

**Finance Committee**

Steven Correia (Chair)

Kelly Lappin (Vice Chair)

Abner Bruno

Michael Hoyle

Christine Roberts

Pamela Roman

Bill Steinberg

**FINANCE COMMITTEE**

**June 28, 2021**



**Attendance:** S. Correia, K. Lappin, A. Bruno, P. Roman, M. Hoyle & B. Steinberg. Absent was C. Roberts. Also in attendance were the Town Administrator, Louise Miller and the Town Finance Director, Brian Keveny.



**Call to Order:** The meeting was called to order by Chair S. Correia at 6:30 PM, in the Council on Aging room of the Wayalnd Town Building, and he noted the following:



Posted in accordance with the provisions of the Open Meeting (Lawwww.mass.gov/ago/openmeeting)

Note: Items may not be discussed in the order listed or at the specific time estimated. Times are approximate.

This meeting of the Wayland Finance Committee will be held in person at the location provided on this notice. Members of the public are welcome to attend this in-person meeting. Please note that while an option for remote attendance and/or participation is being provided as a courtesy to the public, the meeting will not be suspended or terminated if technology problems interrupt the virtual broadcast, unless otherwise required by law. Members of the public with particular interest in any specific item on this agenda should make plans for in-person vs. virtual attendance accordingly. In compliance with the revised Open Meeting Law requirements, we will live stream the meeting via Zoom as well as WayCam. The Zoom meeting can be entered using the following link: <https://zoom.us/j/95487303623?pwd=Q1dtYThyTFlkZ0ZzN1c1L2dieVZLQT09> **Link Password: 388544**

In addition to being live streamed, WayCam will record the meeting and this recording will be made available to the public as soon after the meeting as is practicable. To make a public comment via Zoom, perform a virtual “hand raise”. The meeting moderator will contact you via a chat message to acknowledge your request and will inform the chair of your request to comment. Instructions for performing a virtual “hand raise” can be found at <https://support.zoom.us/hc/en-us/articles/205566129-Raising-your-hand-In-a-webinar>

Everyone in attendance should adhere the MA Department of Public Health’s May 29 Mask Advisory that advises all unvaccinated residents to continue to wear masks in indoor settings and if attendees cannot socially distance:

https://www.mass.gov/info-details/covid-19-mask-requirements#effective-may-29:-updated-mask-requirements

**Public Comment and Members’ Response:**

No Public Comment.

**Announcements:**

Mr. Correia welcomed new Finance Committee Members Abner Bruno and Michael Hoyle, who were appointed by the Board of Selectmen.

**Discussion and Possible Vote on Year-End Transfer Requests:**

Ms. Miller and Mr. Keveny presented to the Committee a memorandum dated 6/24/21, requesting a year-end transfer in the amount of $320,800. Such transfer contains 13 items for consideration and would be voted upon by the Board of Selectmen. Mr. Steinberg moved that the Finance Committee approve the transfer of $320,800 for the payments set forth on the memorandum of 6/24/21. Ms. Lappin seconded the motion. The Committee voted 6-0 in favor of the motion.

**Update on Covid-19 and PFAS Water Remediation:**

Ms. Miller provided a brief update regarding Covid-19 related budget items. The Town has applied to the Commonwealth for reimbursement of Covid-19 related expenses; however it is not yet apparent which expenses will be covered by State funding. She has applied to the State for disbursement of the $1.4 million of Covid relief funds that are forthcoming from previously approved Covid-19 related expenses. She noted that some private businesses in Wayland have applied to the Town for funding of Covid-19 related costs; however it is not yet clear if such costs might be covered pursuant to State funding. Wayland’s School Department is applying separately for reimbursement of Covid-19 related costs.

Ms. Miller provided an update of the planning and funding for the chemical PFAS in Wayland’s water system. The Board of Public Works is scheduled to meet on 6/30 to vote on short term steps that they plan to take to deal with the issue. The costs for PFAS testing in FY ’21 has been recorded as an offset to revenue in the Water Enterprise Fund. The Board of Selectmen have approved the purchase of bottled water that is being made available to residents who need an alternative source of drinking water. The Town is leasing equipment in the short term to deal with the issue and such costs may need to be paid as operating costs from the Water Enterprise Fund. The cost of winterization of the system later this year may be capitalized. A long-term solution for the problem is under analysis. Ms. Miller noted that the Town is applying for a grant to pay for some of the costs associated with the issue in FY ’21. The grant money would be paid in 2022 and it could reimburse for costs up to $150,000; thereby covering up to 30% of costs for that period.

**Discussion and Review Finance Committee Annual Report:**

Mr. Correia noted that he took the write-up from the Warrant for Annual Town Meeting and edited it down to the required limit of 6,000 words. There were a few minor edits of the document. Ms. Lappin moved that the Finance Committee approve of the Annual Report as edited. Ms. Roman seconded. The Committee approved the motion by a vote of 6-0.

**Discussion of Possible Finance Committee Summer Projects:**

Items suggested by Members included the following:

* Ms. Lappin suggested that she would continue to work on the capital request form that she had created and continues to be used by the Committee. One improvement would be for a year-to-year comparison
* Mr. Correia would like to pursue a better understanding of how Wayland youth and parents make the choice for vocational schools and if there is a way to reduce the cost of this option.
* Mr. Steinberg suggested that the Committee put together a chart comparing the cost per household of property taxes for Wayland and its peer towns and nearby towns and the increase in such amounts for these towns over the past few years.
* Ms. Steinberg also asked if Hilltop might meet with the Committee to discuss overall debt vs. debt service in light of the low cost of interest rates.
* Ms. Lappin suggested that the Committee look at the cost of the Transfer Station and whether that is a cost that should continue to be incurred when comparing it to the cost of providing a private service for residents for pick-up of trash at their residences.
* Mr. Steinberg suggested bringing the School Department to the Finance Committee prior to the commencement of the budget process as a possible means of improving communication and understanding between the Schools and FinCom.

**Administrative Matters:**

There was a brief discussion for new members to get information available to them with regard to the Open Meeting Laws. Part of that discussion was that the current Dropbox needs to be moved to a Town Administrator, as it is currently owned by a former FinCom member.

Meeting minutes will be taken by a non-Finance Committee member and will be reviewed by the Members of the Committee. Mr. Bruno offered to take on the role of reviewing the minutes beginning in July.

The Committee discussed the schedule for the next few months. It was agreed that the Committee shall meet on the following Monday evenings, at 7:00 PM: 7/12/21; 8/2/21; 8/23/21; and then every other Monday evening at such time (subject to holidays and other unforeseen issues.

The Committee next discussed roles and assignments for Finance Committee Members for Fiscal Year 2022.

Mr. Correia nominated Mr. Steinberg as Chair for FY 2022. Ms. Lappin seconded. The motion was approved by a vote of 6-0.

Ms. Lappin nominated Ms. Roman as Vice-Chair for FY 2022. Mr. Steinberg seconded. The motion was approved by a vote of 6-0.

**Meeting Minutes:**

There were no meeting minutes available for review.

**Members’ Reports & Concerns: topics unanticipated 48-Hours Prior to the Meeting:**

Mr. Correia noted that it had come to his attention that the Schools used savings of $300,000 from programs that were not offered due to Covid-19 and from utility savings to prepay SPED costs. He feels that such savings should have been returned to the Town’s free cash. Mr. Steinberg noted that the Schools have historically prepaid SPED costs and that we should ask a representative of the Schools to meet with the Committee to explain the issue.

**Adjournment:**

At 8:12 PM, Ms. Lappin moved that the meeting be adjourned. Mr. Hoyle seconded. The Committee voted 6-0 in favor of adjourning.

D**iscussion of the Capital Account for Ventilation Equipment for the Schools:**

It was presented to the Finance Committee that the schools require that two additional rooms be equipped with ventilation systems. The cost for such equipment is $4,444.99. Ms. Martin moved that the Finance Committee approve an addition of $4,444.99 to the capital account for FY 2022. Ms. Lappin Seconded the motion. The Finance Committee approved the motion by a vote of 6-0.

**Recess:** At 12:04, Mr. Correia recommended that the Finance Committee recess to Annual Town Meeting, with the plan to recommence the meeting prior to Annual Town Meeting on 5/16/21. Mr. Steinberg moved that the Finance Committee recess as set forth above. Ms. Roman seconded. The Finance Committee approved the motion by a vote of 6-0.

**Recommence Finance Committee Meeting on 5/16/21:**  At 12:17 PM, Mr. Correia reopened the Finance Committee that had been recessed at 12:04PM the prior day. In attendance were: S. Correia, K. Lappin, C. Martin, C. Roberts, P. Roman & B. Steinberg. Absent was A. Gutbezahl. Also in attendance were the Town Administrator, Louise Miller and the Town Finance Director, Brian Keveny.

**Finance Committee Vote Regarding Reserve Fund Transfer For Legal Services:** The Finance Committee continued the discussion from the prior day regarding the proposed reserve fund transfer of $30,000 for legal services. Ms. Martin moved that the Finance Committee approve the transfer of $30,000 from the Reserve Fund Account for Legal Fees for Fiscal Year 2021. Ms. Roman seconded the motion. The Finance Committee voted to approve the motion by a vote of 6-0.

**Topics Not Reasonably Anticipated by the Chair 48 Hours Prior to Posting:**

Members noted that some would be speaking on a variety of Articles during Annual Town Meeting that afternoon and informed one another of their intent to speak on their own account and not on behalf of the Finance Committee.

Recess to Annual Town Meeting:

The Chair announced that the Finance Committee would be adjourning to Annual Town Meeting.

**Adjournment:**

At 4:03 PM, Ms. Martin moved that the meeting be adjourned. Ms. Roman seconded. The motion was approved by a vote of 6-0, and the meeting was adjourned.

**Documents**: available at https://www.wayland.ma.us/sites/g/files/vyhlif4016/f/agendas/finance\_packet\_5.15.2021.pdf

Respectfully Submitted,

William Steinberg