



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 17, 2012

Attendance : C Karlson (Chair), R. Stack, P. Grasso, B. Steinberg, T Greenway

Also in Attendance: Mike DiPietro, Finance Director

Absent: D. Gutschenritter, S. Peper

- I. **Call to Order:** The meeting was called to order at 7:05 P.M. in the Senior Center, Wayland Town Building.
- II. **Review of the FY2013 Operating Budget:** M. DiPietro handed out an updated FY2013 budget summary and discussed the big picture of the FY2013 budget. \$73.7 million dollar budget, which is a 3.5% increase over FY2012. He highlighted a few items:
 - \$50,000 increase to snow removal to bring in line with actuals
 - \$100,000 increase to Minuteman schools pending receipt of actual charge (anticipated later in January)
 - \$30,000 for the 375th Committee
 - \$45,000 for electronic voting (in the Town Meeting line item in Unclassified)
 - Veterans Services has a new model resulting in increased expenses, but more services.

Following this summary, the FinCom reviewed all municipal budgets:

- Selectman's Office – budget reduced by \$5800 with supplies reduced by \$2800 and beautification reduced by \$3000 to level fund with FY12.
- Town Office – budget proposed to be reduced by \$6000 with contract services reduced by \$5000 and equipment repair reduced by \$1000.

T. Greenway questioned the increase in salaries in each department. M. DiPietro explained that the increase looked high because they were calculations over 2 years due to negotiated increases. The increase for FY12 was carried in Unclassified and for FY13 was distributed across the departments as appropriate.

- Personnel Board – The adjustment fund of \$6750 was questioned. J. Senchyshyn explained that it was for mid-year reclassifications, grievances, etc. and that some balance was needed each year. FinCom will hold for review.
- Finance - Contract services request was previously reduced by \$20,000 due to net of the completion of the Abrahams project and increased cost of new audit firm. Further discussion about the need for an analyst position to handle public records requests and demand for increased project analysis. FinCom will discuss the topic further.
- Assessors – Discussed fluctuation in revaluation charges (contract services). Questioned keeping travel costs at \$7500 and status of receiving used vehicle. J. Moynihan reported that vehicles were expected shortly for town use. FinCom will hold travel expenses for review.
- Treasurers – M. DiPietro suggested reducing the lockbox line item by \$3000. FinCom will discuss budgeted level of supplies.
- Town Council – tracking OK so far this year.
- IT – M. DiPietro suggested a decrease of \$4000 in the professional services line item. Discussion ensued relative to the effort to combine the town and school IT functions. FY13 is the first year of the effort. Review for potential efficiencies beginning in FY2014.
- Town Clerk, Elections, and Registrar – L. Toombs answered FinCom’s questions re: contract services for the Town Clerk.
- Conservation – M. DiPietro explained the \$4000 increase to the salary line item resulting from a change in administrative staffing.
- Planning – Reduction of one day of clerical help shown in salary line; offset is in Building.
- Surveyor – budget flat except for salary line.
- Facilities – Overall budget is down about \$100,000. Salary: clerical help transferred to schools as part of shared department. Two items were identified for follow-up: phone charges and wastewater charges.
- Misc Committees – FinCom requested detail on SWQC and the 375th celebration expense plan.
- Police – Discussion of increased vehicle costs. Residents should understand the added cost of purchasing “green” vehicles.
- JCC – Discussion that some salary costs were funded by a grant. Budget is level funded because we do not know if Wayland will receive the grant again. Phone charges are for cruiser communication equipment.
- EMS – received some FEMA reimbursement for supplies.
- Dog Officer - No Change
- Fire – F. Turkington recognized Chief Loomer and reminded us that this was his last budget meeting for Wayland. Chief Loomer gave an overview of the ALS service and explained that we are incurring overtime and training costs while we ramp up this service.
- Building – salary line includes increase of one day clerical help from Planning.
- Minuteman – final assessment should be known later in January.
- BoH - Mark Kline from HRS outlined the consultation services they provide to students through the contract services with the BoH. An increase is requested this year for this line item. M. Kline provided a handout summarizing services provided (obligated by SPED). Discussion of increased mosquito control efforts and new line item for health nuisances (funding will be secured through a lien on property).

- Veterans – Will move to a new regional model in July 2013 to better meet the required hours under state and federal law.
- COA – Discussion of increasing the tax work-off line item. FinCom to receive estimated from J. Secord. FinCom would like an update on the efforts of the Senior Tax Relief Committee.
- Youth Services – M. DiPietro suggested a \$1000 reduction in the contract services line item. L. Dowd stated they could maintain services with this budget.
- Library – Discussion of the Minuteman Network costing more and driving up contract services. Books are budgeted at 16% of budget to maintain state funding. P. Grasso will discuss further when meeting with Library later this week.
- Debt and Interest – FinCom noted the \$100,000 decrease in expense.
- Retirement – Increase 5% due to \$1 million prepayment. FinCom to discuss further.
- Unclassified – Discussion of the change in Reserve for Salary Adjustment; dropped to \$50,000 for FY2013. FinCom to review Unclassified request further to right size the budget. F. Turkington reminded FinCom that the tighter we make the budgets, the smaller the turnbacks at year-end. FinCom will also review the level for the Reserve Fund. Estimated 5% increase in health insurance carried in Insurance 32B.
- DPW – Note: D. Ouellette handed out a chart that matched the vehicles in the capital request to their replacement vehicles.

Overall \$82,200 reduction in operating budget request from eliminating two positions not approved by the Personnel Board.

- i. Highway: \$46,400 reduction from unapproved position. Focus is on road maintenance with increased request of \$300,000. D. Ouellette stated that Chapter 90 monies are decreasing and all oil related products are more costly. FinCom requested a plan for roadwork to support the request. D. Ouellette said the \$22,000 in basin cleaning could be removed.
 - ii. Snow removal – increase of \$50,000. FinCom to review actual expenses.
 - iii. Transfer Station – Charges are for the landfill, not the transfer station. Should be renamed to reflect that. Charges will drop but not be eliminated (leachate monitoring will continue).
 - iv. Parks: \$35,800 reduction from unapproved position. DPW has a backlog of trees that need to come down and has allocated funds (new line item) for replacement trees.
 - v. Water: no significant budget increase this year. Discussion of reserve fund level and how they will spend it down; hiring consultant to better understand the water business; and they restructured water rates last spring. Will continue with planned infrastructure work of about \$500,000/year.
- Recreation – N. McShea explained that the revolving account is covering all expenditures it is meant to with the other expenses being in the Rec budget. Reduction in salary is reflective of one retirement and shared personnel with Sudbury. N. McShea updated FinCom on the field capital requests: the \$530,000 MS field is being pulled and the \$975,000 Loker field development is continuing. B. Virzi will communicate with the FinCom liaison.
 - Septage – request covers benefits for retired employees.
 - Wastewater – C. Karlson reported on attending the WWMDC meeting and reviewing the budget with them. Outstanding item: allocation of town staff expense to enterprise budget.

II. Public Comment

- Annette Lewis, Claypit Hill Rd, expressed concerns about DPW reporting on road work. Ms. Lewis would like to see better reporting of how the road funds are expended with the use of bar charts. Also she would like to see the contracts for goods & services published. It is her contention that we should be doing more in house work and less contracting due to the high cost. Ms. Lewis would also like to see a budget for the Transfer Station revolving account published. For Facilities, she wants a break out of utility costs and other line items by department and building; expenses should be broken out for the public to see how the funds are expended. She also requested that FinCom get FTE information to know how we handle our money. For Wastewater, A. Lewis wants town expenses identified and allocated for the current year and noted that Wastewater contingencies are listed as supplies.
- Frank Krasin, Edgewood Rd, stated he would like to see a cost comparison showing the difference between leasing as opposed to buying heavy equipment for the DPW.
- Linda Segal, Aqueduct Rd, expressed concerns about the Baldwin water treatment plant (what have we learned that can be applied to the HS treatment plant), wondered about the timing of setting water rates, asked who would track operational costs of the HS treatment plant and noted that the DPW was not watering the trees they have planted so far. C. Karlson directed her to the proper town boards.

III. **Chairman's update: ATM articles:** C. Karlson distribute a list of articles and packet of articles/signatures received at 4:30pm today. FinCom reviewed and assigned the articles as follows:

- C. Karlson, Articles 1, 2, 3, 4, 5, 6, 7, & 10
- D. Gutschenritter, Articles 8, 9, Y1, Y2, & G
- S. Pepper, Articles 11, 12, B, ,CPA4, & M
- T. Greenaway, Articles A1, I, A2, & L
- P. Grasso, Articles H & J
- B. Steinberg, Articles C, D1 (with Peper), D2 (with Peper), D3 (with Peper),CPA2, & F
- R. Stack, Articles CPA1, CPA3, E, & K

IV. **Adjourn:** The meeting was adjourned at 11:10 P.M.

Respectfully Submitted

Marilyn Carr and Cherry Karlson

Attachments:

Updated FY2013 budget summary from M. DiPietro

Letter from HRS outlining program costs

DPW key for capital vehicle requests from D. Ouellette

2012 Annual Town Meeting Articles submitted for inclusion from C. Karlson