



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 February 18, 2014

Attendance: D. Gutschenritter, B. Steinberg, C. Karlson, G. Wolin (7:15), N. Funkhouser (Vice Chair), B. Keveny (Finance Director)
Absent: C. Martin, T. Greenaway

The meeting was called to order at 7:05pm in the Senior Center, Town Building when a quorum was present. N. Funkhouser chaired the meeting and announced that the meeting was not being recorded.

1. **Public Comment:** Anette Lewis, Claypit Hill Road, said she appreciated the budget presentation last week and wished it had been better advertised so that more people were involved in the budget process before Town Meeting.
2. **FinCom Members' Response to Public Comment:** C. Karlson asked for suggestions on how to better advertise the presentation, and A. Lewis suggested an article in the paper before the presentation.
3. **Review Enterprise Funds FY15 Budgets/Finance Director Report:** B. Keveny reported on his discussions with the DOR regarding WWMDC funding. DOR stated that Wayland does not qualify for deficit spending under Chp 44 §31. However, DOR said that WWMDC could still spend in deficit (utilities, necessities) while waiting for revenue to come in. Any shortfall would be made up by either recognizing it on the November 2014 tax recap or by issuing a Revenue Anticipation Note. The Treasurer can issue a RAN without ATM approval, and WWMDC is responsible for the payback. This also keeps the transaction out of the General Fund. General discussion followed. B. Keveny said it is premature to make a decision now but to review it again in the late April/May timeframe.

B. Keveny distributed a MUNIS FY15 revenue projection for Water. This is a draft document and is out for review by the DPW Director. There was no discussion.

G. Wolin joined the meeting.

B. Keveny reported that he had been working with resident A. Lewis on the budget format and it would be ready to discuss at the next FinCom meeting.

4. **ATM Articles – discussion and vote:** D. Gutschenritter presented his articles for consideration. Copies were provided for each voted article.
- Compensation for Town Clerk: This article takes into account the election of a new Clerk this year. There was a motion and second to recommend approval of this article. Vote: 5-0. D. Gutschenritter will add the information on the BoS vote.

There was a brief recess to move cars for the snowplow.

- Personnel Bylaw and Wage & Classification Plan: Following an explanation of the article, there was a motion and second to recommend approval. Vote: 5-0.
- Accept Gifts of Land: There are no known gifts of land this year. A motion was made and seconded to defer a recommendation on this article until ATM. Vote: 5-0.
- OPEB Funding: D. Gutschenritter gave an update on this article. The SC and BoS will review and vote on this article on Monday, Feb 24th. FinCom can vote it after that and members suggested the discussion and vote happen later on the same night. B. Keveny reported that the West Suburban healthcare premium will increase 8% this year. Budget to budget it will be a decrease of about \$100,000 to a FY15 request of \$6.3 million. D. Gutschenritter reported that increases in our healthcare expense experience will be captured in the next OPEB valuation in two years.

C. Karlson gave an update on the four petitioner articles (firearm discharge, road sign/line changes). The petitioners are working to amend the language on all four. Also, the BoS needs to decide which article on the creation of a Housing Trust will go forward and how it will be funded. One article is ready to vote.

- Abandon Old Wastewater Treatment Plant Outfall Pipe Easement: This is a housekeeping article to release an unneeded easement. Following a review of the draft and a brief discussion, there was a motion and vote to recommend approval. Vote: 5-0.

B. Steinberg led the discussion of two of his articles and provided draft comments for discussion.

- Appropriate Funds to Improve the Transfer Station Access Road: The FinCom discussed the pending DEP decision, the possibility of timing the funding over two years, and the viability of the transfer station if the road is closed. This article should be ready to vote at our March 3rd meeting.
- River's Edge Housing Overlay and Transfer and Dispose of Septage Facility Land: B. Steinberg asked that members read these comments for vote at the Feb 24th meeting. Discussion was about the changes from the submissions for last ATM.

B. Steinberg stated that two of his other draft article comments (Signs, Sidewalks) are out for review with the Town Planner.

G. Wolin reported that he is working with Mary Ellen Castagno on the two Minuteman articles and the others are coming along.

N. Funkhouser discussed her articles.

- Appropriate Funds for Restoration Work at First Parish Church: FinCom reviewed the draft write-up and provided suggestions. N. Funkhouser will follow up with Gretchen Schuler (CPC).
- Appropriate Funds for Preservation Management Plan for North Cemetery: FinCom reviewed the draft write-up and provided suggestions.
- CPC Set Aside: After reviewing the write-up, a motion was made and seconded to recommend approval of this article. Vote: 5-0. N. Funkhouser will add the data on current fund balances.

N. Funkhouser updated the committee on her other two articles. The appraisal is expected this week on the 40 Acre Drive lots and the request may be decreased. The petitioners have been helpful in providing comments on the article to Fund Youth Substance Abuse Prevention.

The committee reviewed the list of outstanding articles. B. Steinberg provided an update on the article to Appropriate Funds for Installation of Fire Sprinklers. This project has many moving parts and may be best discussed as part of the FY16 capital budget.

5. **Finance Director's Report (continued):** B. Keveny reported that to address part of the auditor's management letter, he has been working on a disaster recovery plan. His highest priority is to develop a better server back up, and he is considering a virtual solution. This may be an item to consider for a reserve fund transfer later this year.

6. **Minutes:** The minutes of February 10, 2014 were reviewed. A motion was made and seconded to approve the minutes as amended. Vote: 5-0.

The minutes of February 6, 2014 were reviewed. A motion was made and seconded to approve the minutes as amended. Vote: 5-0.

The minutes of February 3, 2014 were reviewed. A motion was made and seconded to approve the minutes as amended. Vote: 5-0.

The minutes of October 16, 2013 and January 27, 2014 are pending.

At 9:04pm, there was a motion and second to adjourn. Vote: 5-0.

Respectfully Submitted,
Cherry Karlson

Documents:

MUNIS report of Water revenue projections, dated 2-18-14, source. B. Keveny

Draft copies of article comments:

- Compensation for Town Clerk, source D. Gutschenritter
- Personnel Bylaw and Wage & Classification Plan, source D. Gutschenritter
- Accept Gifts of Land, source D. Gutschenritter
- Abandon Old Wastewater Pipe Easement, source C. Karlson
- Access Road, source B. Steinberg
- River's Edge Housing Overlay, source B. Steinberg
- Transfer and Dispose of Septage Facility Land, source B. Steinberg
- Restoration Work at First Parish, source N. Funkhouser
- Preservation Plan for North Cemetery, source N. Funkhouser
- CPC Set Aside, source N. Funkhouser

Draft copies of minutes from February 10 (source C. Karlson), February 6 (source N. Funkhouser), and February 3 (source B. Steinberg).