508-358-6814 for this meeting. The phone number will be active during the public comment portion of the meeting. Thank you in advance for your patience; we intend to address all calls that come in during the Public Comment period.**

6:15pm	Call to Order /Review Agenda for Public/Announcements
6:25pm	Public Comment and Members' Response
6:30pm	Discuss and Vote FY20 Year End Transfers
6:40pm	Meet with Town Administrator to discuss FY20 Revenue, Shortfalls and Capital Projects update; ATM date.
6:50pm	Finance Director Report including Management Letter and Minuteman Capital Assessment
6:55pm	Chair update - including School Dept. FY20 Q3 Follow Up Questions and Schedule
7:10pm	FY21 Annual Report Submission
7:15pm	FY22 Budget Process
7:30pm	Members' Reports, Concerns; Topics, Unanticipated 48 Hours Before Meeting
7:35pm	Review, Vote & Approve Minutes: 2/20, 2/24 & 5/27/20.
7:45pm	Adjourn

**Part I** ADMINISTRATION OF THE GOVERNMENT**Title VII** CITIES, TOWNS AND DISTRICTS**Chapter 44** MUNICIPAL FINANCE**Section 33B** TRANSFER OF APPROPRIATIONS; RESTRICTIONS

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Section 33B. (a) On recommendation of the mayor, the city council may, by majority vote, transfer any amount appropriated for the use of any department to another appropriation for the same department. In addition, the city council may, by majority vote, on recommendation of the mayor, transfer within the last 2 months of any fiscal year, or during the first 15 days of the new fiscal year, to apply to the previous fiscal year, any amount appropriated, other than for the use of a municipal light department or a school department, to any other appropriation. Except as provided in the preceding sentence, no transfer shall be made of any amount appropriated for the use of any city department to the appropriation for any other department except by a 2/3 vote of the city council on recommendation of the mayor and with the written approval of the amount of the transfer by the department having control of the appropriation from which the transfer is proposed to be made. No transfer involving a municipal light department or a school department shall be

**FISCAL 2020 YEAR END TRANSFERS**

Funding Need:		Amount	Funding Sources:		Amount	Explanation
1	General Insurance	105,000	1	Employee Mitigation	105,000	Unexpected \$113,000 in deductible payments
2	Medicare Tax	54,000	2	Employee Mitigation	54,000	Town wide all funds-\$2.7M increase in wages paid- FY20 - FY19
3	Retirement Buyback	7,000	3	Employee Mitigation	7,000	( 6 )-Unexpected retirements ranging from \$7,500 to \$10,000
4	Vocational School	72,000	4	Employee Mitigation	72,000	Unexpected increase in students attending Minuteman Vocational
5	Treasurers Expense	80,000	5	Employee Mitigation	80,000	Contract with CLA for assistance with daily operations & special projects
6	Election Expense	15,588	6	Employee Mitigation	15,588	Unforeseen early voting costs including maintenance and poll pads / COVID 19
7	Election Salary	2,874	7	Town Clerk Salary	2,874	Unforeseen early voting cost
8	JCC Salary	30,000	8	Police Salary	30,000	OT cost increase related to staff coverage.
Total		<u>366,462</u>	Total		<u>366,462</u>	

**FINANCE COMMITTEE COMMENTS:** Occasionally, bills are not paid at the end of a fiscal year for a number of reasons, including late submissions or bill disputes. The unpaid bills from the previous fiscal year are summarized in this article and will be paid using the current year appropriation.

The Board of Selectmen recommends approval. Vote: 5-0-0

**ARGUMENTS IN FAVOR:** This is a standard article that allows the Town to pay bills for the previous fiscal year.

**ARGUMENTS OPPOSED:** The Finance Committee is not aware of any.

**RECOMMENDATION:** The Finance Committee recommends approval. Vote: 7-0-0

**QUANTUM OF VOTE:** 4/5 vote – see Massachusetts General Laws Chapter 44, Section 64

*For more information about this article, contact Finance Director Brian Keveny 508-358-3611 or email [bkeveny@wayland.ma.us](mailto:bkeveny@wayland.ma.us).*

### Article 3. Current Year Transfers

*Proposed by: Board of Selectmen*

*Estimated Cost: \$548,000*

To determine whether the Town will vote to appropriate a sum or sums of money for the operation and expenses of various Town Departments for the current fiscal year; to determine whether such appropriation shall be provided by taxation, by transfer from unappropriated funds, by transfer of funds already appropriated for another purpose, by funds received as grants from the Commonwealth or federal government, or otherwise; and to determine which Town officer, board, or committee or combination of them, shall be authorized to expend the money or monies appropriated therefor.

#### CURRENT YEAR TRANSFERS FY 2020

PURPOSE:	AMOUNT
1) INSURANCE 32B	\$320,000
2) GENERAL INSURANCE	20,000
3) TREASURERS EXPENSE	70,000
4) VOCATIONAL SCHOOL	100,000
5) MISC COMMITTEES - SWQC	18,000
6) TOWN OFFICE SALARY	<u>20,000</u>
<b>TOTAL:</b>	<b>\$ 548,000</b>

#### FUNDING SOURCES:

1) EMPLOYEE MITIGATION	\$320,000
2) EMPLOYEE MITIGATION	20,000
3) TREASURERS SALARY	20,000
3) FIRE DEPARTMENT SALARY	50,000
4) FIRE DEPARTMENT SALARY	100,000
5) ASSESSORS SALARY	18,000
6) ASSESSORS SALARY	<u>20,000</u>
<b>TOTAL:</b>	<b>\$548,000</b>

**FINANCE COMMITTEE COMMENTS:** These requests for current year transfers are explained below. The Town budget is voted on a line item basis, and transfers require a vote of Town Meeting even

if there are available funds in other line items. None of these requested transfers result in additional taxes because the expenses were supported by the FY2020 budget. In each case, there are available funds in the funding sources line item accounts to cover the requested transfers.

**INSURANCE 32 B \$320,000:** This request is to transfer funds from the Employee Mitigation line item appropriation to the Insurance 32 B line item appropriation. This transfer is necessary due to contractual agreements with employees related to employee health insurance.

**GENERAL INSURANCE \$20,000:** This request is to transfer funds from the Employee Mitigation line item appropriation to the General Insurance line item appropriation. This transfer is necessary due to the increase in insurance premium costs and unexpected deductible increases.

**TREASURER'S EXPENSE \$70,000:** This request is to transfer funds from the Treasurer's Salary line item appropriation (\$20,000) and Fire Salary line item appropriation (\$50,000) to the Treasurers Expense line item appropriation. This transfer is necessary due to staffing turnover and the anticipated hiring of a temporary vendor. Funds are available in the Treasurer and Fire Salary lines due to unfilled positions as a result of staff turnover.

**VOCATIONAL SCHOOL \$100,000:** This request is to transfer funds from the Fire Salary line item appropriation to the Vocational School (Minuteman Regional Vocational School) line item appropriation. This transfer is necessary because increased enrollment at Minuteman resulted in increased expenses; funds are available in the Fire Salary line item due to unfilled positions as a result of staff promotion.

**MISC COMMITTEES ( Surface Water Quality Committee ) \$18,000:** This request transfers funds from the Assessor Salary line item appropriation to the Misc. Committees (SWQC) line item appropriation. This transfer is necessary due to expected additional costs related to the Surface Water Quality Committee initiatives. Funds are available in the Assessors Salary line due to staff turnover.

**TOWN OFFICE SALARY \$20,000:** This request is to transfer funds from the Assessor Salary line item appropriation to the Town Office Salary line item appropriation. This transfer is necessary to meet staffing needs of the Town Office. These staffing needs are expected to be funded in the FY2021 operating budget. Funds are available in the Assessors Salary line due to staff reduction.

The Board of Selectmen recommends approval. Vote: 5-0-0

**ARGUMENTS IN FAVOR:** Some requests are the result of information that was not available when forecasting the FY2021 budget, and each represents a binding obligation of the Town.

Several requests are related to appropriations that are not necessarily obligations but requests for accelerating staffing additions and hiring of temporary vendors.

**ARGUMENTS OPPOSED:** The Finance Committee is unaware of any.

**RECOMMENDATION:** The Finance Committee recommends approval. Vote: 6-0-0

**QUANTUM OF VOTE:** Majority – see Massachusetts General Laws Chapter 44, section 33B.

*For more information about this article, contact Finance Director Brian Keveny 508-358-3611 or email [bkeveny@wayland.ma.us](mailto:bkeveny@wayland.ma.us).*

**FY 2021 BUDGET SCHEDULE AND PROCESS**  
**July 15, 2019**

	<b>DATE</b>	<b>RESPONSIBLE PARTY</b>	<b>RESPONSIBILITY</b>	<b>SUBMIT TO</b>
1	JUNE/JULY	BOARD OF SELECTMEN	APPROVE BUDGET POLICY PROCESS	TA, FINCOM, TOWN AND SCHOOL DEPARTMENT HEADS
2	JULY – AUGUST	FINANCE DIRECTOR, SCHOOL BUSINESS MANAGER	CONVENE A MEETING WITH THE SCHOOL SUPERINTENDENT AND TOWN ADMINISTRATOR TO DISCUSS PRELIMINARY FY2021 BUDGET NEEDS, TREATMENT OF SHARED TOWN/SCHOOL EXPENSES AND PRELIMINARY REVENUE PROJECTIONS; BEGIN PREPARING, FINANCIAL SUMMIT PRESENTATION	
3	JULY-AUGUST	FINANCE DIRECTOR	DEVELOP AND PRESENT 5 YEAR REVENUE AND EXPENSE BUDGET PLAN SHOWING ALL ASSUMPTIONS AND IDENTIFYING PROPOSED BUDGET POLICIES; SUGGEST DRAFT FY2021 BUDGET GUIDELINE	TA (WITH REVIEW BY ASSISTANT TA, TREASURER, ASSESSOR, SCHOOL BUSINESS MANAGER AND SCHOOL SUPERINTENDENT FOR INPUT)
4	AUGUST 8	FINANCE DIRECTOR, ASSISTANT TOWN ADMINISTRATOR	REVIEW FY2021 BUDGET PROCESS, CAPITAL PROJECTS SUBMISSIONS, PERSONNEL REQUESTS	DEPARTMENT HEAD MEETING
5	SEPTEMBER 3	TOWN ADMINISTRATOR, ASSISTANT TOWN ADMINISTRATOR	SUBMIT PERSONNEL REQUESTS FOR REVIEW AND RECOMMENDATION	PERSONNEL BOARD
6	BY SEPTEMBER 6	FINANCE DIRECTOR, SCHOOL BUSINESS MANAGER	WORK WITH STAFF (TA, SCHOOL SUPERINTENDENT AND SCHOOL BUSINESS MANAGER) TO FINALIZE FY2021 FORECAST, 5-YEAR PLAN, FY2021 BUDGET PRIORITIES AND RECOMMENDATION ON BUDGET GUIDELINE	TA, SCHOOL SUPERINTENDENT
7	SEPTEMBER 9	FINANCE DIRECTOR, TOWN ADMINISTRATOR, SCHOOL SUPERINTENDENT	PUBLIC PRESENTATION AT A FINANCIAL SUMMIT OF FY2021 FORECAST, 5-YEAR FINANCIAL PLAN INCLUDING CAPITAL, BUDGET PRIORITIES, RECOMMENDATION ON FY2021 BUDGET GUIDELINE	BOS, FINCOM, SC, DEPARTMENT HEADS, ALL BOARDS, COMMITTEES AND RESIDENTS.
8	SEPTEMBER 21 <b>CAPITAL</b>	ALL DEPARTMENT HEADS	SUBMIT CAPITAL PLANS WITH RECOMMENDATIONS/VOTE OF GOVERNING BODIES (SCHOOL COMMITTEE VOTE ON OCT 7)	TA, FINANCE DIRECTOR
9	SEPTEMBER 24	TA WORKING WITH FINANCE DIRECTOR AND FINANCE COMMITTEE	ISSUE FY2021 BUDGET GUIDELINE	DEPARTMENT HEADS, BOARDS AND COMMITTEES
10	BY OCTOBER 1	TOWN ADMINISTRATOR, PERSONNEL BOARD	SUBMIT FY2021 PERSONNEL RECOMMENDATIONS	BOARD OF SELECTMEN, FINANCE COMMITTEE, GOVERNING BODIES
11	OCTOBER 9 <b>CAPITAL</b>	FINANCE DIRECTOR	SUBMIT DEPARTMENT CAPITAL PLANS WITH RECOMMENDATIONS OF TA/BOS, SCHOOL SUPERINTENDENT/SC AND FUNDING RECOMMENDATIONS	FINANCE COMMITTEE

## FY 2021 BUDGET SCHEDULE AND PROCESS

July 15, 2019

	DATE	RESPONSIBLE PARTY	RESPONSIBILITY	SUBMIT TO
12	OCTOBER 9 – NOVEMBER 4 <b>CAPITAL</b>	FINANCE COMMITTEE	REVIEW AND MAKE RECOMMENDATIONS ON FY2021 CAPITAL REQUESTS; REVIEW 5 YEAR PLAN	TA/BOARD OF SELECTMEN, SCHOOL SUPERINTENDENT/SC
13	BY OCTOBER 11	ALL DEPARTMENT HEADS	SUBMIT DRAFT DEPARTMENTAL OPERATING BUDGETS WITH VARIANCES <i>AFTER</i> APPROVAL BY GOVERNING BODIES (IN MUNIS)	FINANCE DIRECTOR
14	OCTOBER 14 – NOVEMBER 1	TOWN ADMINISTRATOR, FINANCE DIRECTOR	REVIEW OF OPERATING BUDGETS WITH DEPARTMENT HEADS; INCLUDE FINCOM LIAISONS AS SCHEDULES PERMIT; INCLUDE UNCLASSIFIED	
15	NOVEMBER 4	TOWN ADMINISTRATOR, FINANCE DIRECTOR	MAKE RECOMMENDATIONS ON ALL OPERATING BUDGETS INCLUDING UNCLASSIFIED, EXCEPT SCHOOLS	BOARD OF SELECTMEN, FINANCE COMMITTEE
16	NOVEMBER 4 – DECEMBER 16	FINANCE COMMITTEE	REVIEW OPERATING BUDGETS; SEND QUESTIONS TO TA AND SUPERINTENDENT	
17	BY DECEMBER 13	SCHOOL SUPERINTENDENT, SCHOOL COMMITTEE	SUBMIT SUPERINTENDENT'S RECOMMENDED BUDGET WITH VARIANCES <i>BEFORE</i> APPROVAL BY SCHOOL COMMITTEE	TOWN ADMINISTRATOR, FINANCE DIRECTOR
18	BY DECEMBER 17 <b>CAPITAL</b>	FINANCE DIRECTOR, FINANCE COMMITTEE	CONFIRM AND VOTE FY2021 CAPITAL BUDGET (PROJECTS AND FUNDING SOURCES); CONFIRM AND VOTE DRAFT FY2021 TOWN DEPARTMENT OPERATING BUDGETS	
19	BY DECEMBER 27	TOWN ADMINISTRATOR, FINANCE DIRECTOR	PREPARES AND SUBMITS DRAFT FY2021 OPERATING BUDGET (INCLUDING UNCLASSIFIED AND SCHOOLS) SCHOOLS WILL VOTE FINAL BUDGET IN JANUARY	BOARD OF SELECTMEN, FINANCE COMMITTEE
20	JANUARY 2 - 28	FINANCE COMMITTEE	REVIEWS ALL BUDGET REQUESTS, VOTES TO ADOPT A DRAFT FY2021 OMNIBUS BUDGET	BOARD OF SELECTMEN, FINANCE COMMITTEE, GOVERNING BODIES
21	JANUARY	TOWN ADMINISTRATOR, BOARD OF SELECTMEN, FINANCE DIRECTOR, FINANCE COMMITTEE	REVIEW REVOLVING FUND ARTICLE(S) – PURPOSES AND LIMITS	
22	FEBRUARY 3 or 10	FINANCE COMMITTEE	PRESENT DRAFT FY2021 OMNIBUS BUDGET AT BUDGET HEARING	PUBLIC PRESENTATION
23	FEBRUARY 24	FINANCE COMMITTEE	ADOPTS FINAL FY2021 OMNIBUS BUDGET	BOARD OF SELECTMEN, TOWN ADMINISTRATOR, SCHOOL SUPERINTENDENT, SC, GOVERNING BOARDS

Note: In compliance with the March 22, 2020 Massachusetts Office of the Governor's Order Suspending Certain Provisions of the Open Meeting Law M.G.L. Chapter 30A, Section 20, this meeting of the Finance Committee was livestreamed on local broadcast on WayCam. Public comment was received by telephone during the time designated for public Comment.

## **FINANCE COMMITTEE**

**May 27, 2020**

**Remote**

**6:30 P.M. Minutes**

Attendance: C. Martin, S. Correia, G. Uveges, K. Lappin, P. Roman, A. Gutbezahl, and D. Watkins

Absent: None

Also in Attendance: B. Keveny, Finance Director; L. Miller, Town Administrator; and M. McCann

Call to Order: The meeting was called to order by Chair C. Martin at 6:30pm noting that a quorum was present. C. Martin stated all members were participating remotely, and opened the meeting with the following:

In compliance with the revised Open Meeting Law requirements, we will live stream the meeting on WayCAM. Public Comment will be received by Phone at 508-358-6812 for this meeting. The phone number will be active during the public comment portion of the meeting. Thank you in advance for your patience; we intend to address all calls that come in during the Public Comment period.

C. Martin reviewed the agenda, and stated that the times listed on the agenda are approximate, and items may not be addressed at the exact time listed. G. Uveges is the minute editor.

Meet with Town Administrator to discuss FY20 and FY21 revenue projections, potential shortfalls and capital projects update; Status of ATM date: L. Miller, Town Administrator, addressed the Committee to give updates on FY20 and FY21 projections, ATM, and the 1/12th budget. She referenced five documents, which are attached to these minutes. Revenue projections for FY20 are \$400,000 lower than budget. A 10-20% revenue gap is expected for FY21. The Town anticipates receiving federal reimbursement for COVID-19, but the timing and amount of reimbursement is still uncertain. The Town is accumulating the C-19 additional expenses to be submitted for reimbursement. The Town's financial position for FY20 will approximate budget; however FY21 expenditures are anticipated to be higher than budgeted, due to COVID-19. L. Miller indicated she will have an updated budget projection ready for review by the end of May. The Town's FY21 1/12th budgets, as authorized by the Department of Revenue (DOR), have been prepared for the first three months, based on monthly

expenditures in the prior fiscal year; a copy of which is attached. ATM, which was postponed to May 29th, will be postponed again, to August or September.

L. Miller reviewed the status of projects from the Capital Budget for FY20 and FY21. All FY20 projects will be caught up by the end of summer, with the exception of the Happy Hollow Renovation Project. She reviewed the status of various FY21 projects, such as the Loker School Roof (which is going out for bids), the High School Field Renovation Project (which is currently estimated to come in under budget), and the purchase of Public Safety software. Of the projects in the FY21 Capital Plan, the Rt. 27 Bridge Project is the only one that will be able to move forward currently. The committee discussed alternatives for funding critical projects such as the public safety capital projects and requested the Town personnel discuss alternatives at the next Fin Com meeting.

Finance Director Report: B. Keveny, Finance Director, reviewed items in the FY20 Qtr. 3 Report not previously covered by L. Miller. He discussed the turn backs expected in Town payroll (\$.8M) and non-payroll expenditures (\$.5M), the School Budget, and unclassified categories (\$.7M), totally approximately \$2M. He reviewed items in the 3rd Qtr. Report (copy attached), which compare the current year budgets to those of pre-COVID years. The committee then asked questions regarding the impact of COVID-19 on aspects of the budget, such as cleanings of the schools and public buildings, potential overtime, and holding necessary in-person gatherings, such as elections and ATM. B. Keveny reviewed the forecasted savings in:

- Health insurance
- No ATM (\$115K). It was noted that for FY21 we will likely have 2 ATM's while the FY21 budget only has one budgeted.
- Employee turn back (\$340K)
- No employee overtime or vacations during the C-19 public health emergency

The Finance Committee will have to consider adjusting FY20 spending budgets between areas that will be over budget (e.g. due to C-19) and those that are under budget as it does annually. In anticipation of that requirement the committee requested a line item analysis of expenditures over and under budget with explanations.

B. Keveny reviewed the DOR requirements for the creation of the 1/12th budget. He also reported that the town is tracking COVID-related expenses, with the hope of being reimbursed, at least partially, by the state.

Chair update - including School Dept. FY20 Q3 Report and Schedule: B. Keveny reported that, through Q3, everything was on target, with only March showing an effect from COVID-19. The year-end report, and Q1 of FY21, will give a better picture of the effect of COVID-19. He explained the projected \$400k turn back, and the school's decision to allocate much of that money to various other expenses, such as curriculum and sanitation purchases. The committee questioned certain line item expenditures and requested additional analysis once the spending and encumbrances have been finalized.

Public Comment and Members' Response: Molly Upton from Bayfield Rd. asked if, within the 1/12th budget, it was possible to add on the forecasted increase in the FY21 budget for retirement and insurance costs. L. Miller responded that the Town is not bound to the exact dollar amount when it comes to variable assessments such as retirement health insurance.

Members' Reports, Concerns; Topics, Unanticipated 48 Hours before Meeting Review, Vote & Approve Minutes:

- C. Martin stated that the Finance Committee will meet again in the middle of June, with the exact date TBD.
- L. Miller and B. Keveny left the meeting at 8:24pm.
- Jan 30, 2020 minutes were reviewed and minor clarity changes were suggested. P. Roman moved to approve the minutes as amended. Seconded by G. Uveges. Motion passed 7-0-0: A. Gutbezahl- yes, P. Roman- yes, K. Lappin- yes, G. Uveges- yes, S. Correia- yes, D. Watkins- yes, and C. Martin- yes.
- G. Uveges moved to approve the minutes of 4/15/20, as written. Seconded by P. Roman. Motion passed 6-0-1: A. Gutbezahl- present, P. Roman- yes, K. Lappin- yes, G. Uveges- yes, S. Correia- yes, D. Watkins- yes, and C. Martin- yes.

Adjournment: G. Uveges moved to adjourn the meeting at 8:27p.m. Seconded by P. Roman. Motion passed 7-0-0: A. Gutbezahl- yes, P. Roman- yes, K. Lappin- yes, G. Uveges- yes, S. Correia- yes, D. Watkins- yes, and C. Martin- yes.

Respectfully Submitted,  
Lauren Lorentz

**Attachments:**

FY20 Budget vs Actual Analysis  
FY21 Budget – 1/12 Analyses  
Budget Status Report FY20 3<sup>rd</sup> qtr.  
May 25, 2020 Memo; FY20 Y/E Projections  
May 25, 2020 Memo; FY 20 General Fund Estimate  
FY20 Qtr. 3 School Report