



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 15, 2014

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

Absent: B. Steinberg

The meeting was called to order at 7:01pm in the Selectmen's Room, Wayland Town Building when a quorum was present. T. Greenaway announced that the meeting was being recorded.

1. **Public Comment:** Anette Lewis, Claypit Hill Road, wanted the FinCom to consider funds for next year's budget needed to support functions for two recently announced retirements (Town Clerk, Public Buildings Director). Also, she asked that the Report 104 for the School's, which FinCom received January 9th, be posted online.

Betty Salzberg, Grove Street, asked for clarification of the meeting schedule.

2. **FinCom Members' Response to Public Comment:** None.
3. **ATM Article Assignments:** The FinCom briefly discussed the content of the 49 articles submitted for April's ATM and began assignments. The submitted Warrant articles can be found on the Town's website.
4. **Joint Meeting with Personnel Board on FY15 Incremental Staffing Requests:** FinCom was joined by John Senchyshyn and three members of the Personnel Board, Nancy McCarthy, Maryanne Peabody and Phil Schneider. Discussion centered on the Personnel Board's memo of January 6, 2014 and each position was discussed.
 - Police: The Personnel Board stated that this was a trial run of the traffic supervisor addition and that the need for the position should be reviewed next year. They did not discuss or have a request for a 24th officer.
 - Fire: The Personnel Board recommended this position based on the increase in the number of calls and Wayland's staffing level compared to peer towns. Discussion included administrative hours, staffing for inspections, changing call types and staffing of firefighters vs. EMTs.

- Finance: B. Keveny explained the proposed reconfiguration of staffing hours. The Personnel Board applauded this reconfiguration as a good use of hours and staff. Outsourcing payroll has been discussed but not costed out yet.
- DPW: The Personnel Board wanted more analysis on cross training of staff before recommending this request.
- Youth and Family Services: T. Greenaway recused himself from the discussion because Sarah Greenaway is on the board of Youth and Family Services. Discussion centered on the requested stipend increase for the HS Community Service Program Coordinator. It was not clear to FinCom where the program fee is booked. C. Karlson will follow-up.
- Public Health: A decision on the additional School Nurse hours depends on the SC's elementary reconfiguration decision.

A general discussion of the wage levels for Water Dept employees followed. The FinCom heard anecdotal information during the DPW/Water operating budget review; however, Personnel Board has not been asked to do a market analysis. They will address the issue when it is brought to them.

5. **Executive Session:** At 8:10pm, a motion was made and seconded to enter a joint executive session with the Personnel Board with John Senchyshyn attending to discuss upcoming negotiations between the Town of Wayland and the following representing unions: Police, Teamsters (DPW), AFSCME (department heads and professional employees), SEIU (administrative and clerical) and Library. Executive session is required, as discussing such information in a public session could be detrimental to the outcome of such negotiations. Brian Keveny, Finance Director, will also attend. In addition, to approve minutes from prior executive sessions, as follows: 2012 (October 3) and 2013 (January 14, January 18, March 6, May 14, June 18 and November 20).

A roll call vote was taken:

Gutschenritter	Yes
Martin	Yes
Greenaway	Yes
Wolin	Yes
Funkhouser	Yes
Karlson	Yes

Vote: 6-0. The Personnel Board also entered Executive Session.

6. **ATM Article Assignments, continued:** The FinCom resumed its regular session at 8:48pm with a continued discussion of assigning ATM articles with the following results.

Steinberg	Articles 21, 22, 28, 29, 32 (with Martin), 35, 38, 39, 45
Greenaway	Articles 1, 2, 3, 5, 10, 11, 13, 43
Karlson	Articles 4, 17, 19, 20, 33, 34, 40, 46, 47, 48, 49
Martin	Articles 14, 18, 24, 30, 44
Gutschenritter	Articles 6, 7, 12, 27, 41
Funkhouser	Articles 9, 23, 25, 26, 31, 42
Wolin	Articles 8, 15, 16, 36, 37

C. Martin and G. Wolin are to contact B. Steinberg to each take one of his articles.

7. **Chair's Update: Items Not Reasonably Anticipated:** T. Greenaway received a request from the BoS to appoint a FinCom representative to the Town Administrator Selection Committee. Following

discussion, a motion was made and seconded to appoint Dave Gutschenritter. Vote: 5-0-1 (Gutschenritter).

8. **FY15 Operating Budget Requests – Town and Schools:** A discussion of the various operating budget requests followed using the FY15 budget requests and reports found online. The FinCom reviewed the requests of all Town departments not previously discussed. Discussion of line items included:

- Police: N. Funkhouser will request information to explain the need for 13 vehicles (marked, unmarked, pickup truck).
- Schools: C. Karlson stated that more budget information had been posted on the School site.
- Finance: Overtime is due to occasional issues with accounts payable processing.
- Assessor: The methodology has been changed on how to account for revaluation years.
- Treasurer: VADAR is still being used and costs about \$8000/year. B. Keveny explained the efficiencies that are being implemented (departmental input, central review, emailing pay stubs). Research is required to have MUNIS replace VADAR.
- Legal: discussion of forecast vs. budget with legal expenses being a forecasted amount.
- Town Clerk: D. Gutschenritter will follow-up on the appropriate salary level given the planned turnover in the position. The salary is paid through a separate Warrant article.
- ConCom: The FinCom requested more information on contract services.
- Surveyor: The FinCom requested more information on the requested \$10,000 for GIS systems.
- Facilities: The FinCom would like to meet with J. Moynihan to discuss this budget request.
- JCC: The FinCom requested more information on the reasons for JCC overtime.
- Fire: The FinCom discussed the idea of a revolving fund for small Fire related items for homeowners. While the FinCom was supportive of the idea and customer service level, it was concerned about the potential for misuse and the amount of work to monitor/run.
- Highway: The \$50,000 reduction will come from either reducing capital costs or an operating budget line item. B. Keveny is working with D. Ouellette on this.
- Transfer Station: Discussion of increased professional services.
- CoA: FinCom discussed why there has been no growth in the operating budget of this department. B. Keveny explained that the revolving fund keeps them solvent.
- Youth Services: The request needs to be recalculated for the additional 2 staff hours and the stipend.
- Park: FinCom discussed the staffing request vs. contract services funds. N. Funkhouser will request more info to determine which contract services would be bought (landscaping?), and the different estimated amounts for budget vs. contract services.
- Debt: B. Keveny handed out a revised chart of existing debt which reflects borrowing \$9 million for the DPW building, \$2 million for the last of the HS expenses and the approved FY14 capital projects. The chart includes debt from the enterprise funds.
- Retirement: This reflects the early payment discount.
- Unclassified: B. Keveny is reviewing these expenses with J. Senchyshyn. They are working on running a 12-month average. The Town is waiting for a healthcare number from West Suburban. For now, we are using an 8% increase in the calculations.
- Water: B. Keveny handed out the MUNIS report for Water. FinCom needs to discuss the revenues.

On January 27th, FinCom will review the revenue estimates for Water and Wastewater. C. Karlson will bring the questions FinCom members submitted on the School budget to Tuesday's meeting.

9. Chair's Update: T. Greenaway confirmed the meeting schedule as listed on the agenda. January 23rd will be a deliberation only meeting and will be held offsite for a change of pace. This was also done last year.

10. Minutes: The minutes of January 13, 2014 were reviewed and changes suggested. A motion was made and seconded to approve the minutes as amended. Vote: 6-0.

At 10:26pm, there was a motion and second to adjourn. Vote: 6-0.

Respectfully Submitted,
Cherry Karlson

Documents:

ATM Warrant Articles, http://www.wayland.ma.us/Pages/WaylandMA_Selectmen/DRAFT2014Art.pdf

Memo from Personnel Board to FinCom, dated January 6, 2014, on FY15 Staffing Requests, source T. Greenaway

FY15 operating budget request information,

http://www.wayland.ma.us/Pages/WaylandMA_Finance/FY15Budget.pdf

Chart of Past and Projected Debt Service Payments, source B. Keveny

MUNIS report of FY15 operating budget request, Water, source B. Keveny