

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: April 15, 2020

TIME OF MEETING: 2:00pm

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.

Agenda

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 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.**

- 2:00pm Call to Order /Review Agenda for Public/Announcements
- 2:05pm Meet with Town Administrator for COVID-19 update and to discuss instructions on Continuity of Business as related to Committee meetings
- 2:45pm Review, Vote & Approve Minutes: 1/22, 1/27, 1/30, 2/3, 2/10 & 2/18/20.
- 2:55pm Public Comment and Members' Response
- 3:00pm Adjourn



Town of Wayland Massachusetts

Field Code Changed

Finance Committee

- Carol Martin (Chair)
- Steven Correia (Vice Chair)
- Adam Gutbezahl
- Kelly Lappin
- Pamela Roman
- George Uveges
- Dave Watkins

FINANCE COMMITTEE

Draft Minutes
January 22, 2020
Wayland Town Building
7:00 P.M.

Finance Committee

- Carol Martin (Chair)
- Steve Correia (Vice Chair)
- Adam Gutbezahl
- Kelly Lappin
- Pam Roman
- George Uveges
- Dave Watkins

~~Draft Finance Committee~~
~~Minutes~~
~~January 22, 2020~~
~~Wayland Town Building~~

Attendance: C. Martin, S. Correia, A.Gutbezahl, K. Lappin (7:01), P. Roman (7:07), G. Uveges, D. Watkins

Call to Order: Chair, C. Martin called the meeting to order at 7:00PM and reviewed the agenda and stated Pam Roman would be the Minutes Editor.

Public Comment: None

Review ATM Article Liaison Assignments: C. Martin distributed the list of the Articles to be presented in the 2020 Warrant. Committee discussed and assigned a member as liaison for each article. Liaisons will interact with article sponsors and corresponding Board of Selectmen (BoS)

liaison to ensure article background information is complete. Ms. Martin walked committee members through the process of working with sponsors and stakeholders to draft the articles.

Finance Director's Report: Mr. Keveny updated the Finance Committee on the preparation for Moody's call in mid-February. Mr. Keveny added Moody's specifically requested to review the town's 5-year Capital Plan, particularly borrowing needs for out years and anticipated cost to connect to MWRA, should the Town elect to pursue that option.

Minutes: Mr. Uveges made a motion to approve the January 13, 2017 minutes as amended. Ms. Roman seconded. The motion was approved 7-0-0.

Commented [1]: chair doesn't make motions - believe gu moved and my notes say you seconded.

FY21 Annual Town Meeting Article Workshop: Ms. Martin reviewed the purpose of the workshop, stating each article would be presented by its sponsor who would provide a brief explanation of the article. She stated the purpose of the workshop is to understand the proposed articles and not debate them. The committee then walked through the articles with the sponsors.

Article A: Recognize Citizens and Employees for Particular Service to the Town: Cherry Karlson, Board of Selectmen Chair, noted that this is a standard article. T.A. Louise Miller and Town Clerk are working to populate the data.

Article B: Pay Previous Fiscal Year Unpaid Bills: C. Karlson noted that this is a standard article. B. Keveny added there is one known unpaid bill.

Article C: Current Year Transfers: C. Karlson noted this is a standard article. Relevant \$ information is to be updated.

Article D: OPEB Funding: C. Karlson noted this is a standard article. Funding amounts still being worked out - but would be similar to FY20. G. Uveges requested that the Committee receive the actuarial report when available.

Article E: Personnel Bylaws and Wage & Classification Plan: C. Karlson noted this is a standard article. A. Gutbezahl asked how many positions would be affected; C. Karlson noted that it applies to minimum wage and seasonal workers.

Article F: Compensation for Town Clerk: Ms. Karlson noted that this is a standard article providing salary adjustments for the Town Clerk which is an elected position and funding is within budget. Figures are presented by the Town Clerk. K. Lappin noted that support to justify a 26% increase will be needed.

Commented [2]: should we add - after support a 30% increase,

Article G: FY21 Omnibus Budget: Presented by Carol Martin, Finance Committee Chair who noted this is a standard article that will be accompanied in the Warrant by the Report of the

Finance Committee.

Article H: Fiscal Year 2020 Revolving Fund Expenditure Limits: Ms. Karlson noted this article allows Town Meeting to set the spending cap for each of the Town's revolving funds. C. Martin suggested a table indicating both the FY20 and FY21 caps. Annette Lewis (Claypit Hill Rd) asked about the plan for the transfer station if it doesn't generate enough funds to operate.

Article I: Choose Town Officers: C. Karlson noted that this is a standard article.

Article J: Hear Reports: C. Karlson noted that this is a standard article. C. Karlson requested that FinCom consider making comments on each standard article even if it is processed under the 'streamlined process.' C. Martin noted that comments will be included; the streamlined process allows for use of relevant comments and standard language from prior years and fewer revisions to these articles.

Article K: Sell or Trade Vehicles and Equipment: C. Karlson noted that this is a standard article that deals with vehicles over a certain (\$10,000 residual value) dollar amount.

Article L: Rescind Authorized but Unissued Debt: C. Karlson noted that this is a standard article and that we may not have any this year.

Article M: Establish Capital Stabilization Fund: C. Karlson presented, stating the Board of Selectmen recommend the Town establish a capital stabilization fund as part of its financial strategy as a hedge against large spikes in debt service. A. Lewis asked why the Town would create and not fund the Stabilization Fund. She also asked about plans for future annual funding plans and capital plans which it would support.

Article N: Accept Mass. General Laws Chapter 200A, Section 9A: C. Karlson explained adopting this statute would allow the Town to better manage aged outstanding checks. K. Lappin asked about the vintage of the \$600,000 in outstanding checks and the nature of those payments. C. Martin asked if the accounting/budgeting requirements would change. T.A. Louise Miller noted that the checks continue to reside in a liability account until written off and then the credit returns to the general fund.

Article O: Allow Certain Contracts up to 5 Years: Selectmen Doug Levine (BoS) presented this article, stating this article would expand use of contracts up to five years for four types of contracts to Town departments; this would benefit DPW, Facilities, IT and Schools. K. Lappin requested that the article write-up include benefits and potential risks of the article. G. Uveges suggested that types of contracts be specified. L. Miller noted that real estate leases would not be included and that related expenses would be included in the operating budget, which is approved by FinCom. A. Lewis asked if this would include personnel contracts and if FinCom approves the lease prior to an agreement being signed.

Commented [3]: will also benefit schools - so maybe should add in.

Article P: Reallocate Previously Appropriated Funds for Community Center: Tom Fay, Selectmen, presented this article explaining that the article does not ask for new funds but to reallocate money approved in the 2018 ATM to find a new location for COA. C. Martin asked for clarification on the article request. G. Schuler asked whether there is a specific deal for the Town to consider at this time and if/when a location is determined, who decides on the new site – BoS or Town. A. Lewis stated that funds approved for a specific use be returned to the general fund before being appropriated for another use. M. Lowery asked if funds can be spent on land. A. Gutbezahl recommended including names of ‘peer towns.’

Article Q: Surface Water Quality: Selectman Lea Anderson, BoS presented the article requesting the Surface Water Quality budget of \$51K that is currently in the operating budget be moved outside the budget to allow for flexibility and the option to carry over funds to a new fiscal year. G. Uveges asked for clarification; this is not stormwater.

Article R: Select Board/Town Manager Act: L. Anderson presented the article which is recommended by the BoS and will professionalize the structure of Town government, allow for flexibility over time and bring Wayland a more modern form of town government to match that of many peers. Appointed and elected committees will remain in place. A. Gutbezahl inquired about the potential cost of transitioning the Town Clerk to an appointed position. D. Watkins asked about how the Act would affect Town ByLaws. L. Anderson noted that it will replace the Town Administrator act (60) and the BoS act (58). S. Correa requested back-up information referenced in the article be provided. Steve Klitgord (Concord Rd) requested that language in the article be simplified for voters. A. Lewis noted that the Town Clerk is not paid overtime and works a considerable amount of it. She also noted that the Bylaws and the Act be clarified so as not to disagree or contradict one another.

Commented [4]: Steve Klitgord, Concord Road

Article S: CPC - Set Asides and Transfers: Ms. Schuler, Chair of the Community Preservation Committee, noted this is a standard article that establishes the annual distribution of Community Preservation Act funds, makes a routine appropriation for administrative purposes, sets aside funds for debt service previously approved by town meeting, and transfer funds that must be used for community housing to the Wayland Affordable Housing Trust Fund authorized at a prior town meeting.

Article T: CPC- Funding for Housing Consultants and Housing Production Plan: Ms. Schuler presented this article which requests funds for the Board of Selectmen to fund a Housing Consultant to assist the Board and the Town's housing committees in developing and preserving affordable housing in Wayland and develop the Town's Housing Production Plan. C. Plumb (Bald Rock Rd) asked if the Town Planner conducts a housing plan. C. Karlson noted that the three housing groups are eager to have a robust plan prepared by an outside party and to have information available to the Town.

Article U: CPC - ADA Improvements at Free Public Library: Ms. Schuler stated \$110K has been

requested to fund replacement of two doors at library to make them ADA compliant and to fund a design of necessary ADA improvements at library. This plan has been on the 5-year Capital Improvement Plan (“CIP”) for the Library. G. Uveges asked about the ‘historic’ eligibility/status of the library and any changes it might make to marketability of the building. S. Correa asked that ‘historical standards’ be adhered to in the updating process. M. Lowery noted that the septic system should be replaced and wondered why hook-up to the town water was not included in the CPC application.

Article V: CPC - Funds to Preserve Open Spaces’ Native Plants and Pollinator Plant Material: Ms. Schuler presented, stating this article will fund two Conservation Commission projects. G. Uveges requested that the project locations be specified.

Article W: CPC - Accessibility Improvements for two Town Playgrounds: Ms. Schuler presented along with Recreation Director, Katherine Brenna. Intent of article is to upgrade playgrounds and Happy Hollow and Claypit School with ADA equipment and access. K. Lappin noted that \$ figures in the article should tie to the total requested amount. G. Uveges requested a summary for CPC funded projects and accounts. K. Sanicki (Rice Spring Lane) inquired about the type of material to be used in the Happy Hollow playground surface. She expressed concerns about off-gassing and crumbling of poured in place chrome rubber surfaces. She requested that the Town/Rec consider wood fiber material. M. Lowery noted that CPC funds cannot be used to construct turf fields. Ms. Schuler noted that playgrounds are eligible.

Commented [5]: need space after \$ or should we write out dollar ?

Article X: Community Choice Aggregation: Ms. Anderson presented this article with Anne Harris, Co-chair of the Energy and Climate Committee. If passed at ATM, this article will offer residents the ability to purchase renewable energy on a bulk basis via the Town. The goal is to allow Wayland to purchase more than the currently state-required 14% renewable/total energy. S. Correa suggested including competitive rates and examples of how renewable compares to ‘traditional’ energy costs. K. Lappin asked that staff requirements/costs be noted in the article and asked for clarification how consultant fees are paid. A. Gutbezahl noted that this article just initiates the process of the BoS assessing this option. A. Lewis asked about how residents will be made aware of options and costs and how they will choose energy plans.

Article Y: Spencer Circle Acceptance: Mr. Lowery presented this article stating several parties including the developer, planning board, department of public works and Spencer Circle residents are working together to take necessary steps for this article to be ready for ATM. A. Lewis inquired what the spending is for and whether the road is up to standards. She noted that an easement should first be acquired by the Town before proceeding to access drainage structures.

Article Z: Loker Turf Field: T. Fay (BoS) and K. Brenna, Rec Dept, presented this article. She explained Recreation Commission seeks to build a Turf Field at the Loker Recreational area and noted several changes in the language in last year’s article. This project was originally presented at last year’s ATM and did not garner the necessary 2/3rds vote to pass. G. Uveges inquired about

the availability of a new environmental review and whether the PMBC will opine on costs prior to town meeting and whether Conservation Committee has reviewed the plan. A. Gutbezahl asked about why article is being presented now if the field is in the Capital Improvement Plan for FY22. Molly Upton (Bayfield Rd) asked whether the ballot vote on the debt exclusion conducted a year ago for the field is still valid. (Yes.) C. Plumb asked about the change to 'virgin crumb rubber' for the turf. John Sax (Willow Brook Dr.) noted there is some incorrect material in the article; he noted that the Weston & Sampson "report" is actually a memo.

Commented [6]: should we write out capital plan ?

Commented [7]: believe it's John Sax. thought he lived on willowbrook. ?

Article AA: High School Athletic Field Complex Renovation - Part 3: Presented by Selectman Mary Antes and Jeanne Downs (School Committee Chair) who explained that this article requests funds for the design of the third and final phase of the HS Field renovations; construction would be requested next year using a debt exclusion. G. Uveges inquired whether the fields are usable now. (Yes.) A. Lewis asked whether the estimated \$2M in construction costs will be adequate given that design hasn't been completed. C. Martin explained that the construction expenses will be reviewed in the F22 Capital budget.

Article BB: Roof Replacement - Loker Elementary- School: Ms. Anderson and Ms. Downs explained the roof at the Loker School is leaking and needs to be repaired. The estimated cost has increased from \$1.5M to \$3.8M. She added the project has been approved for partial (35.4%) MSBA reimbursement as most of the roof is about 35-years old. K. Lappin requested the actual reimbursement amount and for explanation of the sizable increase from the original estimate. G. Uveges requested clarification in the article on total expected costs to fix the roof and air handlers. C. Karlson suggested that the entire roof (including the non-MSBC- reimbursement-eligible) be done all at once so as not to have to go back through the process and at greater expense several years forward.

Article CC: Finance Committee Participation in Collective Bargaining: Mike Lowry, Lakeshore Drive, the lead petitioner of the article stated that the article would allow FinCom to be involved in the collective bargaining process and to garner information earlier in the budgeting process. There is no cost to this article.

Article DD: Limit Carrying of Weapons in Town Building and to Town Events: No one was available to present and/or explain this article.

Article EE: Change Election Date: Molly Upton, Bayfield Road, lead petitioner of the article stated that due to debt exclusion projects requiring two votes, this might simplify the process. G.Uveges commented that the risk would be that an 'exempt debt' capital project is approved at town meeting and then voted down as exempt debt at the ballots afterward and the project would then have to be included in levy debt.

Article FF: Finance Committee Appointed by Moderator: Carole Plumb, the lead petitioner of the article stated that in accordance with streamlining town processes as well as suggested by the

Collins Report and as is done in other towns, it would make sense to separate the executive from the legislative functions. D. Watkins asked for a source for the percentage of towns using this structure. K. Lapin noted that the article name is modestly misleading; the article also includes changes in FinCom function/duties. L. Anderson asked for clarification on rationale and how the process might work in practice. C. Karlson asked about separation of budget preparation work between the BoS and T.A.

Article GG: Repeal Chapter 193 of the Code of the Town of Wayland: Anette Lewis, Claypit Hill Road, lead petitioner of the article stated that in late 2019/January 2020, the Conservation Commission quickly and quietly amended a bylaw to the Town Code that would be onerous to Wayland homeowners desiring to make any changes to more than 500' sq of ground property. The article proposes repeal of said bylaw to make it unenforceable. A. Gutbezahl inquired about cost implications of the article. D. Watkins asked if an increased number of applications might stress Town resources. M. Lowery noted that ConCom's next public hearing packet contains only one brief reference to the proposed/new bylaw.

At pm 9:57, after reviewing all of the articles for the Annual Town Meeting, Chair Martin announced the Committee would take a 5 minute recess.

The Committee returned from recess at 10:03pm and reviewed the process for writing and editing articles with sponsors and BoS liaisons.

Discuss and Vote Debt Exclusion Recommendation: C. Martin announced that the BoS has asked FinCom to make a presentation on debt exclusion recommendations next Monday, 1/27. She added the Committee needed to review debt exclusion requests, vote its recommendation and approve draft debt exclusion presentation slides.

The Loker Roof was originally estimated at \$1.5M and is now estimated at \$3.8M. (Once the roof is ~~re-done~~ completed, Loker School should be in good shape as most large capital improvements have been completed in recent years.) G. Uveges noted that C. Karlson's point to finish completely the Loker roof at this time makes sense and is a priority relative to new field spending. The committee discussed adding the cost of the remaining (non MSBA-reimbursement eligible) portion of the roof (\$350K) and the cost of the replacement of the air handler over that roof (\$150K) to the Loker roof debt exclusion project. The committee considered adding other Loker capital costs to the debt exclusion. D. Watkins noted that the debt exclusion vote could be put off until the fall election and that the newer portion of the roof could wait until the end of its useful life to redo. The committee reverted to the recommendation of \$3.8M as had been requested in the article. S. Correia motioned to recommend funding the Loker roof for \$3.8M as a debt exclusion. G. Uveges seconded. The motion was passed 6-1-0 with D. Watkins opposing.

The committee discussed the H.S. Field design and construction project for \$2.2M with the design to begin in FY21 and the construction to be done in FY22. K. Lappin questioned why the article includes full cost for design and construction when the design portion of the project has not yet

Commented [8]: She added the Committee needed to review debt exclusion requests, vote its recommendation and approve draft debt exclusion presentation slides.

Commented [9]: motioned to recommend funding

been completed and construction cost estimates may not be accurate. Given that the article requests \$2.2M, the G. Uveges motioned to not include the HS field project (\$2.2M) as a debt exclusion. K. Lappin seconded. Motion passed 7-0-0.

Review and Revise Draft Debt Exclusion Presentation: The committee discussed and edited the draft version of the debt exclusion presentation to be made to the BoS on Monday, 1/27. A. Gutbezahl motioned to authorize C. Martin (chair) and P. Roman to finalize the FY21 debt exclusion presentation and for C. Martin to represent the committee and present to the BoS on Monday. G. Uveges seconded. Motion passed 7-0-0.

5-Year Capital Plan including Follow Up Questions & Updates: Tabled due to lateness of hour.

FY21 Operating Budget including Follow Up Questions & Updates: Tabled due to lateness of hour.

Chair and Vice Chair's Updates including Schedule: None.

Members' Reports, Concerns; Topics, if any, Unanticipated 48 Hours Before Meeting: None.

Review and Vote to Approve Minutes: Tabled due to lateness of hour.

Adjourn: At 11:28pm, G. Uveges moved to adjourn; Seconded by K Lappin. Motion passed 7-0-0.

Respectfully submitted,

Pamela Roman

Attachments: <https://www.wayland.ma.us/finance-committee/agenda/finance-committee-packet-january-22-2020>

Facilities Department Capital Projects
Activities Report January 6, 2017
Fiscal 2018 Schedule of Appropriation
By Fund-Department Detail of General Insurance
Wayland Budget Discussion packet – 1-23-17
Draft Finance Committee Annual Report
Proposed Articles for 2017 Annual Town Meeting

FINANCE COMMITTEE
Minutes
Monday, January 27, 2020
Wayland Town Building
Large Hearing Room
7:00 P.M.

Attendance: C. Martin, S. Correia, D. Watkins, K. Lappin, A. Gutbezahl (7:13), P. Roman (7:01), and G. Uveges

Absent: none

Also in Attendance: B. Keveny, Finance Director

Call to Order: The meeting was called to order by Chair C. Martin in the Large Hearing Room at 7:00p.m. when a quorum was present. C. Martin reviewed the agenda and announced the meeting was being taped by WayCam. She noted some of the agenda items could be taken out of order.

Announcements: The second half of the Finance Committee meeting on January 22nd, 2020 may not have been recorded, accidentally. The information from that portion of the meeting will be available through the minutes. P. Roman is the minute editor for tonight's meeting.

Public Comment/Members' Response to Public Comment: none

Finance Director's Report: B. Keveny reported that he received the rating from Moody's; they've confirmed the Aaa rating. He noted that Town will be selling the bonds next week, and that they should have new debt numbers by February 10th, 2020.

A. Gutbezahl entered the meeting at 7:13pm

B. Keveny requested that, looking forward, all department operating budgets (including Facilities and DPW) be delineated by personnel and expenses only. Previously, line-item votes were difficult for department managers to manage. Discussion ensued about the rationale for breaking up the budget in more detail, and the pros and cons of adopting this format moving forward. The committee requested pro forma comparisons for FY2018.

Review, Discuss and Possibly Vote Warrant Articles; Discuss and Possibly Vote No Response Articles

C. Martin stated that there would be no votes taken on the warrant articles at this meeting because none are currently ready to vote on. Committee discussed process of editing articles and templates available.

The Committee reviewed articles to determine if there are any that do not have financial impact. If FinCom writes no comments, the petitioner cannot include background information in the article write-up.

Discussion ensued about how best to deal with articles which do not appear to have financial impact. The debate centered around whether the Committee's opinion is needed for such articles, and whether the Committee should make reports on articles that don't have financial impact. A. Gutbezahl expressed reticence to not provide background information for all articles at Town Meeting. He stated that it could be problematic if there were FinCom comments on all the articles that may or may not have financial impact, but then two or three where there's no information from the Committee at all because they determined there was no impact.

Articles considered not to have any financial impact included Community Choice Aggregation and the Election Date. There was a question as to whether the Conservation Commission Repeal has a financial impact or not. C. Martin stated she would investigate further and report back on what would appear in the warrant if FinCom makes no report.

Review & Vote to Approve Minutes: 12/9/19, 1/2/20, 1/7/20 & 1/21/20

A. Gutbezahl moved to approve the minutes of 12/9/19, as is. Seconded by G. Uveges. Motion passed 7-0-0.

The Finance Committee recessed at 7:40pm to attend the Board of Selectmen's Meeting to make a Debt Exclusion Presentation.

FY21 Capital Budget including: Follow-Up Questions and Possible Adjustments; Possibly Re-Open, Vote Adjustments and Funding Sources; Discuss Next Steps for FY22 - FY25

The Finance Committee returned to open session at 8:30pm.

C. Martin reported that there had been changes made to the capital budget since it was last voted on January 2nd, 2020 in the amount of \$5,983,850. Changes/updates include:

- Fire Station 2 requires no additional funds.
- The painting of the Public Safety Building was replaced with the JCC Software for the same amount of money. The painting was left in the budget, but put at \$0 in FY21, and the money now allocated to the JCC.
- CPC will provide funding for the Library ADA Projects. This expense has been resolved and is still in the budget.

-The Lower Library Level Design has been deferred to FY22, which puts \$27,500 back in the budget of available funds.

-The \$10,750 for the Happy Hollow Air Handler Design is no longer needed.

-The \$18,000 for the Design for the Loker Driveway at the school is no longer needed.

-The Design of the Old Sudbury Road Bridge has been moved to FY21, and the construction to FY22 and FY23. This moves the \$125,000 allocated for design and \$1.2 million for construction to the budgets of those respective years. \$50K of the design funds should come from Chapter 90 funds, thus \$75K is to be funded in the budget.

C. Martin reported the School Committee's requested capital budget has increased by \$836,000 since the Jan 2 vote. Items requested include increasing the budgets for the Loker Roof Design, the Claypit Hill Feasibility Study, and the Design Funds for the high school athletic field.

C. Martin reported that, currently, requested budget items that have no funding source include the Facilities vehicle, the high school sound system, the high school voice lift, and the Happy Hollow refrigeration project. Items that have yet to be voted on include the Water Gate Valve Exercise and Trailer, and the Public Safety Building painting.

The committee agreed on replacing the painting of the Public Safety Building with JCC Software purchases. It had been conveyed to the committee that the building was not in as bad of shape as previously thought, and that painting could be deferred to FY22.

A. Gutbezahl noted the need to look forward to FY22-25 to see how deferred items will affect future years. He expressed reluctance for the committee to make changes to and vote on a FY21 capital budget without fully understanding how changes will affect FY22 and years forward. Discussion ensued among the committee as to best practice for the formation of the five-year capital plan. C. Martin noted that the Committee would review the 5-year capital plan on Thursday.

There was then discussion around what information is needed by the Committee to ensure that the it approves the most important projects for inclusion in the budget. Consensus was reached that further information should be gathered from the departments regarding which budget requests are most important. D. Watkins moved to formally request a prioritized/ranked list of capital requests. Seconded by G. Uveges. Motion passed 7-0-0.

The committee discussed how to manage continuing changes to the capital budget. G. Uveges mentioned that one option would be to note that the FY21 capital budget is at capacity and that any new changes by departments should require substitutions for other projects.

K. Steinburg (School Committee) joined the conversation to explain the rationale and approach of the School Committee in determining and revising their budget requests. She stated that the

numbers have been fluctuating and increasing as this has been a growing pains year in transitioning to a resource-based process. School committee is now scurrying to determine costs and field requests to provide accurate budget needs.

FY21 Operating Budget including Follow-Up Questions; Review Responses to Budget Adjustment Request; Determine Next Steps

C. Martin stated that she and A. Gutbezahl had sent a memo to the department chairs asking for responses to the committee's questions on operating budgets by January 24th, 2020 so they would have a chance to review them at this meeting. However, she received a request to postpone this, and as of this meeting she had not received any responses.

The committee did, however, receive a document from the School Committee answering the questions given to them. A. Gutbezahl stated that the packet included answers to the vast majority of their questions, at least in part if not in full. A briefing of some of the answers ensued, with the committee deciding to request a better breakdown for Item 14, information on hardware leases.

C. Martin asked the Committee if they had any further questions for the School Committee:

- K. Lappin noted that the unmet needs highlighted last year do not appear to align with the new initiatives noted this year.

- D. Watkins requested information on the expectation for enrollment of future students of staff, and if those numbers will be included.

- C. Martin wanted to know if there have been any adjustments to athletic and other fees. She also would like to see the re-based (year-over-year) comparison of the \$195K that's coming out of the school budget and into the town budget for the IT employees.

Chair and Vice-Chair Updates including Schedule:

C. Martin stated that the Committee needed to decide upon a date for the presentation of the draft budget to the public. She said the meeting usually occurs about two weeks before the warrant goes to press. Dates were discussed, with a consensus being reached that the committee would vote on a tentative draft budget on February 10th, 2020 and the public presentation of the draft budget would occur on February 13th, 2020.

It was also decided that the Committee would vote again on February 21st, 2020 to confirm the reduction in health insurance.

Member's Reports, Concerns; Topics, if any, Unanticipated 48 Hours Before Meeting:

None.

Adjournment: G. Uveges moved to adjourn the meeting at 9:45pm. Seconded by K. Lappin.
Motion passed 7-0-0.

Respectfully Submitted,

Lauren Lorentz

FINANCE COMMITTEE
Monday, February 10, 2020
Wayland Town Building
Council on Aging Room
6:45 P.M.

Attendance: C. Martin, S. Correia, K. Lappin, A. Gutbezahl, D. Watkins, P. Roman joined remotely at 8:10 and did not attend Executive Session), K. Lappin arrived at 7:15 and joined the Executive Session.

Absent: G. Uveges

Also in Attendance: Finance Director, B. Keveny

Call to Order: The meeting was called to order by Chair C. Martin at 6:45 P.M. when a quorum was present. C. Martin reviewed the agenda and announced the meeting was being taped by WayCam. She read a motion to go into Executive Session. S. Correia seconded the motion. Role all vote as: S. Correia-yes, D. Watkins-yes, A. Gutbezahl-yes, C. Martin-yes, Vote 4-0

Enter Executive Session with the School Committee and Board of Selectmen: Minutes recorded separately.

Return to Open Session: Committee returned to open session at 8:02pm.

Finance Director's Report: B. Keveny, Finance Director, spoke on two topics- recent borrowing, and free cash.

He reported that the town sold bonds last week, that we had to fund nine projects and go long-term on three different bans, as well as go on refinancing on two bans- one 2009 and one 2010. The General Fund has five projects that need a total of \$10.5m in funding- The Middle School Network Wiring, the Loker School Kitchen, First Station 2, the Town Building's HVAC, and the High School Field. The Enterprise Fund has four projects that need a total of \$1.3m in funding- including the Water Meter Replacement, the Water Mains Reseal Tank and Interior, and Reseal Water Booster Station. This brings the total needed funds to \$11.9m.

The refinancing came out to \$6.5, so the net effect of that was that we had 12 bidders. The bid range and interest was 1.47% to 1.69%, which was an historic low in our interest rate. The winning bidder was Fidelity Capital Markets, who came in at 1.478%. The net par value of the bonds, when you factor in the allocation of the bond premium, ended up being \$16.2m. The Finance Committee already made two cuts in the debt budget totaling \$500k, and need to further cut the debt budget by another \$56k, to bring the total debt for FY21 to \$6.8 m. That will bring the Omnibus budget to \$86,306,068.

The Town's free cash is \$7,690,322. Last year's free cash was roughly \$7.1m, with an anticipated increase to \$7.5m. The Water Enterprise Fund is at \$848k in retained earnings. Wastewater has retained earnings of \$1.2m.

Review Draft FY21 Operating Budget Presentation:

P. Roman joined the meeting remotely at 8:10pm.

K. Lappin moved to reduce the operating budget of \$86,362,285 by \$56,217, which is the difference in the debt payments as a result of the most recent refinancing and new bond issuance for a net budget of \$86,306,068. Seconded by A. Gutbezahl. Motion passed 6-0-0 by roll-call vote: P. Roman-yes, K. Lappin-yes, S. Correia-yes, A. Gutbezahl-yes, D. Watkins-yes, C. Martin-yes.

The Committee reviewed the slides, to make any adjustments needed in advance of the Operating Budget Presentation. Adjustments included formatting edits, correcting typos, and expanding or simplifying information where deemed necessary, removal of slides that may cause confusion, and inclusion of slides to do with Loker School Roof, High School Athletic Field Renovation Part 3, and prior debt exclusion.

Discussion ensued regarding the inclusion of numbers pertaining to the 5 year plan in the presentation. Some members thought it good to give a status of where the Committee is currently, while others were hesitant to include numbers that have not been fully discussed and confirmed.

FY21 Capital Budget including: Follow-Up Questions and Possible Adjustments, Possibly Re-Open, Vote Adjustments and Funding Sources, Review Town Administrator's FY22-FY25 Recommendation:

C. Martin updated the Committee as to her conversations with L. Miller regarding answers to the Committee's questions on budget items:

Loker Roof: The final amount came to \$4.3m, which includes the \$500k for the remainder of the roof and the air handler on that same portion of the roof. The Town's in-house counsel preference is a single debt exclusion and a single warrant article.

Free Cash: Has been confirmed as \$1.7m. L. Miller reported that she had ideas on how to expend the \$160k, including funding the design money for the Stone Bridge project.

C. Martin asked the Committee if they were comfortable with the free cash being increased from the \$1.5m to \$1.7m. Discussion ensued on whether the Town would be able to afford continued increases in future years, even if this year's increase was doable. D. Watkins was opposed to the increase as it might jeopardize the AAA rating.

K. Lappin requested a review of the prioritized list of projects from the School Committee, before deciding whether to fund the increase. Discussion continued on which items remain unfunded above the \$1.5m allocated in free cash, and which should be included in the budget- such as, potentially, the Loker Roof project, and which, if any, should be cut due to lack of available funds.

The Committee then reviewed the list of the School Committee budget requests. Items eliminated included the Fire Control Panel for \$12k and \$5k, and the Backpack Project for

\$152k. The Modular Classroom Design for the three roofs- Claypit Hill, Happy Hollow, and the Middle School was pushed to a future year. The \$200k for the design funds for the Wayland High School Athletic Improvement Plan were moved to an article.

The Committee then reviewed and confirmed the projects listed in the Town and School budgets.

Town Budget:

- DPW Road Reconstruction- \$600k cash capital
- DPW heavy equipment replacement- \$95k free cash
- Light trucks - SUV- \$44k free cash
- Light trucks p50 pickup- \$65k free cash
- Stormwater management- \$150k free cash
- Old Sudbury Road design- \$75k free cash
 - \$50k coming from chapter 90
- Heavy equipment replacement- \$250k from debt
- Potter Stone Bridge Road bridge design and construction- \$450k from debt
- High school wastewater plant- \$140k from debt
- Vehicles for the motor pool- \$37k free cash
- Library ADA- \$110k CPA funds
- Fire vehicle pumper- \$700k from debt
- Ambulance power load system- \$30k ambulance fund
- Fire vehicle car 2- \$65k ambulance fund
- Library phones- 3\$2k free cash
- Network and wireless replacement- \$126k free cash
- Permitting software- \$70k free cash
- Improvement to Reeves Hill site fiber and equipment- \$45k free cash
- Public safety radio replacement- \$247k free cash
- Public safety software- \$135k free cash
- Playground maintenance ADA improvements- \$417k CPA funds
- Gate valve exercising trailers- \$75k water revenue

School Budget:

- Claypit Hill replacement air handling unit- \$90k free cash
- Happy Hollow replacement of cooling unit and replacement of dry area- \$70k free cash
- Wayland High School sound system- \$40k free cash
- Wayland High School voice lift system- \$30k free cash
- Loker replacement of air handling unit- \$150k free cash
- Loker Clay Pit Hill modular classroom design- \$200k free cash

K. Lappin moved to submit a Capital Budget to Town Meeting of \$4,000,011, that consists of \$600k of cash capital, \$1.7m of free cash, \$1.54m of debt, \$95k of ambulance fund, and 7\$5k of water revenue. Seconded by A. Gutbezahl. Motion passed 5-1-0 by roll-call vote: P. Roman-yes, K. Lappin-yes, S. Correia-yes, A. Gutbezahl-yes, D. Watkins-no, C. Martin-yes.

D. Watkins moved to make an amendment to the request for voting on this budget, to remove \$196k plus \$32k in phones, so a total of \$228k that is related to Information Technology expenses without an IT plan. No second, motion denied.

C. Martin states she would advise the School Committee of the decisions made on their additional requests.

Review, Discuss and Possibly Vote Warrant Articles including: Establish Capital Stabilization Fund, Finance Committee Appointed by Moderator, CPA - ADA Playgrounds, Loker Roof Project, Contracts, Hear Reports, Choose Officers:

C. Carlson, Board of Selectmen Vice Chairperson, approached the Committee with a question regarding their recommendation on relative funding sources for the Loker Roof article. She stated that the BoS need to be able to explain what the project covers, so they could vote on it. The project description needs to specify if it will include the roof of the entire building- including the '99 roof work and the air handler on that portion of the roof- for the full \$4.3m.

L. Miller, Town Administrator, joined the conversation to explain that there are two numbers the MSBA has considered. \$3.8m covers the 35 year old roof and the air handlers on the 35 year old roof. They are also considering an additional \$500k, which would cover the '99 roof and the air handlers on that portion of the roof. They are trying to determine what the amount should be in the debt exclusion. She stated that the board talked about potentially funding \$3.8m via debt exclusion and asked the Finance Committee to consider putting the \$500k into borrowing under the levy.

The Committee reviewed, discussed, and voted the following warrant articles:

- **Loker Roof Replacement**

Overview: The project total is \$4.3m. The total eligible for reimbursement is \$3.8m, and the total potential borrowing is \$3,064,102, which is the \$2, 564,102 less the \$500k. The \$500k is the \$350k for the '99 roof and the \$150k for the air handler.

Discussion: The Committee discussed the language of the article, including whether it is appropriate to include specific reimbursement numbers at this point, as well as adding language to explain that the whole roof is leaking which is why funding the whole project is needed. The Committee then discussed putting the \$500k in the debt service within the levy, and recommending that the rest be funded as debt exclusion.

Vote: A. Gutbezahl moved that the Finance Committee approve \$3.8m to replace the Loker Roof with debt exemption, and fund the balance of \$500k for the '99 roof and the '99 air handler within the Capital Budget within the levy, for a total of \$4.3m. Seconded by P. Roman. Motion passed 6-0-0 by roll-call vote: P. Roman-yes, K. Lappin-yes, S. Correia-yes, A. Gutbezahl-yes, D. Watkins-yes, C. Martin-yes.

S. Correia moved to reopen the capital budget for FY21. Seconded by K. Lappin. Motion passed 6-0-0 by roll-call vote: P. Roman-yes, K. Lappin-yes, S. Correia-yes, A. Gutbezahl-yes, D. Watkins-yes, C. Martin-yes.

K. Lappin moved to recommend a capital budget of \$3.861m- which includes cash capital of \$600k, free cash of \$1.551m, levy debt of \$1.540m, ambulance fund \$95k, and water fund \$75k. Seconded by D. Watkins. Motion passed 5-1-0 by roll-call vote: P. Roman-yes, K. Lappin-yes, S. Correia-yes, A. Gutbezahl-yes, D. Watkins-no, C. Martin-yes.

D. Watkins moved to remove the IT plan from the budget, as they have not received their numbers. No second, motion denied.

- Chose Town Officers

Overview: Standard article.

Discussion: There are some there are some items pending in it, but the Committee authorized C. Martin to update the article language with the final names later.

Vote: K. Lappin moved that the Finance Committee recommend approval of the article Choose Town Officers. Seconded by P. Roman. Motion passed 6-0-0 by roll-call vote: P. Roman-yes, K. Lappin-yes, S. Correia-yes, A. Gutbezahl-yes, D. Watkins-yes, C. Martin-yes.

- Hear Reports

Overview: Standard article.

Discussion: The article may require some edits if there's any reports that come up.

Vote: K. Lappin moved that the Finance Committee recommend approval of the article Hear Reports. Seconded by S. Correia. Motion passed 6-0-0 by roll-call vote: P. Roman-yes, K. Lappin-yes, S. Correia-yes, A. Gutbezahl-yes, D. Watkins-yes, C. Martin-yes.

The Committee will carry over the articles they did not get to tonight, including Playground Contracts and Community Choice

Review Town Administrator's FY22-FY25 Recommendation:

C.Martin asked the Committee for input on how to proceed with reviewing the Town Administrator's capital recommendations for FY22-25, so that they can look at it during the meeting on Feb 13.

Discussion ensued about using K. Lappin's worksheet to assign projects to a year within the 5 year plan or out to FY26, to get an overview, by department, of what's on the radar.

D. Watkins expressed that he is not comfortable doing even basic numbers without some idea of prioritization. He suggested the Committee talk to department heads to understand priorities over the course of approximately two months.

A. Gutbezahl expressed his frustration with the lack of attention given the 5 year plan. He suggested that the Committee not attempt to give any 5 year recommendations at Town Meeting, and instead commit to presenting a fully realized 5 year plan at next year's Meeting.

C. Martin stated that the Committee will give some information regarding the 5 year plan at Town Meeting, while also explaining where in the process we are and the commitment to working towards a full 5 year plan in the future.

Chair and Vice-Chair Updates including Schedule: The Committee will meet on Feb 13, 18, and 24. C. Martin encouraged the Committee to submit any remaining articles, as they have limited time to discuss and vote them.

Members' Reports, Concerns; Topics, Unanticipated 48 Hours Before Meeting:

S. Correia reminded the Committee that they are an independent board and, therefore, should remain politically neutral, especially in light of a member of the Committee running for an elected office. D. Watkins announced he was running for a BoS seat.

Adjourn: A. Gutbezahl made a motion to adjourn at 11:12pm. Seconded by K. Lappin. Motion passed 6-0-0 by roll-call vote. P. Roman-yes, K. Lappin-yes, S. Correia-yes, A. Gutbezahl-yes, D. Watkins-yes, C. Martin-yes.

FINANCE COMMITTEE
February 13, 2020
Wayland Town Building
Council on Aging Meeting Room
7:00 P.M. Minutes

Attendance: C. Martin, S. Correia, P. Roman, K. Lappin, A. Gutbezahl, and D. Watkins
(9:10pm, remotely)

Absent: G. Uveges

Also in Attendance: Finance Director, B. Keveny

Call to Order: The meeting was called to order by Chair C. Martin in the Council on Aging Meeting Room at 7:00p.m. when a quorum was present. C. Martin reviewed the agenda and announced the meeting was being taped by WayCam.

Review Agenda for Public Announcements/Public Comment and Members' Response: S. Correia will take minutes for tonight's meeting. At this time, we may have a minute-taker to review the tapes, but C. Martin has not heard from them officially yet.

Finance Director's Report: none

Members' Reports, Concerns; Topics, Unanticipated 48 Hours Before Meeting: S. Correia stated that they will now only be accepting articles titled "final," and requested they be sent only to him and C. Martin. He also reminded the Committee to make sure all petitioners review and ok the final versions of the articles before they go to print.

A. Gutbezahl expressed disappointment that the draft budget presentation includes a slide that has projects for FY22-25. His understanding was that the slide would be eliminated, since the projects have not yet been evaluated. C. Martin responded that her understanding from the previous meeting was that they would include qualifiers on the slide, and that she would explain during the presentation that it was only a rough draft. She stated that generally the Finance Committee gives some forward-looking statements in budget presentations, and that part of the Committee's job is to educate residents on what challenges they are looking at, moving forward.

FY2021 Draft Budget Presentation: C. Martin welcomed everyone to the annual Draft Budget Presentation for FY21. A Summary of the presentation is as follows:

- **Finance Committee's Goals, Process, and Strategy**

The Finance Committee's goals include: Operating Budget increases that conform within the Prop 2 ½ guidelines, Debt Service that is less than 10% of the Operating Budget, Capital Spending Borrowing of \$3-5m a year, financial strategies and practices that help us maintain a AAA bond rating, Operating and 5-Year Capital Budget forecasts, and having the total debt be less than 100% of our General Fund revenue.

- **Proposed FY21 Operating and Capital Budgets**

The town's current financial position is solid and stable.

- Moody's confirmed AAA Rating, Stable Outlook in February 2020
- Transitioning 5-Year Capital Planning from Submission-based to Resource-based which will result in better forecasting
- Available Unused Levy Capacity
- Debt Metrics used by Finance Committee are within Guidelines
- Eliminated Funding Recurring Expenses with Free Cash
- Implementing Pay-as-you-Go Capital

- **FY21 Budget Process**

Guideline:

- Fund Committed Costs
- Identify and Prioritize Staff Increases and New Initiatives
- \$2.7m Year-Over Operating Budget Increase

Result:

- \$87.8m Budget Request: \$5.2m Year-Over Increase
- Adjustments: To Town, School, Debt & Health Ins. Budgets
- \$86.3m Draft Budget: \$3.7M Year-Over Increase; \$1m Over

Guideline

- **Operating Budget Summary**

Includes the town, school, and unclassified. The proposed budget is \$86,306,068. It is a \$3,653,664 increase year over, which represents a 4.4% increase.

- **Drivers to Changes in FY21 Operating Budget**

Payroll is the biggest expense, which includes both town and school together. Another big expense is transportation- the school bus contract has come back at \$280k which is slightly higher than before. New initiatives for the town and school totaled \$771k. Debt service is only increasing 61k due to the increase of the debt service of \$885k being offset by reclining debt, refinanced debt, and very favorable borrowing rates.

- **Omnibus Budget- Expense Summary**

The total budget includes: the Operating Budget of \$86.3m, the Water Enterprise Budget of \$4m, the Wastewater Enterprise Budget of \$797k. It also includes additional unappropriated expenses: the overlay of \$250k, the state assessments of \$122k, and then Cherry Sheets for \$18k; as well as appropriations outside the budget: Cash Capital of \$600k, and OPEB expense of \$500k. This brings the total Omnibus Budget to \$92,602,145

- **Omnibus Budget- Revenue Summary**

How we will fund the budget- \$74m in taxation, \$6m state aid, \$5m in local receipts, \$1.8m in transfers from other funds, \$4m from the Water Enterprise, \$800k funded by Wastewater. Total: \$92.6.

- **Residential Tax Effect**

We have to raise \$74m for FY21. The FY20 tax rate came out to 17.76%. Your tax bill that year, if your house was assessed at the average of \$800k, would be \$14,208- an increase of \$500 from

FY19. For FY21, we don't know if the assessed values will increase going to increase, so we used the same numbers- \$800k for average residential property. We estimated that the tax rate will go to 18.15%, which would mean an increase of \$315 for FY21.

- **Budget Tax Levy Effects**

As our Operating Budget expenses increase, the amount of property tax to support that also increases. However, whenever the amount of the property tax raised is higher than the amount that's allowed under the prop 2 ½ formula, there is an accompanying reduction of the unused levy capacity. Our project unused levy capacity for FY21 will be \$5m. That will be compared to the \$10m that we had in FY16. The inference is if we continue at this pace we are accelerating an operating override.

- **FY21 Proposed Capital Budget**

All the departments, committees, and boards submit their Capital Requests for the current year and next 4 years going out, so the Finance Committee can put together a 5 year plan. This year, the total requests came to \$18m. We then met with the School and Town Committees to collaboratively whittle down the requests. We worked together to decide which projects were achievable for this year, how they should be funded, and what those funding sources would be. The current proposed Capital Budget is \$3.861m. Summary of Funding Sources: total borrowing within the levy will be \$1.540m, cash capital \$600k, free cash \$1.551m, ambulance fund \$95k, and water capital \$75k.

- **Debt Exclusion Review**

BoS received two debt exclusion ballot question requests in January from the School Committee. They asked the Finance Committee for a funding recommendation should the requests pass at Town Meeting.

Request: Loker School Roof - \$3.8m

- Replace roof and air handlers
- Maintenance of our assets
- Roof is leaking- FY21 Priority
- Design work completed
- Town Approved for MSBA Reimbursement
- Met 2.5m Debt Exclusion Threshold

Recommendation: Fund with exempt debt.

Status: The project scope has expanded to include the full roof. New total is \$4.3m. To be decided by voters at the polls and the 2020 ATM.

Request: HS Athletic Field Renovations- Part 3 - \$2.2m

- Replaces two fields at the HS
- Cost includes design and construction
- Under 2.5m debt exclusion threshold

Recommendation: Do not fund with exempt debt

Status: The Debt Exclusion Request was withdrawn, and the construction portion of the project deferred to FY22. The School Committee is submitting an article requesting \$200k for the design fund at the 2020 ATM.

- **Prior Debt Exclusion**

Request: Loker Turf Field - \$3.4m

Status: Voters passed the Debt Exclusion in March 2019, but the project failed to garner the needed 2/3rds vote at the 2019 ATM. The project is currently in the FY22 Capital Plan. The Recreation Commission is requesting FY21 consideration. If presented, the article will need 2/3rds vote at the 2020 ATM.

- **Outlook for FY 22 and Beyond**

5-Year Capital Planning

- Transitioning from Submission based to Resourced Based Plan
- Means Every CIP needs to be evaluated both for the funds and available manpower
- Priority given to maintenance of assets
- Study, design, build, operate, maintain strategy

- Formalized capital spend plan
- Increased debt exclusion threshold to 2.5m

- FY21- year one of transition
- Requests slotted in 5 year plan by finance team vs boards

- **FY21-FY25 Submitted Capital Projects**

Current submitted debt consideration by year: FY21- \$9-10m, FY22- \$9-11m, FY23- \$13-15m, FY24- \$3-5m, FY25- \$3-5m. FY21-25 Total Submitted: \$37-46m. These numbers reflect submissions only, the Committee has not reviewed or evaluated any requests yet. Will be relying on help from the Finance Team for input to decide if projects should stay in their present years. The goal is to even these numbers out and have a level capital spend plan. This year we started with \$18m in requests, last year we started with \$24m, so as a town we are getting better over time at whittling down the projects based on resources and funding. We will continue to fine tune this plan.

Review, Discuss and Possibly Vote Warrant Articles:

D. Watkins joined the meeting remotely at 9:10pm, as he was unable to attend in person. All votes taken after 9:10pm were made by roll-call.

- **Previous Fiscal Year's Unpaid Bills**

This is a standard article. There are two unpaid bills from FY19- \$7,814 for School Budget Utilities, and \$16,633.82 to Direct Energy, for a total of \$24,447.82. S. Correia moved that the Finance Committee approve the article to pay previous fiscal year unpaid bills. Seconded by K. Lappin. Motion passed 5-0-0.

- **OPEB Funding**

The article is broken into two parts. Part A is the contribution from each of the Enterprise and Revolving Funds. Part B is the 500k coming from taxation to the OPEB Fund. C.

Carlson stated that she has reached out to Claus Shigley, Audit Committee, and K. Lappin about working with BoS, after Town Meeting, to further clarify the article for the future and to ensure the best use of the trust fund. S. Correia moved that the Finance Committee recommends approval of OPEB Funding. Seconded by K. Lappin. Motion passed 6-0-0 by roll-call vote: S. Correia- yes, D. Watkins- yes, P. Roman- yes, K. Lappin- yes, A. Gutbezahl- yes, C. Martin- yes.

- **CPC - Accessibility Improvements for Two Town Playgrounds**

Gretchen Shuler, 126 Old Connecticut Path, Community Preservation Committee Chair, joined the discussion.

The article requests \$417,416 to make ADA improvements to the Claypit Hill and Happy Hollow School playgrounds. C. Martin asked G. Shuler if she had spoken with the resident interested in making a language change to the article. The Resident had requested the article specify which material would be used on the ground of the playgrounds. G. Shuler stated that she spoke with the resident and referred her to the Recreation Commission, who have not agreed to her proposed language change as they do not yet know which material they will be using. The Committee added her concern as an argument against- that opponents may argue that materials to be used should be specified in the article. Arguments in favor- providing access to playgrounds for all residents is required and should be a priority for the town. S. Correia moved that the Finance Committee approve the Article for Accessibility Improvements for Two Town Playgrounds totalling \$417,416. Seconded by K. Lappin. Motion passed 6-0-0 by roll-call vote: S. Correia- yes, D. Watkins- yes, P. Roman- yes, K. Lappin- yes, A. Gutbezahl- yes, C. Martin- yes.

- **CPA- Set Asides and Transfers**

The article has picked up an additional 88k. It has been reallocated to the three remaining accounts and makes an incremental increase in the Uncommitted Fund from when it was last voted. The total set aside is now \$714,945, with \$110,738 going to open space, historic preservation, and community housing. \$10,000 still goes to administrative expenses, and \$372,731 still goes to Mainstone Farm. P. Roman moved to reopen and approve CPA- Set Asides and Transfers in the amount of \$714,945. Seconded by S. Correia. Motion passed 6-0-0 by roll-call vote: S. Correia- yes, D. Watkins- yes, P. Roman- yes, K. Lappin- yes, A. Gutbezahl- yes, C. Martin- yes.

- **Capital Stabilization Fund**

Louise Miller, Town Administrator, and Cherry Carlson, Board of Selectmen Chair, joined the discussion.

The Capital Stabilization Fund can be used to defray the cost of engineering and design, renovation, reconstruction or construction of Town facilities, or the debt service for engineering and design, renovation, reconstruction or construction of Town facilities. C. Martin asked if an initial deposit to this fund had been considered. C. Carlson stated that there is no funding at this time, and suggested that there should be an explanation stating so in the article. L. Miller explained that the fund is a Capital Stabilization Fund, so it is

to be used for a capital project, as opposed to a Debt Interest Stabilization Fund that is to be used to stabilize debt service. K. Lappin clarified that, though you can not take money from the fund to level out existing debt service, it could be used to pay the debt service on a new project. The Committee requested a revised version of the article before voting on it.

- **Reallocate Previously Appropriated Funds for Community Center**

The article reallocates money that was set aside to design the build-out of the Municipal Pad, and gives more flexibility in allowing the funds to be used for any future projects or spaces that may come up. It will allow the Bos to decide where these funds will be used. Arguments against- opponents may argue that the money should go back into the General Fund, rather than allocating them specifically for this project. S. Correia clarified that the funds can not be used on just any project. The funds were originally appropriated to start the design on a Council on Aging, and they will still use the funds on a Council on Aging, but at a different facility. The Committee expressed reticence to give the BoS a blank check to appropriate funds as they see fit. L. Miller stated that the BoS has received a proposal on the RFP, but that they now need funding to determine whether that site is feasible as a community center. K. Lappin expressed issue with the article amount being far more than feasibility costs alone. The discussion was tabled until the next meeting.

- **Allow Certain Contracts**

This is an article to allow the town to enter into contracts longer than three years, but not to exceed five years. Arguments in favor- it allows contracts to match the life of the asset, and increases efficiency. No arguments opposed. L. Miller clarified the article allows the town to have a pool of contractors on call for small projects for a longer period of time, to save the town having to request qualifications more often. She further explained that this does not change the overall cost to the town, it just allows the town to spread the cost of small projects over a longer period of time. The Committee added language specifying that, under state law, projects in excess of \$200k are procured separately, on a project-by-project basis. S. Correia moved the Finance Committee recommends approval of the Article to Allow Certain Contracts Up to 5 Years. Seconded by K. Lappin. Motion passed 6-0-0 by roll-call vote: S. Correia- yes, D. Watkins- yes, P. Roman- yes, K. Lappin- yes, A. Gutbezahl- yes, C. Martin- yes.

- **Current Year Transfers**

C. Carlson suggested a small wording change to the last line of the article. D. Watkins moved to approve Current Year Transfer Requests. Seconded by S. Correia. Motion passed 6-0-0 by roll-call vote: S. Correia- yes, D. Watkins- yes, P. Roman- yes, K. Lappin- yes, A. Gutbezahl- yes, C. Martin- yes.

Five-Year Capital Plan: Review and Discuss FY22-FY25 Submissions; Determine Next Steps: A. Gutbezahl stated that he feels very strongly they should not be discussing the 5 year plan at this point. He stated that there is not nearly enough time to properly understand what the needs of the departments will be moving forward. Additionally, he stated that, without specific information from the department boards about their resources, the Committee would be reallocating projects based on funding levels and what they think is appropriate based on debt.

This would mean the Committee would be operating on a submission-based analysis, rather than the resource-based plan they told the town they would be transitioning to.

K. Lappin requested the Committee make a commitment to focus on the 5 year plan after Town Meeting, and to finish it over the summer.

C.Martin and S. Correia explained that, compared to previous years, the plan for the out years is actually very encouraging. S. Correia stated that, in previous years, the budgets were set but never analyzed, and he agreed with A. Gutbezahl that this work needs to be done. He stated that the Committee will make their report as they have done in previous years, but put in the report that they are working towards a better looking 5 year plan.

Chair and Vice-Chair Updates including Schedule and Report of the Finance Committee:

C.Martin reviewed plans for the upcoming meetings scheduled for Feb 18, 20, and 24, in preparation to meet the deadline on Feb 25. S. Correia requested the Committee take a look at the blurbs he finished for the Capital Budget. C. Martin added that to the agenda for Feb 18.

C. Martin requested the Committee review the Report of the Finance Committee. Topics included in the draft include: the transition to a resource-based capital plan, evaluating and understanding the needs of FY22-25, and large repair projects in the 6-15 year horizon. Discussion ensued regarding the town's good fortune regarding the recent interest rates, and the inclusion of this in the report, along with an explanation of how this windfall is potentially masking some budgetary concerns. The Committee also discussed finding the correct ratio of numbers within the narrative portion of the report, so that it would be informative without repeating numbers found within the graphs. C. Martin will draft the report and present it to the Committee to edit in future meetings.

Review, Vote & Approve Minutes: 1/2nd, 1/7th, 1/22st, 1/27th, 1/30/20, 2/3rd, 2/10th:
Tabled. No minutes ready for approval.

Adjourn: P. Roman moved to adjourn the meeting at 10:52p.m. Seconded by K. Lappin. Motion passed 6-0-0 by roll-call vote: P. Roman-yes, K. Lappin-yes, S. Correia-yes, A. Gutbezahl-yes, D. Watkins-yes, C. Martin-yes.

Respectfully Submitted,

Lauren Lorentz

FINANCE COMMITTEE
February 18, 2020
Wayland Town Building
Council on Aging Meeting Space
7:00 P.M. Minutes

Attendance: C. Martin, S. Correia (7:06pm), G. Uveges, K. Lappin, A. Gutbezahl, D. Watkins. and P. Roman (remotely)

Absent: none

Call to Order: The meeting was called to order by Chair C. Martin in the Council on Aging Meeting Space at 7pm when a quorum was present. C. Martin reviewed the agenda and announced the meeting was being taped by WayCam.

Review Agenda for Public Announcements/Public Comment and Members' Response: S. Correia will take minutes for tonight's meeting. C. Martin reported that a minute editor has been found and will be editing the meetings, beginning from the end of January. Discussion ensued among the Committee as to the level of detail that should be included in the minutes.

Finance Director's Report: none.

Review, Discuss and Possibly Vote Warrant Articles including:

- **Repeal Chapter 193 of the Code of the Town of Wayland**

The Conservation Committee drafted the proposed regulation, which triggered a repeal of Chapter 193. Different groups have different opinions on what the financial impact will be. Public hearings are still to come, as well as other meetings, so it's still in process. G. Uveges reported that he plans to meet with the chairmen of boards that may be impacted like DPW and Planning, to get further information.

Ms. Lewis, Claypit Hill Rd, stated that the cost to homeowners and the town would be substantial, as it would require numerous costly consultations for even a minor permit.

C. Karlson, Board of Selectmen, Chair, stated that she intends to convene a meeting of the BoS, the Conservation Commission, and the petitioner, to see if some common ground can be established on the implementation process and procedure for these regulations.

S. Correia suggested including more information about the process thus far, to explain why the issue has not been resolved yet.

G. Uveges moved to recommend that, in regard to the repeal of Chapter 193, the Finance Committee defer their recommendation until Town Meeting. Seconded by K. Lappin. Motion passed 7-0-0 by roll-call vote: P. Roman- yes, A. Gutbezahl- yes, K. Lappin- yes, G. Uveges- yes, D. Watkins- yes, S. Correia- yes, C. Martin- yes.

- **Pay Previous Fiscal Year Unpaid Bills**

The new amount of the unpaid bills comes to \$16,633.82, with the removal of a bill that is no longer considered unpaid. S. Correia moved that the Finance Committee approve the article Pay Previous Fiscal Year Unpaid Bills. Seconded by G. Uveges. Motion passed 7-0-0 by roll-call vote: P. Roman- yes, A. Gutbezahl- yes, K. Lappin- yes, G. Uveges- yes, D. Watkins- yes, S. Correia- yes, C. Martin- yes

- **Personnel Bylaws and Wage & Classification Plan**

Standard article, however there are some wage details that typically show up later in the process. The vote was deferred to the next meeting once the Committee receives those numbers.

- **Town Clerk Salary**

The article proposes a Town Clerk salary of \$77,146 for FY21. Discussion ensued as to why the town has offered that much money, as it is typically commensurate with a candidate who has 6-10 years experience, which the current candidate does not have. There was a question as to if the position is appointed or elected, and how that affects the salary. C. Karlson, explained some arguments in favor of the presented salary, namely that the position does not receive benefits, and that, while the candidate does not have town clerk experience, she does have significant relative experience. The Committee will add those points to the article. The Committee discussed needing more information about the candidate's merit and track record, in order to justify an 11% increase.

S. Corriea moved that the Finance Committee approve compensation for the Town Clerk in the amount of \$77,146. Seconded by G. Uveges. Motion failed 3-4-0 by roll-call vote: A. Gutbezahl-yes, P. Roman-yes, K.Lappin-no, S. Correia-no, D. Watkins-no, G. Uveges- no, C. Martin-yes. The Committee felt they did not have enough data to support the increase. C. Martin will request the data, so that the Committee may see it and revote the issue at the next meeting.

- **Loker Turf Field**

The article would provide for \$3.4m to be expended for the purpose of creating a synthetic multipurpose field in the Loker recreation conservation area. The proposal is substantially similar to the article considered at ATM last year. The article requires approval from the Board of Zoning Appeals, and they have not come out with a determination yet. The Conservation Commission has also not arrived at a determination yet, as they have some concerns about added vegetation, as well as vernal pools that have been certified as protected. However, A. Gutbezahl noted that the project is designed to reside outside the buffer zone for the vernal pools.

This project was in the CIP slotted for FY22. It was not included in the recommended FY21 Capital budget, the Recreation Commission brought it as a stand-alone article. The article requires approval both at the ballot and ATM. Last year, the article was approved at the ballot, however it did not reach the 2/3rds majority threshold required to pass at Town Meeting. Since the article received more than 50% at the ballot, the vote remains valid and has no expiration date, according to the Massachusetts Department of Revenue.

The debt exclusion vote from the election last year still applies were this to be approved at ATM this year.

C. Martin inquired about the map of the proposed field, which needs to be included in the warrant article.

S. Correia suggested that, as a neighbor, G. Uveges should recuse himself from the discussion on this article. G. Uveges disagreed, stating that, while he will recuse himself from discussion, he has a right to ask questions about the article. S. Correia stated that it is possible to influence discussion and present bias even within a question. G. Uveges stated that his questions were not one-sided. He remained at the table and proposed questions regarding wording in the article and suggested changes.

A. Gutbezahl clarified that, if the article passes, work on the project would begin immediately.

B. Wright, Recreation Commission Co-Chair, joined the discussion to answer some of the Committee's questions. G. Uveges had questioned whether the proposed field would really alleviate overuse of the other fields, as it would not be used for all sports, such as baseball. B. Wright clarified that it is the rectangular fields that are heavily overused, as baseball does not tear up a field in the way soccer or lacrosse does, and the proposed field would take the wear and tear off of the other rectangular fields. He also explained to the Committee that, in terms of the ZBA, they are working with them to get approvals as quickly as possible and will be meeting with them just prior to ATM, with the final vote scheduled for just after ATM. He then explained that, in regards to the approval of the Conservation Commission, the vote did not pass twice as members of the committee in favor of the project were absent both times, resulting in 3-3 votes. They did not vote against it, they just did not approve it. D. Watkins proposed the possibility of deferring the vote until the Committee receives further information from the Conservation Commission. D. Watkins asked if there are any other fields planned for the future. B. Wright stated that there are no plans in the next 5 years to build any new fields, only to rehab current fields.

C. Martin explained that the Finance Team is transitioning from a Submission-based Capital Plan to a Resourced-based plan. This means they will decide when projects are financially viable based on both funding and resources available, and slot them into the appropriate year. This is to ensure that funded projects are able to be completed in a timely manner. C. Martin questioned why this project is coming forward in FY21 when it had been slotted into FY22, particularly since FY21 is already supporting large school projects, such as the Loker Roof. B. Wright stated that he is not sure the project was slotted into FY22 as the need for a new field has been a crisis for the last ten years, and that the plan had been to do this project last year. C. Martin stated that the Financial Team made the recommendation for this project to be approved in FY22 due to it being more affordable and feasible at that time.

S. Correia asked for clarification on the construction costs. Currently the amount is the same as in last year's proposal, despite construction costs rising. B. Wright stated they are confident the project cost will still come in under the requested \$3.4m.

D. Watkins moved to defer recommendation until the Committee receives further information from the Conservation Committee and the PMBC. Seconded by A. Gutbezahl. Motion passed 6-0-1 by roll-call vote: A. Gutbezahl-yes, P. Roman-yes, K.Lappin-no, S. Correia-no, D. Watkins-no, C. Martin-yes, with G. Uveges abstaining.

- **FY21 Revolving Fund Expenditure Limits**

This is a standard article proposing the recommended spending cap for a number of the revolving funds, including increases to some of them. One's staying the same as FY20 are, The Transfer Station, the School Department of Professional Development, the School Department of Curriculum, and the Recreation and Athletic Fields. Funds receiving increases include the Council on Aging (\$5k increase), the Recreation Revolving Fund (\$300k increase, which includes a one-time \$225k increase for the Loker Field, and \$75k for expected cost increase to running programs), and the Conservation Community Gardens (\$1500 increase).

A. Gutbezahl stated the Committee has not received the information that is supposed to be provided, according to the bylaws. The Committee agreed that they need this information to be able to inform Town Meeting about how these revolving funds are being used.

S. Correia moved that the Finance Committee approves FY21 Revolving Fund Expenditure Limits. Seconded by D. Watkins. Motion passed 6-0-1 by roll-call vote: A. Gutbezahl- yes, P. Roman- yes, K.Lappin- yes, S. Correia- yes, D. Watkins- yes, C. Martin- yes, with G. Uveges- abstaining

- **Trade or Sell Vehicles and Equipment**

This is a standard article using the same wording as previous years.

S. Correia moved that the Finance Committee approve the article Sell or Trade Vehicles and Equipment. Seconded by G. Uveges. Motion based 7-0-0 by roll-call vote: A. Gutbezahl-yes, P. Roman-yes, K.Lappin-yes, S. Correia-yes, D. Watkins-yes, G. Uveges-yes, C. Martin-yes.

- **Establish Capital Stabilization Fund**

The Committee reviewed the new, third version of this article. Adjustments were made to the order of information within the article. Discussion ensued on proper wording. C. Martin requested a revised version of this article for the next meeting, so the Committee can review it.

- **Accept Massachusetts General Laws Chapter 200A, Section 9A**

This article was voted on Feb 3rd, but there have been changes since then. The Committee determined the language changes were not significant enough to require a revote. The previous vote of 7-0-0 stands.

- **Reallocate Previously Appropriated Funds for Council on Aging/Community Center**

S. Correia stated that he spoke to the BoS liaison for the Council on Aging. His recommendation is the Committee defer voting on this article until we have more information on the RFP and know exactly what the dollar amount will be, based on what the parcel is. This will inform how much is needed for the design fees. D. Watkins stated that there will not be enough information in the next four weeks to make a vote at Town Meeting possible. As such, he would prefer the Committee vote no, rather than defer recommendation. Discussion ensued among the Committee as to how to proceed.

S. Correia moved that the Finance Committee defer recommendation of the article to Reallocate Previously Appropriated Funds for Council on Aging/Community Center until Town Meeting. Seconded by G. Uveges. Motion passed 4-3-0 by roll-call vote: A. Gutbezahl- yes, K. Lappin- yes, S. Correia- yes, P. Roman- yes, D. Watkins- no, G. Uveges- no, C.Martin- no.

- **Surface Water Quality**

S. Correia moved that the Finance Committee approve the Surface Water Quality budget. Seconded by G. Uveges. Motion passed 7-0-0 by roll-call vote: A. Gutbezahl- yes, K. Lappin- yes, S. Correia- yes, D. Watkins- yes, G. Uveges- yes, P. Roman- yes, C.Martin- yes.

- **Select Board/Town Manager Act**

D. Watkins explained his work on the article, which included information from the BoS, and the Collins Center, as well as legal opinions and potential fiscal impact. The article is currently comprehensive, but long as he attempted to make an objective perspective of the information, fortified with expert opinions, and pros and cons. The Committee discussed potential changes to the article, as well as ways to cut the length. The Committee will revisit the article at the next two meetings for further discussion and changes.

- **Carrying Firearms or Dangerous Weapons**

This article seeks to provide the same level of safety present in the schools to all public buildings and spaces, by banning weapons from all town buildings and fields. It seeks to provide safety for all citizens, but particularly children, as there are public buildings that behave like schools- such as Children's Way. By banning weapons from schools, but not other public buildings that provide school-like services, the current law is not consistent. The article has been reviewed and approved by the petitioner, as well as by potential opponents- specifically the Gun Club in Wayland- and all approve proceeding to town floor.

The Committee discussed the question of financial impact in this article. S. Correia stated that some argue there is a cost, as the town would have to install metal detectors, utilize officers during events, and procure permits for people wanting to bring guns onto town property. On the other side, some argue that, as there has been no increased cost to the schools, the cost to implement this within the town would be minimal.

K. Lappin stated she does not see the need for the Finance Committee to weigh in on a recommendation on this article, as the potential cost for implementation is not a defined number affecting the budget.

K. Lappin moved that the Finance Committee make a recommendation to use the language from the Wayland Welcome as a recommendation. Seconded by A. Gutbezahl. Motion passed 7-0-0 by roll-call vote: A. Gutbezahl- yes, K. Lappin- yes, S. Correia- yes, D. Watkins- yes, G. Uveges- yes, P. Roman- yes, C.Martin- yes.

Continue Discussion Capital Planning for FY22-FY25, Determine next Steps: C. Martin reported updates to items in capital budget:

- Rt 27 bridge- as to the question brought up during the recent budget presentation, the bridge is owned by the town as opposed to the state. The DOT has said if the town waits to repair the bridge, the cost will be \$125k for design plus \$1.2m for construction. The other option is to repair the bridge now for \$400k, rather than doing a full reconstruction. The repair would last 10 years. The recommendation is that the Committee bring the repair project into FY21. This would remove the \$1.2m from FY22. The Board of Public Works applied to the DOT to use \$77k of their Chapter 90 funds for the design. This has been approved by the DOT, so the design project has already started. That leaves an issue of how to fund the remaining \$323k. C. Martin will get input from the Town Administrator about what funds might be available. The Committee will discuss this at the next meeting.
- Loker Roof- C. Martin asked for revised CIPs for the Loker Roof as the last one was for \$3.8m, not the full \$4.3m needed now. There is still a question of how to fund the remaining 500k. She also requested a revised CIP for the High School Project, as it has been reduced from design and construction to just design.

Review Draft Report of the Finance Committee: C. Martin briefly reviewed her work on the Finance Committee Report. New sections had been added pertaining to the levy capacity, the resource-based plan, the debt exclusion, the prior debt exclusion bill, and the overlay release. She stated she requested information from L. Miller about grants she has procured, and items that did not make the FY21 budget. Information she does not yet have include the taxpayer formula, and the total cost for running the schools and the town. The Committee discussed including information about peer towns within the report, as well as how to incorporate the 5-year plan.

Chair and Vice-Chair Updates including Schedule: The Committee will meet on Thursday, Feb 20th and Monday, February 24th. March 2nd is being held as a possible meeting date, if

needed. C. Martin encouraged the Committee to submit final versions of their articles as soon as possible to S. Correia as they are due next Tuesday.

Members' Reports, Concerns; Topics, Unanticipated 48 Hours Before Meeting: none

Review, Vote & Approve Minutes: 1/2nd, 1/7th, 1/22st, 1/27th, 1/30/20, 2/3rd, 2/10th: S. Uveges moved to approve the minutes for 1/7 as amended. Seconded by S. Correia. Motion passed 7-0-0 by roll-call vote: G. Uveges- yes, D. Watkins- yes, S. Correia- yes, C. Martin- yes, A. Gutbezahl- yes, K. Lappin- yes, P. Roman- yes.

Adjourn: S. Uveges moved to adjourn the meeting at 11:15pm. Seconded by S. Correia. Motion passed 7-0-0 by roll-call vote: A. Gutbezahl- yes, K. Lappin- yes, G. Uveges- yes, D. Watkins- yes, S. Correia- yes, C. Martin- yes, P. Roman- yes.