



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 April 22, 2013

Attendance: B. Steinberg (Chair), C. Karlson, D. Gutschenritter (9:00pm), C. Martin, S. Lesser, N. Funkhouser, T. Greenaway. Also present: Finance Director Brian Keveny.

The meeting was called to order at 7:03 in the Town Building Conference Room on 2nd Floor. Bill Steinberg announced that the meeting was being recorded by WayCam.

1. Public Comment: None

2. Finance Committee Response to Public Comment: None

3. Discussion with Finance Director of final budget and its impact of average residential tax bill, the tax rate free cash, etc., based upon actions of residents at Annual Town Meeting: Chair Steinberg turned the meeting over to Finance Director Brian Keveny who distributed draft copies of two pages of the Certification of Appropriations and Sources of Funding (Tax Recap). This recap will be provided to the Mass. Department of Revenue showing Wayland's FY14 budget is \$75M and the funding sources that will be used to balance the budget as approved at Annual Town Meeting.

Based on this information, Mr. Keveny stated the tax rate is projected at \$19.13 which will result in a 6.93% year-over increase or approximately a \$744 increase in the average residential tax bill. However, he cautioned this rate will not be finalized until the recap sheet is filed in November. He further stated that based on current information, turnbacks are anticipated to be approximately \$1.5M and free cash will be approximately \$5M or 7.33% of the FY14 budget.

Mr. Keveny also distributed and discussed FY13 quarterly budget reports for the period ending March 31, 2013. He stated through nine-months both revenue and expenses are tracking at approximately 75%. He did indicate while not anticipating any major changes he was aware that the Town Clerk has advised him

she may need to supplement her budget by \$7K and the Fire Chief has indicated he may need an additional \$10K. Both requests could be handled through the Reserve Fund transfers.

In reviewing the Water Enterprise Fund, Mr. Keveny indicated that through March 31st, the water department had collected 50% more revenue than its FY13 budget. A discussion ensued during which the committee recognized there are a number of variables to balance the amount of user fees collected against water usage. In an effort to shore up this budget, Tom Greenaway asked Mr. Keveny to follow up with the Board of Public Works to see what steps could be taken to determine appropriate water rates. In regards to the Wastewater Enterprise Fund, Mr. Keveny said the fund is on track.

The Committee thanked Mr. Keveny for the draft reports and all the effort it took to prepare them.

4. Discussion of Items to be reviewed by the Finance Committee between now and the end of the fiscal year: Chair Steinberg suggested the Finance Committee devote some time over the next couple meetings to reviewing outstanding items. His list included continuing the discussion of the Finance Committee members' role in article write-ups for non-financial items in the Town Warrant, evaluating the best use for funds that have been set aside, such as the stabilization fund and ambulance receipts and continued review of the Finance Director's analysis of capital and proceeds that may/could be returned to the General Fund.

Mr. Greenaway requested Mr. Keveny to circle back to those department heads with outstanding capital projects to secure more detail concerning the status of those projects. Nancy Funkhouser and Carol Martin offered to meet with Mr. Keveny to assist with the revision of the Capital Report to include aging. When Chair Steinberg asked if there were any other items the Committee should consider, C. Martin suggested adding a review of the revolving funds. C. Karlson asked Finance Director Brian Keveny to suggest greater reporting of those accounts for FinCom review and added a review of the Budget Calendar and financial reporting per the ORC to the list.

5. Chairman's Update: Chair Steinberg announced there are no scheduled meetings for the month of May but the FinCom would meet at least once between now and the end of June.

6. Minutes: The minutes of April 9th were reviewed. Nancy Funkhouser moved that the minutes be approved. Tom Greenaway seconded the motion. The Committee voted 6-0 in favor.

At 8:00pm, the Committee recessed to the Large Hearing Room to attend the Board of Selectman's meeting that was in progress.

7. Joint Meeting with Board of Selectman, Permanent Municipal Building Committee, Board of Public Works and Personnel Board to discuss steps for immediate and emergent needs of current DPW facility and any action to be taken with regard to the development of the new DPW facility:

The discussion of the immediate and emergent needs of the current DPW facility and status of the new DPW facility was in progress when the FinCom joined the meeting.

At 8:50pm, the FinCom reconvened in the 2nd floor Conference Room.

8. Finance Committee Review of recently completed Annual Town Meeting, including a discussion of process and how Finance Committee could improve its role in the planning and implementation of Town Meeting. The discussion may also include a review of how the overall Annual Town Meeting might have been improved. The FinCom discussed the recently completed Annual Town Meeting. Overall, the Committee was pleased with Town Meeting results as the FY14 budget passed with few changes. The Committee did express its disappointment that the new DPW facility article did not pass.

At 9:30 pm John Senchyshyn arrived and the Committee stopped discussing the ATM to go into executive session.

9. Executive Session: At 9:35pm, Chair 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 March 24, 2013 for the purpose of approving such minutes. Mr. Steinberg also said that John Senchyshyn and Brian Keveny would join the session. Mr. Steinberg expected that the executive session would last around 20 minutes, at which time the Committee would reconvene in open session to continue its regular meeting. 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

At 10:10 pm, the Committee returned to open session.

10. Finance Committee Review of recently completed Annual Town Meeting, including a discussion of process and how Finance Committee could improve its role in the planning and implementation of Town Meeting. The discussion may also include a review of how the overall

Annual Town Meeting might have been improved. Upon return to open session, the Committee continued its discussion of Annual Town Meeting. Regarding the process of this year's Annual Town Meeting, Cherry Karlson led the discussion. She stated she felt it appropriate to send comments and suggestions to the Town Moderator on how to improve the flow at ATM. She wasn't sure if she should send the suggestions as a fellow resident or if it should be from the Finance Committee. Chair Steinberg felt it was appropriate either way.

A discussion ensued during which the committee reviewed several of Ms. Karlson's suggestions. The consensus was the comments would come from the Finance Committee. C. Karlson was asked to draft a letter to send to the Moderator. N. Funkhouser volunteered to assist

10. FinCom Members Reports and Concerns: C. Martin asked about the status of the Facilities Study report. Chair Steinberg replied it has been delayed but is expected no later than early June. At 10:45pm, the meeting was adjourned.

Respectfully Submitted,

Carol B. Martin

Documents:

Finance Director Handouts:

Certification and Appropriations and Sources of Funding, a draft of two pages
General Fund Revenue Quarterly Report dated 3/31/2013
General Fund Expenditures Quarterly Report dated 3/31/2013
Water Enterprises fund Quarterly Report dated 3/31/2013
Wastewater Enterprise Fund Quarterly Report dated 3/31/2013
Draft Minutes of April 9, 2013