



# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

Finance Committee  
John Bladon  
Cherry C. Karlson  
Paul Grasso  
Dave Gutschenritter  
Robert L. Lentz  
Sam H. Peper  
Richard M. Stack

## Finance Committee Meeting Minutes January 19, 2010

**Attendance:** R. Stack, C. Karlson, P. Grasso, S. Peper, B. Lentz, J. Bladon

**Absent:** D. Gutschenritter

**Also present:** Finance Director, M. DiPietro

The Finance Committee Meeting was called to order at 7:10PM in the Large Hearing Room.

### 1. **Operating Budget Working Session: all town budgets**

Fred Turkington presented his review of all municipal budgets (as directed by our October 2009 budget guidelines) and proposed budget reductions. The same information was presented to the Board of Selectmen and posted on the Town website last week. The proposed reductions lay the foundation for future consolidation efforts, provide sustainable reductions and include initiatives from town staff. The items were explained in order of dollar impact.

Questions followed on the clerical impact, ALS update, MetroWest Growth Management, review of fees, efforts to share services with the School Department, and investment in technology (operating). Future efforts to support FinCom's long range plan include potential consolidations in the land use areas to provide efficiencies, expense reduction and better customer service. Similar efforts will be made with the IT investments. The FinCom thanked Fred for his efforts to prepare the FY11 budget.

Sam then invited other questions on the budget.

- **Public Safety:** Chiefs Loomer and Irving were available for additional questions.
- **Library:** Ann Knight clarified the \$25,000 capital request discussed last week.
- **Council on Aging:** Julie Secord and Betsy Soule looked for clarification on their budget changes and provide additional information in handouts. They offered to take the 2 hours of Outreach Coordinator expense from the transportation line item and establish an overtime account. FinCom will follow up with the Personnel Board and HR staff.
- **Unclassified:** John Senchysyn joined us to answer questions related to the Unclassified Account, specifically the various insurances. FY11 health insurance rates will not be available until the end of February, but increases are expected to be double digits. Discussion covered the components of 32B, unemployment, occupational health and employee assistance expenses.
- **Capital Budget: IT request:** While John was there, he also reviewed again the town's IT capital request for FinCom.

There were no other questions from the public on the operating budget.

FinCom then reviewed and asked questions on other budget items: Surface Water Quality, Minuteman, DPW and related accounts, and Septage. Mike DiPietro will follow-up with SWQC to request that their budget be flat rather than increase.

2. **Discussion of FY11 capital budget:** FinCom reviewed the capital requests updated to reflect last week's discussion and decisions. A debt exclusion would be required to fund the proposed items; however, the goal is to produce at least a tax-neutral capital budget.

The following items were discussed in more detail:

- Landfill: Mike will follow-up with Don Ouellette to confirm the total expense and to identify funds available to offset the cost (monies set aside for capping).
- Greenways Feasibility Study: The amount of the feasibility study (\$80,000) was questioned.
- Beach House: This item and the associated costs/revenues were reviewed.

Paul Grasso presented an overview of the SC's technology request in his role as budget liaison with the SC. Discussion centered on the student 1:1 computer initiative and the lack of information on the implementation plan and metrics to measure success (value, expense reductions, etc.).

Barb Fletcher, School Committee, dropped off their operating budget information and gave a brief update on the SC's action items related to technology. For January 25<sup>th</sup>, they will identify measures and metrics, implementation plans and ongoing maintenance costs for four ideas: the currently proposed student 1:1 initiative, using the same dollars to replace outdated computers, purchasing a bank of laptops for classroom use, and running a smaller student 1:1 pilot.

Discussion continued on the SC technology request. Paul outlined his suggestion of a \$500,000 technology budget. Follow-up items include:

- With web-based technology, why are such robust computers needed?
- Delineation on use and cost of this year's purchases
- Identify the value created from the FY10 funds/purchases

Discussion will continue next week with the additional information from the SC.

3. **Town-wide Audit/Review:** Paul led a discussion of his thoughts on conducting a town-wide audit/review. There is a similar ATM article submitted by petitioners. The language in the article is not clear on the objectives, methods and expected outcomes, and discussion on that topic was halted until the ATM article hearing when the petitioner is present.

Separately, Paul is researching how to assess such items as where spending occurs and looking for efficiencies. The town of Westboro is conducting a similar review as part of their budget process. Lengthy discussion followed covering financial vs. operational audits, expected outcomes, cost, reporting, participants and value. There was no resolution.

4. **Minutes:** The minutes of January 11<sup>th</sup> were reviewed and corrected. Motion and second to approve the minutes of January 11<sup>th</sup>. Vote: 5-0-1 (Bladon).

Finance Committee adjourned for the evening at 9:30 PM.

Respectfully Submitted,  
Cherry Karlson