



Town of Wayland Massachusetts

Finance Committee

Nancy E. Funkhouser (Chair)

Thomas Abdella

Gordon Cliff

Carol Martin

Bill Steinberg

David Watkins

Gil Wolin

Finance Committee

Meeting Minutes

September 8, 2015

Attendance: N. Funkhouser, D. Watkins, G. Wolin, G. Cliff, C. Martin and B. Keveny (Finance Director). B. Steinberg (6:42pm), T. Abdella (6:41pm). D. Watkins left meeting at 7:45pm to attend joint BoS/SC meeting. Returned 8:30pm.

The meeting was called to order in the Senior Center at the Town Building at 6:25pm when a quorum was present. Chair Funkhouser announced that the meeting was being recorded for broadcast by WayCAM and may be recorded by others.

Public Comment: None.

FinCom Members' Response to Public Comment: N/A.

Special Town Meeting Article Hearing: Chair Funkhouser distributed a list of the articles submitted for the November Special Town Meeting. She announced the purpose of the Article Hearing was to allow article sponsors the opportunity to present their article. She further stated that while questions were permissible, the hearing did not support debate of the articles.

A. Amend FY2016 Budget Funding Sources: Finance Director, Brian Keveny indicated the FY16 budget approved at Annual Town Meeting included the use of \$2.3M of Free Cash. At that time, year end Free Cash was projected at \$5.2M or 7.1% of the operating budget. Due to number of reasons including higher than expected local receipts, greater than expected turnbacks, repayment of free cash by the Food Service, preliminary year-end Free Cash jumped to \$6.3M or 9% of budget. The Finance Committee is recommending an additional \$2M of Free Cash be applied to the FY16 budget. This action

will reduce Free Cash to \$4.3M or approximately 6.5% of the operating budget.

B. Pay Previous Fiscal Year Unpaid Bills: Mr Keveny, Finance Director indicated the Town has an outstanding FY15 balance due of \$4,920 for unemployment compensation. This article will allow FY16 funds to pay this invoice.

C. Current Year Transfer: Finance Director Brian Keveny stated the purpose of this article is to increase the FY16 Water Budget by \$346K in order for the Water Department to pay their FY16 indirect costs and to contribute \$15K towards a replacement truck that was in an accident. Mr. Keveny also indicated once the report is received from the consultant, there may also be some current year transfers for IT. A Lewis asked for clarity on the funding source for the Water Department. Mr. Keveny replied the funding source will be the Water Department's direct revenue.

I. Appropriate Funds for Library Planning and Design: Aida Gennis, Wayland Hills Road, Chair of the Library Trustees, distributed a draft warrant article writeup and the Report of the 2015 Wayland Library Planning Committee. She explained the Library Trustees are looking to expand and are trying to tie that effort into the Mass Library Building Association (MLBA) grant schedule. The grants can be used to renovate or build. A letter of intent is due by October 2016 and the construction grant application deadline is January 2017. To perform the necessary due diligence, the library is requesting \$150K. Mr. Cliff queried why the Library couldn't wait til spring ATM to request these funds. Ms. Gennis replied that would only afford the Library four months to submit their letter of intent and seven months to apply for the grant.

D. Amendment to Minuteman Regional Agreement: Cherry Karlson, Lincoln Road, Chair of the Board of Selectmen explained the Town had voted at the 2015 ATM to withdraw from Minuteman. This action requires all 16 Minuteman member towns to vote on Wayland's withdrawal petition, including Wayland. Ms. Karlson added in order to be enacted, the vote needs to be unanimous.

G. Authorize Procurement and Appropriate Funds for Energy Resiliency Project at the Middle School: Ellen Tohn, Fields Lane, member of the Energy Committee explained that when the \$29K Energy Resiliency Grant was procured, the Committee understood no cash outlay was required. The Committee recently was advised the Town needs to commit 10% of the grant's value which is \$29K in order to receive the grant. This article will allow the grant to proceed.

E. Acquire Municipal Parcel in Town Center: Bill Sterling, Morse Road, Co-Chair of the COA/Community Center Committee indicated this article is requesting \$1.00 to acquire 4.16 acres of land at the Town Center. He stated the Committee has performed the due diligence authorized at the 2015 Annual Town Meeting and found the land to be sound enough on which to build. Mr. Abdella inquired what liability if any, would fall to the Town if the land was purchased. Mr. Sterling replied the deed restrictions with Raytheon need to be worked out. Ms. Lewis asked for clarification as the title of the article indicates acquire, but the article language also includes lease. She felt the article should specify.

F. OPEB Trust Fund Legislation and Governance: Jay Sherry, Pine Needle Road, of the OPEB Committee

distributed a draft copy of the article write up. He then stated the intent of the article was to position the Town to boost its OPEB investment returns. He explained that the OPEB Trust Fund needs to earn 7% each year to maintain the funding schedule and the Committee is proposing the Town has a greater chance of achieving this goal via professional management for the OPEB fund.

H. Acceptance of Chapter 71 Section 71E: Barb Fletcher, Apache Trail, Member of the School Committee, presented this article. She explained the special counsel that had been engaged jointly by the Board of Selectmen (BoS) and the School Committee has recommend Chapter 71 Section 71E of the Mass. General Laws as the appropriate state statute for various school revolving accounts, particularly Building Use and Pegasus.

J. Seek Special Legislation for Chapter 44 Section 53E ½ Municipal Revolving Fund: Jessica Brodie, Recreation Director stated the Recreation Department budget is limited to up to 1% of the prior year tax revenue which is currently \$595K. She stated the Rec. Department would like to expand its program offerings and this article requests Town Meeting to authorize the BoS to petition for special legislation that will allow the Town to increase its spending cap from 1% up to 5%.

Mr. Cliff inquired as to the status of the Recreation Salaries and the Recreation Revolving Fund surplus. Peggy Patton of Plain Road asked about the status of the unpaid salaries that have been paid by the taxpayers. Chair Funkhouser questioned the 5% while Mr. Lowry was concerned with the language in the article indicating it appears authorization is being sought to allow the Recreation Director the authority to spend funds from Recreation Revolving Fund. Ms. Lewis asked whether the Recreation Commission had considered becoming an Enterprise Fund.

K. Resolution Regarding Surface of Rail-Trail in Wayland: Maureen Cavanaugh, Plain Road, member of the Community Preservation Committee stated since 2015 Town Meeting voted the rail trail would be a stone surface, the Mass. Department of Conservation & Recreation (DCR) has indicated they would prefer the trail be a hard surface while Eversource has indicated it is willing to pay for the permitting and upgrade in materials. There is no cost to the Town. Mr. Lowry asked if a maintenance plan existed, inquiring who was responsible for trail maintenance.

L. Appropriate Funds to Update the Open Space and Recreation Plan: Maureen Cavanaugh, Plain Road, member of the Community Preservation Committee stated the Open Space plan needs to be updated every five years and the town's current plan was last updated in 1995. This update will cost \$30K but once complete will allow the Town to apply for certain grants.

M. Permanent Municipal Building Committee Involvement in Stone's Bridge Restoration: There was no presenter for this article.

N. Amend Chapter 36 of Current Bylaws (36-1): Alice Boelter, Lakeshore Drive spoke on behalf of this article which seeks to amend the commencement date for the Annual Town Meeting to no earlier than the last Thursday in April. Ms. Boelter indicated that while this article was presented at the 2015 Annual Town Meeting, new information concerning Wayland's peer towns will be presented.

Fall 2015 Special Town Meeting: Upon completion of the hearing, FinCom discussed the articles and divided the responsibility for the writeups for the Warrant as follows:

A, B, C	Funkhouser
D	Wolin
E	Steinberg
F	Cliff
G	Watkins
H	Martin
I	Steinberg
J	Martin
K, L	Abdella
M	Wolin
N	Cliff

Chair Funkhouser announced the committee would begin its article review on September 16th. She stated she had spoken with Mark Lanza, Town Counsel to secure his advice on how to distribute the article writeups. A discussion ensued on the best method to distribute copies of draft writeups and the Committee elected to send their draft write ups to Brian Keveny.

Discussion and Update on Recreation Revolving Fund: Ms. Martin and Mr. Keveny reported no agreement had been reached on the proposed funding model for Recreation, but the working group hoped to have another meeting in the near future. Ms. Martin indicated two unresolved topics are the recreation salaries and the revolving fund surplus. A brief discussion centered on the Recreation's current budget cap of \$595K. Mr. Keveny outlined approximately \$100K of one-time expenses in FY15 that will not re-occur in FY16 which should allow Recreation some growth while remaining within their cap.

Debt Management Policy Discussion: Finance Director Keveny indicated the current debt schedule is being proofed by Eastern Bank. Chair Funkhouser suggested this topic be tabled until the updated debt schedule is available. The Committee concurred.

Preliminary FY17 Operating Budget Guideline Discussion: The Committee reviewed draft updates of the Budget Guideline letter submitted by Chair Funkhouser and David Watkins. Ms. Funkhouser will combine the two letters for committee review at the 9/16/15 meeting.

IT Update: Mr. Watkins indicated Special Town Meeting could see up to four IT issues: Archiving emails to comply with statutory regulations, Moving Munis to the Cloud, Purchasing and servicing a Firewall and a San Storage Area Network. Mr. Watkins further stated the consultant has not completed the study and/or submitted his report. Mr. Keveny stated he was working with both the Town's and School's IT departments to see how much of these costs they could absorb into their FY16 budgets.

Committee Members' Reports, Concerns: Mr. Cliff stated the bylaws required the FinCom to appoint a Clerk. After a brief discussion, the Committee appointed Mr. Keveny as Clerk of the Finance Committee. Mr. Watkins asked if the FinCom was going to submit a letter to the Crier. The Committee agreed to discuss in October.

Chair's Update: Ms. Funkhouser confirmed the Committee will meet on 9/16th and 9/28th to review, discuss and vote on warrant articles; 9/21 was set aside as a placeholder.

Adjourn: At 9:32pm, a motion was made and seconded to adjourn. Vote: 7-0.

Respectfully Submitted,

Carol Martin

Documents:

Distributed by N. Funkhouser:

- Article List for November 9, 2015 Special Town Meeting
- 2015 Minutes Worksheet
- Finance Committee Member's Contact Information
- Draft: FY 2017 Operating Budget Process Memo,
Town of Wayland, Debt Management Policy

Distributed by A. Gennis:

- Draft warrant writeup for Article I: Appropriate Funds for Library Planning and Design
- Report of the 2015 Wayland Library Planning Committee

Distributed by D. Watkins: Draft: FY 2017 Operating Budget Process Memo,

Distributed by W. Steinberg: Draft: Minutes: August 31, 2015

Distributed by G. Cliff: Page 2: FinCom Minutes of December 15, 2014

Distributed by J. Sherry: Draft warrant writeup for Article F: OPEB Trust Fund Legislation and Governance