



Town of Wayland Massachusetts

Finance Committee

Tom Abdella
Carol Martin

Gordon Cliff
Bill Steinberg

Nancy Funkhouser (Chair)
David Watkins (Vice Chair)

Gil Wolin

Meeting Minutes of November 16, 2015

Attendance: T. Abdella, G.Cliff, N. Funkhouser, C. Martin, B.Steinberg, and Finance Director Brian Keveny.

I. Call to Order

The meeting was called to order at 7:00 PM in the Senior Center of the Wayland Town building. Notification was given that the meeting was being audio and video taped.

II. Public Comment

- Jennifer Pearlman, Pequot Rd – presented opinion and poster board (attachment) on Happy Hollow Playground Equipment needs and supports capital budget item. CIP contains \$100k for this item. Discussion on dept responsibility (Schools, Recreation, DPW) for this need.
- Emails from Molly Upton, Bayfield Rd on Split Tax Rate; and from Stephanie Leong, Rolling Lane on PTO spending. (attachments)

III. Meet with Carolyn Bargoot, Candidate for Audit Committee appointee

Discussed familiarity with committee; reviewed resume (attachment) and discussed background; M/S/V 5-0-0 to send recommendation to Board of Selectmen.

IV. Chair's Update

- a. Discussed overall capital budget preparation schedule;
- b. Reviewed / Approved Oct 19, 2015 minutes as amended M/S/V 5-0-0
- c. Reviewed / Approved Nov 9, 2015 minutes as amended M/S/V 5-0-0
- d. No review of Nov 2, 2015 minutes; determined no meeting / minutes needed for Nov 10, 2015 STM.

V. Proposed FY2017 Overall CIP Submissions Group Discussion

A handout from B.Keveny was reviewed with a discussion on available funding sources. (attachment). A full debt level report is planned for distribution on Nov 30th. The discussion on policy and procedural issues such as size of capital budget vs overall budget; characterization of funding sources; large projects – stand-alone warrant articles or capital budget line items; need to review in context of total debt service; debt and spent projections and what new debt can / should we bring on board; discussion on options for utilizing the Ambulance Fund – large draw down expenditure vs using a steady contribution

to general fund to finance debt. B.Keveny mentioned there is a form coming out from the Treasurer to Dept Heads to identify borrowing needs.

VI. Departmental CIP Discussions – School Department

Barbara Fletcher, School Committee and Ben Keefe, Facilities Director presented the FY17 Capital Budget Requests. Items discussed included:

- a. Floor Tiles – Happy Hollow, Loker and the Middle School. The elementary schools are replacing asbestos containing tiles, and the Middle School is removing a 13 year old carpet and replacing with tile.
- b. Phone Upgrade at Happy Hollow – to bring HH up to the same standards as the other schools with regard to communications standards. Cost est based on IT Consultant study. Ongoing costs for operations and maintenance will be provided.
- c. WHS External Security Cameras – requested by Administration and Safety Officer for parking lot and grounds. Existing WHS building funds may be used for this item if this is correcting an original construction omission per Town Counsel.
- d. WHS Stadium Repairs - \$150k is a placeholder for engineering / design services. School Dept is working with Recreation to perform an outside evaluation of the WHS campus and is currently soliciting proposals from qualified firms. Discussion on bleacher safety and it was noted they are nearing the end of their useful life. There is a working group of School Dept / Recreation / DPW to work out responsibility for budgets and work.
- e. Floor & Cleaning Machines – assessment being done by Custodial Services to recommend exact equipment needed. \$50k is a placeholder amount. The equipment has a 5-8 year lifespan. The schools have a shortage of efficient, labor saving machines at this time.
- f. WHS Food Service Equipment - replacement CIP sheet provided (attachment) eliminating three earlier CIP sheets. Equipment is aging and 100% of the equipment is due for replacement. Ideally we would replace 10% per year to avoid spikes in the capital budget requests. There was a discussion on use of Food Service fund towards this expense and how Food Service has and does make an annual capital purchase using their funds. There was a discussion on outsourcing of Food Service and the recent report showing it is uneconomical for a town of Wayland's size.
- g. Loker School Doors & Windows - \$1.9mil and SC to vote on seeking state reimbursement from MSBA for \$600k. Accelerated repair asset preservation and energy efficiency increase is the goal. Funding from the MSBA repair projects program is still available. A more refined cost estimate will be available Dec 1st. The project is estimated at 16 months starting in the Summer of 2017. There was a discussion on could the cost be reduced if the MSBA process is avoided – answer from B.Keefe is no. There is a benefit with this size project; under \$1mil then no benefit to using MSBA funding.

There was further discussion on Project Management resources – it was noted that PM costs were not included in the estimate CIP costs. There was a question on why is it needed to request borrowing approval from 2016 ATM – this is so to inform MSBA that the projects are approved by the town. Vehicles are no longer being put forth for consideration in the FY17 capital budget. It was noted that prioritization of School Dept

capital items has not been completed. B.Keefe noted that he is still developing a comprehensive asset management plan.

There was further discussion on the MSBA reimbursement process and how funding flows directly to the specific construction account.

VII. Discussion on Special Town Meeting

N.Funkhouser opened a wide-ranging discussion on STM. There was discussion on next steps with the FinCom – Recreation Dept / Recreation Commission relationship. FinCom plans to reach out to Rec to insure all parties are in alignment in crafting the FY17 budget.

VIII. Tax Recapitulation Discussion / Consideration of Split Tax Rate

There was Public Comment from Molly Upton, Bayfield Rd regarding a possible split tax rate. Ellen Brideau, Town Assessor and Susan Rufo, Chair of the Board of Assessors appeared to make a presentation to FinCom on the status of the tax recapitulation process and the pros/cons of a split residential and commercial tax rate. Discussed were: the value of the current overlay, estimated at \$500,000; the current split of 94.9% residential and 5.1% commercial / industrial / personal property tax assessments; the limitations of shifting tax assessments from residential to commercial property; the current revenue generation by Town Center (\$733k in FY15 and perhaps \$900k in FY16).

It was M/S/V 4-0-1 that FinCom recommend to the Board of Selectmen to retain a uniform tax rate.

IX. Additional Discussion on Special Town Meeting

There was further discussion on resident comments made during STM on the current Recreation Department fee structure and the surplus revenue currently being accrued. C.Martin mentioned attending the Moderators STM Forum as an individual (not representing Fin Com).

X. Liaison & Members' Reports, Concerns, and Topics

- a. B.Steinberg – The Rivers Edge bids are due to be opened in Dec.
- b. G.Cliff – requests an OML review and discussion on Warrant Article write up process.
- c. Meeting Schedule – next meeting Nov 30, Dec 14 to wrap up CIPs; Jan 4; Jan 11; Jan 14; Jan 21; Jan 25.

XI. Adjourn

The Committee M/S/V 5-0-0 to adjourn at 9:37pm.

Respectfully submitted,
/s/ Tom Abdella

Exhibits:

- A. Agenda
- B. Poster Board from J.Pearlman during Public Comment
- C. Email from M.Upton on Split Tax Rate

- D. Email from S.Leong on HH Playground Equipment
- E. Resume of Carolyn Bargoot, Audit Committee Candidate
- F. List of FY17 CIPs with potential funding sources
- G. CIP – WHS Food Service Equipment



Town of Wayland Massachusetts

Finance Committee

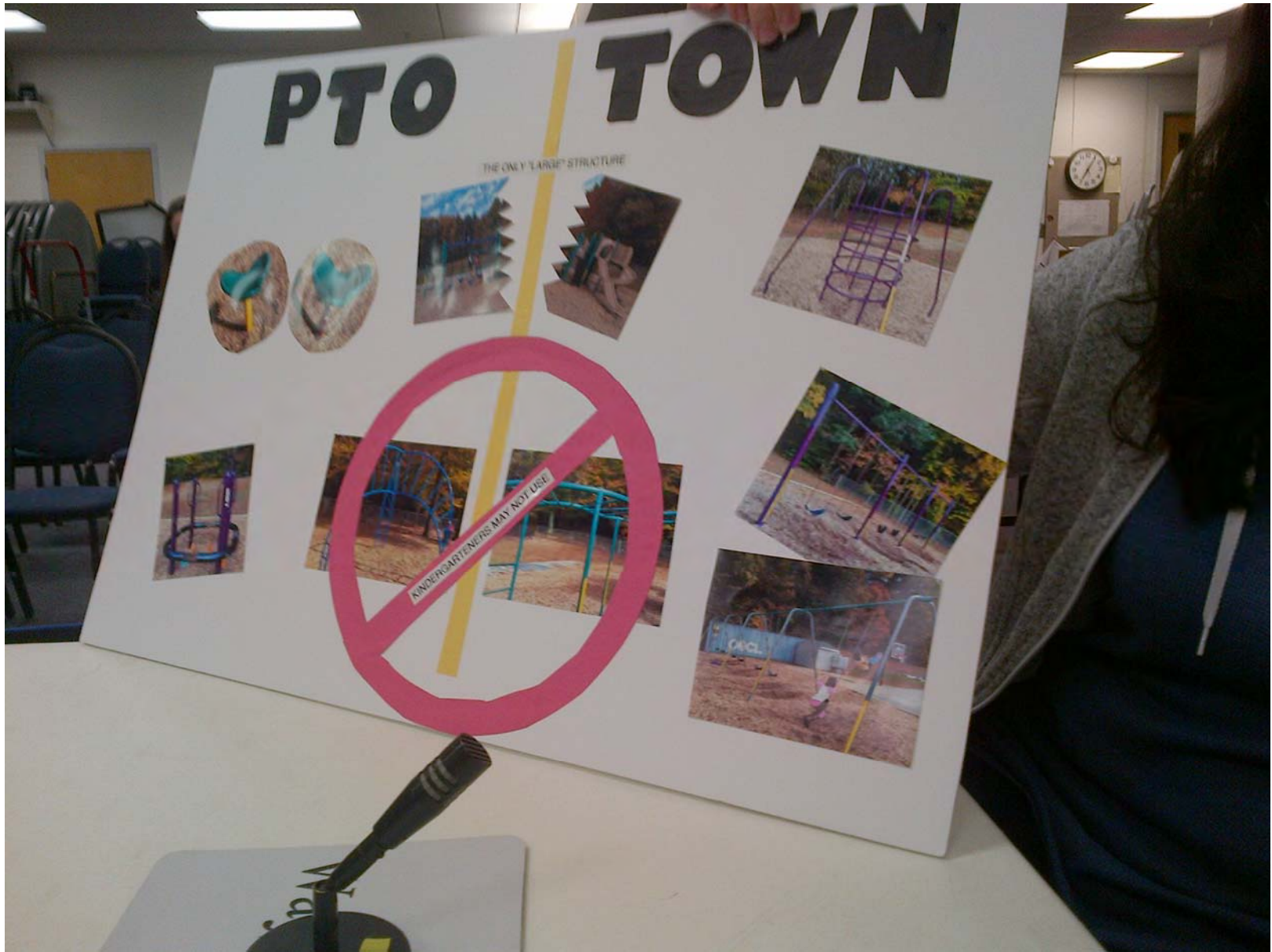
- Tom Abdella
- Carol Martin
- Gil Wolin
- Nancy Funkhouser, Chair
- Bill Steinberg
- David Watkins
- Gordon Cliff

AGENDA

Monday, November 16, 2015, 7:00 pm.
Town Building

Note: Items may not be discussed in the order listed or at the specific time estimated. The meeting may be broadcast and videotaped for later broadcast by WayCAM and may be recorded by others.

- 7:00 Call to Order
- 7:01 Public Comment
- 7:05 Committee's response to public Comment
- 7:15 Meet with Carolyn Bargoot, Candidate for Audit Committee appointee
Potential vote on audit committee appointment
- 7:30 Departmental CIP Discussions
Schools/Facilities with Ben Keefe, Barb Fletcher
- 8:05 Proposed FY 2017 Overall CIP Submissions Group Discussion
- 8:45 Review Draft Tax Recapitulation Package, consider split-tax rate recommendation to Board of Selectmen as needed in anticipation of Tax Rate Public Hearing
- 9:00 Comments/Feedback about Special Town Meeting
- 9:15 Liaison & Members' Reports, Concerns, and Topics
- 9:20 Chair's Update
Overall Capital Budget Preparation Timing
10-19-15 Draft Minutes for review and vote
11-2-15 Draft Minutes for review and vote
11-9-15 Draft Minutes for review and vote
- 9:30 Items the chair did not reasonably anticipate would be discussed at the meeting
Future Meeting Schedule: 11/30/15, 12/14/15
- 9:30 Adjourn



Nancy Funkhouser

From: molly upton <23mupton@gmail.com>
Sent: Monday, November 16, 2015 9:36 AM
To: nancyfunkhouser@verizon.net; bkeveny@wayland.ma.us; carol martin; Dave Watkins; William Steinberg; Gil Wolin; tom abdella; Gordon Cliff
Subject: Split Rate
Attachments: tax rates fy 15.xlsx

Hi,
I am glad the fincom is considering the issue of a split rate as the assessors offer no opinion, and the presentation always starts with the greatest difference possible, which makes the BOS physically recoil.

However, I think there is real merit in a slight difference in rate, of at least one % point. That would essentially keep the tax rate for commercial the same as last year.

Here is info on various towns regarding split tax rates. It includes towns near us, as well as those that are similar and/or may be/have been on the peer list, best as I remember.

Some towns have a small differential; others double the rate!

I hope fincom will consider a slight difference in rates this year as it is the ideal time to do so, especially with the use of free cash to lower the residential tax rate, most of which did not come from commercial. (And most of the increase in town value came from residential, not commercial.)

The second page is in rank order of residential rate. The bold names are those that had split rates in FY 15.

Thank you.

Molly Upton

11/16/15
D

Nancy Funkhouser

From: Stephanie Leong <Stephanie_Leong@alum.wellesley.edu>
Sent: Sunday, November 15, 2015 11:05 PM
To: nancyfunkhouser@verizon.net; carolbmartin@verizon.net; gtwolin@comcast.net; bills@saxeinvestments.com; jbrodie@wayland.ma.us; Ellen_Grieco@wayland.k12.ma.us; 'Barb Fletcher'; Donna_Bouchard@wayland.k12.ma.us; jeanne_downs@wayland.k12.ma.us; Kathie_Steinberg@wayland.k12.ma.us
Cc: jenniferorzo@yahoo.com; 'James Lee'; 'Paul Stein'
Subject: Written Public Comment on Happy Hollow Playground, Capital Request
Attachments: PTO spending on HH Playground.pdf

Dear Finance Committee (members with publicly provided email addresses) and School Committee Members,

Please consider the following and attached PDF as my written "public comment" on the matter of "Recreation Commission FY17 CIP for Happy Hollow Playground Equipment" which I understand you will be considering this week.

I am former Happy Hollow PTO President and former Townwide PTO President. In these roles, I oversaw approximately \$25,000 of investment in the Happy Hollow Playground by the PTO over the past 10 years. A picture is worth a thousand words and so I please ask you to refer to page 1 of the PDF attached. In it you will see pointed to and illustrated the many pieces of permanent equipment purchased by the PTO. All of these purchases planned with and approved by the Happy Hollow Principal and were purchased based on either the direct request or suggestion of Happy Hollow Staff or parents. The children greatly benefit from this equipment and the PTO was happy to provide these numerous investment.

Please refer now to page 2 of the PDF attached. In stark contrast is the amount and suitability of the equipment on the Happy Hollow Playground that was provided by the Town. Most notably is the fact that the single and main structure on the playground has a height and features unsuitable for small kindergarten children, leaving them with swings provided by the Town to play on.

I ask that you support Town investment in at least one if not two (one for younger kids and one for older kids, as both Loker and Claypit Hill have) new playground structures for Happy Hollow School. I also ask that you take my comments as an explanation for why the PTO will not be fundraising any further on this matter, as we have done so substantially in the past and it is now the Town's turn to step up and furnish the Playground, as is necessary for our youngest students and as it has done at Loker and Claypit Hill Schools, as well as elsewhere in Town.

Please feel free to email me or call me on 617-686-7046 with any clarifying questions or for more details.

Best regards,
Stephanie Leong
Rolling Lane

EDUCATION:

Northeastern University, Boston, MA MBA – evening program; completed while working full-time	2002- 2004
Babson College, Babson Park, MA Concentrated in finance, law and entrepreneurial studies	1997-2001
University of Richmond - Florence, Italy	Summer 2000

WORK EXPERIENCE:

BOSTON COLLEGE

Office for Sponsored Programs

Associate Director, Post-Award Administration – May 2012-present

- Responsible for managing ~\$45M / year in research, training, and other grants/contracts
- Responsible for all grant/contract invoicing, including DHHS and NSF drawdowns
- Responsible for all Financial Aid drawdowns ~ \$10M / year
- Manage a staff of 5 employees
- Reduced the Accounts Receivable balance by 60% within my first 18 months of assuming this position
- Develop and present trainings related to research administration to administrators on campus
- Hired an Assistant Director to close out the last 15 years of awards that ended, but were never properly closed
- Worked to develop a more robust closeout process for current awards ending
- Work with the Legal Department to review and resolve complex legal and compliance issues internal to BC as well as those that involve outside institutions/sponsors
- Drafted new policies and procedures to document our internal controls to become compliant with the new Uniform Guidance issued by the federal government in December 2014
- Provide guidance and interpretation regarding federal regulations and University policies
- Represent the Office for Sponsored Programs at University wide meetings and initiatives
- Lead for the Office for Sponsored Programs on the PeopleSoft Financials Upgrade Project – go-live March 2014
- Review and approve procurement, payroll and financial aid transactions on grants/contracts
- Process labor redistributions and cost transfers on grants/contracts
- Manage, track and report program income and cost-sharing on grants
- Review and approve all financial reports for grants/contracts prior to submission
- Responsible for my own portfolio of departments on campus (in addition to my staff's portfolios)
- Work closely with the Associate Director, Pre-Award on any questions regarding award terms and conditions
- Support the Associate Director of Compliance and Audit on the annual A-133 and University Audit, Internal Audits, Sponsor Audits and Sponsor site visits
- Work with the Office for Research Integrity and Compliance on IRB, IACUC, and export control questions
- Presented at the National FRA conference (NCURA) New Orleans, March 2013
- Presented at the at the NCURA regional meeting in Portland, ME May, 2015
- Presented at the Northeast SRA conference in Charleston, SC April, 2015
- Asked to present at the International SRA conference in Las Vegas, NV October, 2015

Boston College Children's Center

Work as needed, up to 10 hours per month (nights and weekends) - April 2009- present

- Hired by Leo Sullivan to review and develop internal financial controls at the Children's Center as a result of an Internal Audit report in 2008-9
- Book revenue (monthly) for the Children's Center
- Forecast revenue and expense quarterly with the Director of the Center
- Work to develop the annual revenue and expense budgets in TM1 with the Director of the Center
- Help with survey submissions, enrollment reviews, and reconciliation issues

Controller's Office

Financial Analyst – July 2006-October 2007

Senior Financial Analyst – October 2007-May 2012

- Reviewed and analyzed quarterly forecasts submitted by all auxiliary operations
- Forecasted major revenue and expense categories, including salaries and benefits, and presented results to senior management on a quarterly basis
- Booked accrued expenses and other journal entries to conform to GAAP accounting
- Prepared various balance account reconciliations on a monthly and/or annual basis
- Participated in the University's annual financial statement audit and prepared and provided support for audit schedules. Interacted with the University's external auditor in testing of the audit schedules and resolving questions
- Created a forecast model to review BC's medical self-insurance results on a monthly basis
- Coordinated and helped complete the submission of various financial reports and surveys to internal departments and external agencies (including the yearly Law ABA accreditation survey). I met with the accreditors to explain the survey results during scheduled site visits when necessary.
- Worked with various departments on campus on their internal financial concerns and provided any necessary training
- Managed SAS115 (Sarbanes Oxley for Higher Ed) documents by working with various departments on campus to ensure controls are in place surrounding financial processes
- Worked with various departments on campus, including Residential Life, Dining Services, Parking, to help them to become more (financially) efficient and compliant
- Developed financial policies and procedures where needed
- Worked with Internal Audit to review other department's policies, procedures and internal controls and make recommendations
- Worked with the Provost Office and colleagues to create and automate Gift reports to provide information for long-range planning and forecasting
- Worked with the Law School and Legal Dept to bring the Legal Assistance Bureau in as part of Boston College (it was previously a separate entity with its own Tax ID)
- Represent the Controller's Office at University wide meetings and initiatives
- Created PeopleSoft queries and PeopleSoft nVision report layouts for ongoing and adhoc financial reporting
- Worked on creating an updated process to pay foreign vendors and to determine tax withholding (if applicable) to be in compliance with IRS rules and regulations

LIBERTY MUTUAL INSURANCE

Aug 2004-July2006

Senior Financial Analyst, Financial Planning and Analysis- Personal Markets August 2004 – May 2005

Senior Financial Analyst II, Financial Planning and Analysis- Personal Markets June 2005 – March 2006

Supervising Analyst, Financial Planning and Analysis- Personal Markets March 2006-July 2006

- Managed a team of 3 employees
- Presented forecasted and actual results for the Personal Lines to senior management on a bi-weekly basis ~\$6B
- Part of strategy and planning meetings to discuss new business ventures and to forecast the potential financial impact – including breaking out true versus cannibalized revenue
- Analyzed and reported areas of large savings as well as areas with potential exposure
- Responsible for forecasting the income statement, cash flow statement and balance sheet for the entire Personal Market Operation
- Created a Microsoft Excel model to forecast a specific segment of the business (Income Statement, Cash Flow and Balance Sheet, ROI, EBITDA, etc..) and presented to Senior Management monthly
- Created various long-range planning scenarios for 3, 5, and 10 years and presented on a quarterly basis to senior management
- Held trainings for new and current employees on how to analyze and forecast the income statement, cash flow, and balance sheet
- In addition to my position I filled in for the Sarbanes-Oxley Manager for 13 weeks in a managing role
- Supported various regions with their detailed budgets by state and county
- Reviewed, analyzed and updated the drivers allocating general expenses to the various line of business
- Responsible for updating and submitting the Planning and Budgeting Templates to Corporate on an ongoing basis
- Handled all requests from the Rating Agencies for information - e.g. Moody's, AM Best
- Worked with the Actuarial group to forecast Non-Catastrophe Losses

JOHNSON & JOHNSON

Jun 2001-Aug 2004

DePuy Orthopaedics a Johnson & Johnson Company

Staff Accountant in the Cost Accounting Department – Sept 2003-Aug 2004

- Reconciled and analyzed month-end Inventory and other related balance sheet accounts
- Prepared and submitted monthly operation dashboard matrix reports for local facilities
- Tracked inventory purchased and submitted payments to our domestic and international affiliates
- Supported the Quality and Distribution Departments in managing headcount, capital requests, and expenses
- Budgeted and forecasted expenses for the Quality and Distribution Departments
- Analyzed current calibration costs and new potential opportunities for cost savings
- **Presented the quarterly financials to the R&D and Quality Departments**

DePuy Spine a Johnson & Johnson Company

Associate Accountant in the Marketing Finance Department - June 2001-March 2003

Financial Analyst in the Marketing Finance Department - March 2003-Sept 2003

- Reported domestic and international daily sales for the company
- Worked daily with reporting requirements for our one of our international affiliates in Switzerland
- Analyzed and managed the royalty accrual, commission accrual, prepaid royalty accrual and selling accrual accounts
- Calculated quarterly royalty payments for hundred and fifty licensors
- Worked with the TGM offices and the legal department to set up offices across the country
- Consulted with the JDE team on implementing a new sales data warehouse and royalty tracking/reporting system
- Supported the Sales Departments in headcount, capital and expenses
- Budgeted and forecasted expenses for various departments during the yearly budget process
- Participated in monthly close meetings with senior management to explain variances to budget

PROFESSIONAL MEMBERSHIPS / OTHER

- Member of National Association of Colleges and University Business Officers (NACUBO)
- Member of Eastern Association of Colleges and University Business Officers (EACUBO)
- Member of National Council of University Research Administrators (NCURA)
- Member of Society for Research Administrators International (SRA)
- Member of the Women's Collaborative Group at Boston College

COMPUTER EXPERIENCE:

Microsoft Office, JDEdwards, Hyperion Planning, Essbase, PeopleSoft Financials: GL/Commitment Control/Billing/AR/Contracts/Grants/Projects Modules, PeopleSoft Query, PeopleSoft nVision, PeopleSoft HR, Cognos/TM1Budgeting

11/16/15

F

FISCAL 2017 CAPITAL BUDGET REQUESTS-DRAFT			Borrowing	Cash Capital	Free Cash	Ambulance fund	Transfer Station Fund	Water Capital	Surplus Bond Proceeds	CPA Funds
11/16/2015 GENERAL FUND									575000	-300000
Department Description Capital Budget									275000	
DPW	Town wide road reconstruction	1,460,000.00	1,460,000.00							
DPW	Cemetery expansion	50,000.00		50,000.00						
DPW	Light Trucks-Replacement Schedule	90,000.00	90,000.00							
DPW	Light Trucks-various	150,000.00	150,000.00							
DPW	Small Equipment-schedule	70,000.00		70,000.00						
DPW	Heavy Equipment-various	225,000.00	225,000.00							
DPW	Heavy Truck-Small Swap/Loader	220,000.00	220,000.00							
DPW	Transfer Station Trash Compactor	40,000.00				40,000.00				
Conservation	Land acquisition / open space-Standish Road	486,900.00								486,900.00
Conservation	Rice road / Snake Brook Dam repairs	50,000.00			50,000.00					
Conservation	Shed and Office upgrades	35,000.00			35,000.00					
JCC	Radios	25,000.00			25,000.00					
Facilities	Library Rotunda Window Replacement	85,000.00	85,000.00							
Facilities	COA New Construction	5,600,000.00	5,600,000.00							
Facilities	Transfer Station Building Improvement	48,000.00				48,000.00			330,000.00	
Facilities	Demolition of old DPW building	330,000.00								
IT Dept.	Town / School SAN upgrade	80,000.00		80,000.00						
IT Dept.	Firewall	50,000.00		50,000.00						
IT Dept.	Data Center Patch Management Software	40,000.00		40,000.00						
Fire	Ladder and Fire Truck	950,000.00				950,000.00				
Fire	Rescue Pump Truck	490,000.00				490,000.00				
Fire	Fire Vehicle	55,000.00				55,000.00				
Recreation	Capital field maintenance	75,000.00		75,000.00						
Recreation	Artificial Turf Field Design	80,000.00		80,000.00						
Recreation	Oxbow Meadows Site Construction	200,000.00	200,000.00							
Recreation	Happy Hollow Playground	100,000.00	100,000.00							
High School	Security System	30,000.00		30,000.00						
High School	Stadium Repairs	150,000.00	150,000.00							
School	Vehicle	30,000.00			30,000.00					
Claypit School	Furniture Replacement	25,000.00		25,000.00						
Food Service	Food Service Equipment	175,600.00	175,600.00							
4 Locations	Custodian Equipment	50,000.00		50,000.00						
Happy Hollow	Floor Tile	65,000.00		65,000.00						
Happy Hollow	Furniture Replacement	25,000.00			25,000.00					
Happy Hollow	Phone upgrade	50,000.00			50,000.00					
Loker School	Tile Replacement	65,000.00	65,000.00							
Loker School	Door and Windows	1,900,000.00	1,900,000.00							
Loker School	Furniture Replacement	35,000.00			35,000.00					
Middle School	Tile Replacement	150,000.00	150,000.00							
Middle School	Furniture Replacement	35,000.00			35,000.00					
Middle School	Furniture Replacement	50,000.00			50,000.00					
Claypit School	Food Service Equipment	10,000.00			10,000.00					
Middle School	Food Service Equipment	10,000.00			10,000.00					
Wayland Housing	Cochituate Apartment Fire Suppression	528,471.00	528,471.00							
Total General Fund			14,458,971.00	11,099,071.00	640,000.00	320,000.00	1,495,000.00	88,000.00	-	330,000.00
486,900.00										486,900.00
WATER FUND										
Department	Description	Budget								
Water Fund	Pump station upgrade	525,000.00	525,000.00							
Water Fund	Happy Hollow Access Road	600,000.00	600,000.00							
Water Fund	Water main replacement projects	1,400,000.00	1,400,000.00							
Water Fund	Water meter radio	200,000.00				200,000.00				
Water Fund	Water Tank Cleaning	250,000.00				250,000.00				
Water Fund	Billing software	80,000.00				80,000.00				
Water Fund	Remote Meter Reading Pilot Study	180,000.00				180,000.00				
Water Fund	Replace filters media	-								
Total Water Fund			3,235,000.00	2,525,000.00				710,000.00		
Total Fiscal 2016 requested budget			17,693,971.00	13,624,071.00	640,000.00	320,000.00	1,495,000.00	710,000.00	330,000.00	486,900.00



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

10/14/15

G

CAPITAL APPROPRIATION REQUEST FY17 - FY21 (FIVE YEARS)

PROJECT INFO: MS Food Service Equipment Equipment N
Project Title *Included in Prior 5 Year Capital Plan? (Y/N)*

PROJECT SPONSOR: School Committee/Facilities Department Public Buildings Director, Ben Keefe
Sponsor (Advocate) Name *Contact Information*

APPROVING BODY / VOTE: School Committee
Contact Name and Email Address *Date and Quantum of Vote (if required)*

PROJECT DESCRIPTION: First year of a three year program to upgrade all food service equipment throughout the School District.

PROJECT JUSTIFICATION: Currently nearly all the food service equipment is beyond its' expected useful life. List has been prioritized to replace the most need equipment first. Need verified by Food service Assessment conducted by EDVOCATE. Equipment for FY17 at Middle School includes a convection oven and a walk-in cooler.

EVALUATION CRITERIA: (Applies to current year budget requests only)

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
	X	
		X
X		
X		

EXPENDITURE SCHEDULE:

ELEMENT	Prior to Date	2017	2018	2019	2020	2021	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION							\$ -	
4. EQUIPMENT		80,000	35,000	20,000	50,000		\$ 170,000	
5. OTHER							\$ -	
TOTAL	\$ -	\$ 80,000	\$ 35,000	\$ 25,000	\$ 50,000	\$ -	\$ 170,000	

OPERATIONAL BUDGET IMPACT:

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request <i>Increase</i> operating costs?		X	
3. Will this Capital Request <i>Decrease</i> operating costs?		X	
4. Will this Capital Request impact personnel?			

FUNDING SOURCES:

	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital			
2. CPA Funds			
3. Grants or Gifts			
4. Other			