



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 February, 20, 2013

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

The meeting was called to order at 7:03 in the Town Building, School Committee Meeting Room. Bill Steinberg announced that the meeting was being recorded by WayCam.

1. Public Comment:

Molly Upton suggested that if the Finance Committee was going to increase its Reserve Fund, it should consider reducing the amount of overtime budgeted. Her stated rationale was that there is a lower likelihood that overtime will be incurred if it is not budgeted. She went on to say that if the overtime budget needs additional funding that the department needing the additional overtime seeks approval from the Finance Committee.

Molly then spoke about the lack of clarity in one of the footnotes in the Segal report on OPEB.

Betty Salzburg asked to verify the list of warrant articles that would be used at this meeting so she could track which article was being discussed. FinCom said that we would speak to the articles by name, not just by number or letter.

Bill Steinberg then read from an email he received from Tony Boschetto. Tony requested a reconciliation between 2012 actual expenditures and 2014 budgeted expenditures. Tony is requesting this reconciliation so he has sufficient information upon which to base his decision on whether or not to support the FY 14 budget at ATM. Bill Steinberg responded that John Senchyshyn will come to a future FinCom meeting to update FinCom on the latest Insurance 32 B projections.

2. Discussion of Proposed Format for the Budget in the Warrant for Annual Town Meeting:

Anette Lewis joined FinCom for this discussion. Tom Greenaway led the discussion as the FinCom member assigned to this article. Tom spoke to the key points in the warrant article

passed at Special Town meeting in November, 2012 in order to frame the discussion of what a reasonable format should be that complies with the warrant article.

Anette then reviewed her proposed formats, suggesting that there be different levels of detail depending on the size and complexity of the department. Anette based her recommendations on the account set up and level of detail in MUNIS so that the budget could be easily compare to MUNIS reporting.

To facilitate the dialogue, Tony Boschetto, John Senchyshyn, Anette Lewis and Tom Greenaway met on February 15, 2013 to exchanges ideas on what budget format should look like. Tom reviewed his recommended budget format which was intended to represent some level of consensus emanating from that discussion. Certain departments were used as examples of the various levels of detail that may be needed.

Discussion followed, focusing on the nuances of line items versus sub categories, detail level budgeting versus more detailed reporting, materiality thresholds, different levels of detail for different departments, the treatment/budgeting of unclassified expenses that are charged back/allocated to enterprise funds, and other issues.

Tom agreed to come back to FinCom with a revised budget format capturing the essence of tonight's discussion.

3. Review and vote on article write-ups for Annual Town Meeting:

Pay Previous Fiscal Year Unpaid Bills: FinCom agreed to defer action on this article until ATM.

Hear Reports: Nancy Funkhouser moved that the Finance Committee recommend that the Town approve the Hearing of Reports. Cherry Karlson seconded the motion. There was no additional discussion. The Committee voted 7-0 in favor.

Choose Town Officers: FinCom agreed to defer action on this article to a later meeting.

Appropriate CPA Funds for Study and Design of Athletic Fields at Loker Conservation and Recreation Area: Discussion centered on next steps if passed as well adding additional details to the Finance Committee comments. FinCom agreed to defer action on this article to a later meeting.

Set Aside Community Preservation Funds for Later Spending: FinCom agreed to defer action on this article to a later meeting.

Accept Law Increasing Real Estate Tax Exemption Amounts: Cherry Karlson moved that the Finance Committee recommend that the Town approve accepting the law increasing Real Estate Tax Exemption Amounts. Carol Martin seconded the motion. There was no additional discussion. The Committee voted 7-0 in favor.

Accept Gifts of Land: Cherry Karlson moved that the Finance Committee recommend that the Town approve accepting Gifts of Land. Carol Martin seconded the motion. There was no additional discussion. The Committee voted 7-0 in favor.

Rescind Authorized, but Unissued Debt: FinCom agreed to defer action on this article to a later meeting.

Acquisition of 150 Main Street Property (formerly Finnerty's restaurant): FinCom agreed to defer action on this article to a later meeting.

Amend Town Code Sec. 6-4 : Public Comment at Meetings: FinCom discussed the rationale behind the article and the practical implications if the article is approved. Nancy Funkhouser moved that the Finance Committee recommend that the Town approve amending Town Code Sec. 6-4: Public Comments at Meetings. Cherry Karlson seconded the motion. There was no additional discussion. The Committee voted 0-6-1 against.

Appropriate Funds for Construction of New DPW Maintenance and Storage Facility: The Committee discussed enhancing the Finance Committee comments. FinCom agreed to defer action on this article to a later meeting.

Compensation for Town Clerk: Dave Gutschenritter moved that the Finance Committee recommend that the Town approve the compensation for the Town Clerk. Nancy Funkhouser seconded the motion. There was no additional discussion. The Committee voted 7-0 in favor.

Approve Personnel Bylaw and Wage & Classification Plan: Dave Gutschenritter moved that the Finance Committee recommend that the Town approve the Personnel Bylaw and Wage & Classification Plan. Nancy Funkhouser seconded the motion. There was no additional discussion. The Committee voted 7-0 in favor.

4. Chairman's Update:

Bill Steinberg reviewed the upcoming meeting dates of February 25th and March 4th. Discussion centered on the importance of completing the Committee's work on the articles to meet the printing deadline for the Town Warrant

Bill next discussed the merits of the Committee writing a letter to the editor of the Town Crier explain the Town budget and the debt exclusion request.

5. FinCom Members Reports and Concerns:

None noted.

6. Minutes:

The minutes of January 17th were reviewed. Carol Martin moved that the minutes of the meeting held on January 17th be approved as amended. Nancy Funkhouser seconded the motion. The Committee voted 4-0-2 in favor (Karlson, Gutschenritter abstained).

The minutes of February 11th were reviewed. Bill Steinberg moved that the minutes of the meeting held on February 11th be approved as amended. Cherry Karlson seconded the motion. The Committee voted 5-0-2 in favor (Greenaway, Martin abstained).

The minutes of February 6th were reviewed. Tom Greenaway moved that the minutes of the meeting held on February 6th be approved as amended. Cherry Karlson seconded the motion. The Committee voted 5-0-2 in favor (Gutschenritter, Martin abstained).

At 10:15pm, the meeting was adjourned.

Respectfully Submitted,
David Gutschenritter

Documents:

Propose Budget format handout – Anette Lewis

Proposed Budget format handout – Tom Greenaway

Draft Warrant Article write-ups

Hear Reports

Choose Town Officers

Appropriate CPA Funds for Study and Design of Athletic Fields at Loker Conservation and Recreation Area

Set Aside Community Preservation Funds for Later Spending

Accept Law Increasing Real Estate Tax Exemption Amounts

Accept Gifts of Land

Rescind Authorized, but Unissued Debt

Acquisition of 150 Main Street Property (formerly Finnerty's restaurant)

Amend Town Code Sec. 6-4 : Public Comment at Meetings

Appropriate Funds for Construction of New DPW Maintenance and Storage Facility

Compensation for Town Clerk

Approve Personnel Bylaw and Wage & Classification Plan

Draft minutes of January 17th

Draft minutes of February 11th

Draft minutes of February 6th