



Town of Wayland Massachusetts

Finance Committee

Thomas Greenaway
David J. Gutschenritter
Cherry C. Karlson
Carol Martin
Sam H. Peper
Bill Steinberg (Chair)

Finance Committee Meeting Minutes (revised and footnoted) September 5, 2012

Attendance: B. Steinberg (Chair), C. Karlson, D. Gutschenritter, C. Martin, T. Greenaway (7:30), S. Peper (8:30), F. Turkington (Town Administrator)

The meeting was called to order at 7:08 in the Town Building, Large Hearing Room when a quorum was available.

1. **New Member:** B. Steinberg welcomed new member Carol Martin to FinCom.
2. **Public Comment:**
 - Tom Sciacca, Rolling Lane: Mentioned his email to FinCom of Sept 4th which will be published in this week's Town Crier. It is his opinion that there is lack of budget discipline in applying technology and achieving related savings in the public sector. He asked FinCom to be the marketplace pressure to impact financial change and to level fund the school budget next year.
 - Anette Lewis, Claypit Hill Road: She referred to the ALS memo discussed at the last meeting and want to understand how the FY12 funds in Reserve for Salary Settlement are being carried forward and in what amount to fund the FY13 ALS budget shortfall.

B. Steinberg announced that WayCam was recording the meeting for broadcast.

 - George Harris, Holiday Road: Complimented the Chair on inclusion of agenda item #3, FinCom Members Comments and Questions Regarding Public Comment.
3. **FinCom Comments:** B. Steinberg said we would look into A. Lewis' concerns re: carry forward amounts in Reserve for Salary Settlements.
4. **STM Warrant Article Hearing:** B. Steinberg outlined the process and began the article discussion. A handout was available titled Articles Submitted for Admission to Warrant for Special Town Meeting and was available on the Town website prior to the meeting.
 - a. **Article A: Resolution Seeking Federal and State Legislation to Require Public Hearing and Approval by Board of Health for Application of Chemicals.** Petitioner Steven Hakar, Framingham, provided a handout, Summary Sheet Article 1 and outlined his article stressing the importance of protecting water resources. Hakar stated that there could be an amendment

- to limit the article to utilities and not include homeowners. FinCom members asked questions, and members of the public asked questions. B. Steinberg asked if Hakar knew STM was costing Wayland taxpayers about \$10,000 and asked what made the articles so time sensitive. Mike Lowery asked if the last sentence impacted the legality of the Town passing the article. David Hill asked if the application of chemicals by “anyone” could result in chain of title concerns. Ed Collins asked Hakar if he would accept one of the other petitioners’ articles addressing the same issues. Hakar answered that he would not.
- b. **Resolution Seeking Federal and State Legislation to End Unfunded Mandates.** Petitioner Steven Hakar, Framingham, provided a handout, Summary Sheet Article 2 and outlined that this is a multi-town effort to write to the legislature to eliminate state and federal unfunded mandates. Opportunity was provided for questions from the public and there were none.
 - c. **Amend Zoning Bylaw Article 18: Conservation Cluster Development District to Permit Detached Units.** This Planning Board article was presented by member Ira Montague. He outlined that this change provides more flexibility under the existing bylaw and was brought forth as a nuance of the Covered Bridge development allowing for more conservation land. The Planning Board will hold a public hearing on the change on September 24th at 7:30pm. Anette Lewis questioned the implications of the sentence including the words “modify setbacks.”
 - d. **Adopt Bylaw re:Utility Herbicide Application:** Andrew Munton, Oak Hill Road, presented this article for the petitioners. FinCom members asked questions related to the timing and readiness of the article, the difference between herbicides and pesticides and the potential for a lawsuit against the Town. Questions from the public included Steve Hakar promoting his article; Linda Segal stating that NStar has applied pesticides at the base of utility poles (uncertain of the timing); David Hill stating that the use of herbicides and pesticides can be interchangeable at some times; and Ed Collins stating that neighbors have worked together on this article. F. Turkington stated that town counsel is available to meet with petitioners on any language/format questions and could reach out to NStar on their behalf.
 - e. **Adopt Bylaw re:Clearing, Grading and Protection of Specimen Trees:** Andrew Munton, Oak Hill Road, presented this article for the petitioners and explained that the language is based on proposed language from a Cape Cod model which has not yet been approved. The Planning Board will hold a public hearing on this article on September 24th at 7:30pm. FinCom asked questions including understanding how this bylaw change would impact homeowners. The public questions included David Hill asking about the impact on the community garden areas.
 - f. **Funding OPEB Through an Individual Warrant Article:** Petitioner Donna Bouchard explained her suggested bylaw change. There was lengthy discussion of the communication, timing and necessity of the request and FinCom asked Bouchard if she would accept a line item entry for OPEB. After much deliberation, she said she was not able to answer the question at this time. Opportunity was provided for the public to ask questions.
 - g. **Provide More Fiscal Control Through the Voted Budget:** Petitioner Anette Lewis explained the components of this resolution including determining that budgeted funds are used for the purpose appropriated. She explained that this would not impact the School Committee budget. During FinCom questions, B. Steinberg requested a copy of the suggested format for the budget. During the public’s questions, David Hill asked that we vote department budgets at the line item level of detail. C. Karlson explained that information is available online for each department but that voting at that level becomes impractical in daily application. Municipal finance does not allow transfer between line items – no matter the dollar amount.

At 8:30pm the Warrant Hearing was completed and the FinCom took a short break before continuing the meeting. The meeting reconvened at 8:40pm with Sam Peper and Fred Turkington joining the meeting.

5. **October 2012 STM:** F. Turkington outlined the STM deadlines: Warrant comments are due by 10:00am, Sept 11th. Deadline for comments for a supplemental handout is Tuesday, September 25th. The FinCom discussed whether we should write comments for non-financial articles and reviewed the requirements of the bylaw. After discussion, it was decided that comments of no more than 30 words would be drafted for the non-financial articles. The FinCom recognizes that this is a change in the level of service that has been provided to residents in the past.

Article assignments:

- A Karlson/Greenaway
- B Karlson/Greenaway
- C Karlson/Greenaway
- D Karlson/Greenaway
- E Karlson/Greenaway
- F Gutschenritter
- G Steinberg

Moderator Dennis Berry commented on the relative time allowed for main motions vs. amendments in relation to the bylaw change suggested by Article F. Linda Segal asked a process question. D. Gutschenritter suggested ordering Article G before Article F.

6. **Peer Town Study:** S. Peper presented an updated study for discussion and vote, draft Peer Town Benchmarking Study, 2012 Update. After discussion, the FinCom decided to include Carlisle and Lincoln to keep the regional school districts intact and similarly to eliminate Manchester by the Sea because the other towns in the school district do not fit the model. Motion was made and seconded to approve the Peer Town Benchmarking Study and to update the FinCom's peer towns to include 11 towns based on the index values. Vote: 6-0. S. Peper will finalize the presentation and it will be posted on the FinCom website.
7. **Chairman's Update:** B. Steinberg updated the FinCom on the Budget Analyst position. Interviews will begin next week and S. Peper will participate for FinCom.

S. Peper left the meeting.

8. **FY14 Budget Process and Schedule:** F. Turkington handed out a draft document that he and C. Karlson have been working on subject to the FinCom discussions over the spring and summer meetings, Draft FinCom Policy, Budget Preparation and Review Policy. C. Karlson explained the process and walked through the information requirements and deadlines in the document. Discussion and vote will continue to next week's meeting.

Fred Turkington handed out and discussed a draft schedule for ATM to use as a scheduling tool for FinCom's budget work. Following review, FinCom set meetings for Sept 10th, 24th and October 3rd. The remainder of October will be used for liaison meetings.

9. **FY14 Budget Guidelines:** F. Turkington distributed a copy of the year end Operating Revenue report provided to the BoS and available online. He also distributed a draft two page report of FY12 Year End Reporting and Turnbacks for review. In summary, free cash is estimated to be at \$6 million or 8.9%. FinCom's estimate of a 7.5% cash balance would have been on target had they been informed of the approx. \$500,000 encumbered balance (closed to free cash 6/30/12) and the approx.

\$500,000 balance in the employee withholding account (closed to free cash 6/30/12). Departmental turnbacks are at 2.5% after the one-time balances above and the closing of the school revolving account are netted.

T. Greenaway handed out a draft format to use for this year's budget guidelines. He will work with F. Turkington to finalize the template for Monday's meeting.

10. **Minutes:**The draft minutes of August 20,2012 were reviewed. A motion was made and seconded to approve. Vote: 3-0-2 (Gutschenritter, Martin).

11. **Chairman's Update, continued:** We will determine liaisons at our next meeting and work on those assignments in October. As requested, B. Steinberg contacted the BoS and the Audit Committee about including a review of the accounting for healthcare premium payments in this audit. B. Steinberg contacted John Moynihan for two items. DPW Building update – he'll have information for our Sept 10th meeting. Building study – being worked on.

12. **FinCom Members Reports and Concerns:** T. Greenaway asked that we get a report from the HSBC on the final numbers and the status of the MSBA ending audit. He also reported on his attendance at the Audit Committee meeting of August 27th.

13. **Executive Session:** At 10:35pm, a motion was made by B. Steinberg and seconded to enter executive session pursuant to M.G.L. Chapter 30A, Section 21 (a)(3) to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the Town. *A roll call vote was taken.

Martin:	Yes
Gutschenritter:	Yes
Karlson:	Yes
Greenaway:	Yes
Steinberg:	Yes

Following the conclusion of Executive Session, the FinCom returned to regular session for the sole purpose of adjourning the meeting. At 11:20pm, the meeting was adjourned.

Respectfully Submitted,
Cherry Karlson

* Following review, the Finance Committee agrees that the motion should have stated that executive session discussions would cover contract negotiations with those bargaining units with agreements expiring on June 30, 2013 and should also have stated that the Committee would return to open session for the sole purpose of adjourning. This footnote was discussed and voted at the FinCom meeting on November 26, 2012.

Documents:

Articles Submitted for Admission to Warrant for Special Town Meeting

Summary Sheet Article 1, provided by Steven Hakar, Framingham

Summary Sheet Article 2, provided by Steven Hakar, Framingham

Draft Peer Town Benchmarking Study, 2012 Update, provided by Sam Peper, FinCom

Draft FinCom Policy, Budget Preparation and Review Policy, provided by F. Turkington and C. Karlson

Draft 2013 Annual Town Election/Annual Town Meeting Schedule, provided by F. Turkington

Draft FinCom Minutes, August 20, 2012, provided by C. Karlson
Operating Revenue Report, General Fund, through June 30, 2012, provided by F. Turkington
Town of Wayland – FY12 Year End Reporting (p.1) and DeptTurnbacks (p.2), provided by F. Turkington
Draft Budget Forecast Workpaper, provided by T. Greenaway