



Finance Committee

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

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
June 29th, 2020
Remote
6:15 P.M. Minutes

Attendance: C. Martin, S. Correia, K. Lappin, P. Roman, D. Watkins, A. Gutbezahl (6:35pm)

Absent: G. Uveges

Also in Attendance: L. Miller, Town Administrator; and J. Adams

Call to Order: The meeting was called to order by Chair C. Martin at 6:15pm when 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 508-358-6814 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.

C. Martin reviewed the agenda. S. Correia is the minute editor. C. Martin stated that G. Uveges has decided not to seek reappointment to the Committee for the upcoming year. She publicly thanked G. Uveges for his work as a member of the Committee for the past three years. C. Martin stated that Committee member D. Watkins will be leaving the Finance Committee on June 30th to assume a role on the Board of Selectmen.

Public Comment and Members' Response: A public comment from D. Bouchard, Concord Rd., was submitted to be read by C. Martin. In her comment, D. Bouchard requests that, before voting to approve FY20 Year End Transfers, the Committee review a detailed account of the transfer request of \$80k payable to CLA for a contract related to assistance with daily operations and special projects, as Wayland taxpayers should only be held to cover overages resulting from extraordinary and unforeseen circumstances. S. Correia stated that there may be confusion between Reserve Fund Transfers, which are reserved for unforeseen circumstances, and Year End Transfers.

Discuss and Vote FY20 Year End Transfers: L. Miller clarified the items included in the requested \$80k transfer request, which included \$25k due to CLA for necessary staffing in the Treasurer's Office. \$70k was originally requested, but as ATM was not held due to COVID-19 and no transfers could be approved, the estimate has been revised to \$80k. The \$10k increase is due to the Water and Wastewater Reconciliation, and Cash Review.

A. Gutbezahl joined the meeting at 6:35pm.

C. Martin reviewed the eight requested Year End Transfers.

K. Lappin moved that the Committee approve FY20 Year End Transfers totalling \$366,462 as C. Martin listed. Seconded by S. Correia. Motion passed 6-0-0 by roll-call vote: D. Watkins- yes, S. Correia- yes, K. Lappin- yes, P. Roman- yes, A. Gutbezahl- yes, and C. Martin- yes.

Meet with Town Administrator to discuss FY20 Revenue, Shortfalls and Capital Projects update; ATM date: L. Miller stated that all areas of revenue for FY20 remain the same as stated in the previous update meeting, with the exception of shortfalls. There may be a greater shortfall in Excise Tax Revenue, totaling approximately \$450k for the year. She stated that the extra shortfall is due to timing issues, though it is expected the Town will get back on track when excise taxes are back on cycle in September. However, there will be revenue loss in FY21 due to a decrease in local receipts and excise tax, and no current guidance on local aid.

L. Miller gave an update on Capital Projects, stating that there has been good progress on projects that were previously appropriated by Town Meeting, but that there have been delays this summer for projects that were on the Town Meeting Warrant for last April and were not funded. The Owner's Project Manager is still recommending that the Town go out to bid in the next two months on The Loker School Roof project. According to consulted architects, The Happy Hollow walk-in refrigeration project may be able to be completed for less than originally planned. All other projects are on hold until after ATM.

S. Correia asked if the schools are anticipating any added costs due to social distancing accommodations that may need to be made for the fall. L. Miller stated that the current plan is to repurpose spaces already in existence, as opposed to purchasing or renting trailers. L. Miller also stated that there is a new, potential State grant which would reimburse \$225 per student, to help cover those potential added expenses. L. Miller went over plans and changes being made to the Town buildings to reopen safely. The changes necessary are being covered by the CARES Act reimbursements. L. Miller answered questions regarding the status of projects such as new vehicle purchases, the Rt. 27 Bridge project, and River's Edge. L. Miller stated that there has been no further guidance from the State regarding school and local aid.

L. Miller stated that the BoS have asked that staff look at potential dates for ATM. They will report back to the BoS regarding viable date and location options.

Finance Director Report including Management Letter and Minuteman Capital

Assessment: L. Miller stated that the Minuteman Capital Assessment is based upon debt service. As long as they have debt service for improvements to their building, there will be a Capital Assessment. This will be approximately 20 years. The status of the Management Letter was tabled until further information is received.

Chair update - including School Dept. FY20 Q3 Follow Up Questions and Schedule: C. Martin reviewed the School Department's answers to the Committee's follow-up questions. She

reviewed an update from K. Steinburg stating that the busing issue has been resolved, as well as an explanation regarding expenditure for substitute teachers, namely that it has not changed in light of digital schooling.

FY21 Annual Report Submission: P. Roman and S. Correia volunteered to work on drafting the FY21 Annual Report.

FY22 Budget Process: L. Miller reported that the Town is currently working on three out-years at once. The BoS will be working on the FY22 budget schedule.

Members' Reports, Concerns; Topics, Unanticipated 48 Hours Before Meeting: A. Gutbezahl addressed the statement released by the Town regarding the current national events occurring in regards to Floyd George. He stated his appreciation for the work that the Town has already been doing, and for the offer of further discussion around what more can be done. He expressed a desire to open such a discussion, particularly around the expenditures allocated to diversity and inclusion training.

D. Watkins requested feedback from Committee members regarding the budget schedule and the timing of ATM, which he will pass on to the BoS.

Review, Vote & Approve Minutes: 2/20, 2/24, 5/27/, & 6/25/20: D. Watkins moved to approve the 2/20 minutes as amended. Seconded by P. Roman. Motion passed 6-0-0 by roll-call vote: A. Gutbezahl- yes, P. Roman- yes, K. Lappin- yes, S. Correia- yes, D. Watkins- yes, and C. Martin- yes.

P. Roman moved to approve the 2/24 minutes as amended. Seconded by S. Correia. Motion passed 6-0-0 by roll-call vote: A. Gutbezahl- yes, P. Roman- yes, K. Lappin- yes, S. Correia- yes, D. Watkins- yes, and C. Martin- yes.

D. Watkins moved to approve the 5/27 minutes as amended. Seconded by S. Correia. Motion passed 6-0-0 by roll-call vote: A. Gutbezahl- yes, P. Roman- yes, K. Lappin- yes, S. Correia- yes, D. Watkins- yes, and C. Martin- yes.

D. Watkins moved to approve the 6/25 minutes as amended. Seconded by S. Correia. Motion passed 5-0-1 by roll-call vote: P. Roman- yes, K. Lappin- yes, S. Correia- yes, D. Watkins- yes, C. Martin- yes, and A. Gutbezahl- abstaining.

Adjourn: A. Gutbezahl moved to adjourn the meeting at 7:44p.m. Seconded by K. Lappin. Motion passed 6-0-0: A. Gutbezahl- yes, P. Roman- yes, K. Lappin- yes, S. Correia- yes, D. Watkins- yes, and C. Martin- yes.

Respectfully Submitted,

Lauren Lorentz