



# Town of Wayland Massachusetts

## **Finance Committee**

Nancy E. Funkhouser (Chair)

Thomas Abdella

Gordon Cliff

Carol Martin

Bill Steinberg

David Watkins

Gil Wolin

## **Finance Committee**

### **Minutes**

**November 30, 2015**

Attendance: N. Funkhouser, B. Steinberg, D. Watkins, C. Martin and B. Keveny (Finance Director). T. Abdella (7:30). G. Cliff & G. Wolin were not in attendance.

**Call to Order:** The meeting was called to order by Chair Funkhouser in the Senior Center at the Town Building at 7:04pm when a quorum was present. Ms. Funkhouser indicated the meeting was being recorded by WayCam and may be recorded by others.

**Public Comment:** None.

**Finance Committee Response to Public Comment:** N/A.

**Debt Management Discussion:** Finance Director Brian Keveny stated the Debt Management report was expected to be completed by the end of the week and he anticipated he along with Treasurer Zoe Pierce would be able to make this presentation at the FinCom's December 14th meeting.

**Proposed FY17 Over CIP Submissions - Group Discussion:** To start shaping the FY17 Capital Budget, Chair Funkhouser suggested the Committee review the Capital Requests made to date and hold a general discussion. Mr. Keveny distributed a FY17 Capital Budget Request recap which itemized the \$18M of capital requests by department. He also distributed a memo from Town Administrator Nan

Balmer entitled FY17 Capital Requests which indicated the Board of Selectmen had reviewed the capital requests of the departments under their jurisdiction and their funding recommendations.

**DPW:** While the Committee recognizes the need for increased road maintenance and did increase this budget item for FY16, the FinCom would like to see the “spend plan” both for the FY16 and proposed FY17 funds. The Committee also would like to see the 20-year replacement vehicles schedule as well as the construction costs of the two intersection upgrades that are being submitted as article.

At 7:15pm - Mr. Keveny left to attend the Tax Recap meeting. He was asked by the FinCom to deliver the results of our vote to maintain a single tax rate.

**Departmental CIP Discussion:** The Fincom met with representatives of both IT and Recreation to discuss their FY17 capital requests:

**IT:** Leisha Simon, IT Director for the Schools and Beth Doucette, Financial Analyst presented two CIPs: Data Storage (SAN) replacement and Patch Management. The SAN will replace an outdated system and provide support for town and school virtual machines. Regarding Patch Management, the funds will determine most efficient system to scan, detect, assess and rectify security vulnerabilities.

**Recreation:** Jessica Brodie, Recreation Director and Brud Wright, Recreation Commission Chair discussed their open Capital Projects and FY17 Capital Requests. Mr. Keveny distributed copies of Ms. Bodie’s Report of Open Recreation Capital Projects which the FinCom found to be well prepared and quite informative.

Ms. Brodie and Mr. Wright indicated they have three outstanding projects: Loker Recreational Area, Dudley Woods Trails and Oxbow Meadows. They explained potential irrigation issues have surfaced at Loker which is prompting the Rec. Commission to pursue a turf versus grass field at Loker. The Committee suggested that since those funds were appropriated by the CPC, that the Commission review their findings/issues with the CPC before proceeding. The Dudley Woods project is in process and the Oxbow Meadow request is being submitted to the CPC and the CIP is withdrawn.

Regarding the annual request for Capital Field Maintenance, Ms. Brodie indicated this year’s request was for \$75K. There was a general discussion concerning unused Capital Field Maintenance funds from FY13, FY14, FY15 and FY16. While both Ms. Brodie and Mr. Wright indicated plans were in place to expend all funds, the FinCom expressed concern that additional monies were being requested.

The FinCom indicated the request for design funds for a second Turf field was premature because the Rec. Commission has not been awarded a site on which to build and referred the Recreation Commission to the WRAP group. Mr. Wright agreed it was a placeholder.

Ms. Brodie explained that although the total cost to update the Happy Hollow Playground is \$110K (\$10K to design and \$100K to build), because the goal is to rebuild the playground during summer

vacation, the request being presented to ATM will be \$100K for the building funds. Ms. Brodie indicated with such an expedited schedule, she hoped was to use \$10K of Rec's FY16 Capital Field Maintenance funds for the playground design. Following a general discussion, Chair Funkhouser indicated she would review the language and advise.

**Proposed FY17 Over CIP Submissions - Group Discussion: Conservation:** Resuming its discussion of the FY17 capital requests, Mr. Keveny stated he would circle back with the Conservation Commission to determine the status of the placeholder requests: Standish Road and Rice Road Dam. The committee also asked for clarity on the maintenance request as it appears to be two versus one request.

**Police/Fire:** The Committee discussed spending versus borrowing against the funds in the ambulance receipts account for the two requested fire vehicles. It was suggested that perhaps the Radio/Repeaters for the JCC could also be funded by the Ambulance Receipts fund. Mr. Keveny advised the Committee that a close eye would need to be kept on the fund balance to ensure sufficient funds were in place at the time of the ATM vote.

**Facilities:** The Committee would like a prioritized list of the FY17 capital requests and some clarification on whether the transfer station project has been previously funded.

**Schools:** During its discussion of the phone upgrade for Happy Hollow, the FinCom wondered what the ongoing operating costs would be and whether this new system is being installed on an existing platform or would it make more sense to invest in a new/different system.

**IT:** There were no follow up questions concerning the two capital requests as presented.

**Recreation:** Regarding the three CIP's submitted, the Committee felt it was premature to request turf field design money and was uncomfortable with granting additional field maintenance funds until the prior allocations had been utilized. Concerning the Happy Hollow Playground, the Committee did express concern that the design be consistent with the playgrounds at the other elementary schools.

**Water:** The Committee reviewed updated CIP's which indicated the Happy Hollow Access Road project has been expanded to include a water main, increasing the project cost by \$300K. Mr. Abdella wondered why the water main project was not being included in the Water Main CIP. New /additional CIPs that were reviewed regarding the Meter Radio water readers and associated billing software were confusing. The Committee decided to seek additional information.

**ATM Article Write-Up Process - Preliminary Discussion:** Mr. Abdella suggested that in an effort to reduce how laborious the Article Write-up process has become, a template be created that would request the proponent fully explain their request. The Committee concurred that currently the bulk of the work falls to the FinCom and if the departments making the requests had to prepare more of the article write up, there would be less preliminary work required of the FinCom. Mr. Watkins concurred that a template would help expedite the process.

**Committee Members' Reports, Concerns:** Mr. Steinberg reported the deadline to submit a bid for the River's Edge project was December 1st. Mr. Abdella advised the Committee the Police Chief is requesting an additional officer. Ms. Martin reported the three primary issues discussed at the Moderator's Special Town Meeting recap were how to shorten the length of Town Meeting, procedures as outlined in moderator's rules and ensuring the discourse is civil.

**Minutes/Chair's Update:** Ms. Funkhouser deferred the review and vote of the Draft Minutes for the November 2nd and November 16th meetings until December 14th and the Open Meeting Law update until January. She requested Committee members follow up with their liaison groups to obtain outstanding CIP information for the December 14th meeting. Chair Funkhouser asked Mr. Keveny to distribute copies of the FY17 budget book for discussion at future meeting.

**Adjourn:** Mr. Watkins moved and Ms. Funkhouser seconded a motion to adjourn. Vote 5-0. Meeting adjourned at 10:26pm.

Respectfully Submitted,

Carol Martin

Documents:

Distributed by B. Keveny:

Draft: FY17 Capital Budget Request, dated 11/30/15

Memo: FY17 Capital Requests (source N. Balmer)

Status Report of Open Recreation Capital Projects (source J. Brodie)

Recreation FY17 Capital Requests (source J. Brodie)

Distributed by C. Martin:

Follow-up Questions: FY17 Capital Requests