



# Town of Wayland Massachusetts

## Finance Committee

Paul Grasso  
Thomas Greenaway  
David J. Gutschenritter  
Cherry C. Karlson (Chair)  
Sam H. Peper  
Richard M. Stack  
Bill Steinberg

## Finance Committee Meeting Minutes September 19, 2011

The meeting was called to order at 7:02 PM in the Small Conference Room, second floor, of the Wayland town building.

**Attendance:** B. Steinberg, P. Grasso (arrived 7:05), C. Karlson, T. Greenaway, S. Peper, R. Stack, Mike DiPietro, Finance Director (arrived 7:10).

**Absent:** D. Gutschenritter

**Public Comment:** Donna Bouchard provided a 5 page document (attached) comprised of the Tax Recap sheets for Bedford, Concord, Wayland and Weston and a self-created spreadsheet of DOR data on free cash, overlay, stabilization and per capita calculations for over 20 MA towns. (Bouchard agreed to provide this information in electronic form to the Finance Director.) Bouchard stated that the Finance Director has understated local receipts to show conservative budgeting in order to maintain a Moody's Aaa rating. She requested that FinCom call a STM for a one time offset of overlay or free cash to reduce the tax rate and bring taxpayer relief.

**Minutes:** The minutes of September 12, 2011 were reviewed. Motion was made (B. Steinberg) and seconded (R. Stack) to approve the minutes. Vote: 6-0.

**ORC Phase 1 report:** C. Karlson reported that the draft report will be ready for FinCom review next week. She just heard back today from the ORC chair in response to some outstanding questions. A draft will be circulated prior to the next meeting with the goal of review and vote. P. Grasso reported that the ORC is reviewing one last section of the Phase 2 report, will complete their draft findings report, hold a meeting with the BoS, FinCom and SC, and then complete their charge with issuance of a final report on Phase 2.

**State of the Town:** The committee discussed the purpose of the meeting and FinCom's role. It was agreed that C. Karlson would contact the other participating boards for information on the proposed capital projects (timing and cost). FinCom discussed the types of slides and order of presentation. C. Karlson will outline this for the next meeting. T. Greenaway will get an updated debt schedule to revise the debt slides from our December 2010 presentation.

**Chairman's' Update:** None this week.

**FinCom members reports and concerns:** A number of items were discussed/updated.

- B. Steinberg responded to P. Grasso's earlier question re: the 40B development on Commonwealth Road. Changes were made to the plan so that a new piece of fire equipment is not required.

- S. Peper requested that FinCom or a subset review the draft audit findings before they are presented in final form in December. M. DiPietro anticipated that a draft would be ready in mid- to late-November. FinCom will decide the best review approach later in the process.
- P. Grasso reported that he had researched residents' concerns about the MS field development and found that the information was all contained on the Recreation website (minutes, presentations). He has shared this info with D. Gutschenritter as Rec liaison.
- R. Stack asked if FinCom needed to have a rep on the SC Technology Task force which is being reformed and looking for members. After discussion, it was agreed to R. Stack would likely join.
- B. Steinberg informed FinCom that he would also be the liaison for the Economic Development Committee. They are closely related to the Planning Board, so the liaison assignment makes sense.

**FY13 budget - guidelines, FY11 reporting, projections:** FinCom had a lengthy discussion of financial items. C. Karlson reminded the committee that the immediate goal is to set a FY13 budget guideline for issuance by October 3. Discussions around revenue/expense estimates, level of free cash and best uses and composition of the operating and capital budgets will continue now through February with refinements being made as better info becomes available.

It was agreed that C. Karlson and M. DiPietro will draft a budget guideline letter for review next week that includes

- Flat budget except for negotiated salary increases and utilities; any other increases to be explained
- Computer expenses (non-hardware) in operating budgets
- Requested personnel changes vetted by the Personnel Board
- For budgets over \$300,000 or \$400,000 (to be determined), additional reporting is required:
  - Key issues
  - Staffing
  - Performance
  - Discussion of FY11 turnbacks – explain why it occurred and the impact on service of not spending those funds

The committee discussed that this was at least the 9<sup>th</sup> year of a flat budget with few targeted increases. Also, further discussion is required regarding the school guideline. Items to be considered are the FY12 use of utility monies for new positions and increasing offsets to pay for technology/computers in the operating budget. C. Karlson and P. Grasso will meet with the superintendent to discuss the approach.

C. Karlson presented a revised format for the FY11 year-end reporting. All numbers remain the same as M. DiPietro presented last week with the verbal descriptions/explanations documented. The detail on unclassified was included as requested last week. One clarification was made to the Unclassified/Salary Reserve account, and the report will be posted online.

M. DiPietro provided a handout with three scenarios of varying tax rate increases and use of free cash (attached). All numbers in the models are estimates and are provided for discussion and exercise purposes only. Discussion ensued about timing and amount of tax increases contemplated in the models and the timing for driving the free cash levels to approximately 8%. No decisions were made from this exercise. Discussions will continue at future meetings.

**Follow-up and Future Agenda Items:** C. Karlson summarized that the ORC report, State of the Town and discussion of FY13 budget will be on next week's agenda.

**Adjourn:** Motion and second to adjourn at 8:55pm.

Respectfully submitted,

Cherry Karlson

Source: Donna Buckland  
Public comment 9-19-11

**FY'2010 reserve comparison**

Community	FY Budget & Free Cash	Total Budget	Free Cash	Free Cash as % of Budget	Stabilization Fund	Free Cash and Stab. As % of Budget	Overlay Reserve	Overlay as % of Levy	2010 Actual US Census	Free Cash Per Capita	Free Cash and Stabilization Per Capita	Free Cash, Stabili: and Overlay Rese Capita
*WAYLAND	2011	69,073,564	8,536,596	12.36	1,526,907	14.6%	1,676,989	2.99	12,994	\$657	\$774	\$704
*CONCORD	2011	81,263,870	8,635,340	10.63	3,331,060	14.7%	545,083	0.82	17,668	\$489	\$677	\$416
*WESTON	2011	78,982,781	4,255,473	5.39	-\$	5.4%	423,816	0.71	11,261	\$378	\$378	\$462
*WELLESLEY	2011	138,350,803	9,471,751	6.85	3,022,255	9.0%	440,402	0.44	27,982	\$338	\$447	\$252
MARBLEHEAD	2011	73,802,693	4,595,434	6.23	-\$	6.2%	400,000	0.78	19,808	\$232	\$232	\$589
*LEXINGTON	2011	185,082,080	7,125,000	3.85	10,461,218	9.5%	896,369	0.70	31,394	\$180	\$435	\$495
*BEDFORD	2011	78,961,108	2,394,874	3.03	3,403,858	7.3%	796,197	1.59	13,320	\$179	\$261	\$295
NATICK	2011	119,367,560	5,899,906	4.94	2,730,062	7.2%	1,112,323	1.40	33,006	\$163	\$163	\$186
BELMONT	2011	96,592,810	4,019,916	4.16	-\$	4.2%	576,197	0.85	24,729	\$117	\$279	\$333
NEEDHAM	2011	133,119,698	3,380,269	2.54	4,665,095	6.0%	1,584,557	1.70	28,886	\$121	\$213	\$243
*BROOKLINE	2011	224,592,464	7,105,288	3.16	5,398,393	5.6%	1,795,169	1.14	58,732	\$109	\$353	\$370
MEDFIELD	2011	50,803,538	1,311,875	2.58	2,935,418	8.4%	197,252	0.58	12,024	\$94	\$94	\$129
*NEWTON	2011	348,955,882	8,018,399	2.30	-\$	2.3%	2,955,334	1.22	85,146	\$67	\$151	\$227
WESTWOOD	2011	69,671,948	985,616	1.41	1,216,019	3.2%	1,121,203	2.09	14,618	\$54	\$175	\$189
SCITUATE	2011	67,671,834	976,826	1.44	2,202,033	4.7%	250,000	0.58	18,133	\$48	\$182	\$205
ANDOVER	2011	139,893,172	1,609,894	1.15	4,433,139	4.3%	772,521	0.74	33,201	\$30	\$116	\$143
FRAMINGHAM	2011	243,009,623	2,070,490	0.85	5,839,577	3.3%	1,835,386	1.16	68,318	\$25	\$99	\$126
HOPKINTON	2011	64,763,076	369,176	0.57	1,108,784	2.3%	404,012	0.89	14,925	\$22	\$195	\$220
COHASSET	2011	42,988,437	166,625	0.39	1,303,783	3.4%	189,137	0.67	7,542	\$18	\$77	\$93
ARLINGTON	2011	127,089,727	770,498	0.61	2,546,031	2.6%	670,331	0.78	42,844	\$15	\$110	\$124
LYNNFIELD	2011	42,905,733	178,241	0.42	1,099,760	3.0%	161,459	0.51	11,596	\$15	\$110	\$124
SUDBURY	2011	82,296,930	249,418	0.30	1,910,114	2.6%	428,876	0.64	17,659	\$14	\$122	\$147

**\*Moody's Aaa rated towns.**

\*\*\*need to add Carlisle, Lincoln and Sharon (FinCom peer towns)  
\*\*\*need to add Acton and Dover (other Moody's Aaa rated towns)

LOCAL RECEIPTS NOT ALLOCATED \*  
TAX RATE RECAPITULATION

**WAYLAND**

City/Town/District

Source: Donna Bouchard

public comment

9-19-11

	(a) Actual Receipts Fiscal 2010	(b) Estimated Receipts Fiscal 2011
==> 1 MOTOR VEHICLE EXCISE	1,871,828.00	1,670,000.00
==> 2 OTHER EXCISE	45,439.00	100,000.00
==> 3 PENALTIES AND INTEREST ON TAXES AND EXCISES	203,733.00	180,000.00
==> 4 PAYMENTS IN LIEU OF TAXES	38,304.00	30,000.00
5 CHARGES FOR SERVICES - WATER	4,092,632.00	2,837,197.00
6 CHARGES FOR SERVICES - SEWER	0.00	0.00
7 CHARGES FOR SERVICES - HOSPITAL	0.00	0.00
8 CHARGES FOR SERVICES - TRASH DISPOSAL	0.00	0.00
9 OTHER CHARGES FOR SERVICES	0.00	0.00
10 FEES	901,447.00	750,000.00
11 RENTALS	0.00	0.00
12 DEPARTMENTAL REVENUE - SCHOOLS	0.00	0.00
13 DEPARTMENTAL REVENUE - LIBRARIES	0.00	0.00
14 DEPARTMENTAL REVENUE - CEMETERIES	0.00	0.00
15 DEPARTMENTAL REVENUE - RECREATION	0.00	0.00
16 OTHER DEPARTMENTAL REVENUE	0.00	0.00
17 LICENSES AND PERMITS	561,360.00	400,000.00
18 SPECIAL ASSESSMENTS	9,618.00	5,000.00
==> 19 FINES AND FORFEITS	58,928.00	40,000.00
==> 20 INVESTMENT INCOME	360,430.00	150,000.00
==> 21 MISCELLANEOUS RECURRING (PLEASE SPECIFY)	0.00	0.00
22 MISCELLANEOUS NON-RECURRING (PLEASE SPECIFY)	0.00	0.00
<b>23 TOTALS</b>	<b>\$ 8,143,719.00</b>	<b>\$ 6,162,197.00</b>

I hereby certify that the actual receipts as shown in column (a) are, to the best of my knowledge correct and complete, and I further certify that I have examined the entries made on page 4 of the Fiscal 2011 tax rate recapitulation form by the City, Town or District Clerk and hereby acknowledge that such entries correctly reflect the appropriations made and the sources from which such appropriations are to be met.

Michael DiPietro, Finance Director, Wayland, 508-358-3610

11/29/2010 3:23 PM

Accounting Officer

Date

\* Do not include receipts in columns (a) or (b) that were voted by the City / Town / District Council or Town Meeting as offset receipts on Schedule A-1, enterprise funds on Schedule A-2, or revolving funds on Schedule A-3. Written documentation should be submitted to support increases / decreases of estimated receipts to actual receipts.

==> Written documentation should be submitted to support increases/ decreases of FY 2010 estimated receipts to FY2011 estimated

Source: Donna Bowland

Public comment

9-19-11

LOCAL RECEIPTS NOT ALLOCATED \*  
TAX RATE RECAPITULATION

WESTON

City/Town/District

	(a) Actual Receipts Fiscal 2010	(b) Estimated Receipts Fiscal 2011
==> 1 MOTOR VEHICLE EXCISE	2,039,944.00	1,880,000.00
==> 2 OTHER EXCISE	0.00	0.00
==> 3 PENALTIES AND INTEREST ON TAXES AND EXCISES	344,411.00	110,000.00
==> 4 PAYMENTS IN LIEU OF TAXES	28,699.00	28,542.00
5 CHARGES FOR SERVICES - WATER	0.00	0.00
6 CHARGES FOR SERVICES - SEWER	0.00	0.00
7 CHARGES FOR SERVICES - HOSPITAL	0.00	0.00
8 CHARGES FOR SERVICES - TRASH DISPOSAL	348,021.86	315,000.00
9 OTHER CHARGES FOR SERVICES	0.00	0.00
10 FEES	146,624.29	145,000.00
11 RENTALS	103,865.72	95,000.00
12 DEPARTMENTAL REVENUE - SCHOOLS	0.00	0.00
13 DEPARTMENTAL REVENUE - LIBRARIES	0.00	0.00
14 DEPARTMENTAL REVENUE - CEMETERIES	31,993.00	30,000.00
15 DEPARTMENTAL REVENUE - RECREATION	0.00	0.00
16 OTHER DEPARTMENTAL REVENUE	387,969.48	286,000.00
17 LICENSES AND PERMITS	965,430.14	725,000.00
18 SPECIAL ASSESSMENTS	0.00	0.00
==> 19 FINES AND FORFEITS	133,569.94	109,000.00
==> 20 INVESTMENT INCOME	311,240.46	250,000.00
==> 21 MISCELLANEOUS RECURRING (PLEASE SPECIFY)	15,391.85	0.00
22 MISCELLANEOUS NON-RECURRING (PLEASE SPECIFY)	42,891.15	0.00
23 TOTALS	\$ 4,900,051.89	\$ 3,973,542.00

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Sarah Johnson, Finance Director, Weston, 781-893-7320

12/7/2010 5:32 PM

Accounting Officer

Date

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Source: Donna Borkhard  
 public comment  
 9-19-11

LOCAL RECEIPTS NOT ALLOCATED \*  
 TAX RATE RECAPITULATION

**BEDFORD**  
 City/Town/District

	(a) Actual Receipts Fiscal 2010	(b) Estimated Receipts Fiscal 2011
==> 1 MOTOR VEHICLE EXCISE	1,565,200.00	1,565,000.00
==> 2 OTHER EXCISE	743,414.00	728,000.00
==> 3 PENALTIES AND INTEREST ON TAXES AND EXCISES	0.00	0.00
==> 4 PAYMENTS IN LIEU OF TAXES	1,418,587.00	1,410,275.00
5 CHARGES FOR SERVICES - WATER	2,516,318.00	2,600,000.00
6 CHARGES FOR SERVICES - SEWER	0.00	0.00
7 CHARGES FOR SERVICES - HOSPITAL	0.00	0.00
8 CHARGES FOR SERVICES - TRASH DISPOSAL	0.00	0.00
9 OTHER CHARGES FOR SERVICES	0.00	0.00
10 FEES	0.00	0.00
11 RENTALS	0.00	0.00
12 DEPARTMENTAL REVENUE - SCHOOLS	63,763.00	62,000.00
13 DEPARTMENTAL REVENUE - LIBRARIES	17,056.00	17,000.00
14 DEPARTMENTAL REVENUE - CEMETERIES	14,240.00	16,000.00
15 DEPARTMENTAL REVENUE - RECREATION	0.00	0.00
16 OTHER DEPARTMENTAL REVENUE	759,614.00	780,000.00
17 LICENSES AND PERMITS	489,332.00	490,000.00
18 SPECIAL ASSESSMENTS	9,298.00	3,450.00
==> 19 FINES AND FORFEITS	136,329.00	136,000.00
==> 20 INVESTMENT INCOME	489,431.00	100,000.00
==> 21 MISCELLANEOUS RECURRING (PLEASE SPECIFY)	0.00	0.00
22 MISCELLANEOUS NON-RECURRING (PLEASE SPECIFY)	1,353,051.00	1,324,000.00
<b>23 TOTALS</b>	<b>\$ 9,575,633.00</b>	<b>\$ 9,231,725.00</b>

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Debra Champagne, Town Accountant, Bedford, 781-275-2218  
 Accounting Officer

11/30/2010 2:38 PM  
 Date

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==> Written documentation should be submitted to support increases/ decreases of FY 2010 estimated receipts to FY2011 estimated

**LOCAL RECEIPTS NOT ALLOCATED \***  
**TAX RATE RECAPITULATION**

**CONCORD**

City/Town/District

	(a) Actual Receipts Fiscal 2010	(b) Estimated Receipts Fiscal 2011
==> 1 MOTOR VEHICLE EXCISE	2,199,860.00	2,100,000.00
==> 2 OTHER EXCISE	321,427.00	521,000.00
==> 3 PENALTIES AND INTEREST ON TAXES AND EXCISES	108,254.00	80,000.00
==> 4 PAYMENTS IN LIEU OF TAXES	22,135.00	20,000.00
5 CHARGES FOR SERVICES - WATER	0.00	0.00
6 CHARGES FOR SERVICES - SEWER	0.00	0.00
7 CHARGES FOR SERVICES - HOSPITAL	0.00	0.00
8 CHARGES FOR SERVICES - TRASH DISPOSAL	0.00	0.00
9 OTHER CHARGES FOR SERVICES	0.00	0.00
10 FEES	201,287.00	198,500.00
11 RENTALS	122,986.00	40,000.00
12 DEPARTMENTAL REVENUE - SCHOOLS	49,035.00	45,000.00
13 DEPARTMENTAL REVENUE - LIBRARIES	0.00	0.00
14 DEPARTMENTAL REVENUE - CEMETERIES	0.00	0.00
15 DEPARTMENTAL REVENUE - RECREATION	831,137.00	778,000.00
16 OTHER DEPARTMENTAL REVENUE	678,232.00	714,000.00
17 LICENSES AND PERMITS	0.00	0.00
18 SPECIAL ASSESSMENTS	96,433.00	80,000.00
==> 19 FINES AND FORFEITS	201,501.00	300,000.00
==> 20 INVESTMENT INCOME	55,906.00	46,760.00
==> 21 MISCELLANEOUS RECURRING (PLEASE SPECIFY)	127,159.00	0.00
22 MISCELLANEOUS NON-RECURRING (PLEASE SPECIFY)		
<b>23 TOTALS</b>	<b>\$ 5,015,352.00</b>	<b>\$ 4,923,260.00</b>

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Gail Eagan-Henry, Accountant, Concord, 978-318-3060

Accounting Officer

11/1/2010 4:32 PM

Date

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==> Written documentation should be submitted to support increases/ decreases of FY 2010 estimated receipts to FY2011 estimated