



# 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, January 3, 2012

Attendance: C. Karlson (Chair), B. Steinberg, T. Greenaway, P. Grasso, R. Stack, D. Gutschenritter, S. Peper (at 7:09)  
Also in Attendance: Mike DiPietro, Finance Director

### I. Call to Order

The meeting was called to order at 7:05 PM in the 2<sup>nd</sup> Floor Small Conference Room of the Wayland Town building. The Finance Committee immediately moved to the School Committee Conference Room.

### II. School Committee Capital Budget

- The School Committee provided its capital budget for FY '13.
- Technology – The disaster recovery equipment will not be requested, leaving the request for technology related items to \$50,000. Total upgrades and maintenance to the network are projected to cost \$50,000.
- School bus – There is a request for one school bus. Analysis shows that one bus, which will provide service for commuting students and for field trips and sports teams, will be more cost effective than leasing for all bus needs. This request is supported by the Abrahams report.
- School Facilities – These include the following:
  - a. a bobcat/wacker for snow removal and other property needs;
  - b. replacement of floor tiles at Claypit Hill and Happy Hollow (5-year projects);
  - c. paving of parking areas at Claypit Hill. There was discussion of whether the paving might occur in FY '13 and '14, or just in FY '13;
  - d. Furniture for Claypit Hill and Happy Hollow (5-year projects).
  - e. Middle School roof. Additional analysis of potentially extending the useful life of the roof is being done; however there are concerns that the material beneath the roof is subject to retaining moisture, which could lead to mold. Part of this analysis is the short term cost of repairs being added to the cost of replacement that will need to be done within the next few years, even if repairs are done now.
  - f. Middle School roof HVAC units. The HVAC work might be delayed until 2014, assuming the roof work is completed in 2013, as the HVAC replacement cannot be done until after the roof work has been completed;
  - g. relocation of modular classroom from High School. An analysis is being done to determine if it might be more cost effective to dispose of the current modular classroom and then to purchase a new one if needed at one of the elementary schools. HSBC has set aside \$70,000 for demolition of the modular classroom.

The Finance Committee reconvened in the small conference room at 7:51 PM. Paul Grasso remained at the SC meeting.

### III. Capital Requests for Town Facilities

- Town Building parking lot – there was a discussion of whether this work is needed, based upon the observations of FinCom Members. This work was rejected at 2011 ATM. There was an additional discussion that some of the reason for doing this work are issues with the nearby wetlands and the impact of water on the parking lot.
- Town Building interior improvements – FinCom Members expressed a desire to hear “the story” on the long term goals for the building, as the capital plan for building improvements are scheduled to be done over approximately 5 years.
- Lift for Town Building Stage – is this work included within the \$80,000 of work that was approved in a previous year? This is an ADA requirement, with the work projected to occur in the summer of 2012.
- Wireless Fire Alarm
- Septic replacement and paving at Fire Station #2 – there was discussion that these are two separate items and that the septic replacement should be done with the paving work, as otherwise, the new paving would need to be cut in order to replace the septic system at a later date.
- Transfer station shed – FinCom Members asked for clarification regarding the function of the building.
- FinCom Members requested the following items for future discussions:
  - a. the cost of repairing the current DPW garage if a new garage is not approved by residents at ATM;
  - b. inventory of DPW vehicles;
  - c. “the story” on the Town Beach from the Recreation Department;
  - d. a prioritization of DPW capital items.

#### **V. Public Comment**

- Betty Salzburg commented that the reason for the Town to acquire land for open space is to protect the Town from wetlands being dug up or having trash thrown in it. Her comment pertained to a proposal from the Conservation Commission for the Town to acquire land for the retention of open space, including wetlands. FinCom Members commented that wetlands are already protected from development by statutes of the Commonwealth pertaining to wetlands.

#### **VI. Meeting Minutes**

- The minutes from the Finance Committee Meeting of December 12, 2011 were submitted for approval and were approved by a vote of 5-0-1 (Sam Peper abstained, as he was not present at that meeting).

#### **VII. Chairman’s Update**

- The Chair did not have the list of recent public records requests for the meeting.

#### **VIII. FinCom Members’ and Finance Director Reports and Concerns**

- FinCom Members requested an accounting of the status of the \$250,000 set aside for High School repairs and when and how much of those funds would be returned to free cash. There was also a request for an overall accounting of the cost of the High School project and the status of borrowing for the project.
- The resolution of how monies in various school revolving funds should be allocated (i.e. returned to free cash; returned to users of specific services; used to pay for ongoing operations for those accounts; etc.).
- Stabilization Fund(s) – FinCom Members discussed the merits of having one or more stabilization funds for either general capital needs in Wayland or for specific projects (i.e. ambulance revenues for replacement of fire trucks and/or other emergency vehicles). SPED was also mentioned as a typical and possible type of stabilization fund. It was suggested that we get information regarding what other peer towns are doing with regard to stabilization funds. The discussion took into account concerns of citizens that stabilization funds might increase the amount of cash being held by the Town and that it is possibly a way of protecting the Town from not being able to afford these assets when they are needed. (Paul Grasso returned during this discussion, at 9:30 PM).
- Water as an Enterprise Fund – FinCom Members discussed the possibility of bringing an article to ATM which will create an Enterprise Fund for Water. Wayland is already treating the Water Department as an Enterprise Fund and this has been discussed by FinCom and others for a long time.
- There was a brief discussion of public information about Town finances that has been presented incorrectly by citizens and how the Town should respond. The specific instance noted was information about the Town’s investment policies and practices, and the response to that which was written by the Town’s Treasurer, Paul Keating.
- Paul Grasso reported that he sat through a presentation of the School Budget to the School Committee and a discussion of the use of revolving fund monies.

A motion was made and seconded to adjourn the meeting. The motion carried and the meeting adjourned at 10:04 PM.

Respectfully submitted,

William Steinberg