



# Town of Wayland Massachusetts

## **Finance Committee**

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

### **Finance Committee Meeting Minutes, December 1, 2014**

Attendance: T. Abdella (7:20 PM), T. Greenaway, N. Funkhouser C. Martin, B. Steinberg, D. Watkins and Finance Director Brian Keveny. Absent: G. Wolin

#### **I. Call to Order**

The meeting was called to order at 6:30 PM in the Senior Center of the Wayland Town building. The meeting was video taped.

#### **II. Public Comment**

Dennis Berry (Town Administrator) – Mr. Berry notified members that the dates for 2015 Annual Town Meeting will be April 6, 2015, April 7, 2015 and April 8, 2015. Mr. Berry is requesting that all Town Boards and Committees prepare for Annual Town Meeting in order to increase efficiency. He will allow the capital budget to be separated into more than one motion, within the budget article, but only at the time the Article is presented.

#### **III. Review Draft Tax Recapitulation Package and consider split-tax rate recommendation to Board of Selectmen as needed in anticipation of Tax Rate Public Hearing**

Mr. Keveny presented a handout of the Tax Rate Recapitulation Package. He discussed his estimates of local receipts and his rationale for maintaining a budget of \$4.18million. Mr. Keveny pointed out to FinCom that any funds allocated in the Certification of Appropriations requires that funds must be then available, otherwise the first available funds in the next fiscal year shall be allocated to such fund.

The valuation by class of Property in Wayland has been set by the assessors at \$3.24 billion, which is an increase of approximately 9.4% from the prior year's valuation of approximately \$2.9 billion.

FinCom Members discussed the merits of a split tax rate (commercial vs. residential) and the impact on both residential and commercial property owners if the maximum increase on commercial users of 150% were levied. Upon discussion, the consensus among FinCom Members was to recommend to the Board of Selectmen that the tax rate not be split in Fiscal 2015. There was a suggestion that in future years data should be provided to show the impact of increasing the tax rate on only commercial properties with a value in excess of \$1 million.

D. Watkins and B. Keveny left the meeting at this point to attend the Tax Recapitulation Hearing between the Board of Assessors and the Board of Selectmen.

#### **IV. Town Clerk Reserve Fund Transfer Request**

The Town Clerk, Beth Klein, presented FinCom with a handout detailing the costs incurred and projected with regard to hiring former Town Clerk Lois Toombs as a consultant for training. She is requesting that FinCom transfer enough funds to continue such training. It was pointed out that the former Town Clerk had been in her position for many years and had served as the Assistant Town Clerk prior to her election as Town Clerk. The Town has a scenario today whereby both the Town Clerk and the Assistant Town Clerk are new to the position, so there is no continuity in that office. It was suggested that funds for ongoing training might be included in the FY 2015 budget from the Town Clerk's office.

After discussion, which reached a consensus that the FinCom should provide funds to continue such training until Annual Town Meeting, a motion was made by B. Steinberg to provide for a current year transfer in the amount of \$3,500 to provide for the hiring of a consultant to assist the Town Clerk in their training. The motion was seconded and was approved by a vote of 4 – 0. Mr. Abdella was not yet in attendance and Mr. Watkins was at the hearing noted above.

## **V. Long Range Planning**

Colleen Sheehan, Planning Board Chair, discussed the work of the group analyzing a potential process to evaluate the long-term use of Town-owned properties (presented at a previous FinCom meeting). They have identified all Town-owned parcels, large and small. They are considering recommending that a committee (interim or permanent) be designated to make recommendations regarding the long-term use of such assets. This could be done by the Planning Board or by a sub-committee consisting of members/designees of all or some boards in Town. The goal is to have a process of determining the use of such assets that is in the best interest of the Town and not just in the best interest of any particular board, committee or constituency in Town. The consensus of FinCom members is that any such new committee should not include all Town Departments and Boards, as that committee would be too large to be effective (suggestion was for designees of the Board of Selectmen, FinCom, Planning Board and perhaps one or two other Boards and Committees) and that the committee should not be permanent, but should be formed for the time required to make recommendations regarding such assets.

D. Watkins returned from the Tax Recapitulation hearing and reported that the Board of Selectmen had voted against a split tax rate.

D. Watkins reported that he continues to analyze the process of determining peer towns, as part of the long range planning process. He found that based upon the formula used to determine peer towns, the standard deviation of towns within our current peer town group has only six towns within a 35% standard deviation, which is quite large. He will continue to analyze this.

## **VI. FY 2016-20 Capital Improvement Plan Deliberations**

FinCom discussed a suggestion by Mr. Greenaway that is vote a 5-year capital plan. There was a discussion of what that really means in terms of recommendations with regard to individual proposed capital projects. Members recommended that the years beyond the current year might be considered based upon a consideration of how those future years tie to the FinCom long-range debt service policy. FinCom will follow-up on this at its next meeting.

With regard to specific capital requests, discussion was as follows:

- Facilities items will await recommendations of the new Facilities Director;
- Library rotunda windows are being considered by the CPC;
- Town Building painting and repairs are recommended by FinCom;

- Public Building sewer pump station of \$50,000 has requested funds from other repairs at that building and there was a discussion without conclusion as to whether Town Meeting needs to allocate funds for this project;
- Library oil tank removal is recommended by FinCom;
- Water items will be discussed at the next FinCom meeting.

**VII. Report of the Finance Director**

The Tax Recapitulation Sheet is expected to be certified in the next week or two, subsequent to the hearing this evening between the Board of Selectmen and the Town Assessors. The Audit Committee is expected to present to the Board of Selectmen on or about December 15<sup>th</sup> the management letter from the outside auditors.

**VIII. Reports From Liaisons**

Ms. Funkhouser requested that Members take ownership of the CIP forms being finalized by the departments to which they are liaisons. It is important that these forms be properly and fully completed.

**IX. Chair's Update**

The Chair reported that the Warrant for Annual Town Meeting opens in December and closes on or about January 15, 2015. Tentative dates for FinCom meetings in 2015 are as follows: 1/5; 1/12; 1/20; 1/26; 2/2; 2/5; 2/9; 2/12; 2/23; and 3/2/15.

The Chair noted that with regard to a previous open meeting law complaint, the complainant, Mr. Harris, had submitted a new letter to the Office of the Attorney General.

**X. Meeting Minutes**

Members discussed and approved the following meeting minutes, as amended:

- 9/10/14 (motion by Mr. Steinberg and second by Ms. Funkhouser by a vote of 6 – 0.
- 10/6/14 (motion by Mr. Steinberg and second by Ms. Funkhouser by a vote of 6 – 0.
- 10/15/14 (motion by Mr. Steinberg and second by Ms. Funkhouser by a vote of 6 – 0.
- 10/27/14 (motion by Ms. Funkhouser and second by Mr. Steinberg by a vote of 6 – 0.

**XI. Adjourn**

At 10:29 PM, the Committee voted unanimously to adjourn based upon a motion from Ms Martin and a second from Mr. Watkins.

Respectfully submitted,

William Steinberg

Documents: Handout – Tax Recapitulation Package  
Handout – Request for Current Year Transfer by Town Clerk

**THE COMMONWEALTH OF MASSACHUSETTS  
DEPARTMENT OF REVENUE  
TAX RATE RECAPITULATION  
OF  
WAYLAND**

FISCAL 2015

City / Town / District

**I. TAX RATE SUMMARY**

Ia. Total amount to be raised (from IIe)	\$	<u>79,347,938.29</u>
Ib. Total estimated receipts and other revenue sources (from IIIe)		<u>19,761,646.00</u>
Ic. Tax levy (Ia minus Ib)	\$	<u>59,586,292.29</u>
Id. Distribution of Tax Rates and levies		

CLASS	(b) Levy percentage (from LA - 5)	(c) IC above times each percent in col (b)	(d) Valuation by class (from LA - 5)	(e) Tax Rates (c) / (d) x 1000	(f) Levy by class (d) x (e) / 1000
Residential	94.9030%	56,549,178.97	3,074,997,622	18.39	56,549,206.27
Net of Exempt					0.00
Open Space	0.0000%	0.00	0		0.00
Commercial	3.7144%	2,213,273.24	120,350,478	18.39	2,213,245.29
Net of Exempt					0.00
Industrial	0.1395%	83,122.88	4,518,700	18.39	83,098.89
<b>SUBTOTAL</b>	98.7569%		3,199,866,800		58,845,550.45
Personal	1.2431%	740,717.20	40,279,600	18.39	740,741.84
<b>TOTAL</b>	100.0000%		3,240,146,400		59,586,292.29

Board of Assessors of WAYLAND  
City / Town / District

MUST EQUAL IC

**NOTE : The information is preliminary and is subject to change.**

**Do Not Write Below This Line --- For Department of Revenue Use Only**

Reviewed By **Andrew Nelson**  
Date :  
Approved :  
Director of Accounts

TAX RATE RECAPITULATION

FISCAL 2015

WAYLAND

City / Town / District

**II. Amounts to be raised**

Ila. Appropriations (col.(b) through col.(e) from page 4)		\$	78,245,962.00
Ilb. Other amounts to be raised			
1. Amounts certified for tax title purposes	0.00		
2. Debt and interest charges not included on page 4	0.00		
3. Final court judgements	0.00		
4. Total overlay deficits of prior years	0.00		
5. Total cherry sheet offsets (see cherry sheet 1-ER)	30,335.00		
6. Revenue deficits	0.00		
7. Offset receipts deficits Ch. 44, Sec. 53E	0.00		
8. Authorized Deferral of Teachers' Pay	0.00		
9. Snow and ice deficit Ch. 44, Sec. 31D	0.00		
10. Other (specify on separate letter)	0.00		
TOTAL Ilb (Total lines 1 through 10)			30,335.00
Ilc. State and county cherry sheet charges (C.S. 1-EC)			122,112.00
Ild. Allowance for abatements and exemptions (overlay)			949,529.29
Ile. Total amount to be raised (Total Ila through Ild)		\$	79,347,938.29

**III. Estimated receipts and other revenue sources**

IIIa. Estimated receipts - State			
1. Cherry sheet estimated receipts (C.S. 1-ER Total)	\$ 4,581,007.00		
2. Massachusetts school building authority payments	0.00		
TOTAL IIIa			4,581,007.00
IIIb. Estimated receipts - Local			
1. Local receipts not allocated (page 3, col(b), Line 24)	4,180,404.00		
2. Offset Receipts (Schedule A-1)	0.00		
3. Enterprise Funds (Schedule A-2)	4,901,461.00		
4. Community Preservation Funds (See Schedule A-4)	845,000.00		
TOTAL IIIb			9,926,865.00
IIIc. Revenue sources appropriated for particular purposes			
1. Free cash (page 4, col.(c))	2,115,442.00		
2. Other available funds (page 4, col.(d))	3,138,332.00		
TOTAL IIIc			5,253,774.00
IIId. Other revenue sources appropriated specifically to reduce the tax rate			
1a. Free cash..appropriated on or before June 30, 2014	0.00		
b. Free cash..appropriated on or after July 1, 2014	0.00		
2. Municipal light source	0.00		
3. Teachers' pay deferral	0.00		
4. Other source :	0.00		
TOTAL IIId			0.00
IIIe. Total estimated receipts and other revenue sources (Total IIIa through IIId)		\$	19,761,646.00

**IV. Summary of total amount to be raised and total receipts from all sources**

a. Total amount to be raised (from Ile)		\$	79,347,938.29
b. Total estimated receipts and other revenue sources (from IIIe)	\$ 19,761,646.00		
c. Total real and personal property tax levy (from Ic)	\$ 59,586,292.29		
d. Total receipts from all sources (total IVb plus IVc)		\$	79,347,938.29

**LOCAL RECEIPTS NOT ALLOCATED \***

**TAX RATE RECAPITULATION**

**WAYLAND**

City/Town/District

	(a) Actual Receipts Fiscal 2014	(b) Estimated Receipts Fiscal 2015
==> 1 MOTOR VEHICLE EXCISE	2,328,521.00	2,345,000.00
2 OTHER EXCISE		
==> a.Meals	209,834.00	200,000.00
==> b.Room	0.00	0.00
==> c.Other	0.00	0.00
==> 3 PENALTIES AND INTEREST ON TAXES AND EXCISES	163,911.00	185,000.00
==> 4 PAYMENTS IN LIEU OF TAXES	22,200.00	25,000.00
5 CHARGES FOR SERVICES - WATER	0.00	0.00
6 CHARGES FOR SERVICES - SEWER	0.00	0.00
7 CHARGES FOR SERVICES - HOSPITAL	0.00	0.00
8 CHARGES FOR SERVICES - SOLID WASTE FEES	0.00	0.00
9 OTHER CHARGES FOR SERVICES	0.00	0.00
10 FEES	0.00	0.00
11 RENTALS	0.00	0.00
12 DEPARTMENTAL REVENUE - SCHOOLS	0.00	0.00
13 DEPARTMENTAL REVENUE - LIBRARIES	0.00	0.00
14 DEPARTMENTAL REVENUE - CEMETERIES	0.00	0.00
15 DEPARTMENTAL REVENUE - RECREATION	0.00	0.00
16 OTHER DEPARTMENTAL REVENUE	593,511.00	535,000.00
17 LICENSES AND PERMITS	687,589.00	700,000.00
18 SPECIAL ASSESSMENTS	16,190.00	10,000.00
==> 19 FINES AND FORFEITS	87,547.00	80,000.00
==> 20 INVESTMENT INCOME	96,888.00	95,000.00
==> 21 MEDICAID REIMBURSEMENT	0.00	0.00
==> 22 MISCELLANEOUS RECURRING (PLEASE SPECIFY)	5,404.00	5,404.00
23 MISCELLANEOUS NON-RECURRING (PLEASE SPECIFY)	0.00	0.00
<b>24 TOTALS</b>	<b>\$ 4,211,595.00</b>	<b>\$ 4,180,404.00</b>

I hereby certify that the actual receipts as shown in column (a) are, to the best of my knowledge correct and complete, and I further certify that I have examined the entries made on page 4 of the Fiscal 2015 tax rate recapitulation form by the City, Town or District Clerk and hereby acknowledge that such entries correctly reflect the appropriations made and the sources from which such appropriations are to be met.

\* Do not include receipts in columns (a) or (b) that were voted by the City / Town / District Council or Town Meeting as offset receipts on Schedule A-1, enterprise funds on Schedule A-2, or revolving funds on Schedule A-3. Written documentation should be submitted to support increases / decreases of estimated receipts to actual receipts.

==> Written documentation should be submitted to support increases/ decreases of FY 2014 estimated receipts to FY2015 estimated

**CERTIFICATION OF APPROPRIATIONS AND SOURCES OF FUNDING**

**TAX RATE RECAPITULATION**

**FISCAL 2015**

**WAYLAND**

City / Town / District

APPROPRIATIONS							AUTHORIZATIONS	
							MEMO ONLY	
City / Town Council or Town Meeting Dates	FY*	(a) Total Appropriations of Each Meeting	(b) ** From Raise and Appropriate	(c) From Free Cash See B-1	(d) From Other Available Funds See B-2	(e) From Offset Receipts (See A-1), Enterprise Funds (See A-2), or Community Preservation Fund (See A-4)	(f) *** Revolving Funds (See A-3)	(g) Borrowing Authorization
04/03/2014	2014	232,500.00	0.00	232,500.00	0.00	0.00	0.00	0.00
04/03/2014	2015	218,848.00	0.00	218,848.00	0.00	0.00	0.00	0.00
04/03/2014	2015	594,833.00	0.00	0.00	594,833.00	0.00	0.00	0.00
04/03/2014	2015	36,330.00	0.00	0.00	36,330.00	0.00	0.00	0.00
04/03/2014	2015	249,094.00	0.00	249,094.00	0.00	0.00	0.00	0.00
04/03/2014	2015	88,400.00	88,400.00	0.00	0.00	0.00	0.00	0.00
04/03/2014	2015	70,303,157.00	66,997,327.00	1,000,000.00	2,305,830.00	0.00	1,000,000.00	0.00
04/03/2014	2015	4,126,461.00	0.00	0.00	0.00	4,126,461.00	0.00	0.00
04/07/2014	2015	1,500,000.00	160,000.00	415,000.00	150,000.00	775,000.00	0.00	6,741,320.00
04/07/2014	2015	51,339.00	0.00	0.00	51,339.00	0.00	0.00	0.00
04/08/2014	2015	180,000.00	0.00	0.00	0.00	180,000.00	0.00	0.00
04/08/2014	2015	500,000.00	0.00	0.00	0.00	500,000.00	0.00	0.00
04/08/2014	2015	15,000.00	0.00	0.00	0.00	15,000.00	0.00	0.00
04/08/2014	2015	150,000.00	0.00	0.00	0.00	150,000.00	0.00	0.00
<b>Totals</b>		78,245,962.00	67,245,727.00	2,115,442.00	3,138,332.00	5,746,461.00		
		Must Equal Cols. (b) thru (e)						

**BUREAU OF ACCOUNTS**  
**SCHEDULE A-2**  
**ENTERPRISE FUNDS CH. 44 S.53 F1/2 et al**

Fiscal Year 2015

**WAYLAND**  
 City / Town / District

**A-2(1ST)**

Type of enterprise fund/statutory reference

Fund Description : Wastewater

	(a) FY 2014 Actual Revenues	(b) FY 2015 Estimated Revenues	
1. Enterprise revenues & available funds			
User charges	\$679,305.00	\$654,905.00	*
Connection Fees	\$0.00	\$0.00	
Other departmental revenue	\$37,682.00	\$0.00	*
Investment income	\$825.00	\$0.00	*
Total revenues	\$717,812.00	\$654,905.00	
Retained earnings appropriated **	\$0.00	\$0.00	
Other enterprise available funds	\$0.00	\$0.00	
Specify	\$0.00	\$0.00	
Total current year revenues and available funds	\$717,812.00	\$654,905.00	
Retained earnings appropriated for PY costs **		\$0.00	
Other enterprise available funds for PY costs		\$0.00	
Total revenues and available funds for PY costs		\$0.00	To Recap pg 2
Total revenues and available funds	\$717,812.00	\$654,905.00	Part IIIB, line 3

\* Written documentation should be submitted to support increases/decreases of estimated to actual revenues.

\*\* Retained earnings should be certified by the Director of Accounts prior to appropriation by town meeting / city council.

**NOTE : The information is preliminary and is subject to change.**

.....

WAYLAND  
City or Town

A-2(1ST)  
Types of Enterprise Fund

Wastewater  
Fund Description

2. Total costs appropriated

a. Costs appropriated in the enterprise fund

SAL & WAGES	\$0.00
EXPENSES	\$654,905.00
CAPITAL OUTLAY	\$0.00
RESERVE FUND	\$0.00
OTHER APPROP IN ENT. FUND	\$0.00
PY costs approp from retained earnings or other enterp available funds	\$0.00

(Must equal total part 1b)

Total costs appropriated in enterprise fund

\$654,905.00 2a

b. Costs appropriated in the general fund

HEALTH INSURANCE	\$0.00
PENSION	\$0.00
SHARED EMPLOYEES	\$0.00
SHARED FACILITY	\$0.00
OTHER2	\$0.00
OTHER3	\$0.00

Total costs appropriated in general fund

\$0.00 2b

Total costs

\$654,905.00 2a+2b

3. Calculation of subsidy (see instructions)

Revenue and available funds	\$654,905.00	(Part 1 col b)
Less : Total costs	\$654,905.00	(Part 2)
Less : Prior year deficit	\$0.00	(To Recap Pg 2)
(Negative represents subsidy)	\$0.00	

4. Sources of funding for costs appropriated in the enterprise fund

a. Revenue and available funds	\$654,905.00	(To Recap Pg 4 col e)
b. Taxation	\$0.00	
c. Free Cash	\$0.00	
d. Non-enterprise Available Funds	\$0.00	

Total sources of funding for costs appropriated in the enterprise fund.

\$654,905.00 (Must equal total part 2a)

**NOTE : The information is preliminary and is subject to change.**

**BUREAU OF ACCOUNTS**  
**SCHEDULE A-2**  
**ENTERPRISE FUNDS CH. 44 S.53 F1/2 et al**

Fiscal Year 2015

WAYLAND  
City / Town / District

A-2(2ND)

Type of enterprise fund/statutory reference

Fund Description : Septage

	(a) FY 2014 Actual Revenues	(b) FY 2015 Estimated Revenues	
1. Enterprise revenues & available funds			
User charges	\$0.00	\$0.00	
Connection Fees	\$0.00	\$0.00	
Other departmental revenue	\$0.00	\$0.00	
Investment income	\$412.00	\$0.00	*
Total revenues	\$412.00	\$0.00	
Retained earnings appropriated **	\$0.00	\$39,502.00	
Other enterprise available funds	\$0.00	\$0.00	
Specify	\$0.00	\$0.00	
Total current year revenues and available funds	\$412.00	\$39,502.00	
Retained earnings appropriated for PY costs **		\$0.00	
Other enterprise available funds for PY costs		\$0.00	
Total revenues and available funds for PY costs		\$0.00	To Recap pg 2
Total revenues and available funds	\$412.00	\$39,502.00	Part IIB, line 3

\* Written documentation should be submitted to support increases/decreases of estimated to actual revenues.

\*\* Retained earnings should be certified by the Director of Accounts prior to appropriation by town meeting / city council.

**NOTE : The information is preliminary and is subject to change.**

.....

WAYLAND  
City or Town

A-2(2ND)  
Types of Enterprise Fund

Septage  
Fund Description

2. Total costs appropriated

a. Costs appropriated in the enterprise fund

SAL & WAGES	\$0.00
EXPENSES	\$39,502.00
CAPITAL OUTLAY	\$0.00
RESERVE FUND	\$0.00
OTHER APPROP IN ENT. FUND	\$0.00
PY costs approp from retained earnings or other enterp available funds	\$0.00

(Must equal total part 1b)

Total costs appropriated in enterprise fund

\$39,502.00 2a

b. Costs appropriated in the general fund

HEALTH INSURANCE	\$0.00
PENSION	\$0.00
SHARED EMPLOYEES	\$0.00
SHARED FACILITY	\$0.00
OTHER2	\$0.00
OTHER3	\$0.00

Total costs appropriated in general fund

\$0.00 2b

Total costs

\$39,502.00 2a+2b

3. Calculation of subsidy (see instructions)

Revenue and available funds	\$39,502.00	(Part 1 col b)
Less : Total costs	\$39,502.00	(Part 2)
Less : Prior year deficit	\$0.00	(To Recap Pg 2)
(Negative represents subsidy)	\$0.00	

4. Sources of funding for costs appropriated in the enterprise fund

a. Revenue and available funds	\$39,502.00	(To Recap Pg 4 col e)
b. Taxation	\$0.00	
c. Free Cash	\$0.00	
d. Non-enterprise Available Funds	\$0.00	

Total sources of funding for costs appropriated in the enterprise fund.

\$39,502.00 (Must equal total part 2a)

**NOTE : The information is preliminary and is subject to change.**

**BUREAU OF ACCOUNTS**  
**SCHEDULE A-2**  
**ENTERPRISE FUNDS CH. 44 S.53 F1/2 et al**

Fiscal Year 2015

WAYLAND  
City / Town / District

A-2(3RD)

Type of enterprise fund/statutory reference

Fund Description : Water

	(a) FY 2014 Actual Revenues	(b) FY 2015 Estimated Revenues	
1. Enterprise revenues & available funds			
User charges	\$3,353,695.00	\$3,432,054.00	*
Connection Fees	\$0.00	\$0.00	
Other departmental revenue	\$40,184.00	\$0.00	*
Investment income	\$0.00	\$0.00	
Total revenues	\$3,393,879.00	\$3,432,054.00	
Retained earnings appropriated **	\$0.00	\$775,000.00	
Other enterprise available funds	\$0.00	\$0.00	
Specify			
Capital closeouts	\$429,597.00	\$0.00	
Total current year revenues and available funds	\$3,823,476.00	\$4,207,054.00	
Retained earnings appropriated for PY costs **		\$0.00	
Other enterprise available funds for PY costs		\$0.00	
Total revenues and available funds for PY costs		\$0.00	To Recap pg 2
Total revenues and available funds	\$3,823,476.00	\$4,207,054.00	Part IIIB, line 3

\* Written documentation should be submitted to support increases/decreases of estimated to actual revenues.

\*\* Retained earnings should be certified by the Director of Accounts prior to appropriation by town meeting / city council.

**NOTE : The information is preliminary and is subject to change.**

.....

WAYLAND  
City or Town

A-2(3RD)  
Types of Enterprise Fund

Water  
Fund Description

2. Total costs appropriated

a. Costs appropriated in the enterprise fund

SAL & WAGES	\$713,880.00
EXPENSES	\$2,718,174.00
CAPITAL OUTLAY	\$775,000.00
RESERVE FUND	\$0.00
OTHER APPROP IN ENT. FUND	\$0.00
PY costs approp from retained earnings or other enterp available funds	\$0.00

(Must equal total part 1b)

Total costs appropriated in enterprise fund

\$4,207,054.00 2a

b. Costs appropriated in the general fund

HEALTH INSURANCE	\$0.00
PENSION	\$0.00
SHARED EMPLOYEES	\$0.00
SHARED FACILITY	\$0.00
OTHER2	\$0.00
OTHER3	\$0.00

Total costs appropriated in general fund

\$0.00 2b

Total costs

\$4,207,054.00 2a+2b

3. Calculation of subsidy (see instructions)

Revenue and available funds	\$4,207,054.00	(Part 1 col b)
Less : Total costs	\$4,207,054.00	(Part 2)
Less : Prior year deficit	\$0.00	(To Recap Pg 2)
(Negative represents subsidy)	\$0.00	

4. Sources of funding for costs appropriated in the enterprise fund

a. Revenue and available funds	\$4,207,054.00	(To Recap Pg 4 col e)
b. Taxation	\$0.00	
c. Free Cash	\$0.00	
d. Non-enterprise Available Funds	\$0.00	

Total sources of funding for costs appropriated in the enterprise fund.

\$4,207,054.00 (Must equal total part 2a)

**NOTE : The information is preliminary and is subject to change.**

**BUREAU OF ACCOUNTS**  
**SCHEDULE A-3 FOR FISCAL 2015**  
**REVOLVING FUNDS CH.44 S.53E1/2**

WAYLAND  
City / Town / District

(A) Date of Vote	(B) Department Authorized to Spend	(C) Type of Receipts Credited	(D) FY2014 Actual Revenues	(E) FY2015 Receipts Authorized
04/03/2014	TRANSFER STATION	USER FEES	\$408,432.00	\$500,000.00
04/03/2014	RECREATION COMM	USER FEES	\$957,158.00	\$450,000.00
04/03/2014	COUNCIL ON AGING	USER FEES	\$37,444.00	\$50,000.00
<b>TOTAL</b>			<b>\$1,403,034.00</b>	<b>\$1,000,000.00</b>

**NOTE : The information is preliminary and is subject to change.**

\* This amount must agree with page 4, column (f) of the Tax Rate and Pro Forma Recap forms. If the amount in column (e) is greater than the amount in column (d), additional documentation for the increase may be requested.

The total of all revolving funds pursuant to this law cannot exceed 10% of the prior fiscal year's tax levy. Each department's revolving fund cannot exceed 1% of the prior fiscal year's tax levy.

**BUREAU OF ACCOUNTS  
SCHEDULE A-4  
COMMUNITY PRESERVATION FUND CH. 44B**

WAYLAND

City or Town

Fiscal Year 2015

	(A) FY 2014 Actual Revenues	(B) FY 2015 Estimated Revenues
1. Annual Revenues and other available Funds		
Surcharge	\$687,031.00	\$634,235.00
State trust fund distribution	\$332,496.00	\$210,765.00
Other (i.e. Interest, OFS appropriated to the fund-CH44B 3-b1/2)	\$0.00	\$0.00
1A. Total Annual Revenues	\$1,019,527.00	\$845,000.00
Fund reserves and or balances voted at City/Town meeting(s)		\$0.00
Other		\$0.00
Total Revenues and Available Funds (To Recap, Part IIIB, Line 4)		\$845,000.00
2. Appropriations and Reservations		
Projects, Acquisitions, Debt service and Other		\$665,000.00
Administrative Expenses (5% or less of 1A - Total annual revenues)		\$0.00
Reservations (10% min of 1A - for each Reserve, if not voted within Appropriations)		\$180,000.00
Budgeted reserve to be appropriated		\$0.00
Prior Year Deficits		\$0.00
Total Appropriations and Reservations (To Recap, Page 4, Col e)		\$845,000.00
3. Other (unappropriated, unreserved) (To Recap, Part IIB, Line 10)		\$0.00
TOTAL Appropriations, Reservations and Other		\$845,000.00

**NOTE : The information is preliminary and is subject to change.**

BUREAU OF ACCOUNTS  
SCHEDULE B-1  
FREE CASH CERTIFICATION AND APPROPRIATION

Fiscal Year 2015

WAYLAND  
City / Town / District

**PART I**

1. 7/1/2013 FREE CASH CERTIFICATION	\$	4,091,958.00
<i>ADD:</i>		
2. FREE CASH UPDATE		0.00
<b>TOTAL</b>		4,091,958.00
<i>SUBTRACT FREE CASH APPROPRIATED FROM THIS CERTIFICATION</i>		
3. FY 2014 RECAP		900,000.00
4. FY 2015 RECAP		2,115,442.00
<b>BALANCE OF UNAPPROPRIATED FREE CASH</b>	\$	1,076,516.00

**PART II**

1. 7/1/2014 FREE CASH CERTIFICATION	\$	6,384,312.00
<i>ADD:</i>		
2. FREE CASH UPDATE		0.00
<b>TOTAL</b>		6,384,312.00
<i>SUBTRACT FREE CASH APPROPRIATED FROM THIS CERTIFICATION</i>		
3. FY 2015 RECAP		0.00
<b>BALANCE OF UNAPPROPRIATED FREE CASH</b>	\$	6,384,312.00

**NOTE :** The information is preliminary and is subject to change.

**BUREAU OF ACCOUNTS  
SCHEDULE B-2 FOR FISCAL 2015  
SOURCES AND USES OF OTHER AVAILABLE FUNDS**

WAYLAND  
City / Town / District

<b>Date of Appropriation</b>	<b>Source of Fund</b>	<b>Use of Fund</b>	<b>Col. A Amount in Fund when Appropriation was made</b>	<b>Col. B Amount of Appropriation</b>
4/1/14	Various Funds	OPEB	6,034,888.00	594,833.00
4/1/14	Various Funds	OPEB	5,440,055.00	36,330.00
4/1/14	Water Enterprise	FY 15 Budget	3,653,667.00	348,583.00
4/1/14	Septage Enterprise	FY 15 Budget	184,045.00	39,502.00
4/1/14	Overlay	FY 15 Budget	665,000.00	665,000.00
4/1/14	Bond Premium	FY 15 Budget	1,149,811.00	101,583.00
4/1/14	Ambulance	FY 15 Budget	1,365,041.00	360,000.00
4/1/14	Transfer Station	FY 15 Budget	352,108.00	42,895.00
4/1/14	Recreation	FY 15 Budget	236,789.00	88,027.00
4/1/14	BASE	FY 15 Budget	520,968.00	191,105.00
4/1/14	TCW	FY 15 Budget	267,455.00	200,741.00
4/1/14	Food Service	FY 15 Budget	259,660.00	225,017.00
4/1/14	FDK	FY 15 Budget	113,075.00	43,377.00
4/1/14	Ambulance	Capital Project	1,005,041.00	150,000.00
4/1/14	Gift Account	New Trust Fund	51,339.00	51,339.00
<b>TOTAL</b>			<b>3,138,332.00</b>	

(Must equal Recap page 4 column d)

Column (A) must be greater than or equal to the amount of the appropriation in Column (B) at the time of the appropriation unless otherwise specified by general or special law.

**NOTE : The information is preliminary and is subject to change.**

**BUREAU OF ACCOUNTS  
SCHEDULE OL-1  
OVERLAY WORKSHEET FOR FISCAL 2015**

City / Town / District WAYLAND

	A. FY2014	B. FY2013	C. FY2012	PRIOR YEARS	TOTAL
1. Overlay raised per recap	614,726.80	973,215.21	1,206,448.00		
2. Overlay deficits raised	0.00	0.00	0.00		
3. Less-total abatements and exemptions charged through 06/30/2014	206,878.79	213,202.40	296,378.56		
4. Less-amount transferred to overlay surplus if any	0.00	500,000.00	775,000.00		
5. Totals - should equal FY2014 balance sheet	407,848.01	260,012.81	135,069.44	374,714.45	1,177,644.71

6. Potential additional liability (ATB Cases)	244,400.00	31,800.00	10,000.00	292,900.00	579,100.00
7. Total potential liability (add 3+6)	451,278.79	245,002.40	306,378.56		

**NOTE : The information is preliminary and is subject to change.**

**BUREAU OF ACCOUNTS  
SCHEDULE DE-1  
DEBT EXCLUSION FORM**

City / Town WAYLAND

Fiscal Year : 2015

(A) BALLOT VOTE	(B) PURPOSE(S) OF EXCLUSION VOTE	(C) DATE OF ORIGINAL ISSUANCE NOTE/BOND PER PURPOSE(S)	(D) TEMP OR PERM (T/P)	(E) FY2014 NET EXCLUDED DEBT SERVICE	(F) FY2014 GROSS DEBT SERVICE EXPENDED	(G) FY2015 GROSS DEBT SERVICE EXCLUDABLE	(H) REIMBURSEMENTS/ ADJUSTMENTS	(I) FY2015 NET EXCLUDED DEBT SERVICE
04/26/94	CONSERVATION	01/01/96	P	176,162.00	176,162.00	171,912.00	0.00	171,912.00
04/28/98	POLICE / FIRE STATION	01/01/99	P	338,218.00	338,218.00	325,900.00	0.00	325,900.00
04/25/00	CONSERVATION	02/01/01	P	107,510.00	107,510.00	102,650.00	0.00	102,650.00
04/28/98	SCH REMODELING	09/15/05	P	264,877.00	265,325.00	253,225.00	0.00	253,225.00
04/25/06	MULTI PURPOSE TOWN	01/15/07	P	105,995.00	105,995.00	103,195.00	0.00	103,195.00
04/29/07	MULTI PURPOSE TOWN	02/01/08	P	138,700.00	138,700.00	135,100.00	0.00	135,100.00
04/14/08	MULTI PURPOSE TOWN	02/01/09	P	239,494.00	239,494.00	156,331.00	0.00	156,331.00
11/17/09	HIGH SCHOOL	02/01/10	P	693,500.00	693,500.00	685,500.00	0.00	685,500.00
04/07/09	MULTI PURPOSE TOWN	02/01/10	P	213,350.00	213,350.00	204,450.00	0.00	204,450.00
11/17/09	HIGH SCHOOL	02/01/11	P	2,566,614.00	2,666,400.00	2,613,600.00	95,873.00	2,517,727.00
05/11/10	MULTI PURPOSE TOWN	02/01/11	P	359,750.00	359,750.00	106,350.00	0.00	106,350.00
04/10/11	MULTI PURPOSE TOWN	02/01/12	P	119,426.00	130,900.00	88,400.00	5,262.00	83,138.00

REIMBURSEMENTS: School Building Assistance, Library Construction Grants etc.  
ADJUSTMENTS: Prior year interest not included, rate or term different than estimate  
**NOTE : The information is preliminary and is subject to change.**

TOTAL 4,845,478.00

(Financial Officer)

(Date)

**THE COMMONWEALTH OF MASSACHUSETTS**  
 DEPARTMENT OF REVENUE  
 FISCAL 2015 TAX LEVY LIMITATION FOR  
**WAYLAND**  


---

 FOR BUDGET PLANNING PURPOSES

**I. TO CALCULATE THE FY 2014 LEVY LIMIT**

A. FY 2013 Levy Limit	57,323,862
A1. ADD Amended FY 2013 Growth	0
B. ADD (IA + IA1) * 2.5%	1,433,097
C. ADD FY 2014 New Growth	789,648
C1. ADD FY 2014 New Growth Adjustment	0
D. ADD FY 2014 Override	0
E. FY 2014 Subtotal	59,546,607
F. FY 2014 Levy Ceiling	74,452,863

I. **\$59,546,607**  
FY 2014 Levy Limit

**II. TO CALCULATE THE FY 2015 LEVY LIMIT**

A. FY 2014 Levy Limit from I.	59,546,607
A1. ADD Amended FY 2014 Growth	14,097
B. ADD (IIA + IIA1) * 2.5%	1,489,018
C. ADD FY 2015 New Growth	541,216
C1. ADD FY 2015 New Growth Adjustment	0
D. ADD FY 2015 Override	0
E. FY 2015 Subtotal	61,590,938
F. FY 2015 Levy Ceiling	81,003,660

II. **\$61,590,938**  
FY 2015 Levy Limit

**III. TO CALCULATE THE FY 2015 MAXIMUM ALLOWABLE LEVY**

A. FY 2015 Levy Limit from II.	61,590,938
B. FY 2015 Debt Exclusion(s)	4,845,478
C. FY 2015 Capital Expenditure Exclusion(s)	0
D. FY 2015 Stabilization Fund Override	0
E. FY 2015 Other Adjustment	0
F. FY 2015 Water / Sewer	0
G. FY 2015 Maximum Allowable Levy	<b>\$66,436,416</b>

**NOTE : The information is preliminary and is subject to change.**

From: Beth Klein, Town Clerk

To: Brian Keveny, Finance Director

Date: October 15, 2014

Subject: Request for Additional FY15 Funds to pay Consultant for Town Clerk Training

-----

Pursuant to our discussion last week and over the last few months, I have been utilizing the prior Town Clerk, Lois Toombs, to provide training to me since August 2014. This has been especially important for the September primary election which was my first election and will continue to be needed for the November general election. There are numerous local, state and federal details, rules, and regulations that go into running an election; without experienced help the Town could have run into numerous compliance problems. As of September 2014, Lois has been paid \$3,644.00, from the Town Clerk expense account (see attached spread sheet). There is an unpaid balance of \$844.00. On the spread sheet I set forth what I needed the consultant for; and how many hours I would need over the fiscal year.

In April 2013 the Town Clerk and Assistant Town Clerk (now both retired) had a combined 31 years of experience operating the Wayland Town Clerk's office. As of September 2014, the current Town Clerk and Assistant Town Clerk have a combined 2.0 years of experience. Upon my election in April 2014, the new Assistant Town Clerk had only been in that position for one year and unfortunately does not have the full breadth and depth of experience needed to operate the office.

This position has a huge learning curve. Since I do not have an experienced assistant town clerk to rely upon, I need an experienced person to instruct me regarding the procedures for elections, town meeting, record retention, vitals, census, record requests, and the other duties of a town clerk. In addition, as it is necessary for both my clerk and I to attend training conferences during the year to remain current on new state requirements, a qualified person must be on hand to ensure the constant flow of meeting notices and records requests are filed in a timely manner.

It was not anticipated that that there would be a new Town Clerk when the FY15 budget was originally drafted, and therefore funds to assist in succession training were not set aside for this purpose. There are some excess funds in the FY15 Town Clerk's expense budget that I have been able to use for outside consulting. I anticipate that if there is not a fall special town meeting, there will be extra funds in the Election FY15 expense account (\$2,500.00-\$3,000.00). This would also be an appropriate account to use for an outside consultant to assist the Town Clerk's office with the pre- and post-election activities.

Finally – I am projecting that there will be surplus funds in the Town Clerk's FY15 salary account; however I understand that it can only be used for salaries and not for outside consultants.

I am doing my best to anticipate what I will need for this fiscal year but I am still new to this position and also did not have any input into the FY15 budget. As of today I believe I will need a total of \$12,390.00 for outside consulting, some which will be covered by existing budget and some that will require

additional funds. I believe my request is reasonable, however it is difficult with 100% certainty to anticipate what additional assistance beyond this projection may be needed.

Outside Consultant (Lois Toombs) Providing Training & Assistance to Town Clerk's Office. Worked & Requested hours.									
FY15	Actual Hours	Rate	Amount	Accrual YTD	Paid YTD	Unpaid Cumulative	Source of Budget	Remaining Balance	Comments
July	8	\$38.36	\$306.88	\$306.88			52100		Coverage for Vacation
Aug	38	\$38.36	\$1,457.68	\$1,764.56			52100		Preparation for Primary Election in September (1st election for new Town Clerk. Assisted with scheduling workers, providing training on election procedures, and overall coordination. Provided training on the State VRIS program and the required testing of ballots prior to election. Training on procedures followed for processing of Absentee Ballots and complying with federal regulations covering overseas voting for the military.
Sept	67	\$38.36	\$2,570.12	\$4,334.68	\$3,644.20	\$690.48	52100	\$1,793.83	Provided training and assistance in setting up of polling places. Instruction on necessary supplies to be provided to poll workers. Filled in as election worker because of shortage of workers for primary. Provided post-election training, reviewed budget and budget process, reviewed other statutory duties of the town clerk, i.e. record keeping and town meeting minutes, vitals, business records, zoning and planning records.
Oct	4	\$38.36	\$153.44	<b>\$4,488.12</b>	\$0.00	\$843.92	52100	\$949.91	Coverage for office while attending conference to ensure posting & OML requirements are met. Will provide needed assistance for November 4th. Election. i.e. ballot testing, training election workers. On going training regarding other state mandates, i.e. OML, COI, Voter Registration, records retention, records requests.
FY15	Projected Hrs.	Rate	Amount	Projected Accrual YTD	Paid YTD		Source of Budget		
Oct	26	\$38.36	\$997.36	\$5,485.48			??		
Nov	30	\$38.36	\$1,150.80	\$6,636.28			??		Pre and post-election assistance, provide training on dog registration renewal process and dog registration software update, assist with compliance with DOR requirements.
Dec	20	\$38.36	\$767.20	\$7,403.48			??		Provide training and assist with printing of census and mailing to all Wayland households by 12/30/14.
Jan	10	\$38.36	\$383.60	\$7,787.08			??		Provide training and assist in the preparation of the list for offices up for reelection, send, provide nomination papers for candidates, certify signatures. Provide training on campaign finance laws and procedures.
Feb	10	\$38.36	\$383.60	\$8,170.68			??		Provide training and assist with procedures regarding the review and certification of nomination papers.
Mar	40	\$38.36	\$1,534.40	\$9,705.08			??		Assist in the drafting of the town ballot, to be sent to printer. Training and assistance for the running of town election and town meeting. Quality assurance review of warrant. Assist with preparation of ATM minutes.
Apr	40	\$38.36	\$1,534.40	\$11,239.48			??		Assistance with pre- and post town meeting duties, i.e. drafting of the Town Meeting minutes, certification of town appropriations, drafting of vote certificates, complying with all state requirements to ensure that all the votes taken at Town Meeting are valid, that changes to by laws are constitutional and zoning changes are approved by the state.
May	10	\$38.36	\$383.60	\$11,623.08			??		Instruction on preparation and production of voter list for annual street listing book
June	20	\$38.36	\$767.20	\$12,390.28			??		Provide training and assistance with publication of bylaws after receipt of Attorney General letter. Provide office coverage during Town Clerk Conference.
	323	0.16	FTE (based on 2,080 hrs./yr.)						



Outside Consultant (Lois Toombs) Providing Training & Assistance to Town Clerk's Office. Worked & Requested hours.

Revision of November 06, 2014							
FY15	Actual Hours	Rate	Amount	Accrual YTD	Source of Budget	Comments	
July	8	\$38.36	\$306.88	\$306.88	52100	Coverage for Vacation	
Aug	38	\$38.36	\$1,457.68	\$1,764.56	52100	Preparation for Primary Election in September (1st election for new Town Clerk. Assisted with scheduling workers, providing training on election procedures, and overall coordination. Provided training on the State VRIS program and the required testing of ballots prior to election. Training on procedures followed for processing of Absentee Ballots and complying with federal regulations covering overseas voting for the military.	
Sept	67	\$38.36	\$2,570.12	\$4,334.68	52100	Provided training and assistance in setting up of polling places. Instruction on necessary supplies to be provided to poll workers. Filled in as election worker because of shortage of workers for primary. Provided post-election training, reviewed budget and budget process, reviewed other statutory duties of the town clerk, i.e. record keeping and town meeting minutes, vitals, business records, zoning and planning records.	
Oct	24	\$38.36	\$920.64	\$5,255.32	52100	Coverage for office while attending conference to ensure posting & OML requirements are met. Will provide needed assistance for November 4th. Election, i.e. ballot testing, training election workers. On going training regarding other state mandates, i.e. OML, COI, Voter Registration, records retention, records requests.	
Nov	22	\$38.36	\$843.92	\$6,099.24	??	Pre and post-election assistance, provide training on dog registration renewal process and dog registration software update, assist with compliance with DOR requirements.	
	159		\$6,099.24			<b>ACTUAL NON BUDGETED FY2015 COST THRU NOV 06, 2014</b>	
FY15	Projected Hrs.	Rate	Amount	Projected Accrual YTD	Source of Budget		
Nov	18	\$38.36	\$690.48	\$6,789.72	??	Pre and post-election assistance, provide training on dog registration renewal process and dog registration software update, assist with compliance with DOR requirements.	
Dec	20	\$38.36	\$767.20	\$7,556.92	??	Provide training and assist with printing of census and mailing to all Wayland households by 12/30/14.	
Jan	10	\$38.36	\$383.60	\$7,940.52	??	Provide training and assist in the preparation of the list for offices up for reelection, send, provide nomination papers for candidates, certify signatures. Provide training on campaign finance laws and procedures.	
Feb	10	\$38.36	\$383.60	\$8,324.12	??	Provide training and assist with procedures regarding the review and certification of nomination papers.	
Mar	40	\$38.36	\$1,534.40	\$9,858.52	??	Assist in the drafting of the town ballot, to be sent to printer. Training and assistance for the running of town election and town meeting. Quality assurance review of warrant. Assist with preparation of ATM minutes.	
Apr	40	\$38.36	\$1,534.40	\$11,392.92	??	Assistance with pre- and post town meeting duties, i.e. drafting of the Town Meeting minutes, certification of town appropriations, drafting of vote certificates, complying with all state requirements to ensure that all the votes taken at Town Meeting are valid, that changes to bylaws are constitutional and zoning changes are approved by the state.	
May	10	\$38.36	\$383.60	\$11,776.52	??	Instruction on preparation and production of voter list for annual street listing book	
June	20	\$38.36	\$767.20	\$12,543.72	??	Provide training and assistance with publication of bylaws after receipt of Attorney General letter. Provide office coverage during Town Clerk Conference.	
	305			\$12,543.72		<b>TOTAL PROJECTED NON BUDGETED FY2015 COST</b>	
	0.15			FTE (based on 2,080 hrs./yr.)			