



# 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**

**March 30, 2015**

Attendance: T. Greenaway, N. Funkhouser, D. Watkins, G. Wolin, B. Steinberg, T. Abdella and C. Martin. Also in attendance was Finance Director B. Keveny.

The meeting was called to order by Vice Chair Funkhouser in the Selectmen's meeting room at the Town Building at 7:00pm when a quorum was present. Chair Greenaway announced the Committee would recess to attend the Board of Selectmen's (BoS) Warrant Hearing in the Large Hearing Room. He further stated the Committee would reconvene at the conclusion of the Warrant Hearing.

At 8:45pm, the FinCom reconvened. Chair Greenaway stated it did not appear the meeting was being recorded by WayCam or others.

**PUBLIC COMMENT & FINCOM MEMBERS' RESPONSE:** Chair Greenaway opened Public Comment by advising the three members of the Technology Task Force who were in attendance to discuss proposed IT Capital Improvement Projects (CIPS) that the Town Administrator and the School Superintendent have agreed to pull the three CIPs from the FY16 capital budget.

Mark Hays of Sylvan Way distributed a handout entitled "IT CIPs: New Direction Required". He stated the real issue is process. He added a process needs to be created to review and evaluate the tech needs of the town and school before a CIP is submitted to Town Meeting for funding approval. David Howe, Peck Ave, endorsed the establishment of a Long Term planning process. Dave Bernstein, Glezen Lane, reiterated the need for an up to date strategic IT plan. He added it appears some clarification is also needed of the IT function to ensure synergy between Town and School IT functions and staff.

A discussion ensued. Mr. Abdella suggested the possibility of establishing a Tech review group similar to the Permanent Municipal Building Group. Chair Greenaway indicated the Town Administrator may assemble a technology advisory group.

Anette Lewis, Claypit Hill Road noted the wording in the Article 25 of the Warrant refers to an agreement the Town entered into as a Mixed Use Overlay District. She felt the wording was confusing as the Mixed Use Overlay District is a by-law while the agreement was a Master Special Plan.

Ms. Lewis then asked how the salary increases resulting from the ratified AFSCME contract would be represented in the budget presented at TM. Chair Greenaway indicated current practice is to transfer those funds from Salary Reserve to the appropriate departmental budgets. Ms. Lewis suggested in the future that those amounts be adjusted prior to and reported in their respective budgets to TM.

**REPORT OF THE FINANCE DIRECTOR:** Referring to his March 25<sup>th</sup> memo, Finance Director Brian Keveny

advised the FinCom that the Board of Assessors has released an additional \$102,000 of Overlay Surplus, the School Committee has closed out various school capital projects which has resulted in \$30,211 of surplus bond proceeds/free cash and The Children's Way has reimbursed the \$7,918 transferred from the general fund in FY14. Mr. Keveny indicated these revenue increases will not significantly impact the year-end free cash which he projects will be 7.09%. Ms. Martin advised the FinCom the School Committee delayed the release the FY14 \$210K from Food Services until June. Those funds will also revert to the general fund. Mr. Keveny stated if that transfer occurs prior to June 30<sup>th</sup>, that would increase the Free Cash projection to approximately 7.4%.

Mr. Keveny stated the FY15 turn back estimate has not changed and is expected to be approximately \$1.2M. Regarding Current Year transfers, he advised the FinCom that "snow" has increased from \$250K to \$520K and based on a updated request from Town Administrator Nan Balmer, the IT current year request is being increased from \$30K to \$85K. He recommended to the Committee that the Snow and Ice transfer be funded by Free Cash while the IT transfer be funded from Unemployment and Retirement/BuyBack.

Regarding the current year IT request Chair Greenaway distributed a memo from Ms. Balmer outlining the goals she expects to accomplish with the additional \$55K. A discussion ensued regarding whether or not the \$55K would be sufficient to accomplish the proposed goals. Mr. Hays advised the FinCom The Department of Homeland Security (DHS) has funds for some security IT projects and might be a good option to explore.

Mr. Keveny then advised the FinCom the school transfer figures submitted for the FY16 budget inadvertently double counted the OPEB costs. Therefore the school transfer costs need to be reduced by approximately \$84K while taxation in FY16 budget needs to be increased by \$84K.

**RECONSIDER AND RE-VOTE FY16 CAPITAL BUDGET RECOMMENDATION:** Chair Greenaway asked for a motion to reconsider the three IT capital requests and open the FY16 Capital budget. After the motion was seconded, the vote to reconsider was taken: 7-0. A discussion ensued followed by a motion to remove the three IT capital projects totaling \$156K from the FY16 capital budget. It was noted this action would also reduce the total FY16 capital budget request to \$3,872,100. The motion was seconded. The vote was 7-0. It was noted this change would necessitate corresponding changes to the budget motions to be presented at TM.

**DISCUSS OTHER ATM ARTICLES:** Following up on the committee's discussion at its March 9<sup>th</sup> meeting, Chair Greenaway asked for an update on the Sage Hill and Glezen Lane articles. Mr. Abdella reported the goal of the article is as Mr. Lanza had stated at the Warrant Hearing to get all the residents involved in agreement prior to accepting the land. On the Glezen Lane issue, Ms. Martin indicated it was her

understanding a mitigation fund for this traffic issue was in existence and suggested the FinCom determine the current balance of that account.

**UPDATE ON NEWSPAPER ARTICLE SUMMARIZING BUDGET RECOMMENDATIONS:** Vice-Chair Funkhouser distributed copies of the article that has been submitted to the newspaper regarding the FinCom's budget recommendation. The Committee thanked Ms. Funkhouser, Mr. Watkins and Mr. Steinberg for their efforts.

**MEMBERS' REPORTS, CONCERNS AND TOPICS FOR FUTURE MEETINGS:** Mr. Abdella suggested Wayland join the Association of Town Finance Committees (ATFC). The annual membership dues are \$195 and he felt the FinCom handbook was quite worthwhile. The Committee concurred and requested Mr. Abdella follow up with Assistant Town Administrator, John Senshychyn.

Chair Greenaway suggested the FinCom plan to meet at 7:00pm each night of TM for a brief meeting. The Committee agreed, suggesting 6:45 for April 6<sup>th</sup>.

**CHAIR'S UPDATE:** Regarding the OML complaints of 9/30 and 10/31st, Chair Greenaway stated he had spoken with Assistant Attorney General, Kevin Manganero and explained the FinCom's practice is to retain Executive Session minutes until all bargaining units have completed bargaining cycle. So, in regards to Executive Session minutes from 2012, once all contracts have been settled, the minutes would be released. A discussion ensued during which the Committee agreed this collective bargaining cycle is coming to a close and it would conduct a review of these outstanding Executive Session minutes before the end of the fiscal year.

**MINUTES:** The minutes of March 9<sup>th</sup> were reviewed and approved as amended. Vote: 7-0.

**ADJOURN:** At 10:46pm, a motion was made and seconded to adjourn. Vote: 7-0.

Respectfully Submitted,

Carol Martin

Documents:

IT CIPs: New Direction Required: Source: D. Bernstein, D. Howe, R. Shridhar, M. Hays

Distributed by T. Greenaway: IT : Current year transfer memo, source Nan Balmer

Distributed by B. Keveny:

Fiscal 2016 Update Memo, dated 3/25/15

Current Year Transfers

Draft Free Cash Analysis, dated 3/30/15

Distributed by N. Funkhouser: FinCom budget letter to editor/residents