



Town of Wayland Massachusetts

Finance Committee

Thomas Abdella
Nancy Funkhouser (Vice Chair)
Thomas Greenaway (Chair)
Carol Martin
Bill Steinberg
Dave Watkins
Gil Wolin

Finance Committee Meeting Minutes, September 22, 2014

Attendance: T. Greenaway (Chair), C. Martin, B. Steinberg, G. Wolin, Dave Watkins, Tom Abdella (7:05 pm), Nancy Funkhouser and Finance Director Brian Keveny.

I. Call to Order

The meeting was called to order at 7:00 PM in the Senior Center of the Wayland Town building. The meeting was video taped.

II. Public Comment

Pat Abramson, 5 Goodman Lane: Requested that the FinCom recommend to the BOS that a STM be held this fall to apply free cash to the budget before the tax rate is set.

Nan Balmer was in the audience and was introduced as our new TA.

III. OPEB Committee Update

Dave Gutschenritter reported that the Committee has worked on:

1. Asset allocation vis a vis the investment policy. The Committee is working with investment managers to enhance the analytics around GASB and Wayland's own assumptions.
2. Reducing the expenses of the OPEB liability which requires significant effort because of collective bargaining requirements. Dave reported that the Town has already begun migrating towards more efficient and effective benefit plans.
3. Working with fee based programs to plan for covering their obligations
4. Following legislation and engaging state representatives on OPEB related issues.

Further discussion ensued regarding the role of OPEB in the short term, this year's focus, and the form the committee will take going forward.

IV. Report from Finance Director, Brian Keveny:

CIP Forms: Brian Keveny reported that he is still waiting on submission of some departmental CIP forms and confirmed that the documents are on the webpage for FY16 draft documents. Brief discussion ensued regarding scheduling department visits at future FinCom meetings and liaison roles.

Budget Analyst Workstream: Brian distributed a memo outlining duties of the analyst to date.

Cemetery Capital Project: There was discussion about the capital item for the cemetery approved last year and Tom Abdella clarified the funding sources for the projects.

Debt Service projections: The Committee discussed a handout provided by Brian Keveny, and a clarification of exempt and non-exempt debt was provided. A broader discussion about debt service and budgetary ramifications took place with Committee members. Eastern Bank will join us to discuss the bond premium on 10/15.

- V. Discussion of Free Cash Balance:** Committee members discussed the resulting free cash balance which has changed due in part to closing out capital projects to the General Fund as well as the increase in cash from the bond premium. Current free cash at approximately \$6.3MM represents approximately 8.8% of our FY 15 budget which is slightly higher than we had expected. No consensus was reached on whether to recommend a STM to the BOS.
- VI. FY 2016 Capital Improvement Plan:** There was a broad discussion about whether we should set an overall capital spending amount in advance of reviewing the forms and the consensus was not to.
- VII. Liaison Report/Roles –** Departmental Liaisons were encouraged to reach out to departments if they have not done so already.
- VIII. FY2016 Operating Budget Guidelines:** After some discussion, the Committee agreed upon requesting a level service budget from departments and updated the memo to be distributed to departments. Bill Steinberg moved to approve the revised Guideline Memo and Nancy Funkhouser seconded the motion. The motion was approved unanimously (7-0).
- IX. Efficiencies in Committee Processes –** Discussion was tabled.
- X. Long-Range Planning Project Discussion and Assignments:** Committee members were assigned subject material to prepare for our upcoming meeting as follows: Evaluation of Prior Goals (Watkins, Abdella, Wolin), Peer Towns (Funkhouser, Steinberg), Financial Policies (Martin, Greenaway), Sustainability (Abdella, Greenaway) Financial Functions (Keveny)
- XI. Members Reports:** Carol Martin reported that she attended the School Committee Summit. Nancy Funkhouser reported that she will distribute a memo from the Fire Department concerning a request for funds to be discussed in the future, and Nancy Funkhouser raised the potential issue of a conflict of interest in her liaison role with the Police Department and the Committee agreed to retain her assignment to that department but that she should abstain from voting on Police related budgetary matters in the future.
- XII. OML Complaint:** Tom Greenaway reported that as discussed at the previous meeting, he had Town Counsel review the OML response draft he had prepared before sending it out and counsel had no comments. The Committee then discussed the Complainant’s most recent letter and agreed no response from the Committee would be provided.
- XIII. Chair’s Update:** Tom Greenaway indicated that there was a former Committee member question about a split tax rate and that we would engage in that discussion at a future meeting. Future meeting dates were discussed and agreed upon.

XIV. Executive Session: At 10:01 pm Tom Greenaway asked for a second to the motion that the FinCom enter into Executive Session. The motion was seconded. A roll call vote was taken:

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

At 10:33 pm the Committee returned to Regular Session and Tom Greenaway asked for a second to the motion to declassify the 2010 Executive Session Minutes as redacted, substituting the three missing minutes dated October 18, November 29, and December 13, 2010 with meeting agendas. The motion was seconded and approved unanimously (7-0).

XIII. Adjournment: At 10:34 pm Nancy Funkhouser moved to adjourn the meeting and Tom Abdella seconded the motion. The motion was approved unanimously (7-0).

Respectfully submitted,

Nancy Funkhouser

Documents:

1. Debt Analysis presentation
2. Memo on Research Analyst Duties dated 9/17/2014 addressed to Finance Committee from John Senchyshyn, Asst. Town Administrator
3. Departmental CIP Forms
4. Public Comment Letter – from Pat Abramson dated 9/22/2014
5. Free Cash memo dated 9/18/2014 addressed to Finance Committee from Brian Keveny, Finance Director
6. OML complaint letter dated 9/15/2014 from George Harris addressed to the Assistant USAG's office
7. Budget Guidelines Memo dated September 20, 2013