



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

October 27, 2014

Attendance: N. Funkhouser, T. Abdella, C. Martin, B. Steinberg, D. Watkins, G. Wolin and B. Keveny (Finance Director). Not attending: T. Greenaway.

The meeting was called to order in the Senior Center at the Town Building at 7:01pm when a quorum was present. Vice-Chair Funkhouser announced that the meeting was being recorded for broadcast by WayCAM and may be recorded by others. Ms. Funkhouser further stated Mr. Greenaway would not be attendance and she would chair the meeting.

PUBLIC COMMENT: None

FINCOM MEMBERS' RESPONSE TO PUBLIC COMMENT: None

FY16020 CAPITAL IMPROVEMENT PLAN REQUESTS: The Committee reviewed FY16 capital requests from Water, IT, the Wayland Housing Authority and Facilities.

Water: DPW Director Steven Kadlik presented and answered questions regarding five (5) FY16 capital requests totaling just under \$1.4M. The FinCom expressed its continued concern for consistent water rates and maintaining the appropriate level of undesignated balance in the water fund while understanding the need for ongoing water main and meter replacement.

The Water department's outstanding capital projects were also reviewed. The Committee thanked Mr. Kadlik for submitting a comprehensive update on his outstanding capital projects. Mike Lowry, Chair of the Board of Public Works joined Mr. Kadlik as he submitted a long range view of the water main replacements schedule and the projected costs along with long range road construction projections.

Wayland Housing Authority: WHA Executive Director Brian Boggia, and Susan Weinstein, WHA Chair presented the WHA's capital request for funds to compliment funds received at the 2014 ATM for the installation of a fire suppressant system at the Cochituate Village Apartments. Mr. Boggia indicated the WHA was in the process of securing designs bids from which he hoped the total project cost could be estimated. He further stated once WHA had ascertained the total project cost, he would report back to the Committee to discuss presenting a request to 2015 ATM.

IT: Director Leisha Simon discussed the five (5) capital requests submitted for the Town IT's department, indicating the two requests for financial software had been tabled by the Board of Selectmen. The remaining three requests concern SAN storage for the Town Building and Schools and equipment/server upgrades at the Public Safety building and Library.

Facilities: Assistant Town Administrator, John Senshychen discussed the seven (7) capital requests being submitted by the facilities department. Four (4) of the request involve facility upgrades at the town building, library and fire station 2. Mr. Senshychen noted the Board of Selectmen had tabled two requests: Town Building windows and design money for the COA building project. The final request was to establish a motor pool.

FINANCE DIRECTOR REPORT: Finance Director Brian Keveny distributed Q1 reports for the FY15 operating budget, water and wastewater enterprise funds and the major revolving funds. Reviewing the overall budget, Mr. Keveny indicated he did not note any major issues. He stated that to date the town had received 22% of projected revenue and added due to unbudgeted revenue, departmental budget turn backs and the Bond premium, \$2.3M had been 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.

As for the revolving funds, Mr. Keveny stated the recreation and transfer funds both had year over increases in revenue.

Mr. Keveny reported the Town had received its draft Financial and Audit letter from Melanson and Heath. Once reviewed by the Audit Committee, Mr. Keveny indicated he would share /review this information with the Committee.

LIAISON REPORTS- GUIDELINES & OPERATING BUDGETS: Mr. Watkins indicated he had been asked how departments should budget for unforeseen issues. In particular, he had been asked to endorse a reserve allocation at the department level. A discussion ensued. The Committee was unanimous in its discussion that the purpose of the FinCom Reserve fund is to handle unforeseen events and that reserve allocations should not be included in departmental operating budgets.

MINUTES: To allow all the Committee members an opportunity to read the minutes from September 15th and October 6th, Vice-Chair Funkhouser tabled this item for possible review at the November 12th meeting.

COMMITTEE MEMBERS' REPORTS, CONCERNS: As a follow-up to the meeting with the representatives from Eastern Bank, B. Steinberg asked for budgeting purposes if it would be possible to work with the Treasurer and/or Eastern Bank to get a sense of what the town might expect as a bond premium next year. C. Martin advised the Committee the Assessors have scheduled the Tax Recap Meeting for Monday, November 24th, and the ATM calendar would be finalized after the Board of Selectmen revisited the ATM schedule at its November 3rd meeting and the FinCom submitted its dates.

D. Watkins asked the FinCom if Wayland had ever considered submitting its budget to GAAP for review. Mr. Keveny replied quotes have been requested for GFOA and CAFOR which provide expanded statements. Mr. Watkins explained the review includes feedback, best practices and awards for excellence.. The Committee asked Mr. Watkins to follow up with more information to be discussed at a future meeting.

VICE-CHAIR'S UPDATE: Ms. Funkhouser asked the Committee members to come prepared to discuss their long range planning slide at the November 12th meeting. She announced the future meeting schedule included November 12th (Long-range planning), December 1st (Finalize long range planning report & possibly vote FY16 draft capital budget) & December 8th, if needed.

OPEN MEETING LAW MATTERS:

Status of OML complaint filed July 10,2014: Vice-Chair Funkhouser announced a supplemental submission by the complainant had been submitted regarding this complaint but did not require any action be taken.

OML complaint filed October 20, 2014: Vice-Chair Funkhouser distributed both the complaint and the draft reply. She indicated the draft reply had been reviewed by Town Counsel. A brief discussion ensued followed by a motion to approve the response letter. The motion was seconded. Vote 6-0.

ADJOURN: At 9:32 a motion was made and seconded to adjourn. Vote: 6-0.

Respectfully Submitted,

Carol Martin

Documents:

Distributed by B. Keveny

- FY15 Q1 Budget Status Report, dated 10/22/14
- FY15 Q1 Summary Status Report, dated 9/30/14
- FY15 Q1 General Fund Revenue Report, dated 9/30/14
- FY14 Total Revenue & Expenditures-GAAP, dated 9/30/14
- FY15 Q1 Insurance 32-B, Actual to Budget Report
- FY15 Q1 Wastewater Enterprise Fund, dated 9/30/14
- FY15 Q1 Water Enterprise Fund, dated 9/30/14
- FY15 Q1 Major Town Revolving Funds

Distributed by S. Kadlik

Road Resurfacing Long Term Estimate

Projected Water Main Estimated Costs through 2030

Distributed by N. Funkhouser; Source, T. Greenaway

OML Complaint, dated 10/20/14,

Draft, 10/20/14 OML Complaint reply, dated 10/27/14

OML Complaint dated 7/12/14: Supplemental Submission