



Town of Wayland Massachusetts

Finance Committee

Nancy Funkhouser
Thomas Greenaway
David J. Gutschenritter
Cherry C. Karlson
Steven Lessser
Carol Martin
Bill Steinberg (Chair)

Finance Committee Meeting Minutes November 5, 2012

Attendance: B. Steinberg (Chair), C. Karlson, T. Greenaway, D. Gutschenritter, S. Lesser, N. Funkhouser, C. Martin.

The meeting was called to order at 7:30pm in the Town Building, Small Conference Room, Second Floor.

1. Public Comment: None

2. Finance Committee Comments on Public Comment: None

3. Liaison Assignments: B. Steinberg requested updates on liaison meetings and started the discussion by indicating he had spoken to both the Planning Board and Facilities. C. Karlson reported she and N. Funkhouser had met with the Police and Fire Chiefs and that she will follow up with the Assessors. N. Funkhouser added the Conservation Commission may have a warrant article pertaining to purchase of land. C. Martin said she had met with the Library Trustees and Julie Secord, Director of the Council of Aging to discuss both their operating budgets and capital requests. T. Greenaway reported he had not heard much from School Committee since the joint FinCom and School Committee meeting and that the Board of Health budget was in process. D. Gutschenritter indicated he had met with Don Ouellette, Director of Public Works to discuss his budget. Steve Lesser will follow up with Mary Ellen Castagno, Wayland's contact for Minuteman Tech and with Sam Peper for background information.

4. Budgeting of FY14 Insurance Expenses: John Senchyshyn presented a newly created worksheet for Insurance 32B expenses in an effort to provide greater detail and tighten up budgeting. He presented an FY14 Draft budget that he developed using historical data through September 2012. A discussion ensued of the data provided and concluded with the FinCom thanking Mr. Senchyshyn for the quality of detail. For comparison purposes an updated draft budget using November 2012 data once it is available was requested.

5. Discussion - How request for departments to consider 10% budget reduction ties to resident request to level fund with FY13 budget: B. Steinberg explained the due to resident requests, the FY14 budget guidelines include both a level services budget and a budget level with FY13 that would not require a tax increase. He further stated that while the level services budget with no COLA will boost the tax levy by approximately 7.5%, a level funded budget will require approximately a 4.5% boost in tax

level, primarily because \$6.5M of Free Cash and Overlay Surplus were used to balance the FY13 budget.

B. Steinberg added the current Free Cash and Overlay Surplus total \$6.3M. To achieve a level funded budget in FY14, the balance will come from tax levy and would most likely result in head count and job loss.

6. Discuss proposed Annual Town Meeting dates for feedback to Board of Selectmen: In presenting potential dates for Annual Town Meeting (ATM), Town Administrator, Fred Turkington explained the constraints of Easter, Passover, School Vacation, scheduling the venue as well as the electronic voting vendor limit ATM options basically to the first and last week in April. A discussion ensued and the general consensus was in favor of completing ATM before April School vacation.

7. Discussion: Potential Changes to Budget Format for Warrant/Follow-up to STM Article: Mr Turkington proposed three budget format changes that he felt would provide more precision in the budgeting process. Granting department heads the discretion to move funds between line items and the Town Administrator the ability to transfer funds between departments would help achieve tighter budgets while providing flexibility for town to run its departments. In conjunction with this change, the FinCom should evaluate its reserve fund to ensure adequate funds have been set aside. Additionally, Mr. Turkington suggested redistributing responsibility for warrant article reporting from the FinCom to be shared amongst the Planning Board, Board of Selectmen and the FinCom which would allow the FinCom to take a more aggressive role in overseeing Town Finances.

8. Meet with Fred Turkington to Discuss Key Data Points from FY2012 Year End Numbers and FY2013 1st Quarter Numbers. Discuss Status of Search for Finance Director and Budget Analyst. Concerning FY12 and first quarter FY13 key data points, Mr. Turkington stated the Audit work is in process and should be completed for review by mid-December. He further stated balances of other funds are being pulled together and Wayland is currently waiting for the state to post its updated status of the pension fund.

Concerning the searches for a Finance Director and Budget Analyst, Mr. Turkington reported there are three or four viable candidates for the Finance Director position at present. He also reported two of the four candidates interviewed for the Budget Analyst position had declined the position and that with both an ongoing search for a new Finance Director and potential budget cuts, that search has been tabled for the time being.

9. Chairman's Update: Next Meeting and Topics: Chair Steinberg indicated the FinCom will meet on November 26th and December 3rd. He added The Segal Group will be invited to a future meeting to educate and update the FinCom on Other Post Employment Benefits (OPEB), the town's obligations and State Mandates. Mr. Turkington added The Segal Group could also address funding timelines. Concerning the Open Meeting Law (OML) violation submitted by G. Harris, Chair Steinberg reported a letter was sent to the Attorney General's Office for an extension to reply.

10. Items brought to attention of Chair since agenda was published: Chair Steinberg reported receiving calls from School Committee members asking if 10% of potential cuts was cast in stone or could they look at 3 or 4%. They also queried if the list of potential cuts could be more general in nature. The FinCom discussed this request and agreed the potential cuts should be general versus specific

but felt it would be unfair to those departments that have complied with the guidelines to establish a different set of criteria for the School Department.

11. FinCom Members Reports and Concerns: Chair Steinberg mentioned he had received a call from Wayland Cares who are anticipating a funding shortfall and may potentially be looking for town funds.

12. Meeting Minutes - Meeting of 10/15/12: T. Greenaway and C. Karlson made amendments to the draft minutes of October 15, 2012. S. Lesser made a motion to approve the minutes as amended. N. Funkhouser seconded the motion. Motion carried 6-0.

Adjourn: A motion was made and seconded to adjourn. The meeting adjourned at 9:46pm.

Respectfully Submitted,
Carol B Martin

Items Distributed For Use by the Finance Committee at the November 5, 2012 Meeting

1. FY14 Insurance 32B Draft Budget format