



# Town of Wayland Massachusetts

## **Finance Committee**

Nancy E. Funkhouser  
Thomas Greenaway (Chair)  
David J. Gutschenritter  
Cherry C. Karlson  
Carol Martin  
Bill Steinberg  
Gil Wolin

## **Finance Committee Meeting Minutes January 13, 2014**

Attendance: B. Steinberg, C. Karlson, D. Gutschenritter, C. Martin, T. Greenaway (Chair), G. Wolin, N. Funkhouser, B. Keveny (Finance Director)

The meeting was called to order at 7:01pm in the Senior Center, Wayland Town Building when a quorum was present. T. Greenaway announced that the meeting was being recorded and that the meeting had a revised agenda (as posted).

1. **Public Comment:**None.
2. **FinCom Members' Response to Public Comment:**None.
3. **Finance Director's Report:** B. Keveny reported on a number of topics.
  - **ATM Articles:** B. Keveny provided a handout with suggested text for three ATM articles to be voted and submitted by FinCom – Current Year Transfers, FY15 Budget and Current Year Transfers for WWMDC. The first two are standard articles and the third is a placeholder. There was a motion and second to submit the three articles for consideration at ATM. Discussion followed of any other articles that FinCom may need to vote. Vote: 7-0. B. Keveny will file the three articles before the Warrant closes on Jan 14<sup>th</sup>.
  - **Minuteman:** B. Keveny handed out a January 8, 2014 letter from Minuteman showing the draft FY15 operating budget. Wayland's share is \$193,833, down from FY14.
  - **FY15 Capital Requests:** The FinCom received an updated draft capital schedule reflecting the information received to date. It was noted that the ConCom request should be reduced to a total of \$180,000.
  - **Wayland Housing Authority:** B. Keveny distributed correspondence from 2007 related to the capital request to be discussed later in the meeting.
  - B. Keveny informed us that his staff was working late on producing year-end W2s and that he may need to step out of the meeting to assist.
4. **Committee Members' Updates/Reports:**

- C. Karlson reported on two topics related to the Schools. First, updated information on the outstanding capital projects will be available when the 2Q report is completed in the next couple of weeks. Second, the SC has requested additional time to discuss the reconfiguration proposals and related budgets. To accommodate this request, FinCom will present the draft budget with the fully loaded reconfiguration costs. The SC will provide a final expense (operating and capital) by February 14 and FinCom will make any necessary budget/funding changes before the Warrant goes to print
- C. Martin reported that the Library window capital project would be part of the FY16 budget.
- B. Steinberg informed FinCom that the CIP for the Transfer Station is still pending.
- T. Greenaway submitted an email for public comment at the BoS meeting asking for 1. Feedback/review on their budget submission prior to the Feb 3 presentation of the draft budget and 2. Establishment of a document retention policy related to the document management project request.
- B. Steinberg inquired as to the status of an updated debt schedule. B. Keveny is working on it and hopes to have it available for Wednesday's meeting.

5. **FY15 Operating Budget Requests:** The FinCom met with Department/Committee representatives and staff to hear budget requests from those departments with budgets of \$500,000 and greater.

**Fire Department:** Chief Vinnie Smith presented the Fire Dept operating budget for consideration and questions. A thorough discussion ensued covering personnel costs showing a reduction as ALS is more fully implemented, no COLAs included as negotiations are ongoing for FY15, inclusion of non-union increases and stipends, an explanation of overtime, an anticipated increase in call revenues and the appropriateness of the level of fees compared to peer towns, and the consideration of a small revolving fund to allow the Dept to provide batteries, smoke detectors and similar items to homeowners. Significant time was spent discussing the staffing request for an additional firefighter. The Personnel Board recommended the position subject to the availability of funding. V. Smith does not anticipate an impact on the overtime budget and provided a chart showing Wayland's staffing levels compared to peer towns. The FinCom thanked the Chief for a thorough report.

6. **FY15 Capital Budget Request:Wayland Housing Authority.** Mary Antes, Chair of WHA, and Brian Boggia, Executive Director, explained the request to install a sprinkler system in the Cochituate Village Apartments. Fire Chief V. Smith remained for this agenda item.

Based on a 2011 review, the project is estimated at approximately \$1 million. The CPC voted to fund \$500,000 from CPA funds. The building has 55 units. The Town owns the building and the program of subsidized housing is run by HUD. The WHA has researched other sources of funding to no avail. Following a lengthy discussion, the FinCom asked the WHA to submit a FY15 CIP, work to get an updated and more thorough estimate of the installation cost, involve the Public Buildings Director (John Moynihan) in the process and consider any additional costs or unintended consequences of the project. FinCom members C. Martin and B. Steinberg will shepherd the project.

7. **FY15 Operating Budget Requests, continued:**

**Library:**Ann Knight, Director, and Aida Gennis, Chair of the Library Trustees, presented the FY15 budget request. The budget is actually down from FY14 because IT services and expenses were consolidated to the Town IT budget. The Trustees would like to see expanded hours (particularly Thursday evenings and Sundays) and explained that their budget was reduced in 2010 and has not increased since. They discussed the need for expanded youth/teen services, how best to service a changing program in the existing building, and how overtime is incurred. The FinCom thanked them for a thorough and well-presented budget.

**Board of Health:** Julia Junghaans, Director, and Patti White, department assistant, presented the FY15 budget request. They provided an overview of changes to the BoH budget – FY15 contracts are still being negotiated so no COLAs are included in personnel, the mosquito control contract increased slightly, overtime represents the wages of the minute taker (a union position), and personnel cost fluctuations over the last few years are due to staffing changes. They explained the floor drain initiative and discussed other key issues including refrigeration of supplies. C. Karlson will follow to get information on increased School Nurse expenses associated with the elementary school reconfiguration. The FinCom thanked them for their work and narrative.

**Police:** Chief Bob Irving presented the FY15 budget request. Contracts are under negotiation so no COLAs are included. The Personnel Board approved the request if funding is available. The Chief discussed his longer term staffing goals related to growth in Town and the completion of Town Center and the length of time it takes to hire new staff. The FinCom was looking for a reduction in the overtime budget associated with adding officer #23 in FY14. YTD overtime costs are down, but the budget line item for FY15 is not reduced. The FinCom asked questions about the placement of the traffic control budget (here vs. DPW), the duties of the Youth Officer, contractual services/IT and coordination with the Town IT, and the vehicle replacement schedule. It was suggested that before the addition of another officer is considered that we should look for other efficiencies in the budget – perhaps lengthening the vehicle replacement schedule. The FinCom thanked the Chief for a thorough budget report.

**Town Offices:** John Senchyshyn, Asst Town Administrator, presented the FY15 budget request, which has been reviewed with Bob Mercier, Interim TA. J. Senchyshyn explained that FY15 is a transition year for staffing with a number of unknowns. No COLAs have been included. The personnel costs included final payments for F. Turkington’s contract, J. Senchyshyn’s salary, an estimate of \$155,000 for the new TA, two executive assistants and a financial analyst (funded at 6 months in the FY14 budget). There needs to be a discussion with the Schools about cost allocation for the financial analyst and for IT assistance from the School IT Director.

Questions were asked about other Town budgets:

- **Unclassified:** J. Senchyshyn suggested that this budget be created and reviewed based on actual costs from FY14.
- **Legal:** this budget includes a small increase.

Additionally, there may be a need for consulting funds to manage after the Town Clerk’s and Facilities Director’s retirements. Those costs can be carried in the individual budgets or as consulting dollars elsewhere.

**DPW:** Don Ouellette, Director, presented the FY15 budget request. He was joined later in the meeting by Mike Lowery, member of the BoPW.

- **Water:** The FinCom did not have the MUNIS report for Water. In response to a comment about fluctuations in water revenue budgets year over year, D. Ouellette explained that it is difficult to predict usage as it is so weather dependent. Bills were sent out late this year, which skewed the year-end numbers. All bills have been completed and will go out this week. The BoPW voted to move the radio read meters to the FY16 capital budget.
- **DPW: Parks:** Discussion centered on the request for two new Parks staff (included in the budget request) and a handout was provided on the topic. The Personnel Board did not recommend the request and asked for additional analysis. D. Ouellette asserted that he needed the staff or additional contract/outsourcing funding to meet the demands on his department. Specifically, the mowing rotation has increased (from 5 to 7 days, resulting in complaints from Rec), he does not have the staff to care for the HS property given its

- configuration and residents want sidewalks plowed sooner. His budget has been flat for years and there are more fields and demands.
- **DPW:Highway:** The significant change here is moving some road repair expenses to the capital budget for better accounting of amounts carried over from year to year. After review, it appears the line item needs to be adjusted further.
  - **DPW: Snow:** The budget is flat. The department is using a new high tech salt-like product – the cost effectiveness is still being determined.
  - **DPW:Transfer Station:** No additional questions.

**Chair's Update:**

- T. Greenaway reported that Jerry Heller announced his resignation from the CPC effective June 30<sup>th</sup>.
- Approved minutes should be sent to MaryAnn for posting.
- B. Keveny is running draft/rough numbers for the FY15 operating budget and so far it seems consistent with the projections FinCom reviewed in setting the guideline. These will be reviewed at a future meeting.
- The FinCom reviewed the meeting schedule. After discussion, it was agreed to hold the following dates for meetings: January 15, 21, 23, 27 and 30, February 3, 10, 24, 27 and March 3. Another meeting could be scheduled the first week of March if more work is needed before the Warrant goes to print.
- The ATM Warrant closes tomorrow and already there are about 40 articles for consideration. FinCom will assign articles at the next meeting.

8. **Minutes:** The discussion was deferred to a future meeting.

At 10:27pm, there was a motion and second to adjourn. Vote: 7-0.

Respectfully Submitted,  
Cherry Karlson

Documents:

Draft ATM articles submissions for Current Year Transfers, Budget and Current Year Transfers  
WWMDC, provided by B. Keveny

Letter from Minuteman, dated January 8, 2014 re: Wayland's budget allocation, provided by B. Keveny

Updated draft FY14 schedule of capital requests, provided by B. Keveny

Correspondence from 2007 related to WHA capital request for sprinklers in CVA, provided by B. Keveny

Chart of Fire Dept staffing levels compared to peer towns, provided by V. Smith

Letter from DPW to request additional personnel in FY15, dated November 6, 2013, provided by D.

Ouellette