



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 11, 2010

Attendance: R. Stack, C. Karlson, P. Grasso, S. Peper, D. Gutschenritter, B. Lentz

Absent: J. Bladon

Also present: Finance Director, M. DiPietro

The Finance Committee Meeting was called to order at 6:35PM in the Large Hearing Room.

1. Public Comment:

- Betty Salzberg requested that during our ATM article hearing the assigned numbers of the articles also be published to make it easy to follow the discussion. (It was noted that the articles are posted online prior to the hearing and include the summary sheet with article numbers.)
2. **Discussion of FY11 budget guideline:** Sam and Mike DiPietro explained changes to the revenue and expense estimates since our budget guidelines were issued in October 2009 estimating a shortfall of \$1.7 million.
- Estimates for the meals tax passed at November's STM were not included in the original estimates. Additional revenue will be approximately \$150,000.
 - New growth is \$150,000 over our original estimate for FY10.
 - Utility expenses are lower.

Discussion centered on long term impact of these incremental revenue changes, adhering to the Long Range Plan which in part asks for changes to revenue and also expense reductions, acknowledging that reductions are still needed for FY12, and that reducing the shortfall may deliver planning time.

Motion and second to change the FY11 budget guideline to reflect a shortfall of \$1.4 million because of additional new growth in FY10 and passage of the local option meals tax and with the understanding that continued cost reductions are required in FY12-15. This vote is contingent on the FY11 capital budget being tax neutral; no other changes will be made to the FY11 guideline. Vote: 5-1.

It was also discussed that the SC should identify those reductions due to declining enrollment and those made in addition to meet the budget guideline.

At 6:55, Sam and Cherry left the meeting to report the adjusted guideline to the Board of Selectmen and School Committee, respectively. Rich assumed leadership of the meeting and continued with the agenda.

3. Capital Budget Working Session: DPW

FinCom reviewed the individual vehicle and machinery purchases and other requests with Don Ouellette, DPW Director. Nancy McShea assisted with some of the detailed answers. It was determined that the Compactor (\$40,000) and the Trackless MT Mower (\$155,000) could be removed from the FY11 request. Sam and Cherry returned to the meeting during this discussion.

Landfill Capping: Don summarized the efforts and estimates completed to date to cap the landfill. The request can be reduced to \$1.2 million and, if the project moves forward quickly, it may come in less than that amount. Mike DiPietro will check on the availability of existing funds in the landfill capping account; this money may be reserved for future monitoring of the landfill.

Field Renovations: The \$125,000 request is to refurbish the JV football field and Alpine Field.

Cemetery Paving: Brief discussion of the need for paving and clarification of the requested \$75,000. FinCom requested a review of the amount to possibly lower it.

Greenways Field Development: Nancy McShea led the discussion of this request. After reviewing the plan and understanding the required steps (updated feasibility study, town meeting land swap), it was agreed to change this request to one for feasibility study funds only for FY11. Nancy McShea will provide us with a suggested appropriation amount.

Water Dept. requests: Following discussion of the requested items, Don offered that two could be delayed: new Loker main (\$170,000) and repairs on the storage tank (\$200,000). Don gave an overview of the proposed new meter program and explained the cost estimates and revenue/service enhancements. He will work with Mike DiPietro to correctly reflect the operating (approx. \$300,000) and capital expenditures (approx \$620,000) for FY11.

4. Capital Budget Working Session: Recreation

FinCom reviewed the three Recreation items: town beach house, sand and town gym stage renovations.

Town Beach House: Following long discussion covering anticipated increased programming and rentals, revenue and value enhancements, estimated costs, review of plans, and previously appropriated monies, it was agreed to continue with this project. Recreation committed to covering \$30,000 of annual debt service through additional revenues.

Beach sand: It was agreed to postpone this \$50,000 item until after construction of the beach house.

Town Building Stage: Renovating the stage will allow for increased programming/revenues and will save the expense of renting space elsewhere for existing programs. Recreation will identify related cost reductions, and agreed to cover the debt service on \$80,000 for the renovation from their revolving fund.

5. Capital Budget Working Session: Town Facilities/Other

Library: Ann Knight and Anne Heller discussed the need for a new server and related equipment/installation at the Library. They will provide a breakdown of their \$25,000 request.

IT: John Moynihan and John Senchysyn provided information on the IT request (\$185,000). The IT request includes three components: completion of changes to the phone system (\$50,000), updating the server and its infrastructure (\$50,000) and completing the town-wide fiber project (\$85,000).

Facilities: John Moynihan presented these capital items totaling \$470,000. The Facilities capital request also includes \$60,000 for updating the phones. Other components are \$210,000 for town building repairs, \$25,000 PSB improvements, \$35,000 Station II improvements, \$30,000 Library improvements, \$80,000 for the stage and \$30,000 for a highway garage roof study. The latter request was removed following discussion which brings the total facilities capital request to \$440,000.

John will provide more detail on how the FY10 facility capital funds have been spent.

Public Safety: Chief Loomer provided information on the capital requests related to public safety: \$30,000 to finish the microwave repeater installation and \$45,000 for a replacement Jaws of Life.

- 6. Minuteman School:** Sam attended a regional meeting last week where discussion included the operating and capital budgets, feasibility package with MSBA and the district agreement from 1972. Preliminary estimates from Minuteman show a 10% reduction in the FY11 proposed budget and assessment to member towns. At this time, Wayland's estimated assessment is approximately \$383,000. However, this will not be final until after our ATM.

7. Capital Budget Working Session: Schools

The School Committee outlined their FY11 Technology capital request. All other School related capital items (totaling \$640,000) have been deferred. Extensive discussion occurred to understand the FY10 spend and the FY11 request. Specifically, questions were raised related to the cost of individual computers/laptops, replacement cycles, and the new student computer initiative (1:1). FinCom asked about the curriculum changes, teacher training, community/family/student education about laptops, timetables and the general components of the initiative's rollout. Further, FinCom asked for measurements of success – enhanced value, reduced costs, better educational offerings – and encouraged the SC to identify and develop such measures.

- 8. Minutes:** The minutes of December 14, 2009 were reviewed and minor edits made. Motion and second to approve the amended minutes of December 14, 2009. Vote: 5-0-1 (Lentz).

Finance Committee adjourned for the evening at 10:45 PM.

Respectfully Submitted,
Cherry Karlson