



# Town of Wayland Massachusetts

## **Finance Committee**

Thomas Abdella

Nancy E. Funkhouser

Thomas Greenaway (Chair)

Carol Martin

Bill Steinberg

David Watkins

Gil Wolin

## **Finance Committee**

### **Meeting Minutes**

**September 2, 2014**

Attendance: T. Greenaway, N. Funkhouser, T. Abdella, C. Martin, B. Steinberg, D. Watkins, G. Wolin and B. Keveny (Finance Director).

The meeting was called to order in the Senior Center at the Town Building at 7:01pm when a quorum was present. Chair Greenaway announced that the meeting was being recorded for broadcast by WayCAM and may be recorded by others.

**Welcome new members:** Chair Greenaway introduced and welcomed new FinCom members Tom Abdella and David Watkins.

**Public Comment:** Linda Segal of Aqueduct Road asked for clarification of the agenda item entitled "reconsider and re-vote actions taken at the July 16, 2014 public hearing and approve minutes."

**FinCom Members' Response to Public Comment:** Mr. Greenaway explained because the FinCom did not have a quorum on July 16<sup>th</sup>, the Committee needs to re-vote any actions taken on that date.

**Executive Session:** At 7:10pm, Chair Greenaway asked for a motion to 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 Police, Teamsters (DPW), AFSCME (department heads and professional employees), SEIU (administrative and clerical), Library and any other such bargaining units whose contracts expire at the end of this fiscal year, as such discussion in an Open meeting may have a detrimental effect on the bargaining position of the Town.

Mr. Greenaway indicated John Senchyshyn, HR Director and Brian Keveny, Finance Director would join

the session. Chair Greenaway announced the executive session would last approximately 10 minutes, at which time the Committee would reconvene in open session to continue its regular meeting. The motion was made and seconded. The roll call vote was 7-0 as follows:

Abdella: Yes  
Watkins: Yes  
Wolin: Yes  
Greenaway: Yes  
Steinberg: Yes  
Martin: Yes  
Funkhouser: Yes

At 7:30pm, the Committee returned to open session.

**FinCom process, role and Mission:** Chair Greenaway reiterated the Fincom's primary roles are to prepare the Omnibus Budget and review and comment on articles submitted for inclusion in the Annual Town Meeting Warrant. He further stated the mission of the Finance Committee is to define a financial strategy for the Town and to use this strategy as the basis for recommending to the Town a fiscally responsible operating and capital spending plan.

**Finance Director Report:** Finance Director Brian Keveny distributed end of the year reports for the FY14 operating budget, water, wastewater and septage enterprise funds, the major revolving funds, and turn back reports. Reviewing the overall budget, Mr. Keveny stated the town had received 99% of projected revenue. Unbudgeted revenue totaled \$2.3M. Between the bond premium, unbudgeted revenue and departmental budget turn backs, an additional \$2.3M was returned to Free Cash.

Discussing the enterprise funds, Mr. Keveny noted the Water fund closed out the year with a \$3.6M undesignated balance, while Wastewater was able to accelerate collections which allowed them to meet not only their FY14 but their August 2014 obligation as well.

Mr. Keveny explained the \$888K unexpected bond premium resulted from the sale Wayland municipal bonds this past spring. The bonds sold quickly, generating a coupon rate greater than the prevailing rate which yielded an \$888K premium to the town. Mr. Keveny has invited a representative from Eastern Bank to address the FinCom for an in depth explanation of this one-time premium.

**Long Range Planning Update:** Chair Greenaway reported the purpose of the September 10<sup>th</sup> Long Range Planning meeting will be to circle back with the various working groups for a sense of which topics will be included in the FinCom's Long Range Planning presentation.

**Preliminary FY16 Budget Guidelines and Process:** Chair Greenaway shared with the Committee that the FinCom's in some other towns do not set specific budget guidelines, but rather ask departments what they need to run their departments. He indicated this allows for a more thoughtful discussion and suggested that Wayland might want to discuss using this approach. As for process, Mr. Greenaway

stated that rather than work on capital budget, the operating budget and the article write-ups for the warrant simultaneously, this year the FinCom would start the capital budget process in October

**Liaison Assignments:** The FinCom reviewed and discussed FY15 Liaison assignments. Chair Greenaway asked Mr. Keveny to post the updated liaison assignments on the website.

**Committee Members' Reports, Concerns:** B. Steinberg announced Stephen Kadlik has been selected as the new Director of Public Works. He further stated the Rivers Edge group has requested a FinCom liaison and that he has volunteered to fill that slot.

Future meeting topics identified were to look at possible efficiencies in the Warrant article write-up process, request an update on the projects produced by the Budget Analyst and review the capital budget for the cemetery expansion project.

#### **Open Meeting Law Matters:**

Status of OML complaint filed July 10, 2014: Chair Greenaway reported the Attorney General's office has replied to the complainant with a 9/12/14 deadline. If no further action is taken, this complaint will be closed.

OML complaint filed August 12, 2014: Chair Greenaway indicated this complaint regarded quorum. On July 16<sup>th</sup>, the FinCom had three members present and one participating remotely. Although four members equals a quorum, members participating remotely can not be included in quorum count. Therefore, the FinCom did not have a quorum and could not take any official action, votes or approve any minutes. Chair Greenaway distributed both a copy of the complaint and a draft of the FinCom's reply. The reply included an acknowledgement of the error and indicated any and all actions taken on July 16<sup>th</sup> would be re-done. The Committee reviewed, discussed and approved the OML violation reply.

Declassification of executive session minutes: Chair Greenaway reported a resident had approached him concerning declassification of executive session minutes. Mr. Greenaway informed him the FinCom was committed to declassification and had already started this process at its May 2014 meeting and planned to devote an executive session at tonight's meeting to that same purpose.

#### **Chair's Update:**

Water & Sewer Bond: A bill currently on the Governor's desk earmarks \$2.5M million for water and sewer in Wayland. Apparently Planning Director S. Sarkesian applied for this money with the intent that it would provide Water & Sewer to River's Edge.

The ESCO group is meeting on September 10<sup>th</sup> and is looking for some help with planning out their work schedule. Mr. Steinberg volunteered.

Fall meeting schedule: September 10<sup>th</sup> (Long-range planning), September 22, October 6<sup>th</sup>, October 15<sup>th</sup> (long-range planning), November 12<sup>th</sup>, & December 1<sup>st</sup>.

Chair Greenaway reported the School Committee has been fined \$1000 by the Attorney General's

office for an OML violation. The School Committee has indicated they do not plan to pay this fine out of their budget.

**Reconsider & re-vote actions taken at July 16<sup>th</sup> public hearing & approve minutes:** To be in compliance with the Open Meeting Law, a motion was made and seconded to re-vote their response to the OML violation. That vote was 7-0. Following that vote, a motion was made and seconded to approve the Minutes of January 27<sup>th</sup> and June 18<sup>th</sup> as amended. The vote was 5-0-2.

**Executive Session:** At 9:35pm, Chair Greenaway asked for a motion to enter into Executive Session pursuant to MGL Ch 30(a), Section 22 to discuss potential declassification of executive session minutes from 2007, 2008 and 2009. Chair Greenaway expected that the executive session would last approximately 20 minutes, at which time the Committee would reconvene in open session for the purpose of adjourning.. The motion was made and seconded. The roll call vote was 7-0 as follows:

Abdella: Yes  
Watkins: Yes  
Wolin: Yes  
Greenaway: Yes  
Steinberg: Yes  
Martin: Yes  
Funkhouser: Yes

The Committee returned to regular session at 9:52pm. Chair Greenaway announced the FinCom has declassified and released executive session minutes from 2007, 2008, May 18, 2009, June 22, 2009 and September 14, 2009. Mr. Greenaway noted the minutes for March 23, October 14 and November 2, 2009 are missing and for those meetings the agendas will be posted. Mr. Greenaway further stated any redactions within the minutes are to preserve strategy and details, release of which could be detrimental to the outcome of current and future collective bargaining negotiations.

**Adjourn:** At 9:55 a motion was made and seconded to adjourn. Vote: 7-0.

Respectfully Submitted,

Carol Martin

Documents:

Distributed by T. Greenaway

OML Complaint, Filed 8/12/14

Draft, 8/12/14 OML Complaint reply, dated 9/2/14

Distributed by B. Keveny

FY14 Budget Status Report, dated 8/28/14

FY14 Summary Status Report, dated 6/30/14

FY14 General Fund Revenue Report, dated 6/30/14

FY14 Budget versus Actual

FY14 Total Revenue & Expenditures-GAAP, dated 6/30/14

FY14 Annual Operating Budget / Turnback Report

FY14 Insurance 32-B, Actual to Budget Report

FY14 Free Cash Analysis

FY14 Wastewater Enterprise Fund, dated 6/30/14

FY14 Water Enterprise Fund, dated 6/30/14

FY 14 Septage Enterprise Fund, dated 6/30/14

FY14 Major Town Revolving Funds