



@waylandfincom

TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

FINANCE COMMITTEE

GORDON CLIFF
NANCY FUNKHOUSER
JEN GORKE
CAROL MARTIN (Vice Chair)
KLAUS SHIGLEY
GEORGE UVEGES
DAVE WATKINS (Chair)

FINANCE COMMITTEE **Monday, July 18, 2016, 7:00 P.M.** **Wayland Town Building**

Proposed Agenda

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

- 7:00 pm 1.) Call to Order by Chair
- Announcements; Review Agenda for the Public
 - Introduction of new members
- 7:02 pm 2.) Public Comment
- Members' response to public comment
- 7:05 pm 3.) Committee process and role (i.e. major responsibilities) and mission statement
- 7:30 pm 4.) Report from Finance Director BK
- Review final Capital Process memo
- 7:40 pm Review of outstanding capital projects CM
- 7:50 pm 5.) Budget process discussion
- Budget guideline objectives and goals discussion
- 8:00 pm 6.) Special Assignment Discussion
- Website Review: GC/BS
- 8:20 pm 7.) Special Assignment Discussion
- Debt Management: GC/BS
- 8:40 pm 7.) Liaison Assignment
- 8:50 pm 8.) Annual Schedule & Milestone, Meeting Note Schedule Review
- 8:55 pm 9.) Members' reports, concerns, and topics for future meetings
- 9:00 pm 10.) Chair's update:
- Committee Clerk and Assistant Clerk
- 9:05 pm 11.) Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any
- 9:10 pm 12.) Meeting Minutes Review
- Wolin
 - Funkhouser
- 9:15 pm 13.) Adjourn Meeting

Proposed Liaison Assignments - DRAFT

Function: If appointed by a majority of the public body, serve as a liaison to other public bodies. All communication to any department, is the responsibility of the liaison assigned to support the collaborative work of the multi-member body, town departments and the orderly process of government.

No	Subject	Organization	FY18 Primary/Backup
1.)	Governance	Board of Selectman	Watkins / Martin
		Town Administrator	Watkins / Martin
2.)	General Government	Town Clerk	
		Information Technology	
		Personnel Board	
		Historical Commission	
		Historical District Commission	
		Public Ceremonies Committee	
3.)	Finance	Board of Assessors	
		Treasurer's Office	
		Commissioner of Trust Funds/Trustee of the Allen Fund	
		OPEB Advisory Committee	
4.)	Education & Library	School Committee	
		Board of Library Trustees	
5.)	Planning & Natural Resources	Conservation Commission	
		Community Preservation Committee	
		Sudbury, Assabet and Concord River Stewardship Council	
		Planning Board	
		Town Surveyor	
		Zoning Board of Appeals	
		Permanent Municipal Building Advisory Committee	
Energy Initiatives Advisory Committee			
6.)	Public Services	Board of Health	
		Inspection/Building Department	
		Department of Public Works	
		Surface Water Quality Committee	
		Recreation Commission	
		Wastewater Management District Commission	
7.)	Public Safety	Fire Department	
		Police Department	
		Auxiliary Police	
		Local Emergency Planning Committee	
		Dog Control Officer	
8.)	Community Services	Council on Ageing	

No	Subject	Organization	FY18 Primary/Backup
		Senior Tax Relief Committee	
		Wayland Community Fund	
		Veteran's Agent	
		Youth Advisory Committee	
		Cultural Council	
		WAYCAM	

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Proposed Meeting Minute Assignments - DRAFT

Function: Coordinating the management of the creation of meeting minutes:

1. Meeting minutes are drafted by assigned individual.
2. Draft minutes are distributed via email to all Committee members.
3. Committee Members provide any edits to the meeting minute assignee at the next Committee Meeting

Month	Su	Mo	Tu	We	Th	Fr	Sa	Assigned	Holiday
	26	27	28	29	30	1	2		
Jul '16	3	4	5	6	7	8	9		Independence Day
	10	11	12	13	14	15	16		
	17	18	19	20	21	22	23	Watkins	
	24	25	26	27	28	29	30		
	31	1	2	3	4	5	6	Funkhouser	
Aug	7	8	9	10	11	12	13		
	14	15	16	17	18	19	20		
	21	22	23	24	25	26	27		
	28	29	30	31	1	2	3	Cliff	
Sep	4	5	6	7	8	9	10		Labor Day
	11	12	13	14	15	16	17	Martin	
	18	19	20	21	22	23	24		
	25	26	27	28	29	30	1	Uveges	
Oct	2	3	4	5	6	7	8		
	9	10	11	12	13	14	15	Gorke	Columbus Day
	16	17	18	19	20	21	22		
	23	24	25	26	27	28	29	Shigley	
Nov	30	31	1	2	3	4	5		
	6	7	8	9	10	11	12	Watkins	Veterans Day
	13	14	15	16	17	18	19	Funkhouser	
	20	21	22	23	24	25	26	Cliff	Thanksgiving Day
Dec	27	28	29	30	1	2	3		
	4	5	6	7	8	9	10	Martin	
	11	12	13	14	15	16	17	Uveges	
	18	19	20	21	22	23	24		
Jan '17	25	26	27	28	29	30	31		Christmas
	1	2	3	4	5	6	7	Gorkey	New Year's Day
	8	9	10	11	12	13	14		
	15	16	17	18	19	20	21	Shigley	Martin Luther King Day
	22	23	24	25	26	27	28	Watkins	
Feb	29	30	31	1	2	3	4	Funkhouser	
	5	6	7	8	9	10	11	Cliff	
	12	13	14	15	16	17	18	Martin	
	19	20	21	22	23	24	25		Presidents' Day, School Recess
Mar	26	27	28	1	2	3	4	Uveges	
	5	6	7	8	9	10	11		
	12	13	14	15	16	17	18		
	19	20	21	22	23	24	25	Gorkey	
Apr	26	27	28	29	30	31	1		
	2	3	4	5	6	7	8	Shigley, Watkins, Funkhouser, Cliff	
	9	10	11	12	13	14	15		
	16	17	18	19	20	21	22		School Recess
May	23	24	25	26	27	28	29	Martin	
	30	1	2	3	4	5	6		
	7	8	9	10	11	12	13	Uveges	
	14	15	16	17	18	19	20		

Oct	2	3	4	5	6	7	8		10-3 FD submits capital plans with recommendations of BOS, governing bodies, TA 10-3 Personnel requests are submitted to Personnel Board for review and recommendation 10-5 Deadline for submission of Special Town Meeting article comments from Finance Committee
	9	10	11	12	13	14	15	<ul style="list-style-type: none"> DPW/Water Capital Plan Review Hold Budget guidelines hearing 	10-14 Department heads submit draft departmental operating budgets with variances after approval by governing bodies 10-14 STM Warrant to printer
	16	17	18	19	20	21	22	<ul style="list-style-type: none"> Review operating budget requests with Department Heads 	
	23	24	25	26	27	28	29	<ul style="list-style-type: none"> Schools Capital Plan Review Review Strategy for Negotiations 	10-28 TA reviews all operating budgets
	30	31	1	2	3	4	5		
Nov	6	7	8	9	10	11	12	<ul style="list-style-type: none"> Review Facilities Capital Plan Review IT Capital Plan Brief each other on liaison meetings and issues. Review and comment on warrant schedule with Selectmen/ and or the Town Administrator for ATM 	11-9 For Fall Town Meeting be aware of article hearing (Post 2 days before at town building). Have Maryann Dinapoli contact proposer of article to alert to date/time. 11-7 TA makes recommendations on all operating budgets, except schools
	13	14	15	16	17	18	19	<ul style="list-style-type: none"> Participate in STM 	STM
	20	21	22	23	24	25	26	<ul style="list-style-type: none"> Review Fire Capital Plan Review Police/Dispatch Capital Plan Review recap sheets with Assessors to review for tax rate (review split rate strategy with BOS) Present Tax recap to BOS Attend BOS meeting (one rep) 	11-21 Tax Classification Hearing
	27	28	29	30	1	2	3		11-28 Approve draft FY 18 Capital Plan
Dec	4	5	6	7	8	9	10	<ul style="list-style-type: none"> Adopt five-year capital plan Work with Selectmen and Town Administrator to manage the ATM article process. Distribute and assign ATM articles Set meeting schedule for December 2016 through June 2017 Set schedule for budget presentations by Departments Finalize Capital Plan Development 	
	11	12	13	14	15	16	17	<ul style="list-style-type: none"> Personnel Board makes recommendations on personnel requests Board of Selectmen and Finance committee meet with Audit Committee to hear FY 17 presentation from Auditors 	12-12 Personnel Board makes recommendations on all personnel requests to Finance Committee 12-12 BOS votes operating budgets 12-12 Superintendent submits budget
	18	19	20	21	22	23	24		
	25	26	27	28	29	30	31		
Jan '17	1	2	3	4	5	6	7	<ul style="list-style-type: none"> Continue to assign and re-assign articles. Participate in Article hearings (post/contact) Start writing Finance Report for Warrant (chair) Review departmental budgets 	

	8	<u>9</u>	10	11	12	13	14	▪	1-9 Selectmen vote any remaining warrant articles it will propose
	15	16	<u>17</u>	18	19	20	21	<ul style="list-style-type: none"> Finance Committee approves letter to Board of Selectmen requesting debt exclusion ballot question (if any) 	1-17 Deadline for submission of warrant articles at 4:30 p.m. (per Town Code Sec. 36-3) No article, other than one submitted by the Moderator, Town Clerk, or the requisite number of petitioners, shall be inserted in the warrant for any Town meeting unless so voted by a board, commission, committee, or other governmental body of the Town of Wayland by 4:30 p.m. on the date fixed by the Board of Selectmen for closing of the warrant for such meeting. (Town Code 36-3C)
	22	<u>23</u>	24	25	26	27	28		
	29	<u>30</u>	31	1	2	3	4	<ul style="list-style-type: none"> Finance Committee ATM Article Hearing Adopt Preliminary FY18 Omnibus Budget Finance Committee presents debt exclusion recommendation to Selectmen (if any proposed – N/A) 	2-3 Deadline for submission of sponsor's report and petitioners' comments to Finance Committee
Feb	5	<u>6</u>	7	8	9	10	11	<ul style="list-style-type: none"> Vote budgets (early in month) Perform article presentations and vote Participate in Budget hearing Attend BoS meeting for votes on debt exclusion/override if necessary Hold Debt Exclusion/Override public forum, if necessary (with BoS) Finish Finance Report by month's end-share for FinCom comments etc. 	
	12	<u>13</u>	14	15	16	17	18	Adopt Draft FY18 Omnibus Budget	2-13 Selectmen determine final (numbered) order of ATM warrant articles
	19	20	21	22	23	24	25		2-22 Deadline: Finance Committee article comments (with supporting charts and appendices) and Planning Board articles due to Board of Selectmen Town Administrator and Executive Secretary
	26	<u>27</u>	28	1	2	3	4	Detailed review of draft warrant	
Mar	5	<u>6</u>	7	8	9	10	11	<ul style="list-style-type: none"> Finish article presentations/votes Review controversial articles/budget votes/prepare for ATM Prepare oral report for Town Meeting ATM warrant goes to print 	
	12	<u>13</u>	14	15	16	17	18		3-13 Final copy of Warrant delivered to Selectmen, Moderator, Finance Committee, Town Clerk, Town Counsel and Finance Director
	19	20	21	22	23	24	25		
	26	<u>27</u>	28	29	30	31	1	Participate in Warrant Hearing with BOS	3-27 Selectmen conduct ATM Warrant Hearing at 7:00 p.m.; Finance Committee make presentation on any debt exclusion ballot questions 3-31 Prepare and print final errata sheets, Moderator's instructions to Town Clerk, tellers, and Planning Board reports (if necessary) for distribution at Town Meeting
Apr	2	<u>3</u>	<u>4</u>	<u>5</u>	6	7	8		ATM
	9	10	11	12	13	14	15		
	16	17	18	19	20	21	22		
	23	<u>24</u>	25	26	27	28	29	FY19 Planning	
	30	1	2	3	4	5	6		
May	7	<u>8</u>	9	10	11	12	13		
	14	15	16	17	18	19	20		

DATE: JULY 15, 2016

TO: DEPARTMENT HEADS, BOARD AND COMMITTEE CHAIRS

FROM: TOWN ADMINISTRATOR, FINANCE DIRECTOR, ASSISTANT TOWN ADMINISTRATOR

RE: PREPARATION AND SUBMISSION OF FY 18 BUDGET: CAPITAL PLANS, NEW PERSONNEL REQUESTS, OPERATING BUDGET

I. BUDGET PROCESS AND SCHEDULE:

The following are key dates for the FY 18 Budget Schedule. (A more detailed schedule is attached). The schedule is early this year for several reasons --- Please know these dates are flexible and we will work together to accommodate the needs of the departments.

	KEY DATES	MILESTONE
1.	Wed. August 3	DEPARTMENT HEADS' MEETING ON FY 18 BUDGET PROCESS
2.	Mon. August 29	FINANCE COMMITTEE ADOPTS BUDGET GUIDELINES
3.	Fri. Sept 2	DEPARTMENT HEADS SUBMIT CAPITAL PLANS AND REQUESTS FOR NEW OR CHANGED PERSONNEL
4.	Tues Sept. 6 – Monday Sept. 12	DEPARTMENT HEADS REVIEW CAPITAL AND PERSONNEL REQUESTS WITH TOWN ADMINISTRATOR, FINANCE DIRECTOR, ASSISTANT TOWN ADMINISTRATOR AND FINANCE COMMITTEE LIAISON
5.	By Fri. Sept. 30	BOARD OF SELECTMEN OR INDEPENDENT GOVERNING BOARD VOTES CAPITAL AND PERSONNEL REQUESTS
6.	By Fri. October 14	DEPARTMENT HEADS ENTER FY 18 OPERATING BUDGET REQUEST AFTER APPROVAL BY BOARD OF SELECTMEN OR GOVERNING BODY*
7.	Mon Oct 17 – Fri. Oct 28	DEPARTMENT HEADS REVIEW OPERATING BUDGET REQUESTS WITH TOWN ADMINISTRATOR, FINANCE DIRECTOR, ASSISTANT TOWN ADMINISTRATOR AND FINANCE COMMITTEE LIAISON*
8.	By Mon. Dec. 5	FINANCE COMMITTEE APPROVES DRAFT FY 18 5 YEAR CAPITAL PLAN
9.	By Dec. 12	PERSONNEL BOARD MAKES RECOMMENDATIONS ON ALL PERSONNEL REQUESTS TO FINANCE COMMITTEE AND GOVERNING BODY
10.	Mid- February	FINANCE COMMITTEE ADOPTS DRAFT FY 18 OMNIBUS BUDGET
<i>*Departments may choose to review the operating budget (step 7) during the week of Sept. 6 (step 4)</i>		

II. CAPITAL IMPROVEMENT PLAN SUBMISSION REQUIREMENTS:

1. DEFINITION OF CAPITAL PROJECT: Estimated cost of \$25,000 or more and a useful life of 5 years or more. Includes the construction or reconstruction of existing capital assets, municipal buildings, recreational facilities, roads, landfills, and acquisition of land, equipment, vehicles and other personal property.
2. FUNDING OF CAPITAL PROJECTS: Funding for capital projects includes borrowing, free cash, enterprise funds, and community preservation act funds.
3. PREVIOUSLY APPROVED PROJECTS: Prior to consideration of new capital projects, the Finance Director will work with Department Heads to document estimated completion date and estimated cost to complete previously approved projects.
4. CAPITAL BUDGET FORMS: (Attached)

- a. Complete a Separate CIP Request Form for ALL Projects for Period FY 18 - FY 22 (NEW REQUIREMENT THIS YEAR)
- b. Complete Five – Year Capital Plan Summary (Excel)FY 18 – FY 22
- c. Important Requirements:**
 - i. Requires completion of evaluation criteria for FY 18, 19 and 20 only**
 - ii. Requires complete explanation of reasons for any changes to last year’s five year plan**
 - iii. Cost estimates must be well documented for FY 18, 19 and 20.**
 - iv. Please refer capital projects for buildings to Facilities Director**

III. NEW OR CHANGED PERSONNEL

Attached is a form for your submission of requests for new or changed personnel.

IV. OPERATING BUDGET

More detail will follow on budget guidelines and operating budget submissions.

CC: Finance Committee

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