



# Town of Wayland Massachusetts

## **Finance Committee**

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

## **Finance Committee Meeting Minutes January 10, 2013**

Attendance: B. Steinberg (Chair), C. Karlson, D. Gutschenritter, C. Martin, T. Greenaway (joined 7:05), S. Lesser (joined at 7:15), N. Funkhouser

The meeting was called to order at 7:03 in the Town Building, Senior Center when a quorum was available. B. Steinberg announced that the meeting was being recorded by WayCam.

1. **Public Comment:** None.

### 2. **Review of the proposed FY2014 Capital Budget**

- a. **Police/JCC:** Chief Bob Irving discussed future JCC needs shown in the capital plan. There are no requests for FY14. He explained the need for the repeaters, portable radios (may be pushed out) and the phone system (placeholder).

T. Greenaway joined the meeting.

- b. **Fire:** Chief Vinnie Smith explained that there are changes to the capital plan based on his new administration and because the needs are clearer now than last year at this time. Grants are now more competitive, and he has made adjustments to take that into account.
  - i. **Ambulance, \$280,000:** This is a planned replacement of the second line ambulance. There were some major unexpected repairs this year and the department has less ability to make computer repairs in-house. Funding would be from the ambulance receipt account. The cost includes the vehicle (\$240,000), a power stretcher lift (\$20,000), a CPR machine (approx. \$15,000) and other items

S. Lesser joined the meeting.

- c. **Town Center Green:** Fred Turkington distributed a January 10, 2013 email from Sarkis Sarkisian copying Nancy McShea stating that the project is being withdrawn from the FY14 budget request. It is anticipated that TwentyWayland will prepare and hydroseed the area.

- d. **IT:** John Moynihan, Public Buildings Director, explained this request.
- i. **Complete IT Strategic Plan, \$100,000:** This request funds the 4<sup>th</sup> year of a 5 year project to implement the recommendations in the Town's 2010 IT Strategic Plan. Specifically, the document management system will be addressed this year; work will be coordinated with the School Department under the IT Initiative.
- e. **Facilities:** J. Moynihan and F. Turkington presented these requests.
- i. **New Library/Senior Center, \$850,000:** These funds are for schematic design and development of construction documents so that a hard budget number can be developed for presentation at next year's ATM. There was general discussion of the facility study currently underway to determine the highest and best use of Town facilities. This draft report is expected back in mid-March and will include a review of the Library and Town Center municipal pad among other items. Aida Gennis, Library Trustee, stated that the Library is committed to working with the CoA to complete this project. Betsy Soule, Council on Aging, agreed. There was agreement on FinCom and amongst the involved parties to table the request for this budget year.
  - ii. **Town Building parking lot reconstruction, \$160,000:** Water damage, drainage issues and a sinkhole continue to be a problem. J. Moynihan said these repairs should be done regardless of the future use of the building.
  - iii. **Town Building, design/construct MEP system, \$80,000:** Funds to design the mechanical (heating/cooling) and electrical system upgrades for Town Building. Full project is listed for funding in FY15. There was broad discussion about this being a project to complete regardless of how the building is to be used in the future vs. waiting for completion of the facilities study.
  - iv. **New DPW Building, \$12,400,000:** Tom Abdella, member of BoPW and Permanent Building Committee for this project, joined the discussion. The design development is complete and the project goes out to bid on Feb 6 with responses due back in mid-March. The \$12.4 million is a placeholder amount and it is hoped that the bids will come in between \$11.5 and \$12.4 million. J. Moynihan and T. Abdella explained how the project had changed over time with value engineering and explained the role of the Permanent Building Committee. F. Turkington said we would discuss financing options on January 28<sup>th</sup>.
  - v. **Station 2 heating system, \$65,000:** This request is for the replacement of the 1954 boiler, the hot water circulating pump, the domestic hot water tank, to reline the chimney and update the controls. Meeting the stretch code added some additional costs and costs might have been 12-15% lower without the new code. Design money was requested in an earlier fiscal year.
  - vi. **Transfer Station, building renovation, \$85,000:** Funds are to re-roof the garage/office building and the maintenance shed, install doors and upgrade electrical services and will come from sticker revenues. For the two Transfer Station capital requests, sticker fees are anticipated to increase by about \$10 for five years. Now at \$155/year.
  - vii. **Transfer Station, compactor foundations, \$80,000:** This is a safety issue for the operator and the public, and the Town needs to remove and replace the concrete foundations.
- f. **Energy Committee:** Anne Harris and Tom Sciacca, members of the Energy Committee, spoke about the ESCO initiatives. They have a bundle of projects totaling between \$1.4 and \$2.5 million that will be submitted as an article. The ESCO effort is with the utility company and guarantees payback that can cover borrowing costs for the project. Discussion covered

that the FinCom guideline requested no articles requesting funding, timing of this request with the soon to be completed facility study, whether this request could be delayed by a year and whether the requests could be added to the CIP/capital plan process for FY14. No decision was reached and more information is needed on the request.

- g. **School Committee:** School Committee chair, Barb Fletcher, presented the capital requests.
- i. **Claypit Hill floor tile replacement, \$50,000:** This request continues a multi-year, multi-school project to replace original floor tiles. This plan is to retile 6 classrooms or about 5600 sq ft. and the work will be completed this summer (along with the 12 classrooms approved in the FY13 budget) while the summer program is at Happy Hollow. The FinCom asked if it would make sense to move the final FY15 request of \$50,000 to FY14 and complete the project this summer. J. Moynihan said it could be done as the bid will go out soon and we would save about \$5000 on the combined request. Happy Hollow tile replacement would be next.
  - ii. **Furniture replacement, Claypit Hill \$30,000 and Happy Hollow \$30,000:** Again, this is a continuation of a multi-year, multi-school request to replace classroom furniture original to the buildings. FinCom asked if it made sense to complete all the furniture purchases at once and discussion covered potential volume discounts, appropriateness of the furniture and desirability of a one-time purchase for scheduling of future replacement costs.
  - iii. **Happy Hollow bathroom project, \$25,000:** This is to replace the gang hand-washing sink in the bathroom with traditional sinks and to replace stall dividers. This is a safety issue.
  - iv. **Happy Hollow nurse's office construction, \$85,000:** This project was identified and priced as part of the building usage study (available online). It is needed in part to meet HIPPA requirements for privacy. It was clarified that no classrooms will be eliminated as a result of this project; two classrooms will be made slightly smaller but still sufficiently large.
  - v. **IT networking and data center upgrades, \$50,000:** IT needs are greater than \$50,000 but have been prioritized to limit the capital request. Work would include upgrading from Cat 5e to Cat 6 including wiring some classrooms, offices and libraries and other wireless upgrades as described on the CIP (available online). Discussion of combining requests (FY14 and FY15) to complete work at a school or at all elementary schools. FinCom requested two pieces of information: the amount of a two year School IT request (so that there is no FY15 request) and the amount to complete the work at all the elementary schools. C. Karlson explained that because a couple of large non-School capital requests have been pushed out, FinCom needs to review the five year capital plan for balance and moving some smaller projects forward to take advantage of economies of scale might accomplish that balance.
  - vi. **Middle School roof replacement, \$1,100,000:** J. Moynihan gave an update on the progress since ATM. Wayland was accepted in the MSBA program at a reimbursement rate of 36.89%. The project has proceeded with monthly progress reports. It was found that the old roof was not removed when the existing roof was installed. Removing and disposing of the original roof adds about \$400,000 to the estimated cost. Meeting the components of the stretch energy code has also added to the cost. The project is now estimated at \$2.9 million rather than the \$1.5 million discussed at ATM last spring. The state would reimburse \$1.027 million leaving Wayland's share at \$1.9 million, with \$1.5 million funding from free cash having been approved already. Wayland needs to approve the total cost of the project (\$2.9 million) even though our share will be limited to \$1.9 million. This needs to be made clear in the Warrant discussion.

3. **Chairman's Update:** B. Steinberg questioned members on whether we needed an Executive Session this evening. After discussion, it was agreed that we did.

Next meetings will be on January 14, 22, 23, 28, 31 and February 4, 2013.

4. **FinCom Members Reports and Concerns:** C. Karlson asked that the committee reserve time soon to discuss the budget at a global level in order to identify potential shortfalls and request a reduction amount from the boards/committees, if necessary. The SC did not prioritize their list and will need time to work through a reduction budget. They expect to vote a recommended budget on Jan 17<sup>th</sup> for presentation to FinCom on Jan 22<sup>nd</sup>.
5. **Executive Session:** At 9:50pm, B. Steinberg asked for a motion that the FinCom enter into executive session pursuant to MGL Ch 30A, Section 21(a)(3) to discuss strategy with respect to collective bargaining with regard to the unions representing employees of the Wayland schools and any other such bargaining units whose contracts expire at the end of this fiscal year, as an open meeting may have a detrimental effect on the bargaining position of the Town. The Board will also discuss meeting minutes from the executive session held on November 26, 2012 for the purpose of approving such minutes.

The motion was moved and seconded. A roll call vote was taken:

Gutschenritter:	Yes
Karlson:	Yes
Steinberg:	Yes
Lesser:	Yes
Greenaway:	Yes
Martin:	Yes
Funkhouser:	Yes

B.Steinberg stated that the FinCom would return to open session only to adjourn.

At 10:32pm, FinCom returned to open session and the meeting was adjourned.

Respectfully Submitted,  
Cherry Karlson

Documents:

All draft CIP documents available online

Email dated January 10, 2013 from SarkisSarkisian, Town Center Green – “Center Green”