



Town of Wayland Massachusetts

Finance Committee

Thomas Abdella
Gordon Cliff
Nancy Funkhouser (Chair)
Carol Martin

Bill Steinberg
Dave Watkins (Vice-Chair)
Gil Wolin
Brian Keveny (Finance Director)

Finance Committee Meeting Minutes October 19, 2015

In Attendance: N. Funkhouser (Chair); G. Cliff; C. Martin; W. Steinberg; D. Watkins (7:26 PM); T. Abdella (7:20 PM); and Finance Director B. Keveny. Not In Attendance: G. Wolin.

Call to Order at 7:15 PM. WayCam was taping the meeting.

I. Public Comment –

- a. Mark Hays (Wayland resident) provided Members with a document pertaining to IT security and entitle SANS Top 20 Critical Security Controls. He discussed from that document upgrades to the Town's IT security that he feels would significantly improve the Town's security and would cost approximately \$100,000. He said that these upgrades are not currently being contemplated in the Town's security upgrade plan.
- b. Town Moderator Dennis Berry asked whether there are any special issues that the Moderator should know about as it pertains to Special Town Meeting ("STM"). Committee comments included having D. Watkins present Article 2, pertaining to IT security; provided an explanation of Article 7, regarding the Recreation Commission article; noted that Articles 3 and 4 might engender significant debate on Town Meeting floor. There was a question regarding amendments to articles on Town Meeting floor, and the Moderator indicated that he will require amendments to be presented in writing. The Moderator noted that his forum will be on October 28th and he hoped that a Member of FinCom would be present.

II. Finance Director's Report

Mr. Keveny noted that there will be two minor changes to Article 1 at STM, which will add a request for funding of two bills for \$129.00 and \$259.00. It was decided that FinCom will revoke this Article prior to STM.

Mr. Keveny discussed capital closeouts and handed out a schedule showing outstanding funds for approved capital projects. It was noted that the schedule deals with monies approved and not spent, but does not show monies for which bonds have been sold and not spent, which might be a more relevant number, as it provides information regarding the Town's cost of funds, while this schedule does not provide that information. Mr.

Keveny will update the schedule to show actual funds outstanding and share with FinCom.

III. Capital Improvement Projects (CIP's)

FinCom met with three departments to discuss CIP requests for Fiscal Year 2017. Departments in attendance were: Department of Public Works ("DPW"); Wayland Housing Partnership; and Conservation.

DPW

Redesign of Intersections – DPW is considering the redesign of two intersections in Wayland, but these budgets have not yet been completed. These would be brought to Annual Town Meeting as separate articles, and the guess is that the cost of these would be in the range of \$300,000 - \$500,000 per intersection.

Road Repairs – Request is for \$1,460,000, which is significantly greater than the annual request for this item over the past several years (\$300,000/annum). This request is based upon a 15-year schedule of repairing roads, which is more in keeping with the useful lives of such roads. FinCom requested, and DPW will provide, a list of roads to be repaired per this schedule for FY '17.

Cemetery – There was a brief discussion of upgrades to the cemetery. That fund does not currently have significant amounts of cash that would pay for these upgrades.

Vehicles – There was a discussion of several vehicles, including tractors, trucks, etc. DPW referred to its schedule for replacing vehicles, which has been available for the past several years and has served as a template for such replacements. DPW indicated that it might postpone one vehicle replacement from FY '17 to FY '18, which is the John Deere Tractor P59.

Water Main Projects – a discussion of water main projects followed. DPW noted that the schedule for water main improvements of \$1.4mm is double the request for similar work in past years. This is consistent with the request for an increase in repairs to roads, which are done in conjunction with one another.

Billing Software – this is a request to replace software from 1998. It is tied to the water meter-reading program, which is required to be done, per the requirements of the Commonwealth. There were questions regarding combining the various billing and meter reading requests. It was also suggested that the Town consider the feasibility of an online billing system. The Board of Public Works will consider this as part of this overall request for funding.

Water Tank Cleaning – there is a request to clean the water tank at Reeve’s Hill in the amount of \$250,000; however DPW indicated that this CIP needs more work and will be changed and resubmitted.

Wayland Housing Partnership

Their request of \$500,000 is for completion of the sprinkler program at the Cochituate Village Apartments. They have funding of approximately \$700,000 in place from CPC funds (\$500,000) and from a grant for \$200,000.

Conservation

Purchase Land at 38 Standish Road – This is a placeholder that may not go forward.

Rice Road Dam Repair – Conservation needs to find the expertise to write the specifications for this. Concern was expressed that while the work needs to be done, the Conservation Commission needs to demonstrate an ability to figure out how to do the work. Due to monies already funded, Conservation should not need the requested funds in FY ’17 and the request is likely to be retracted.

Conservation shed and office repairs – The request will likely be decreased to approximately \$20,000 and will include improvements to the storage shed on Old Sudbury Road near Glezen Lane.

IV. Meeting with Assessors – FinCom met with Ellen Brideau, Director of the Assessing Department and with Susan Rufo, the Chairperson of the Board of Assessors. They noted that the purpose of the overlay is to reserve funds for potential payouts from abatements filed by property owners. Appellate Tax Board cases are currently settled through Fiscal Year 2008 and only a small number of appeals remain open from Fiscal Year 2009. There are two large appeals outstanding for FY ’10, which are both Telecommunications facilities, and which total in excess of \$300,000. The total overlay outstanding as of June 30, 2015 was \$1.6mm.

V. Members Reports, Reports From Liaisons

Mr. Cliff noted that the OPEB Committee has filed its final report. He suggested that Mr. Gutschenritter, from that Committee, might present the finding of the OPEB Committee to FinCom early in the budget process. He also suggested that there be a link from the OPEB web site to the Finance Department’s web site. Mr. Keveny will look into this.

Ms. Funkhouser asked whether FinCom Members would like there to be a FinCom letter to the media with regard to the Articles for Special Town Meeting. After discussion, it was determined that FinCom will not write such an article. Ms. Funkhouser noted that FinCom needs to provide an appointee to the Audit Committee and that Members should be considering potential residents who might fill that role.

VI. Meeting Minutes –

Ms. Martin moved that the meeting minutes of 9/21/15 be approved as amended.
Mr. Watkins seconded. The minutes were approved by a vote of 6-0.

Ms. Martin moved that the meeting minutes of 9/28/15 be approved as written.
Mr. Steinberg seconded. The minutes were approved by a vote of 5-0-1.

VII. Minuteman

At 10:12 PM, there was a motion to adjourn, which was seconded and approved by a vote of 6-0. Ms. Martin then moved to re-open the meeting to discuss Minuteman, and Ms. Funkhouser seconded the motion. It was approved by a vote of 6-0. Ms. Martin wanted to know if FinCom should draft information pertaining to this Article for Town Meeting (FinCom's person handling this article did not submit anything and FinCom has therefore provided no write-up for this Article). There was no consensus on this point.

At 10:16PM, Ms. Martin moved that the meeting be adjourned. Mr. Abdella seconded. The meeting was adjourned by a vote of 6-0.

Handouts – 1. Memorandum from Mr. Hays (noted in public comment)
2. Capital Close-out worksheet from Mr. Keveny