



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 26, 2012

Attendance: C. Karlson (Chair), B. Steinberg, T. Greenaway, P. Grasso, R. Stack, D. Gutschenritter, S. Peper, M. DiPietro (Finance Director)

The meeting was called to order at 7:02 PM in the Small Conference Room, second floor, Town Building

1. Public Comment:

- Kim Cook, Lincoln Rd., is concerned whether we have done full study on all the issues of the changes to town code. There are so many changes being proposed will this be more of a political decision rather than a well thought out decision.
- Louis Jurist, Sears Rd., Be careful in changing the budget process as proposed by petitioners' articles. Budget guidelines should be to maintain, should not be less. Dr. Stein presented an exciting budget back in the fall; he had exceptional programs and had a great vision. We should try to give him a little leeway based on his vision. C. Karlson: we will be looking at the school budget this evening.

2. **Minutes:** Review of the minutes from January 17 & 23 will be moved until January 30th meeting.

3. **Financial Reporting:** R. Stack reported on this project. Overview: appropriated \$5,000 for budget reporting, created 5 reports, which FinCom reviewed in draft format.

- Report 101: Summary schedule of appropriations by fund - departments
- Report 102: Summary of appropriation by category of expense/department
- Report 103 (73 pages): Schedule of appropriation by department/category of expenses
- Report 104 (133 Pages): Schedule of appropriation by department/category of expense/object, and
- Report 105: Schedule of revenues and appropriations.

Discussion of putting more reporting, perhaps the line item report, in the annual report or online or to change the format in the Warrant. Further discussion about when to finalize the reports and post online. M. DiPietro will check numbers again. Similarly, the SC and other town boards/depts should review for accuracy. R. Stack will double check with G. MacDonald. M. DiPietro will reach out to

town depts. Tentative release date: Friday, Feb 3rd. P. Grasso stated these reports will help with long range planning. R. Stack will put a key with titles and number of pages for each report. C. Karlson reminded FinCom that the quarterly and semi-annual reports are already online: Operating Budget & Expense and Revenue reporting will be posted Quarterly. Balances for Special Revenue & Trust Funds and Capital Budget reporting will be published every 6 months.

4. **FY2013 Budget Discussion:**

- DPW Costs and Vehicle Inventory: B. Steinberg presented an analysis of DPW headcount prepared by J. Senchyshyn. It shows a headcount savings of 2.75 FTEs and approximately \$207,000 since 2009. This analysis is being presented because a resident stated during public comment that the current DPW structure was costing the town \$1 million more than pre-DPW. B. Steinberg shared an email explaining that there are 3 new/added vehicles. The number of vehicles in the 2006 inventory was only the vehicles maintained by the Town. In 2012, with all vehicles accounted for, DPW is only up 3 vehicles since 2006. Again, this data was presented in response to a resident's claim that there were many new DPW vehicles compared to pre-DPW inventories.
- Capital budget: M. DiPietro explained that to balance the capital budget we need to reduce requests by \$400,000. This will keep capital request expenses within the non-exempt levy that is retiring. It does not replace the \$500,000 in exempt debt service retiring – so that will be a reduction in taxes. T. Greenaway asked if the capital budget was in line with what we assumed at November's STM. Discussion included cemetery expansion, the town building parking lot, Assessors and ConCom will get vehicles through new motor pool effort, and fields articles. FinCom agreed that the capital budget should be discussed line by line as the operating budget is at ATM. Capital requests will again be detailed in the warrant – with more analysis as that is a focus of residents. More info is wanted on which roads will be resurfaced in FY13.
- M. DiPietro gave an overview of anticipated changes to our free cash position for the remainder of FY12. We started at \$10.3 million and used an additional \$4 million at STM – giving us a starting balance of \$6.3 million. Anticipated additions are overlay (\$425,000), transfer station (\$350,000), high school repairs (\$225,000), other completed capital projects (\$100,000), FEMA and other insurance (\$750,000). Other monies that might be received before June 30, 2012 include overlay (\$500,000), Chp 90 monies (\$300,000-\$400,000), 10% revenue adjustment (\$400,000), SC revolving accounts (\$700,000) and departmental givebacks (schools \$400,000; town \$1.5 million) – depending on next 6 months of operations or votes of other boards/committees/ATM. FinCom agreed that cash should be used for the FY13 budget to keep the balance well below 10%. FinCom thanked M. DiPietro for making these estimates and sharing the data at this early date.

Budget discussion will continue after meeting with the SC.

5. **FY2013 Budget – SC Budget Presentation.**

Move to join the School Committee at 8:35pm in the School Committee Conference Room, second floor, Town Building. SC Chair, Barb Fletcher, and Dr. Stein made a presentation on the proposed SC FY13 budget. The presentation is online at [http://wayland.sharpschool.net/UserFiles/Servers/Server_1036352/File/Superintendent/FY13%20Budget/SC FY13 Presentation to Finance Comm.pdf](http://wayland.sharpschool.net/UserFiles/Servers/Server_1036352/File/Superintendent/FY13%20Budget/SC%20FY13%20Presentation%20to%20Finance%20Comm.pdf). The SC reported that they had voted unanimously, 5-0, to support the budget as presented.

Following the presentation there was a session of comments, questions and answers on the operating budget. Topics covered included: SPED staffing and funding, how COLA and one time stipends are shown, total technology costs, how to show the value the schools bring to the students, amount of estimated FY12 turnback, new reporting (quarterly) requirements, items not in the budget that could be included, explanation of past practice of memo items, cost of psychological services across the district

and potential efficiencies, redirection of savings from renegotiated bus contracts, and the questions previously submitted by FinCom.

C. Karlson commented that the FinCom had received 3 email communications from SC member Shawn Kinney asking for SC budget reductions of approx. \$1.2 million for FY13 and asked how his vote in favor of the SC budget could be reconciled with those communications. S. Kinney replied that the SC should not be taking money they are not going to use. The school committee will continue to re-evaluate the budget going forward, for now he is satisfied that the new superintendent will utilize the funds.

The FinCom resumed its regular meeting at 10:15pm.

6. FY2013 Budget Discussion, continued:

- Road repairs: Discussion of whether some of these funds should be in the capital budget. Road work that is contracted out and that completely rebuilds a road can be considered capital. Repairs are operating expenses.
- Athletic fields: It was the sense of the meeting that the request for \$975,000 is contingent on CPA funding. It can stay in the budget for now but a decision is needed by the end of February. D. Gutschenritter will share this info with Rec.
- Water meters: Waiting for reports from DPW consultants. B. Steinberg will follow with DPW. Again, FinCom needs the info by the end of February. Item can stay in the budget for now pending receipt of this info.
- DPW building: It was the sense of the meeting that we do not have enough info to proceed with the full building request and that FinCom would be supportive of the \$725,000 to continue the project and allow for further planning. B. Steinberg will go back to DPW with this info. M. DiPietro reminded FinCom that \$500,000 is coming off in debt service in each of the next 2 yrs. We can use this capacity to pay for the DPW building with almost no change in the tax rate. It was the sense of the meeting that the project needs more planning, the existing building needs to be replaced, the project should continue forward and that FinCom is willing to help the DPW or Building Committee with the analysis.
- Other budget items: electronic voting expenses are carried in Unclassified – Town Meeting expenses. Assessors travel expenses were reduced because they will have a vehicle. Respective changes were made to the gas expense in Facilities. Minuteman School expenses are estimated to be lower at \$260,000 (subject to change).
- It was the sense of the meeting to budget \$60,000 in the operating budget, Unclassified – Reserve for Salary Adjustment to work with the Personnel Board to establish a budget/analyst position to be shared by schools and towns. This is in direct response to the number of public records requests received and to provide additional analytical resources for both capital and operating budget requests.
- Additional information is requested for the SWQC and 375th Celebration committees.
- At the request of the FinCom, CoA submitted a request for 6 more positions in the Tax Work-off program. This is an additional \$3,000 for their budget.
- SC budget: discussed the reports and comfort level with the budget as presented. There were no follow-up questions on this budget.

7. FinCom Members' and Finance Director reports and concerns: Given the hour, discussion was held until the next meeting.

The meeting was adjourned at 11:02 PM.

Respectfully Submitted,
Marilyn Carr and Cherry Karlson

Documents:

DPW Headcount Analysis prepared by J. Senchyshyn

DPW vehicle explanation (email)

SC Budget Presentation

http://wayland.sharpschool.net/UserFiles/Servers/Server_1036352/File/Superintendent/FY13%20Budget/SC_FY13_Presentation_to_Finance_Comm.pdf