



Town of Wayland Massachusetts

Finance Committee

- Nancy Funkhouser
- Carol Martin
- Thomas Greenaway (Chair)
- Bill Steinberg
- David J. Gutschenritter
- Gil Wolin

MINUTES

Wednesday, June 18, 2014, 6:30 P.M.
Wayland Town Hall

At 6:34 PM, Mr. Greenaway called the meeting to order in the Senior Center of the Town Building. All committee members attended the meeting, with Mr. Gutschenritter arriving at about 7:00.

Public comment & committee members' responses to public comment

Kent George asked the Committee to pull the School Committee into the long-range planning process, to analyze things deeply, and to consider zero-based budgeting. Molly Upton thanked the Committee for meeting on a Wednesday. Linda Segal asked the Committee to make the website more user-friendly and inquired into the FY16 capital planning process.

Mr. Greenaway agreed with Ms. Segal with respect to the website, and briefly outlined the capital planning process for FY16. He noted that the long-range planning process must be open and involve a broad range of the community, and he responded to Ms. Upton's comment. Mr. Wolin echoed Mr. George's call for zero-based budgeting.

Consider & vote reappointment of Audit Committee representative Gordon Cliff

After a brief discussion, a motion, and a second, the Committee voted to reappoint Mr. Cliff to the Audit Committee. 5-0.

Finance Director's Report

Report from the audit committee – Not discussed.

FY14 YTD revenue and expenses & year-end turnback projections – Mr. Keveny walked the committee through the Finance Director's report, which he had distributed to the Committee. The committee discussed the likelihood that Wastewater will likely contract for personnel services and vendors in excess of the budget appropriation, which will lead to vendor receivables staying open until Town Meeting approves prior year bills. The Committee also discussed the buildup in the Recreation revolving fund, and a consensus emerged that future Recreation capital requests should be funded, at least in part, from the revolving fund.

Reserve fund transfer requests

School committee: Claypit PA system & 2012 ATM Article 28 Forensic Auditor – No action taken. School department anticipates under-running the FY14 expense budget in an amount greater than required for the \$200,000 planned SPED prepay for FY15.

Treasurer: After a motion and a second, the Committee voted to transfer \$7,492 from the Reserve Fund to the Treasurer to cover unanticipated bank fees. 6-0.

Miscellaneous payroll items. After a motion and a second, the Committee voted to transfer \$2,300 from the Reserve Fund to cover the final payroll run for the following departments: Recreation, Assessor, Surveyor, IT, Town Clerk, and Youth Services. 6-0.

Report from Planning Board & Planning Department on Town Center

No discussion

Long-range planning project

The Committee discussed the 2016-2020 long range plan. Mr. Greenaway suggested a timeline that would be geared towards finalizing and presenting the long-range plan in November or December of 2014.

After discussion, a consensus emerged that as many participants as possible should be drawn into the process. While the invitation to be part of the process will go out to all boards and committees, as well as to the public, the Committee thought active involvement from the following boards and committees would be critical to the success of the project:

- Planning
- Selectmen
- Conservation
- Library
- Council on Aging
- Recreation
- Board of Public Works
- Schools
- OPEB

The Committee discussed which topics the long-range plan should cover. After discussion, the Committee came up with the following draft topics:

- Recap and evaluation of 2009 long-range planning goals
- Peer towns and Wayland demographics update
- Town-owned property
- Development mix
- Schools
- Health care
- Seniors
- Zoning Bylaw
- Driving Efficiencies in Town Government
- Financial Policies

Ms. Funkhouser suggested that each working group handling each topic should be allowed to set their own process to best allow for consensus. A consensus emerged that periodic working group meetings throughout the fall would be the best way to ensure the process was working. Mr. Greenaway plans to send out a memorandum outlining the process and timeline, and expected deliverables, with a kickoff meeting date sometime in the third week of July.

Capital Improvement Plan

The Committee briefly discussed the capital improvement plan memorandum that was issued May 30, 2014. The Schools are actively working to prepare their capital requests in a timely fashion. Ms. Martin updated the committee on the capital project closeout efforts.

Report of the Chair

Mr. Greenaway noted that Ms. Funkhouser had been reappointed to the Committee at the most recent Selectmen's meeting, and that the Selectmen planned to interview four candidates—Tom Abdulla, Don Bustin, Anette Lewis, and David Watkins—for the two open positions June 23.

Mr. Greenaway noted that he had circulated the GASB OPEB discussion drafts to the chair of the OPEB committee as well as the Finance Committee. The OPEB Committee may submit comments to GASB in July.

Members' Reports and Concerns

Mr. Gutschenritter reported on the activities of the Town Administrator search committee, which hopes to interview candidates and make a recommendation to the Selectmen by early July.

Mr. Steinberg explained that he had been asked to assist in the search for a new DPW Director. The search has narrowed to three candidates, and the Acting Town Administrator (or his replacement) should be offered a recommendation by the search committee in early July.

Ms. Martin explained the process the School Committee undertook with respect to the recent hiring of a replacement School Business Administrator. She served on the search committee. The School Committee has offered the position to a candidate.

Mr. Gutschenritter reported that the OPEB Committee plans to focus on cost reduction and investment management issues this year, including the question of whether the enabling legislation is sufficient with respect to the OPEB trust fund.

Minutes

After a motion, a second, and an amendment, the Committee approved the minutes of May 19, 2014. 5-0-1.

Mr. Wolin noted that he planned to finalize the minutes for January 27, 2014.

Executive Session

Mr. Greenaway sought a motion to enter executive session, to be joined by Brian Keveny, Finance Director, for the purpose of discussing strategies with respect to

collective bargaining between the Town of Wayland and the following representing unions: Food Service Workers Association, Police, Teamsters (DPW), AFSCME (department heads and professional employees), SEIU (administrative and clerical), and Library, as well as nonunion employees as permitted by M.G.L. Chapter 30A, Section 21 (a)(3) as such discussion in open meeting may have a detrimental effect on the bargaining position of the Town. In addition, to approve minutes from prior executive sessions, as permitted by M.G.L. Chapter 30A Section 22, for the following meeting: May 19, 2014.

After a motion by Ms. Funkouser and a second from Mr. Steinberg, the Committee voted by roll call in favor of the motion, as follows:

Funkouser: Yes
Gutschenritter: Yes
Steinberg: Yes
Greenaway: Yes
Martin: Yes
Wolin: Yes

Mr. Greenaway noted that the Committee would reconvene after executive session only to adjourn.

After the executive session, the meeting adjourned at 8:55 pm.

Documents distributed:

- Finance Director's Report
- 2009 Long-Range Plan
- May 30, 2014 Capital Improvement Plan memorandum

Respectfully submitted,

Thomas Greenaway
Chair