



# Town of Wayland Massachusetts

## Finance Committee

### Meeting Minutes

Monday, December 15, 2014, 7:00 P.M  
Wayland Town Building

- 7:00 The meeting was called to order at 7:00pm in the Senior Center of the Wayland Town Building. The meeting was videotaped. In attendance was Tom Abdella, Nancy Funkhouser, Tom Greenaway, Carol Martin, Bill Steinberg, David Watkins and Gil Wolin.
- 7:05 Public Comment
- B.Salsburg (Betty Salsburg) communicated that there were four ConCom capital items. The first three items are going to be funded by the CPC committee. ConCom is requesting that a consultant be hired for 35 hours per week as part of the CPA request to help manage volunteer initiatives and create a stewardship program. The second part time position for 19 hours per week and no benefits is being requested as well. She discussed that they were not moving forward with Forty Acres Drive parcel and that they would be requesting CPC funds for 74 Plain Road and Stonebridge Road.
  - A.Lewis (Annette Lewis) requested that more transparency be given to departmental budgets and personnel benefits. She requested that reporting the information more clearly would be helpful.
- 7:10 Members' Response to Public Comment - None
- 7:15 Attend Superintendent's Operating Budget Presentation to the School Committee
- Dr. Paul Stein presented the School Committee's budget and indicated that funding was not being requested for new initiatives.
  - Dr. Stein presented three budgets including:
    - Level Services budget,
    - Superintendent recommended budget,
    - Unmet needs budget
  - T.Greenaway (Tom Greenaway) indicated that any comments by the Finance Committee would be managed by C. Martin. He also requested that the School Committee and the Finance Committee were scheduled to have a collaborative discussion on the January 27, 2015.
  - Dr. Stein indicated that he welcomed any questions directly to him as they arise.
  - The School Committee indicated that there was a fourth unmet budget category included kindergarten and language programs.
  - T.Greenaway recapped the meeting and requested C. Martin's feedback.
    - C.Martin (Carol Martin) clarified that she would rely on D.Watkins (Dave Watkins) for Information Technology and that the budget line items related to utilities was something she intended to review.
    - T.Abdella (Tom Abdella) was looking for trending information on maintenance fees.
    - T. Greenaway made a point that even with declining enrollment, the School Committee is asking for a budget increase.
- 7:45 Long-Range Planning Working Session & Discussion
- Library

- A.Heller (Ann Heller) discussed enhanced library services in the community that are a response to national trends and survey results from the town. She also discussed the exploration of the possibility of expanding in the current facility or at an alternative location.
- T.Greenaway reiterated that B.Steinberg (William Steinberg) was their liaison. He also discussed how to gain a better understanding of timing for design funds so that the library could apply for a grant. It was indicated that they would use the libraries millennium fund which is targeted at enhancing library services. T.Greenaway requested that they work through B.Steinberg.
- Peer Towns
  - The committee discussed the purpose of the Peer Town list and whether the committee should adopt the lists in used by the Assessors and School Committee as well as the Finance Committee list.
  - The Committee debated the alternatives used to determine the peer towns. It was decided to table the discussion until the next meeting.
- Financial Policies
  - W. Steinberg reviewed his ideas about the debt service and other expenditures. He discussed various policies that have been used in prior fiscal years including long term debt policy, rating agency requirements and using a rolling 5 year average.
  - It was decided that a 5 year rolling average net debt service should not exceed 10% of general fund expenditures.
  - C.Martin queried the merits of having technology be part of the operational budget vs the capital budget.
- Close out Evaluating Town-Owned Properties working group
  - T. Abdella (Tom Abdella), W, Steinberg and T.Greenaway communicated that there was nothing more to do and that this committee was actively pursuing their goals.

#### 8:30 FY 2016-20 Capital Improvement Plan Deliberations & Vote

- T. Greenaway reviewed the Capital Budget and the 5 year plan. He reviewed the report from B.Keveny and indicated that the current capital budget gives the town no cushion.
- C.Martin indicated that not all five year plans have been included in the plan.
- W.Steinberg indicated that the benefit of the five year plan is better understanding the needs of the town.
- T.Greenaway indicated that we do not need to vote on the plan and that FinCom is achieving its goal by having more people participating in long term planning.
- The committee reviewed the capital budget.
  - The committee reviewed the various departments including facilities, DPW, IT department, Conservation, Fire, recreation, Schools and Wayland Housing, Water Department, DPW, Conservation, Police, JCC Department, Facilities, IT, Building Department, Fire, Recreation, Schools, Water Fund.
- The final capital budget was \$3,366,100 and the water budget was \$1,010,100.
- T.Greenaway requested that Brian document the impact on debt service and the various funding source.
- W.Steinberg moved to recommend the capital budget of \$3,366,100 and \$1,010,100 for the water budget. N.Funkhouser (Nancy Funkhouser) 2<sup>nd</sup> the motion. The committee voted 6-0-1 against. The motion passed.
- ConCom will add 340 Stonebridge to the capital plan. It is a new property that has been recently listed for sale.
- The ELVIS committee discussed a display system initiative to support Town Meeting with a potential cost of \$10,000.

#### 10:30 Report of the Finance Director

- Brian Keveny distributed Draft Operating Budget Books that included the 2015/2016 budget.
- T.Greenaway recognized B.Keveny and his valuable efforts in producing the budget,
- T.Greenaway requested that the committee members review the content of the binder over the holidays.

#### 10:40 Reports from Liaisons & Designees to Other Boards

We discussed that W.Steinberg follow up with Gordon Cliff to present his status as a liaison to the Audit Committee

10:45 FinCom Members' Reports, Concerns, and Topics for Future Meetings

- C. Martin indicated that the recreation Department paid \$5,000 to the Abrams group to determine what type of business structure is most appropriate.
- C. Martin updated the committee regarding COA. She anticipates that there will be a budget request.
- N.Funkhouser indicated that she was having a meeting with Wayland Cares to determine funding strategy.

10:10 Chair's Update

- T.Greenaway distributed the Annual Town Schedule and events. It was noted that the calendar is very condensed and that the committee needed to be wary of the efforts required to meet its obligations.
- T.Greenaway discussed the most recent results from the AG regarding the OML. T.Abdella requested that Town Counsel provide record retention requirements to the committee.

10:15 Minutes

- The Committee reviewed December 1, 2014 meeting minutes, N.Funkhouser made a motion to approve the meeting minutes and T.Abdella seconded the motion. The committee voted 7-0. The motion passed.
- The Committee reviewed November 12, 2014 meeting minutes, N.Funkhouser made a motion to approve the meeting minutes and T.Abdella seconded the motion. The committee voted 7-0. The motion passed.
- T.Greenaway made a motion to enter executive session for the sole purpose to approve executive session meeting minutes. N.Funkhouser seconded the Motion. The roll call vote was 7-0 as follows:
  - Abdella Yes
  - Funkhouser Yes
  - Wolin Yes
  - Greenaway Yes
  - Martin Yes
  - Watkins Yes
  - Steinberg Yes
- At 11:32p N.Funkhouser made a motion to adjourn the meeting and T.Abdella seconded the motion. The committee voted 7-0. The motion passed.

Meeting was adjourned at 11:33pm.

Respectfully Submitted

Dave Watkins

Documents:

- 2014CPCApplication - Land Management
- 141215 FinCom Revised Agenda
- Board of Health FY16 Operating Budget summary 121214
- Capital Field Maintenance – 1
- Capital Request FY16 5 YR PLAN Template
- CIP Outline of needs
- CPC Narrative 141210.246 Stonebridge
- CPC Narrative 141211.Land Management
- DPW or HS site turf field design – 3
- Dudley Woods Trails & Parking – 2
- Fin com requests FY16

- FY 16 Capital Schedules
- FY 2016 Superintendent's Recommended Budget
- Nike Site Design – 4
- OML AG Letter
- Speed Bumps write-up