



# 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 September 10, 2012**

Attendance: B. Steinberg (Chair), C. Karlson, C. Martin, T. Greenaway

Absent: D. Gutschenritter, S. Peper

The meeting was called to order at 7:05 in the Town Building, Large Hearing Room when a quorum was available.

- 1. Public Comment:** B. Steinberg announced that public comment related to general topics would be taken now and that comments specific to the STM articles would be taken as they are discussed later in the meeting.
  - Anette Lewis, Claypit Hill Road: Asked that FinCom review the end of FY12 reports carefully for encumbered amounts, carry overs and balances in revolving funds to have a better sense of usage.
- 2. FinCom Comments on Public Comment:** B. Steinberg reported that he requested information pertaining to the ALS carry forward mentioned in last week's public comment. T. Greenaway said that subject to materiality levels such information should be contained in the audited financial statements. C. Karlson mentioned that FinCom is still waiting for the June 30 FY12 year-end reporting package.
- 3. STM Article Discussion and Vote:** B. Steinberg outlined the process and began the article discussion.
  - **Articles A - E:** C. Karlson presented the draft comments written with T. Greenaway (document provided). It was noted that in Sudbury, the FinCom provided no information in the warrant. C. Karlson reported on the distribution of comments and feedback from petitioners. B. Steinberg requested comments from the public and there were none.

Following discussion, a motion was made and seconded to approve the comments as amended for Article A-E. Vote: 4-0. A further motion was made and seconded to take no position for the FinCom Warrant Recommendation, as the articles have not been fully vetted by the Town. Vote: 4-0.

- **Article G:** B. Steinberg read the draft FinCom comments aloud. The FinCom discussed the merits and practicality of the resolution at length. In general, there was support for more budget detail when appropriate, agreement to showing OPEB as its own line item and discussion of how best to report and/or show headcount data. B. Steinberg asked for comments from petitioners.
  - Anette Lewis reviewed past warrants for budget and headcount presentation. She also reference MGL giving transfer authority to FinCom and BoS and encouraged us to be familiar with those statutes. She agreed to work with FinCom on format and stressed that this was a resolution offering suggestions.
  - George Harris, Holiday Road: Stated that is OK to try to meet the tone of the resolution and report back if it was not possible to meet all elements. He said the budget data on the website is better now but it is not sufficient and it should all be included in the warrant for ease of reference at ATM. He doesn't think the suggested budget format needs to be decided before STM.
  - Donna Bouchard, Concord Road: Started a statement about budget guidelines. B. Steinberg reminded her that comments now were limited to the STM article being discussed.

Following further discussion, a motion was made and seconded to amend the draft FinCom comments and provided further commentary prior to STM. Vote: 4-0.

- **Article F:** Discussion was postponed until later in the meeting.
4. **FY14 Budget Policy:** The FinCom briefly discussed the budget policy presented at the last meeting and reviewed suggested changes. Following discussion, a motion was made and seconded to approve the policy. Vote: 4-0.
  5. **FY14 Budget Guidelines:** B. Steinberg reported that we did not have new data to discuss this week. T. Greenaway expressed frustration at the lack of information related to setting guidelines and dissatisfaction with the Finance Department. He listed the information required (similar to prior year's projection worksheets) to understand the ending position of the FY12 budget, the final fy13 budget voted at ATM and the data needed to create estimates/forecasts for a FY14 guideline. The FinCom expressed concern about having time to receive and digest the information prior to setting a guideline by the end of the month. B. Steinberg will follow-up with F. Turkington.
  6. **Liaison Assignments:** Using the FY12 Liaison Assignments as a guide, the FinCom made some changes for FY13. It was agreed that the School IT assignment would be discontinued and included within the School liaison role. The FY13 assignments agreed to were

Dept/Committee/Board	FinCom Member
Board of Assessors	Karlson
Board of Health	Greenaway
Conservation	TBD
Council on Aging	Martin
DPW	Gutschenritter, TBD

Facilities	Steinberg
Library	Martin
Planning Board	Steinberg
Recreation	Gutschenritter
Public Safety	TBD
Schools	Karlson, Greenaway
School Technology	Stack
Minuteman Technical	TBD
All others	Steinberg

Assignments will be completed when FinCom again has a full 7-member board.

7. **Minutes:** The draft minutes of September 5, 2012 were reviewed. A motion was made and seconded to approve the minutes as amended. Vote: 4-0.
8. **Chairman's Update:**
  - As reported, B. Steinberg has requested further info on the ALS carry forward amount and FY13 budget shortfall.
  - HSBC: B. Steinberg spoke with Lea Anderson, HSBC, to follow-up on T. Greenaway's inquiry. No final number is available yet and won't be until the MSBA audit is complete. Lea is confident the project is within budget and they may have some funds left to return.
  - Next meeting: Sept 24<sup>th</sup> will cover budget guidelines and include a meeting with the Assessors.
9. **FinCom Members Reports and Concerns:** None.
10. **STM Article Discussion and Vote (continued):**
  - **Article F:** D. Gutschenritter had provided draft comments and intentionally drafted them narrowly to address the bylaw change. The lead petitioner had received a copy prior to the meeting. The FinCom discussed the comments. B. Steinberg asked the petitioners for comments.
    - **Donna Bouchard:** Feels that more information is required going forward and it is best presented in a separate warrant article. She did not think she could support the request under Article G to present OPEB as a budget line item.

Following discussion, a motion was made and seconded to recommend approval of Article F. Vote: 0-4. C. Karlson will amend the comments and forward them to M. DiNapoli for the warrant.
11. **Executive Session:** No executive session was held. The review and vote of the executive session minutes of September 5, 2012 were held for the next executive session.

The meeting adjourned at 8:41pm.

Respectfully Submitted,  
Cherry Karlson

Documents:

*Draft* FinCom comments on Article A-E, provided by C. Karlson and T. Greenaway

*Draft* FinCom comments on Article G, provided by B. Steinberg

*Draft* FinCom Policy, Budget Preparation and Review Policy, provided by F. Turkington and C. Karlson  
Finance Committee, FY12 Liaison Assignments, provided by B. Steinberg and online

*Draft* FinCom Minutes, September 5, 2012, provided by C. Karlson

*Draft* FinCom comments on Article F, provided by D. Gutschenritter