

MEETING NOTICE
TOWN OF WAYLAND
(As required by MGL Chapter 30A, sections 18-25)

Please email all meeting notices to townclerk@wayland.ma.us

Town Clerk Date Stamp

Board/Committee Name: Finance Committee Appointing Board

Day/Date: Monday, May 6, 2024

Time of Meeting: 1:00 pm

Location: Remote via Zoom

AGENDA

Note: Items may not be discussed in the order listed or at the specific time estimated. Times are approximate. All topics may be subject to deliberation and vote.

One may watch or may participate remotely with the meeting link that can be found at <https://www.wayland.ma.us/public-body-meeting-information-virtual-inperson-and-hybrid>.

Pursuant to Chapter 2 of the Acts of 2023, this meeting will be conducted in person and via remote means, in accordance with applicable law. This meeting may be recorded which will be made available to the public on WayCAM as soon after the meeting as is practicable.

When required by law or allowed by the Chair, persons wishing to provide public comment or otherwise participate in the meeting, may do so by accessing the meeting remotely, as noted above. We request public comment be limited to two minutes per person.

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| 1:00 pm | 1. Call to Order; Review Agenda for Public |
| 1:02 pm | 2. Announcements and Public Comment |
| 1:05 pm | 3. Minutes: review and approve the draft minutes of November 30, 2023 |
| 1:10 pm | 4. Discuss and decide process for recruitment, interviews and (re)appointment for Finance Committee openings as of June 30, 2024. Topics include but are not limited to recruitment materials, coordination with the Town Manager's office, and timetables. |
| 1:30 pm | 5. Determine next meeting date |
| 1:35 pm | 6. FCAB members' reports and concerns |
| 1:40 pm | 7. Topics not reasonably anticipated by the Chair 48 hours in advance, if any |

1:42 pm

8. Adjourn

Materials for
meeting:

Draft minutes of November 30, 2023

Finance Committee recruitment statement, as published previously

FINANCE COMMITTEE APPOINTING BOARD
OPEN MEETING
November 30, 2023

Note: Pursuant to Chapter 2 of Acts of 2023, this meeting of the Finance Committee Appointing Board was conducted via remote participation. No in-person attendance of members or the public was permitted. Public comment was available by Zoom. The meeting was recorded.

Members present: Miranda Jones (MJ), Cherry Karlson (CK), Bill Whitney (BW)

Others Present: Steve Correia, Iris Hoxha and April Methot Forst

CK called the meeting to order at 9:15 a.m.

Announcements

None

Public Comment

None

Minutes of November 13, 2023 Meeting

The Board reviewed and discussed the minutes of the November 13, 2023 meeting.

BW made a motion to approve the minutes as amended. MJ seconded the motion.

CK took a roll call vote:

- Member Jones: Aye
- Member Karlson: Aye
- Member Whitney: Aye

All in favor, the motion carried.

Interview Candidate Steve Correia for Position on Finance Committee

Mr. Correia joined the Board and stated he was interested in a reappointment until June 20, 2026. He began serving on the Finance Committee 18-19 years ago, left when he served on the Select Board for six years, and is currently serving on the Finance Committee.

Interview Candidates Iris Hoxha and April Methot Forst for Position on Finance Committee

Ms. Hoxha and Ms. Forst joined the meeting. Each candidate explained their background, experience living in Wayland and respective desire to serve on the Finance Committee.

The Board asked the candidates a variety of questions regarding their interest level, their understanding of the commitment required to serve on the Finance Committee, the nature of the roles as a Committee member, etc.

After an insightful and robust discussion, the three candidates exited the meeting.

The FCAB discussed and compared each of the three candidates and Mr. Glovsky's application and interview from November 13, 2023. CK noted that Mr. Glovsky was invited to attend today's FCAB meeting but it was not required for him to be present.

After discussion, the FCAB first discussed Mr. Correia's reappointment.

BW moved to reappoint Steve Correia to a three-year term on the Finance Committee ending on June 30, 2026.

CK took a roll call vote:

- Member Jones: Aye
- Member Karlson: Aye
- Member Whitney: Aye

All in favor, the motion carried.

The FCAB discussed the current composition of the Finance Committee, both in terms of age and precinct where each current member resides (for purposes of diversity). After substantial discussion regarding which of the three remaining candidates would seem the best fit for the one remaining vacancy the Finance Committee:

MJ moved to appoint Ms. Forst to a three-year term on the Finance Committee ending on June 30, 2023. BW seconded the motion.

CK took a roll call vote:

- Member Jones: Aye
- Member Karlson: Aye
- Member Whitney: Aye

All in favor, the motion carried.

CK stated she would notify all four candidates and draft a reappointment letter for Mr. Correia and an appointment letter for Ms. Forst.

Next Meeting

The Board has no meetings scheduled because the Finance Committee is now fully appointed.

FCAB Members' Report and Concerns

None

Items Not Anticipated within 48 Hours of Meeting

None

All business being concluded, MJ moved for adjournment. BW seconded.

CK took a roll call vote:

- Member Jones: Aye
- Member Karlson: Aye
- Member Whitney: Aye

All in favor, the motion carried.

The meeting adjourned at 10:15 a.m.

/s/ Miranda S. Jones
Miranda Jones

Documents

November 13, 2023 FCAB Meeting Minutes

November 10, 2023 Email from Steve Correia

Cover letter, November 21, 2023 email and resume from Iris Hoxha

Cover letter, November 14, 2023 email and resume from April Methot Forst.

Cover letter, November 8, 2023 email and resume from Steven Glovsky

November 20, 2023 recruitment letter from FCAB extending application deadline to November 27, 2023

Published in November 2023

Wayland Finance Committee: Volunteers Needed

The Wayland Finance Committee ("FinCom") consists of seven dedicated and hardworking individuals appointed by the Finance Committee Appointing Board (FCAB) to serve three-year terms. At the end of each fiscal year, two or three of the members' terms expire, and it is the job of the FCAB to appoint new members. Typically, new appointments to the FinCom will be made to take office on or near July 1. This year there are two openings for terms expiring on June 30, 2026.

The FinCom's primary responsibility is to make recommendations to Town Meeting on Wayland's financial matters. The Committee regularly interacts with Town and School officials on fiscal items as the budget is formed and holds public budget meetings in January and February of each year. At Town Meeting, the FinCom presents a recommended budget to voters and develops pros and cons with voting recommendations on all Town Meeting articles. If, in any year, the Select Board authorizes an override budget (capital or operating), the Committee will make a recommendation on that proposed budget.

FinCom meetings are public and are usually held on Monday evenings. Meetings are held in person in the Town Building or may be held remotely via Zoom and typically begin at 7:00 p.m. unless otherwise posted.

The FinCom meeting scheduled is varied with the busiest time of year from January through March when the warrant goes to print for Annual Town Meeting. The effort to review, understand and recommend a budget and to prepare text and recommendations for Town Meeting articles can be arduous but is rewarding and critical to the continued operation of Wayland.

To learn more about the Finance Committee, please visit <https://www.wayland.ma.us/finance-committee> to review the mission statement, recent agendas and related minutes.

Residents (registered voters) with a working knowledge of finance, management accounting, or municipal government are particularly encouraged to apply to be FinCom members, although it is equally important that members can work collaboratively within a group setting. Attendance at prior Town Meetings is a plus.

All residents who are interested in serving on the FinCom should submit a letter of interest and resume to the FCAB Chair, c/o Management Analyst Kelsi Power-Spirlet (kpowerspirlet@wayland.ma.us) in the Town Manager's Office. Applications received by Monday, November 27 at 5:00 p.m. will be considered and candidates interviewed at the FCAB meeting on Thursday, November 30 at 9:15 a.m. (via Zoom).

For more information, visit the Town of Wayland at www.wayland.ma.us or call 508-358-6821.