



Town of Wayland Massachusetts

Finance Committee

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

Meeting Minutes January 4, 2016 Final

Attendance: Committee members B. Steinberg, C. Martin, D. Watkins G. Cliff, N. Funkhouser, and T. Abdella. B. Keveny (Finance Director) also attended.

7:02 Call to Order

The meeting was called to order in the Senior Center meeting room at Town Building. N. Funkhouser announced that the meeting was being recorded. G. Cliff volunteered to prepare draft meeting minutes.

7:03 Public Comment & Members' Response to Public Comment

Gretchen Schuler and Woody Baston distributed a handout (see attachments) and led a discussion on alternative funding plans for the possible purchase of a conservation restriction on Mainstone Farm. Gretchen presented five different options as indicated in the handout. The options include including some borrowing on the town side, borrowing only through the CPC keeping the CPC tax surcharge at the current 1.5%, raising the surcharge to 2%-3%, and only purchasing a portion of the property. The total amount the town is likely to need is \$11-12 million, with the rest of the funds coming from Sudbury Valley Trust. The total purchase price contemplated is well below assessed value. A major reason to raise the surcharge is so the CPC will have funds available to support other projects. The town could keep the surcharge at 1.5% and still completely fund the purchase of Mainstone with CPC funds, but that would leave the CPC with virtually no money to do anything else in terms of open space and recreation projects for a considerable time. CPC is asking for guidance from FinCom on the best way to structure proposed funding. If we raise the surcharge to 3% we would receive some extra contribution funding from the state. FinCom agreed to defer further discussion to the liaison agenda item. G. Cliff stated that since he lives across from Mainstone that he has decided to not participate in any FinCom deliberations or votes on Mainstone.

7:20 FY 2017 Operating Budget Requests – Departmental meetings

- Fire
- DPW
- Police

S. Kadlik presented an overview of DPW's proposed 2017 operating budget (see attachments). The overall increase is \$33k (1.6%) mostly driven by contracted increases in salary. FinCom members asked for explanations on line items that show significant increases. B. Steinberg asked about the proposed increase in staffing (not included in the proposed budget as they have not been approved yet). S. Kadlik mentioned that the number of fields that need lining for sports events has gone up substantially. C. Martin asked a number of additional questions on increases (e.g., equipment repair and maintenance). G. Cliff asked for further information on how we could ensure that the additional expense of adding an engineer would be more than offset by savings in terms of construction services consulting on projects. B. Keveny mentioned that there might also be savings in the Facilities budget. C. Martin and T. Abdella agreed about the concerns and suggested various methods we might pursue to make sure proposed savings to offset the personnel expense of adding an engineer are realized. G. Cliff asked if we could collect information on towns of similar size and whether they have an engineer. B. Steinberg suggested we look at projects done over the past three years and how much having an engineer would have been likely to save. T. Adella pointed out that we need to make sure we keep the capacity of the person in mind and don't assume savings beyond the capacity of the person to do. C. Martin stated that she thought that this is a terrific idea but that we need to make sure the savings are realized. G. Cliff asked for information about the new senior foreman position and what was assumed in the budget. S. Kadlik responded that the current budget assumes two superintendent positions and that dropping one and adding a senior foreman instead shouldn't result in an increase in the proposed budget. S. Kadlik summarized that the main factors causing the DPW budget to increase were contracted salary increases, additional provision for equipment maintenance and repair, and electricity. C. Martin mentioned a general concern about overtime expense, particularly about the water department which looks high at 25%.

Chief Irving presented an overview of the police department proposed 2017 operating budget (see attachments). The overall police budget is up \$40 k (1.6%), primarily due to contracted salary increases. Police had asked for an additional position (from current 23 officers to 24) but the Personnel Board has recommended not adding this year given other requests. He provided an update on why he was proposing the increase in personnel and the Personnel Board's response. He reminded FinCom about the history of the number of sworn officers going back to 2002. The increase in 2012 was to get us back to the level we had in 2005 before a personnel issue led to a temporary reduction that lasted longer than expected. Growth of the town has led to an increasing demand for police services. Overtime would probably come down some if we added a new position but not nearly enough to offset the increased expense of adding a person. G. Cliff asked which towns we should be using to compare ourselves to (rather than the average for the state overall) and suggested that we use the FinCom peer town list. Chief Irving

agreed that would make sense. C. Martin asked for an explanation on the causes for increases in call incident volume. Chief Irving stated that most of the increase relates to the growth in Town Center. C. Martin asked whether there are any opportunities to generate revenue. Chief Irving suggested the best opportunity might be to charge for parking, but he doesn't recommend it. G. Cliff asked for an explanation on the increase in Joint Communications. Chief Irving and B. Keveny explained that the increase was primarily driven by contracted salary increases. The contract increase of 4.5% represents the accumulation over 3 years.

Chief Houghton provided an overview of the Fire and ALS proposed 2017 operating budget (see attachments). Overall the proposed budget is up \$23 k (0.9%). Major drivers of increase are contracted salary increases and training and education. The number of incidences is up, which has made training difficult. A significant portion of the overtime expense relates to training. If we increased staffing by one on each shift (4 total) we could decrease overtime expense. C. Martin and B. Steinberg asked for details about training. G. Cliff asked whether budgeting 15% for overtime was appropriate. Chief Houghton explained that the primary driver of overtime is required training and having two locations. G. Cliff asked whether continuing to have two locations makes sense. Chief Houghton explained that given where our call volume is located, moving to one location would significantly increase our average response time.

8:30 Overall FY 2017 Operating Budget Discussion

G. Cliff volunteered to provide an overall summary. He believes that the overall omnibus operating budget is likely to come in at up 3% or slightly below and that it would be hard to get down to FinCom's stated goal of 2.5%. B. Keveny mentioned a number of items that may increase including health insurance and debt service. B. Steinberg suggested that we use 2.5% as the interest rate on new debt instead of the current assumption of 4%. B. Keveny suggested we might have some reduction in the reserve for salary increases. The IT budget, although it is up substantially, does not yet include an amount for recommended staffing increases. B. Steinberg asked that we investigate whether some of the amount currently in the IT operating budget should be capital instead. C. Martin volunteered to keep a running list of questions FinCom has raised on the operating budget. T. Abdella wondered whether the Personnel Board was being too conservative in recommending that we defer some of the requested staffing increases. G. Cliff reiterated his overall sense that the overall budget is likely to come in at over 2.5% unless we take aggressive action. FinCom discussed the impact of including the 2.5% goal and the costs and benefits of doing so. D. Watkins stated that he felt the 2.5% was good as a stake in the ground and FinCom can use it as a reference point to explain if we come in higher than that and why. N. Funkhouser stated that the 2.5% was just a guideline and it is fine if the budget comes in higher if we are convinced there are good reasons for it. B. Keveny asked which departments FinCom wanted to have presented. FinCom members discussed and agreed on health insurance, IT, Facilities, Board of Health, Recreation, and Finance.

9:08 Review Personnel Board memo dated 12/2/15 and possible vote

FinCom discussed the memo on FY 17 Staffing Requests from John Senchyshyn. FinCom agreed that it understood the Personnel Board's recommendations but that we should make our own decisions. G. Cliff observed that it would be unusual for a Finance Committee to recommend staffing increases that the Personnel Committee recommended against. D. Watkins suggested that we get Town Administrator Nan Balmer's input on IT positions and FinCom members agreed that would be a good idea.

9:13 2016 Special Town Meeting

- Timeline
- Minuteman Articles
- Other Potential Articles
- 1/13/16 Warrant Hearing

N. Funkhouser provided an overview on the two articles on Minuteman planned for STM in February. A new member agreement has been developed and we need to decide whether to approve or reject it. The new agreement (if approved by all the member communities) will allow us (and several other communities) to withdraw if we vote to do so. She reviewed the draft schedule (see attachments). The Board of Selectmen are the primary sponsors for the articles, but it is expected that FinCom will submit reports as customary. G. Cliff wondered if FinCom should decline to submit reports given that FinCom has had only limited discussion on the Minuteman issue. N. Funkhouser stated that she thinks we should follow the process we have been using and submit a report. T. Abdella suggested that we decouple the issue. B. Steinberg observed that FinCom has decided not to submit a report on articles with a small financial component but that the Minuteman issue clearly has a significant financial component. G. Cliff asked how FinCom was going to get enough information to feel good about making a recommendation on these articles. N. Funkhouser agreed that we would bring in Lea Anderson and others to provide the FinCom with more information. G. Cliff asked B. Keveny if there is any financial analysis he could do. N. Funkhouser stated that considerable financial analysis has been done by Lea and others and would be shared. FinCom agreed that we should have Lea Anderson on the agenda for the next meeting if possible.

9:33 Liaison & Members' Reports, Concerns and Topics

D. Watkins led a discussion on Mainstone. B. Steinberg asked whether there was a specific plan for how we might purchase only a part of the property. D. Watkins explained that a specific proposal for that hasn't been developed or analyzed. He suggested some pros and cons of raising the CPC surcharge from the current 1.5%. T. Abdella reminded FinCom that there has been a recent warrant article to reduce the surcharge. D. Watkins suggested some pros and cons of having the Town borrow directly instead of having the CPC borrow. FinCom members discussed the pros and cons of alternative approaches, including buying only part of the property. D. Watkins explained that if we only purchase a part of the property there is a risk with what happens with other parts of it. T. Abdella suggested that given other investments made in the past several years by CPC it may be difficult to get voters to support an increase in the

surcharge. B. Steinberg suggested that buying part of the property might make sense but we would need to understand what part and how it would look with the emphasis on keeping the best vistas from Rice Road and Old Connecticut path. Speaking as a resident (not as a FinCom member), Gordon Cliff (Highfields Road) observed that buying less than the full property would make it unlikely that we could keep the property as a working farm, which many people value, and access to other parts of the property might spoil the vistas that we want to preserve. FinCom members agreed that Mainstone needs to be considered in light of other potential large capital projects such as CoA/Community Center and a new library. N. Funkhouser said personally she would probably support an increase in the surcharge but isn't sure the town overall would support it. Option 2 shows that we can purchase the full property without increasing the surcharge but it would leave the CPC with almost no funds for other open space or recreation projects. C. Martin pointed out CPC would still have funds to support projects in other areas such as historic and affordable housing. N. Funkhouser suggested that self-funding (option 2) is likely to be the easiest option to get approved and that increasing the surcharge to 3% would likely be very difficult. B. Keveny suggested that we get the consultant to do a presentation to all the town boards that need to be involved in deciding on the project. C. Martin, T. Abdella and B. Steinberg indicated they think that it may be difficult to get support to increase the surcharge.

G. Cliff provided an update on feedback from Town Counsel and the Town Administrator (see attachments) whether FinCom needs to change the way we vote for articles and that we probably need to move to taking two votes rather than just one. FinCom discussed and agreed that we could probably make the change for the articles on Minuteman.

10:14 Chair's Update

11-2-15 Draft Minutes for review and vote - Watkins
11-30-15 Draft Minutes for review and vote – Martin
WRAP Committee - update on prospective FinComm appointee

FinCom reviewed draft minutes from November 2 meeting (see attachments). G. Cliff requested that we try to redistribute materials expected to be reviewed close to the day of the meeting. N. Funkhouser suggested a number of edits. C. Martin moved that we accept the minutes as amended. N. Funkhouser seconded. Motion was approved by a vote of 5-0-1. FinCom reviewed draft minutes from November 30 (see attachments). B. Steinberg made a suggested edit. B. Steinberg moved that we accept the minutes as amended. T. Abdella seconded. Motion was approved 5-0-1. N. Funkhouser stated that there is no new information in terms of a FinCom appointee to WRAP committee.

10:18 Adjourn

C. Martin made a motion to adjourn the meeting. B. Steinberg seconded. Motion to adjourn was approved 6-0-0.

Attachments

Mainstone alternatives

FY2017 DPW Operational Budget Summary

Proposed Police, J.C.C. and Emergency Management Budgets for FY 2017

Fire Department - Proposed Operating Budget FY 2017

FY 17 Staffing Requests

Draft Schedule for February Special Town Meeting

Email response from Town Administrator Nan Balmer

Draft Meeting Minutes 11/2/15

Draft Meeting Minutes 11/30/15

Respectfully Submitted,

Gordon Cliff

Mainstone Alternatives

Plan 1

- \$3.5 million – CPA surcharge borrowing
- \$4 million – Tax supported borrowing
 - A) Town share inside Levy Limit
 - B) Town share outside Levy Limit

Plan 2

- \$7.5 million – CPA 1.5% surcharge borrowing

Plan 3

- \$7.5 million – Raise CPA surcharge to 2% and borrow

Plan 4

- \$7.5 million – Raise CPA surcharge to 3% and borrow

Plan 5

- \$3.5 million – CPA existing 1.5% surcharge borrowing only.
- No additional funds – purchase CR to cover only part of Farm.

All Plans include \$4.5 million of Community Preservation Fund (CPF) already collected.

MAINSTONE FARM CONSERVATION RESTRICTION FUNDING POSSIBILITIES

All Plans include \$4.5 million of Community Preservation Fund (CPF) already collected in addition to borrowed funds as below.

CPA Borrowing. Projections based on CPA revenues for FY2015. Year to year, available surcharge is likely to increase slightly and the required debt service payment decreases according to models provided by FirstSouthwest.

Plan #	CPF Borrow	Funds from annual CPF Surcharge (surcharge rate)	Projected Debt Service on Amount CPF Borrowed	Remaining Uncommitted Surcharge in CPF for Other Projects	General Borrowing	Evaluation (+) and (-)
1	\$3,500,000	\$482,451 (1.5%)	\$215,831	\$266,620	\$4,000,000	Tax burden (-); sufficient CPF for additional projects (+)
2	\$7,500,000	\$482,451 (1.5%)	\$462,500	\$19,951	\$0	Insufficient remaining CPF for other projects, such as Rec. (-)
3*	\$7,500,000	\$643,268 (2%)	\$462,500	\$180,768	\$0	Sufficient funds for other projects (+); additional surcharge increase in tax (+/-)
4*	\$7,500,000	\$964,903 (3%)	\$462,500	\$502,403	\$0	Sufficient funds for other projects (+); additional surcharge (+/-); Additional CPA State Trust Fund \$s (+)
5	\$3,500,000	\$482,451 (1.5%)	\$482,451 215,831	\$266,620	\$0	Re-scope project to purchase CR for less acreage (-); potential of development of whole or parts of farm, may exclude some donors due to impact (-); impact on town services with additional housing. (-)

* Preferred by CPC



WAYLAND DEPARTMENT OF PUBLIC WORKS
TOWN OF WAYLAND

66 RIVER ROAD, Wayland, Massachusetts 01778

(508) 358-3672 • FAX (508) 358-4082
Stephen Kadlik, Director

FY2017 DPW Operational Budget Summary

December 2015

HIGHLIGHTS OF CHANGES

This section notes requested changes to the FY2017 DPW Operating Budget, broken down by individual division.

- Highway Division

- Salaries

FY2016 Salary Appropriation: \$943,743. FY2017 Request: \$962,618.74 (+\$18,875.74)

FY2016 Overtime Appropriation: \$16,402. FY2017 Request: \$16,730.45 (+\$328.45)

Based on the Teamsters Union contract, the DPW is requesting an increase in the Highway Division Salary and Overtime Budget commensurate with the increase stipulated in the contract (2% increase, effective 7/1/2016). To accommodate this, the DPW is requesting a total increase of \$19,204.19 between the Highway Salary and Overtime budgets.

- Highway Division Services & Supplies Expense Budgets

The DPW is not requesting any increases in the funding of any Highway expense items in FY 2017.

- Park Division

- Salaries

FY2016 Salary Appropriation: \$479,706. FY2017 Request: \$489,300.12 (+\$9,594.12)

FY2016 Overtime Appropriation: \$25,628. FY2017 Request: \$26,141.33 (+\$513.33)

Based on the Teamsters Union contract, the DPW is requesting an increase in the Park Division Salary and Overtime Budget commensurate with the increase stipulated in the contract (2% increase, effective 7/1/2016). To accommodate this, the DPW is requesting a total increase of \$10,107.45 between the Park Salary and Overtime budgets.

- Park Division Services & Supplies Expense Budgets

The DPW is not requesting any increases in the funding of any Park expense items in FY 2017.

-Transfer Station Division

The Transfer Station Division maintains a revolving fund, and the DPW is requesting that level funding of the two funded accounts related to Landfill Professional Services and Leachate Disposal be maintained.

- Water Division

- Salaries

FY2016 Salary Appropriation: \$598,565. FY2017 Request: \$610,536.92 (+\$11,971.92)
FY2016 Overtime Appropriation: \$133,269. FY2017 Request: \$135,934.89 (+\$2665.89)

Based on the Teamsters Union contract, the DPW is requesting an increase in the Water Division Salary and Overtime Budget commensurate with the increase stipulated in the contract (2% increase, effective 7/1/2016). To accommodate this increase, the DPW is requesting a total increase of \$14,637.81 between the Water Salary and Overtime budgets.

- Water Division Services & Supplies Expense Budget

The DPW is requesting an increase in funding of two Expense items. Please see a detailed summary of these requests below:

Water Equipment Repairs & Maintenance

FY2016 Appropriation: \$50,000. FY2017 Request: \$80,000 (+\$30,000)

The DPW is requesting this increase in funding to accommodate the increased amount of equipment and the aging of existing equipment necessary to conduct water treatment and distribution operations. These expenses are a necessary incurrence. In FY2015 expenses incurred totaled over \$75,000. In FY2016, equipment repair and maintenance expenses are already over \$56,000 with only 44% of the year complete.

Electricity

FY2016 Appropriation: \$330,000. FY2017 Request: \$379,500 (+\$49,500)

As an Enterprise Fund, the utility expenses of the Water Division are paid by Facilities out of the expense budget. The Facilities Department has advised the Water Division to anticipate a 15% increase in electricity costs in FY2017.

Memorandum

10/16/2015

To: Ms. Nan Balmer, Town Administrator
Mr. Brian Keveny, Finance Director

From: Chief Robert Irving

Subject: Proposed Police, J.C.C. and Emergency Management Budgets for
FY 2017

Attached are the proposed budgets for Police, J.C.C. and Emergency Management for fiscal year 2017. Changes from the previous year are as follows:

Police

1. The request for Police Salaries is increased by 2.2% from \$2,006,344 to \$2,050,760. This request is based upon step and educational incentive increases and does not include any adjustment for cost of living that may be added on 7/1/2016.

The Police Department is staffed with 23 sworn officers, 6 civilian traffic supervisors, and one civilian administrative assistant. With the completion of the Town Center, and consultant recommendations to increase the strength of the police department by at least 2 officers, I recommend that the overall number of police officers increase to 24 in the next fiscal year. This will allow for the increased call load and for more dedicated traffic enforcement.

2. The request for Contractual Services was increased by 5.6% from \$32,640 to \$34,460 to reflect the addition of two new service contracts for the department's computer system.

4. The request for gasoline was reduced by 18.5% from \$64,000 to \$52,000 to reflect the lower fuel costs. Gasoline was budgeted at \$3.25 per gallon for 16,000 gallons.

Joint Communications Center

1. The request for Joint Communications salaries is unchanged at \$399,400. This does not include a possible cost of living increase on 7/1/2016.
2. The request for all other operating accounts in J.C.C. are also unchanged.

Emergency Management

There are no changes in budget requests for emergency management.

Revenues

The Joint Communications Center and Emergency Management do not generate revenues

Projected revenues for the Police Department are as follows:

Accident Report Fees	\$1,500
Fingerprint Fees	\$1,000
Firearm License Fees	\$2,500
False Alarm Fees	\$500
Solicitors Permits	\$500
Parking Fines	\$2,000
<u>Detail Administrative Fee</u>	<u>\$20,000</u>
TOTAL	\$28,000

TOWN OF WAYLAND



DEPARTMENT BUDGET REQUESTS

BUDGET PROJECTION 20171 FY 17 OPERATING BUDGET

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	REQUEST	PERCENT CHANGE
1021000151001	10 -2-2100-81-00-01-0000-51001	SALARIES	2,006,344.00	.00	2,050,760.00	2.21
1021000151140	10 -2-2100-81-00-01-0000-51140	OVERTIME	225,000.00	.00	225,000.00	.00
1021000151920	10 -2-2100-81-00-01-0000-51920	RETIREMENT/BUYBACK	.00	.00	.00	.00
1021000252100	10 -2-2100-81-00-02-0000-52100	CONTRACTUAL SERVICES	32,640.00	.00	34,460.00	5.58
1021000252111	10 -2-2100-81-00-02-0000-52111	PHYSICALS	5,250.00	.00	5,250.00	.00
1021000252112	10 -2-2100-81-00-02-0000-52112	TRAINING & EDUCATION	27,000.00	.00	27,000.00	.00
1021000252116	10 -2-2100-81-00-02-0000-52116	EQUIPMENT REPAIRS & MAINTENANC	7,800.00	.00	7,800.00	.00
1021000252117	10 -2-2100-81-00-02-0000-52117	VEHICLE REPAIRS	21,100.00	.00	21,100.00	.00
1021000252127	10 -2-2100-81-00-02-0000-52127	TRAFFIC CONTROL	40,000.00	.00	40,000.00	.00
1021000252139	10 -2-2100-81-00-02-0000-52139	SPECIAL SERVICES	5,100.00	.00	5,100.00	.00
1021000254100	10 -2-2100-81-00-02-0000-54100	SUPPLIES	15,000.00	.00	15,000.00	.00
1021000254111	10 -2-2100-81-00-02-0000-54111	VEHICLE GASOLINE	64,000.00	.00	52,000.00	-18.75
1021000254115	10 -2-2100-81-00-02-0000-54115	UNIFORMS	11,400.00	.00	11,400.00	.00
1021000254500	10 -2-2100-81-00-02-0000-54500	SMALL EQUIPMENT	1,000.00	.00	1,000.00	.00
1021000254503	10 -2-2100-81-00-02-0000-54503	VEHICLES	90,000.00	.00	90,000.00	.00
1021100151001	10 -2-2110-81-00-01-0000-51001	SALARIES	399,400.00	.00	399,400.00	.00

TOWN OF WAYLAND



DEPARTMENT BUDGET REQUESTS

BUDGET PROJECTION 20171 FY 17 OPERATING BUDGET

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	REQUEST	PERCENT CHANGE
1021100151140	10 -2-2110-81-00-01-0000-51140	OVERTIME	76,000.00	.00	76,000.00	.00
1021100151920	10 -2-2110-81-00-01-0000-51920	RETIREMENT/BUYBACK	.00	.00	.00	.00
1021100252100	10 -2-2110-81-00-02-0000-52100	CONTRACTUAL SERVICES	8,000.00	.00	8,000.00	.00
1021100252112	10 -2-2110-81-00-02-0000-52112	TRAINING & EDUCATION	1,000.00	.00	1,000.00	.00
1021100252115	10 -2-2110-81-00-02-0000-52115	BUILDING REPAIRS/IMPROVEMENTS	.00	.00	.00	.00
1021100252116	10 -2-2110-81-00-02-0000-52116	EQUIPMENT REPAIRS & MAINTENANC	2,600.00	.00	2,600.00	.00
1021100253102	10 -2-2110-81-00-02-0000-53102	NATURAL GAS	.00	.00	.00	.00
1021100253103	10 -2-2110-81-00-02-0000-53103	ELECTRICITY	.00	.00	.00	.00
1021100253104	10 -2-2110-81-00-02-0000-53104	TELEPHONE	10,000.00	.00	10,000.00	.00
1021100253105	10 -2-2110-81-00-02-0000-53105	WATER CHARGES	.00	.00	.00	.00
1021100253106	10 -2-2110-81-00-02-0000-53106	WASTEWATER CHARGES	.00	.00	.00	.00
1021100254100	10 -2-2110-81-00-02-0000-54100	SUPPLIES	2,500.00	.00	2,500.00	.00
1021100254115	10 -2-2110-81-00-02-0000-54115	UNIFORMS	3,000.00	.00	3,000.00	.00
1021200252100	10 -2-2120-81-00-02-0000-52100	CONTRACTUAL SERVICES	10,000.00	.00	10,000.00	.00
1021200252112	10 -2-2120-81-00-02-0000-52112	TRAINING & EDUCATION	6,000.00	.00	6,000.00	.00
1021200254100	10 -2-2120-81-00-02-0000-54100	SUPPLIES	7,000.00	.00	7,000.00	.00

TOWN OF WAYLAND



DEPARTMENT BUDGET REQUESTS

BUDGET PROJECTION 20171 FY 17 OPERATING BUDGET

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	REQUEST	PERCENT CHANGE
1021300252100	10 -2-2130-81-00-02-0000-52100	CONTRACTUAL SERVICES	21,500.00	.00	.00	-100.00
1021300254100	10 -2-2130-81-00-02-0000-54100	SUPPLIES	.00	.00	.00	.00
BUDGET CEILING:					3,098,634.00	
TOTALS:			3,098,634.00	.00	3,111,370.00	.41

** END OF REPORT - Generated by Lisa Dana **

**Town of Wayland
Official Budget Request
FY 17
Police Department**

Salaries

	Expended FY 2015	Approved FY 2016	Requested FY 2017
Position:			
Chief	\$128,002	\$129,282	\$131,221
Lieutenant	\$92,727	\$93,654	\$95,059
Sergeants	\$420,327	\$423,528	\$427,062
Specialists	\$233,404	\$233,404	\$233,404
Patrol	\$622,873	\$609,883	\$622,873
Admin. Assist.	\$54,333	\$54,876	\$55,699
School Traffic Supervisors	\$46,746	\$62,952	\$63,896
Total	\$1,598,412	\$1,607,579	\$1,629,214

Administrative Assistant salary based on 37.5 hour work week

All positions budgeted at FY 16 level.

**Town of Wayland
Official Budget Request
Fiscal Year 17
Police Department**

Educational Stipend

	Expended FY 2015	Approved FY 2016	Requested FY 2017
Chief	\$32,000	\$32,320	\$32,805
Lieutenant	\$23,182	\$23,414	\$23,765
Sergeants	\$57,653	\$65,485	\$65,839
Specialists	\$32,677	\$40,845	\$40,845
Patrol	\$52,516	\$47,093	\$67,493
Total	\$198,028	\$209,157	\$230,747

**Town of Wayland
Official Budget Request
Fiscal Year 17
Police Department**

Night Shift Differential

Expended FY 2015	Approved FY 2016	Requested FY 2017
\$39,681	\$36,389	\$36,361

**Town of Wayland
Official Budget Request
Fiscal Year 17
Police Department**

Longevity

	Expended FY 2015	Approved FY 2016	Requested FY 2017
Sergeants	0	0	0
Specialist	\$350	0	0
Total	\$350	\$0	\$0

**Town of Wayland
Official Budget Request
Fiscal Year 17
Police Department**

Holiday Pay

	Expended FY 2015	Approved FY 2016	Requested FY 2017
Sergeants	\$32,763	\$33,369	\$33,6454
Specialists	\$18,630	\$18,750	\$18,752
Patrol	\$48,303	\$47,737	\$48,916
Total	\$99,696	\$99,856	\$101,312

**Town of Wayland
Official Budget Request
Fiscal Year 17
Police Department**

Professional Stipend

	Expended FY 2015	Approved FY 2016	Requested FY 2017
Det.	\$3,501	\$3,501	\$3,501
Det./Prosecutor	\$3,501	\$3,501	\$3,501
Det. Sgt.	\$4,270	\$4,271	\$4,271
Y.O.	\$3,501	\$3,501	\$3,501
Comm. Services Off.	\$3,501	\$3,501	\$3,501
Computer Specialist	\$2,917	\$2,917	\$2,917
Admin Sgt.	\$3,867	\$4,271	\$4,271
Training Off.	\$750	\$750	\$750
Vehicle Officer	\$750	\$750	\$750
Total	\$26,926	\$26,963	\$26,963

**Town of Wayland
Official Budget Request
Fiscal Year 17
Police Department**

Defib. Stipend/Clothing Stipend

	Expended FY 2015	Approved FY 2016	Requested FY 2017
Defib. Stipend	\$8,400	\$8,400	\$8,400
Clothing Stipend	0	\$18,000	\$18,000
Total	0	\$26,400	\$26,400

**Town of Wayland
Official Budget Request
Fiscal Year 17
Police Department**

Overtime, Court Time, Prisoner Watch, Training Replacement

	Expended FY 2015	Approved FY 2016	Requested FY 2017
Overtime	\$157,000	\$157,000	\$157,000
Training Replacement	\$42,000	\$42,000	\$42,000
Prisoner Watch	\$6,000	\$6,000	\$6,000
<u>Court Time</u>	<u>\$20,000</u>	<u>\$20,000</u>	<u>\$20,000</u>
Total	\$225,000	\$225,000	\$225,000

*Prisoner Watch - This budget item is the result of the Acts of 1985, Chapter 456, "The Suicide Prevention Act".

Town of Wayland Official Budget Request Fiscal Year 17 Police Department

Contractual Services

	Expended FY 2015	Approved FY 2016	Requested FY 2017
Computer Licensing	\$19,700	\$19,940	\$21,460
Mobil Computer Lease	\$8,900	\$8,900	\$8,900
Baypern Fee	\$2,200	\$2,200	\$2,200
Copier	\$1,600	\$1,600	\$1,900
Total	\$32,400	\$32,640	\$34,460

*Includes: \$1,800 annual warranty for software/hardware of dash cameras.

\$12,000 Pamet

\$840 TLO

\$700 On Duty

\$2,500 Symantec

\$3,000 Crossmatch

\$360 Meganet

\$2,500 Juniper Support – New for FY 2017

\$1,600 HIW Server Warranty – New for FY 2017

**Town of Wayland
Official Budget Request
Fiscal Year 17
Police Department**

Physical Fitness & Psychological Exams

	Expended FY 2015	Approved FY 2016	Requested FY 2017
Physical Fitness	\$3,750	\$3,750	\$3,750
Psychological Exams	\$1,500	\$1,500	\$1,500
Total	\$5,250	\$5,250	\$5,250

**Town of Wayland
Official Budget Request
Fiscal Year 17
Police Department**

Training and Education

	Expended FY 2015	Approved FY 2016	Requested FY 2017
Training	\$25,000	\$27,000	\$27,000
<hr/>			
Total	\$25,000	\$27,000	\$27,000

*Reflects increase from \$400 to \$1,000 in tuition reimbursement.

**Town of Wayland
Official Budget Request
Fiscal Year 17
Police Department**

Equipment Maintenance & Repair

	Expended FY 2015	Approved FY 2016	Requested FY 2017
Portable/Cruiser Radio Repair	\$2,000	\$2,000	\$2,000
Intoxilyzer Repair	\$400	\$400	\$400
Radar Repair & Calibration	\$1,000	\$1,000	\$1,000
Mobil Computer Repair& Maint.	\$3,500	\$3,500	\$3,500
Signboard Maint.	0	\$900	\$900
Typewriter Maint.	\$200.	\$0	\$ 0
Total	\$7,100	\$7,800	\$7,800

**Town of Wayland
Official Budget Request
Fiscal Year 17
Police Department**

Vehicle Operations-Repairs

	Expended FY 2015	Approved FY 2016	Requested FY 2017
Cruiser Maint. & Repair	\$20,000	\$20,000	\$20,000
Cruiser Washing	\$1,100	\$1,100	\$1,100
Total	\$21,100	\$21,100	\$21,100

**Town of Wayland
Official Budget Request
Fiscal Year 17
Police Department**

Traffic Controls

	Expended FY 2015	Approved FY 2016	Requested FY 2017
Line Painting	\$29,000	\$29,000	\$29,000
Street Signs	\$3,000	\$3,000	\$3,000
Traffic Light Repairs	\$3,000	\$3,000	\$3,000
Traffic Surveys	\$5,000	\$5,000	\$5,000
Total	\$40,000	\$40,000	\$40,000

**Town of Wayland
Official Budget Request
Fiscal Year 17
Police Department**

Special Services

	Expended FY 2015	Approved FY 2016	Requested FY 2017
Special Services	\$500	\$500	\$500
Y.O. Expenses	\$3,800	\$3,800	\$3,800
Crime Prevention	\$800	\$800	\$800
Total	\$5,100	\$5,100	\$5,100

**Town of Wayland
Official Budget Request
Fiscal Year 17
Police Department**

Supplies

	Expended FY 2015	Approved FY 2016	Requested FY 2017
Supplies	\$15,000	\$15,000	\$15,000

**Town of Wayland
Official Budget Request
Fiscal Year 17
Police Department**

Vehicles Operations – Fuel

	Expended FY 2015	Approved FY 2016	Requested FY 2017
Cruiser Fuel	\$64,000	\$64,000	\$52,000

16,000 Gallons at \$3.25 per Gallon – Reduced estimate based on current gas prices.

**Town of Wayland
Official Budget Request
Fiscal Year 17
Police Department**

Uniform Expenses

	Expended FY 2015	Approved FY 2016	Requested FY 2017
Uniform Expense Officers	\$17,600	0	0
Uniform Expense Traffic Supervisors	\$1,900	\$1,900	\$1,900
New Officer Issue	\$9,500	\$9,500	\$9,500
Total	\$29,000	\$11,400	\$11,400

*Reflects switch of \$800 clothing allowance from expense to salary.

**Town of Wayland
Official Budget Request
Fiscal Year 17
Police Department**

New Equipment

	Expended FY 2015	Approved FY 2016	Requested FY 2017
Portable Radio Batteries	\$1,000	\$1,000	\$1,000

**Town of Wayland
Official Budget Request
Fiscal Year 17
Police Department**

Vehicle Purchase

	Expended FY 2015	Approved FY 2016	Requested FY 2017
Ford Interceptor	\$30,000	\$30,000	\$30,000
Ford Interceptor	\$30,000	\$30,000	\$30,000
Ford Interceptor	0	\$30,000	0
Ford Taurus	\$30,000	0	\$30,000
Total	\$90,000	\$90,000	\$90,000

**Town of Wayland
Official Revenue Projections
Fiscal Year 17
Police Department**

Revenue Projections

	<u>FY 17</u>
Accident Report Fees	\$1,500
Fingerprint Fees	\$1,000
Firearm License Fees	\$2,500
False Alarm Fees	\$500
Solicitors Permits	\$500
Parking Fines	\$2,000
<u>Detail Administrative Fee</u>	<u>\$20,000</u>
 TOTAL	 \$28,000

WAYLAND POLICE
FY 17

	U	V	W	X	Y	Z	AA
1	Annual Education	Longevity	computer stip	5.5% diff	6% diff	6.5% diff	6% specialist
2	7117.70			3914.74			
3	7500.00						
4	17794.25						4270.62
5	5835.10						3501.06
6	0.00			2854.89			
7	5835.10						3501.06
8	14587.75						3501.06
9	0.00						
10	14587.75			3209.31			
11	0.00					3792.82	
12	7500.00					3542.57	
13	17794.25						4270.62
14	5835.10						
15	32805.25						
16	11000.00						
17	9400.00					3792.82	
18	11670.20			3209.31			
19	8897.13				4270.62		
20	23764.75						
21	7117.70						
22	14587.75		2917.55				3501.06
23	7117.70					4626.51	
24	0.00			3147.43			
25							
26	\$230,747.48	\$0.00	\$2,917.55	\$16,335.68	\$4,270.62	\$15,754.72	\$22,545.48
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WAYLAND POLICE
FY 17

	AB	AC	AD	AE	AF	AG
1	Defib/Clothing Stip	Training/Vehicle Stipend	Drug Ed. Officer 6%	Start Date	Promo Date	Quinn
2	1200.00			12/2/1987	11/20/1997	7117.70
3	1200.00			1/25/2015		
4	1200.00			Int. 6/15/98	10/3/2006	
5	1200.00			6/5/2002		
6	1200.00			1/26/2015		
7	1200.00			3/23/1997		3501.06
8	1200.00			9/17/2007		14587.75
9	1200.00			11/28/2005		
10	1200.00			7/1/2011		
11	1200.00			7/1/2011		
12	1200.00			3/16/2014		
13	1200.00	750.00		6/6/2002	12/17/2007	
14	1200.00			9/4/1990		5835.10
15	600.00			9/20/2001		
16	1200.00	750.00		7/15/2012		
17	1200.00			4/1/2011		
18	1200.00			3/7/2005		
19	1200.00			4/25/1994	3/12/2012	
20	600.00			7/15/1994	11/20/1997	9505.90
21	1200.00			7/15/1994	4/18/2001	7117.70
22	1200.00			11/5/2001		9336.16
23	1200.00			11/27/2006	4/16/2014	6764.30
24	1200.00			7/16/2012		
25						
26	\$26,400.00	\$1,500.00	\$0.00			
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WAYLAND POLICE
FY 17

	AH	AI	AJ	AK	AL
1	Annual Base w Ed	Yearly Holiday Pay	Sgts Yearly Salary	Specialists Yearly	Ptl. Yearly salary
2	78294.70	5633.85	\$71,177.00		
3	59407.00	3921.75			\$51,907.00
4	88971.25	5660.13	\$71,177.00		
5	64186.10	4656.15		\$58,351.00	
6	51907.00	4132.57			\$51,907.00
7	64186.10	4656.15		\$58,351.00	
8	72938.75	4567.54		\$58,351.00	
9	58351.00	4397.61			\$58,351.00
10	72938.75	4634.61			\$58,351.00
11	58351.00	4677.70			\$58,351.00
12	62001.00	4374.91			\$54,501.00
13	88971.25	5660.13	\$71,177.00		
14	64186.10	4397.61			\$58,351.00
15	164026.25				
16	68226.00	4369.92			\$57,226.00
17	67751.00	4589.08			\$58,351.00
18	70021.20	4634.61			\$58,351.00
19	80074.13	5660.13	\$71,177.00		
20	118823.75				
21	78294.70	5344.76	\$71,177.00		
22	72938.75	4871.60		\$58,351.00	
23	78294.70	5686.41	\$71,177.00		
24	57226.00	4546.96			\$57,226.00
25					
26	\$1,740,366.48	\$101,074.19	\$427,062.00	\$233,404.00	\$622,873.00
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**Town of Wayland
Official Budget Request
Fiscal Year 2017
Joint Communications**

Salary

Expended FY 2015	Approved FY 2016	Requested FY 2017
\$357,150	\$362,400	\$360,624

**Town of Wayland
Official Budget Request
Fiscal Year 2017
Joint Communications**

EMD Stipend

Expended FY 2015	Approved FY 2016	Requested FY 2017
\$2,500	\$2,000	\$1,500

**Town of Wayland
Official Budget Request
Fiscal Year 2017
Joint Communications**

Holiday Pay

Expended FY 2015	Approved FY 2016	Requested FY 2017
\$25,000	\$25,000	\$27,500

**Town of Wayland
Official Budget Request
Fiscal Year 2017
Joint Communications**

Night Shift Differential

Expended FY 2015	Approved FY 2016	Requested FY 2017
\$12,000	\$10,000	\$9,800

**Town of Wayland
Official Budget Request
Fiscal Year 2017
Joint Communications**

Overtime

	Expended FY 2015	Requested FY 2016	Requested FY 2017
Overtime	\$62,700	\$62,700	\$62,700
Training Replacement	\$13,300	\$13,300	\$13,300
Total	\$76,000	\$76,000	\$76,000

**Town of Wayland
Official Budget Request
Fiscal Year 2017
Joint Communications**

Service Contracts

	Expended FY 2015	Approved FY 2016	Requested FY 2017
Computer Licensing	\$6,500	\$6,500	\$6,500
CJIS Equipment	\$1,500	\$1,500	\$1,500
Total	\$8,000	\$8,000	\$8,000

*Computer Licensing Pamet adjusted to split with Police and Fire.

**Town of Wayland
Official Budget Request
Fiscal Year 2017
Joint Communications**

Training

Expended FY 2015	Approved FY 2016	Requested FY 2017
\$1,000	\$1,000	\$1,000

**Town of Wayland
Official Budget Request
Fiscal Year 2017
Joint Communications**

Maintenance & Repair

Expended FY 2015	Approved FY 2016	Requested FY 2017
\$2,600	\$2,600	\$2,600

It is from this account that all maintenance and repairs of the facility are funded. These items include, but are not limited to, radios, telephones, all other communication devices, phone and radio recordings, electrical repairs, general supplies, etc.

**Town of Wayland
Official Budget Request
Fiscal Year 2017
Joint Communications**

Utility Expenses

	Expended FY 2015	Approved FY 2016	Requested FY 2017
Telephone	\$10,000	\$10,000	\$10,000
Total	\$10,000	\$10,000	\$10,000

**Town of Wayland
Official Budget Request
Fiscal Year 2017
Joint Communications**

Supplies

	Expended FY 2015	Approved FY 2016	Requested FY 2017
Operating Expenses	\$2,500	\$2,500	\$2,500

Operating Expenses - The following is a breakdown of the figures within this item:
Supplies.....\$2,000
Miscellaneous.....\$500

**Town of Wayland
Official Budget Request
Fiscal Year 2017
Joint Communications**

Uniforms

	Expended FY 2015	Approved FY 2016	Requested FY 2017
Uniform Allowance	\$3,000	\$3,000	\$3,000

Funding this item allows the Department to meet its contractual obligations with the Dispatchers Union.

FY17 JCC Salary Spreadsheet

Name	Base pay	Bi-Weekly Rate	Hourly Rate	Overtime Rate	Daily Rate	Night Shift Differential	Holiday Rate/Daily
Freni -	\$49,026.00	\$1,980.27	\$26.40	\$39.61	\$211.23	\$1,961.04	\$316.84
Rokes	\$49,026.00	\$1,999.13	\$26.66	\$39.98	\$213.24	\$2,451.30	\$319.86
Huff	\$46,553.00	\$1,809.73	\$24.13	\$36.19	\$193.04		\$289.56
Philbrick	\$43,057.82	\$1,722.31	\$22.96	\$34.45	\$183.71	\$1,722.31	\$275.57
Gennaro	\$41,312.18	\$1,668.38	\$22.25	\$33.37	\$177.96	\$2,065.61	\$266.94
New Dispatcher	\$39,565.50	\$1,582.62	\$21.10	\$31.65	\$168.81	\$1,582.62	\$253.22
Carvelli	\$49,026.00	\$1,885.62	\$25.14	\$37.71	\$201.13		\$301.70
Reed	\$43,057.00	\$1,656.04	\$22.08	\$33.12	\$176.64		\$264.97
	\$360,623.50					\$9,782.88	
Salary Total							
Dept. Total	\$360,623.50						
	\$475,370.24						
Final Total							
	\$475,370.24						

FY17 JCC Salary Spreadsheet

EMD	Holiday Rate/Yearly	Training OT	Overtime	Buyback
\$ 500.00	\$3,802.12			
\$ 500.00	\$3,838.32			
\$ 500.00	\$3,474.68			
	\$3,306.84			
	\$3,203.28			
	\$3,038.63			
	\$3,620.38			
	\$3,179.59			
\$1,500.00	\$27,463.86	\$13,300.00	\$ 62,700.00	

Town of Wayland Official Budget Request Fiscal Year 2017 Emergency Management

Auxiliary Police:

	Expended FY 2015	Approved FY 2016	Requested FY 2017
Supplies	\$5,000	\$5,000	\$5,000
Training	\$2,000	\$2,000	\$2,000
Total	\$7,000	\$7,000	\$7,000

The Supplies section funds the Auxiliary Police purchase of uniforms and equipment for each officer.

The Training portion funds the payment for specialized instructors (C.P.R., First Responded, etc.) that allows officers to maintain the mandated levels of proficiency in various areas. It also provides for the purchase of ammunition, instructors, and firearm related training material for firearms instruction and qualifications.

Emergency Management:

	Expended FY 2015	Approved FY 2016	Requested FY 2017
Training	\$4,000	\$4,000	\$4,000
Purchase of Services	\$10,000	\$10,000	\$10,000
Supplies	\$2,000	\$2,000	\$2,000
Total	\$16,000	\$16,000	\$16,000

**Town of Wayland
Official Budget Request
Fiscal Year 2017
Emergency Management**

Emergency Management (cont.)

Training will fund:

Seminars, conferences and classes related to emergency management for members of the Local Emergency Planning Committee.

Purchase of Services will fund:

The Reverse 911 contractual Fee for unlimited Reverse 911 calls. \$5,630
Annual dues for the Metropolitan Law Enforcement Council
BeSafe Safety Portal maintenance and Access Fee

Supplies will fund the following:

Brochures, copying paper and miscellaneous items related to L.E.P.C.



WAYLAND POLICE DEPARTMENT

WAYLAND, MASSACHUSETTS 01778



Memorandum

ROBERT IRVING
CHIEF OF POLICE

11/16/2015

To: Ms. Nan Balmer, Town Administrator, Mr. John Senchyshyn, Human Resources Director

From: Robert Irving, Chief of Police

Subject: Authorized Strength of Police Department

In January of 2001, the authorized staffing level for fulltime police officers on the police department was 23. Over the past 15 years the town has grown in both population and in the number of residences and businesses. The most significant development has been the construction of the Town Center, which is now nearly complete. Today, the staffing level for the police department remains at 23 sworn officers, despite a significant increase in call volume. In 2003 there were a total of 10,634 logged incidents. This year that number is projected to increase by 36% to 14,489. In the last fiscal year, 159 incidents were generated from the Town Center alone.

As the attached chart indicates, the Wayland Police Department has fallen behind the state averages, and most area towns of similar size, in the number of officers per one thousand population. Over the past several years, the overall strength in several area towns has increased while Wayland has remained at the same level for more than a decade.

Documentation from consultants for the Town Center project and the town's consultant, state that the department was understaffed as far back as April of 2006 and October of 2007.

“Our estimate of Wayland’s current public safety deficit is approximately \$388,865, assuming the state average of 1.9 officers per 1,000 population and 2.1 career (paid) firefighters per 1,000 population. Wayland does not meet either of these standards. The total cost estimate represents 2.8 police officers (plus employee benefits) and an additional police cruiser, and 3.4 firefighters (with benefits), both multiplied by an entry-level salary assumption and a factor for supplies (see below).”
Judith Barrett, Project Manager, Community Opportunities Group Inc.

“In our view the Wayland Police Department and Fire Departments as well as the Dispatch Center, are currently understaffed. They are understaffed when compared to national, regional or statewide standards and in comparison to contiguous communities. The Wayland Town Center project by itself will have no significant impact on public safety services. We recommend that the Town consider the opportunity that is presented by creation of new tax revenue and make appropriate staffing adjustments in the Police and Fire Departments and the Dispatch Center.” Fiscal Benefit and Service Demand Analysis: Wayland Town Center, Wayland, MA Prepared for Twenty Wayland, LLC by Municipal Resources, Inc. October 2007.

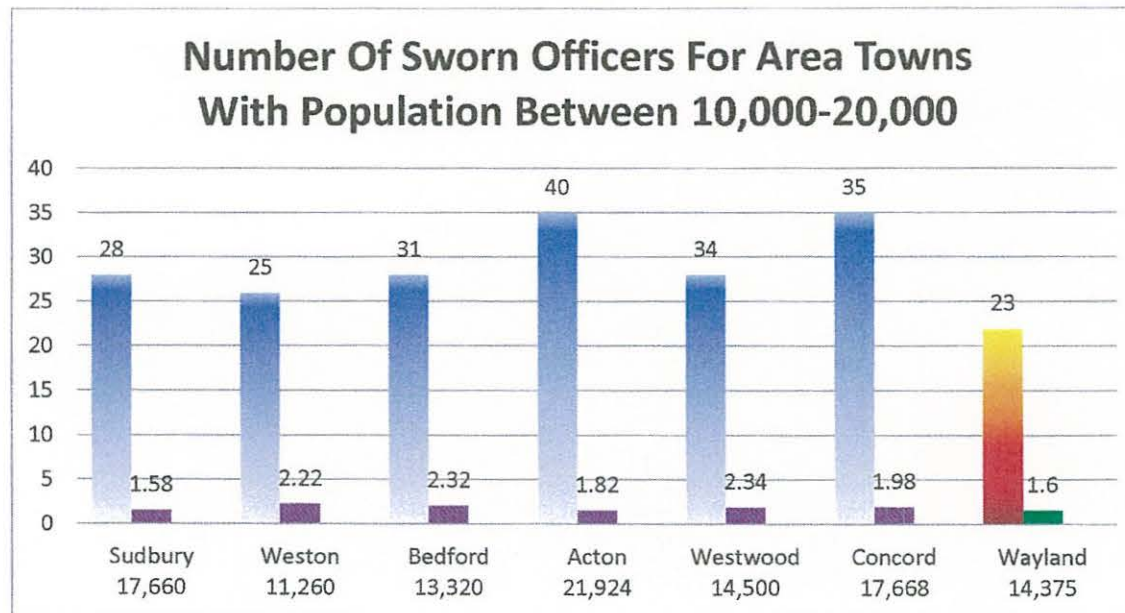
It would be the intention of the police department to use this position as an officer on patrol that would be focused mainly on the many traffic related issues and concerns that the police department deals with on a daily basis. The primary complaint of our citizens is the speed and volume of traffic, especially on residential roads. The addition of the twenty-fourth officer will increase the enforcement of motor vehicle laws and improve the overall safety of both vehicles and pedestrians on our roads.

It is anticipated that the addition of the 24th officer will have an impact in the police department's annual overtime budget. The replacement cost of officers on vacation, sick leave, injured on duty or training assignments is expected to be reduced by approximately \$11,000 per year. At the same time, the cost for overtime associated with the 24th officer will increase by approximately \$5,000 to account for training, court time, late shifts and replacement. I would roughly estimate a \$6,000 savings in overtime cost per year.

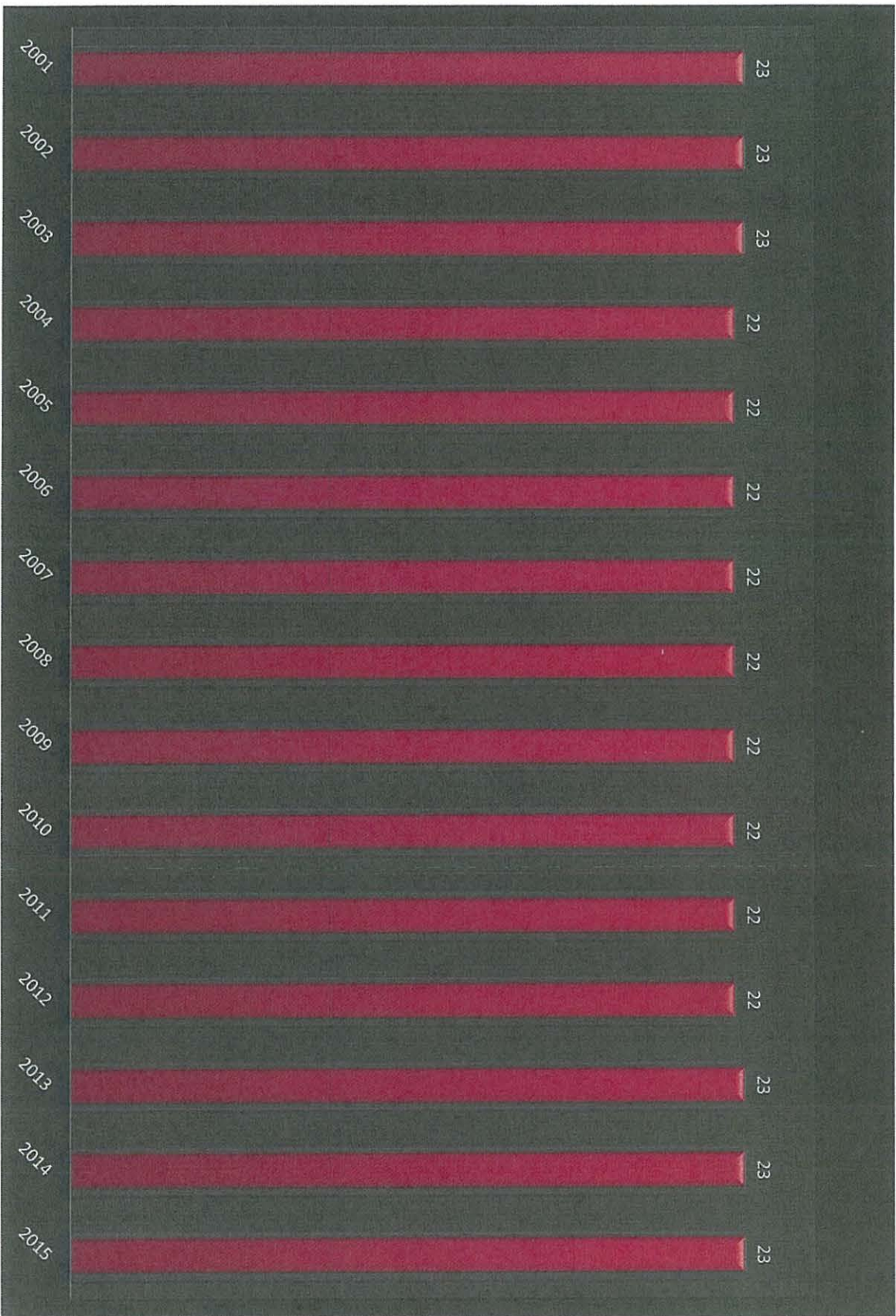
I believe that now is the right time to expand the police force by one position to bring the total authorized strength of the department to twenty-four sworn.

Officers Per Thousand Comparisons

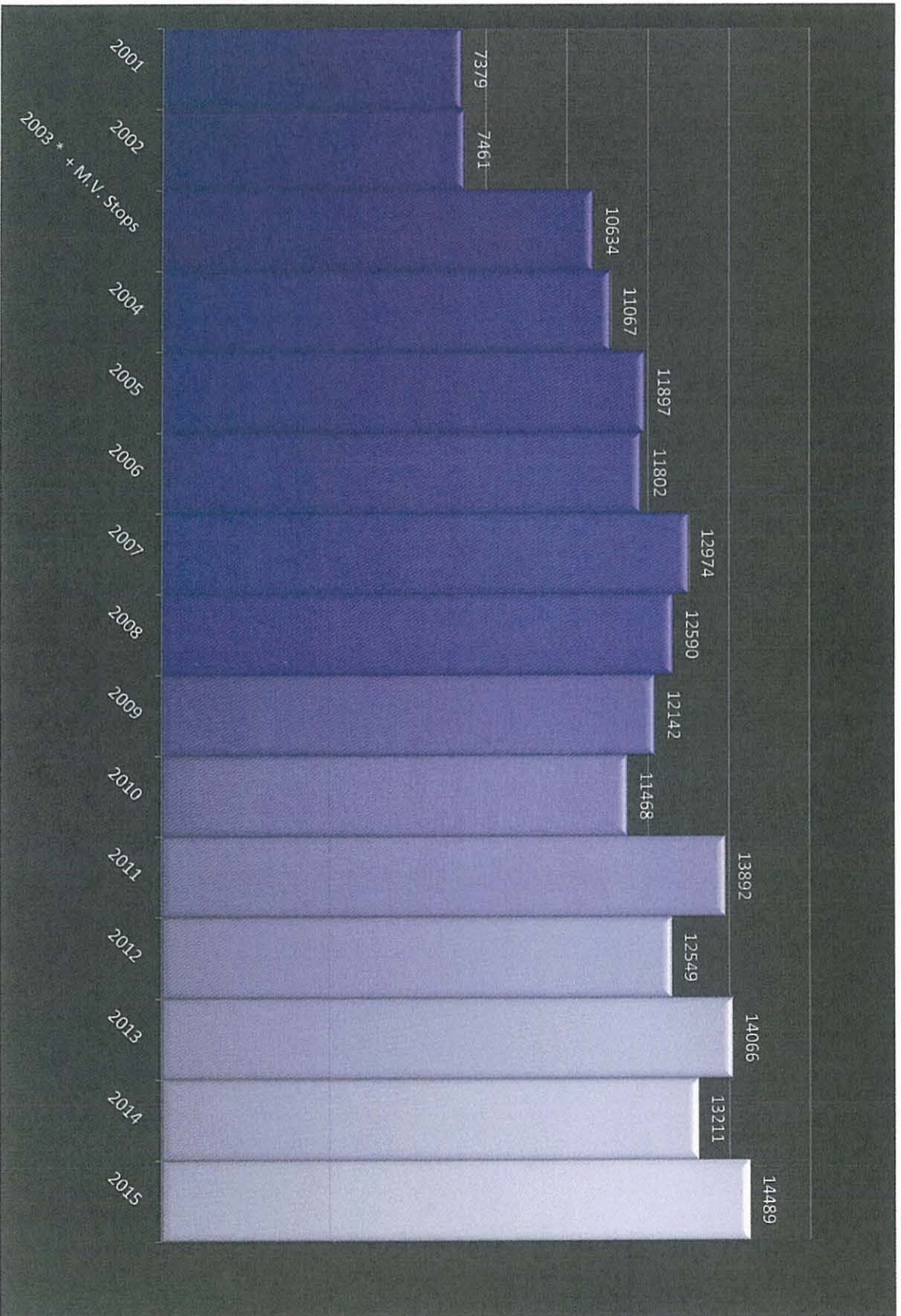
The following is a chart showing the comparative numbers of Sworn Officers for communities similar to the Town of Wayland. The current average for all the Area Cities and Towns with a Population between 10,000 and 20,000 is **1.83** Officer's Per Thousand. The Massachusetts average is **2.18** Officer's Per Thousand. The Town Of Wayland is significantly lower than these averages.



Total Number Of Sworn Officers 2001-2015



Total Police Incidents 2001-2015



**Town of Wayland
Official Budget Request
FY 17
Police Department**

Salaries

Position:	Expended FY 2015	Approved FY 2016	Requested FY 2017
Chief	\$128,002	\$129,282	\$131,221
Lieutenant	\$92,727	\$93,654	\$95,059
Sergeants	\$420,327	\$423,528	\$427,062
Specialists	\$233,404	\$233,404	\$233,404
Patrol	\$622,873	\$609,883	\$622,873
Admin. Assist.	\$54,333	\$54,876	\$61,822
School Traffic Supervisors	\$46,746	\$62,952	\$63,896
Total	\$1,598,412	\$1,607,579	\$1,635,337

Administrative Assistant salary based on 37.5 hour work week

All positions budgeted at FY 16 level.

**Town of Wayland
Official Budget Request
Fiscal Year 17
Police Department**

Educational Stipend

	Expended FY 2015	Approved FY 2016	Requested FY 2017
Chief	\$32,000	\$32,320	\$32,805
Lieutenant	\$23,182	\$23,414	\$23,765
Sergeants	\$57,653	\$65,485	\$65,839
Specialists	\$32,677	\$40,845	\$40,845
Patrol	\$52,516	\$47,093	\$67,493
Total	\$198,028	\$209,157	\$230,747

**Town of Wayland
Official Budget Request
Fiscal Year 17
Police Department**

Night Shift Differential

Expended FY 2015	Approved FY 2016	Requested FY 2017
\$39,681	\$36,389	\$36,361

**Town of Wayland
Official Budget Request
Fiscal Year 17
Police Department**

Longevity

	Expended FY 2015	Approved FY 2016	Requested FY 2017
Sergeants	0	0	0
Specialist	\$350	0	0
Total	\$350	\$0	\$0

**Town of Wayland
Official Budget Request
Fiscal Year 17
Police Department**

Holiday Pay

	Expended FY 2015	Approved FY 2016	Requested FY 2017
Sergeants	\$32,763	\$33,369	\$33,6454
Specialists	\$18,630	\$18,750	\$18,752
Patrol	\$48,303	\$47,737	\$48,916
Total	\$99,696	\$99,856	\$101,312

Town of Wayland Official Budget Request Fiscal Year 17 Police Department

Professional Stipend

	Expended FY 2015	Approved FY 2016	Requested FY 2017
Det.	\$3,501	\$3,501	\$3,501
Det./Prosecutor	\$3,501	\$3,501	\$3,501
Det. Sgt.	\$4,270	\$4,271	\$4,271
Y.O.	\$3,501	\$3,501	\$3,501
Comm. Services Off.	\$3,501	\$3,501	\$3,501
Computer Specialist	\$2,917	\$2,917	\$2,917
Admin Sgt.	\$3,867	\$4,271	\$4,271
Training Off.	\$750	\$750	\$750
Vehicle Officer	\$750	\$750	\$750
Total	\$26,926	\$26,963	\$26,963

**Town of Wayland
Official Budget Request
Fiscal Year 17
Police Department**

Defib. Stipend/Clothing Stipend

	Expended FY 2015	Approved FY 2016	Requested FY 2017
Defib. Stipend	\$8,400	\$8,400	\$8,400
<u>Clothing Stipend</u>	<u>0</u>	<u>\$18,000</u>	<u>\$18,000</u>
Total	0	\$26,400	\$26,400

**Town of Wayland
Official Budget Request
Fiscal Year 17
Police Department**

Overtime, Court Time, Prisoner Watch, Training Replacement

	Expended FY 2015	Approved FY 2016	Requested FY 2017
Overtime	\$157,000	\$157,000	\$157,000
Training Replacement	\$42,000	\$42,000	\$42,000
Prisoner Watch	\$6,000	\$6,000	\$6,000
<u>Court Time</u>	<u>\$20,000</u>	<u>\$20,000</u>	<u>\$20,000</u>
Total	\$225,000	\$225,000	\$225,000

*Prisoner Watch - This budget item is the result of the Acts of 1985, Chapter 456, "The Suicide Prevention Act".

Town of Wayland Official Budget Request Fiscal Year 17 Police Department

Contractual Services

	Expended FY 2015	Approved FY 2016	Requested FY 2017
Computer Licensing	\$19,700	\$19,940	\$21,460
Mobil Computer Lease	\$8,900	\$8,900	\$8,900
Baypern Fee	\$2,200	\$2,200	\$2,200
Copier	\$1,600	\$1,600	\$1,900
Total	\$32,400	\$32,640	\$34,460

*Includes: \$1,800 annual warranty for software/hardware of dash cameras.

\$12,000 Pamet

\$840 TLO

\$700 On Duty

\$2,500 Symantec

\$3,000 Crossmatch

\$360 Meganet

\$2,500 Juniper Support – New for FY 2017

\$1,600 HIW Server Warranty – New for FY 2017

**Town of Wayland
Official Budget Request
Fiscal Year 17
Police Department**

Physical Fitness & Psychological Exams

	Expended FY 2015	Approved FY 2016	Requested FY 2017
Physical Fitness	\$3,750	\$3,750	\$3,750
Psychological Exams	\$1,500	\$1,500	\$1,500
Total	\$5,250	\$5,250	\$5,250

**Town of Wayland
Official Budget Request
Fiscal Year 17
Police Department**

Training and Education

	Expended FY 2015	Approved FY 2016	Requested FY 2017
Training	\$25,000	\$27,000	\$27,000
Total	\$25,000	\$27,000	\$27,000

*Reflects increase from \$400 to \$1,000 in tuition reimbursement.

**Town of Wayland
Official Budget Request
Fiscal Year 17
Police Department**

Equipment Maintenance & Repair

	Expended FY 2015	Approved FY 2016	Requested FY 2017
Portable/Cruiser Radio Repair	\$2,000	\$2,000	\$2,000
Intoxilyzer Repair	\$400	\$400	\$400
Radar Repair & Calibration	\$1,000	\$1,000	\$1,000
Mobil Computer Repair& Maint.	\$3,500	\$3,500	\$3,500
Signboard Maint.	0	\$900	\$900
Typewriter Maint.	\$200.	\$0	\$ 0
Total	\$7,100	\$7,800	\$7,800

**Town of Wayland
Official Budget Request
Fiscal Year 17
Police Department**

Vehicle Operations-Repairs

	Expended FY 2015	Approved FY 2016	Requested FY 2017
Cruiser Maint. & Repair	\$20,000	\$20,000	\$20,000
Cruiser Washing	\$1,100	\$1,100	\$1,100
Total	\$21,100	\$21,100	\$21,100

**Town of Wayland
Official Budget Request
Fiscal Year 17
Police Department**

Traffic Controls

	Expended FY 2015	Approved FY 2016	Requested FY 2017
Line Painting	\$29,000	\$29,000	\$29,000
Street Signs	\$3,000	\$3,000	\$3,000
Traffic Light Repairs	\$3,000	\$3,000	\$3,000
Traffic Surveys	\$5,000	\$5,000	\$5,000
Total	\$40,000	\$40,000	\$40,000

**Town of Wayland
Official Budget Request
Fiscal Year 17
Police Department**

Special Services

	Expended FY 2015	Approved FY 2016	Requested FY 2017
Special Services	\$500	\$500	\$500
Y.O. Expenses	\$3,800	\$3,800	\$3,800
Crime Prevention	\$800	\$800	\$800
Total	\$5,100	\$5,100	\$5,100

**Town of Wayland
Official Budget Request
Fiscal Year 17
Police Department**

Supplies

	Expended FY 2015	Approved FY 2016	Requested FY 2017
Supplies	\$15,000	\$15,000	\$15,000

**Town of Wayland
Official Budget Request
Fiscal Year 17
Police Department**

Vehicles Operations – Fuel

	Expended FY 2015	Approved FY 2016	Requested FY 2017
Cruiser Fuel	\$64,000	\$64,000	\$52,000

16,000 Gallons at \$3.25 per Gallon – Reduced estimate based on current gas prices.

**Town of Wayland
Official Budget Request
Fiscal Year 17
Police Department**

Uniform Expenses

	Expended FY 2015	Approved FY 2016	Requested FY 2017
Uniform Expense Officers	\$17,600	0	0
Uniform Expense Traffic Supervisors	\$1,900	\$1,900	\$1,900
New Officer Issue	\$9,500	\$9,500	\$9,500
Total	\$29,000	\$11,400	\$11,400

*Reflects switch of \$800 clothing allowance from expense to salary.

**Town of Wayland
Official Budget Request
Fiscal Year 17
Police Department**

New Equipment

	Expended FY 2015	Approved FY 2016	Requested FY 2017
Portable Radio Batteries	\$1,000	\$1,000	\$1,000

**Town of Wayland
Official Budget Request
Fiscal Year 17
Police Department**

Vehicle Purchase

	Expended FY 2015	Approved FY 2016	Requested FY 2017
Ford Interceptor	\$30,000	\$30,000	\$30,000
Ford Interceptor	\$30,000	\$30,000	\$30,000
Ford Interceptor	0	\$30,000	0
Ford Taurus	\$30,000	0	\$30,000
Total	\$90,000	\$90,000	\$90,000

**Town of Wayland
Official Revenue Projections
Fiscal Year 17
Police Department**

Revenue Projections

	<u>FY 17</u>
Accident Report Fees	\$1,500
Fingerprint Fees	\$1,000
Firearm License Fees	\$2,500
False Alarm Fees	\$500
Solicitors Permits	\$500
Parking Fines	\$2,000
<u>Detail Administrative Fee</u>	<u>\$20,000</u>
 TOTAL	 \$28,000

Expenses

Overall a very small increase of \$2300.00 is being requested. This amount is .9 percent increase over the previous year.

Contractual Services – This line item has been reduced by \$3000.00 We will no longer be using the EMS portion of the Pamet Software suite as we have switched to an all-Electronic Patient Reporting system. We will still have full access to all records in the old system but will no longer be paying for upgrades or support to the software. The new program is much more reasonably priced, is web based and the staff has found it to be more user friendly.

Training and Education - Overall the department is in need of increasing its training in both fire and EMS related topics. Some of these topics will require outside resources to be brought in to teach both classroom and practical sessions. To accomplish this I am proposing to increase this line by \$5000.00

Medic Training- This line will be decreased by \$5000.00 and moved to the Training and education line above. At this point we have no additional personnel that have shown any interest in taking a medic program. Starting next year we will be using these funds to complete required recertification training that is specific to paramedics and EMTS.

Vehicle Parts will be increased by \$5500.00. These funds are used to purchase parts for apparatus and all equipment that generally the mechanic repairs items with. It is in our best interest to allow the mechanic to purchase items and fix things in house and not spend money on shop rates that we incur with using local vendors. There are times however that we must use outside vendors as we nor the new DPW has the means to make these repairs.

Uniforms -The cost of uniforms have gone up. The department purchases initial uniforms for new hires, and newly appointed officers. After that point the CBA dictates the amount given to each person to maintain and replace uniforms on an as needed basis. This increase of \$1605.00 will be used to offset the initial cost of clothing and does not reflect any changes in the CBA.

Medical Supplies will be increased by \$3500.00 due to the increase in the cost of medical supplies and the increase in medical response incidents. There are several medications that we have seen an increase in cost over the past year.

The Miscellaneous category is being decreased by \$1,305.00. I am making an effort to put expenses in categories that have been identified and refrain from using this line whenever possible.

The Fire Alarm Account is being reduced by \$4000.00. The town will no longer be using a wired fire alarm system. The remaining funds will be used to maintain the receivers for the Municipal system as well as to allow for a contingency fund as we make our final move to the new system.

Salary

In the Personnel Salary category I am proposing an increase of .875% or a total of \$20,000.

I am proposing a \$10,000 increase in salaries. This increase reflects step increases for employees that are in line with the Collective Bargaining Agreement, and increase in educational and certification incentives as staff are completing programs. At the current time the Collective Bargaining Agreement with the Firefighters has still not been completed and has not been since the end of Fiscal Year 2013.

The department is now operating three of the four work groups at the Paramedic level using fulltime staff. We have reduced our part time staff of medics and in doing so I am proposing to decrease the ALS Salary line item by \$20,000.00. It is my hope that over the next few years we will have fully transitioned to all full time paramedics allowing us to run at the advanced level 24 hours a day 7 days a week and we will no longer have the need for part time staff.

I am looking to add 30,000 to the overtime line to increase training. There are two main reasons for increasing the overtime. First, is with increase in call volume we are finding it harder for shifts to complete training while on duty. The consistency in training is hard to keep up when training sessions are constantly interrupted with calls. It is also difficult to do practical exercises on duty as this often delays the response to an incident and that could have a tremendous impact. I will be using the funds to complete practical evolutions without interruption by bring staff back on their time off to participate in evolutions. With our efforts in prevention and education coupled with the installation of alarm systems we do not have the volume of fires that we used to making training to keep skills ahrp a priority for the department. Many of the lifesaving skills that our staff learn while attending the fire academy are not able to be kept up with and therefore they are not as proficient as they need to be.

Secondly, I will be using these funds to have our paramedics fulfill our obligation to our Affiliation agreement with Metro West Medical Center, and attend "rounds" (classes) with our medical control doctor. These classes are very beneficial as they review past patient transports and learn from "lessons learned" from calls from our department as well as other departments.

It is without question the department is in need of additional fulltime staff. All recognized standards as well as a study conducted prior to the Town Center Approval, all back up adding personnel. The previous two fire chiefs have justifiably advocated for additional staff and I am fully behind the efforts they started. In time I would like to see one fulltime firefighter paramedic added to each of the four shifts allowing us to be more efficient in handling simultaneous incidents and to staff the second ambulance on a regular basis and not have to rely on our surrounding towns. At this point I do not believe the town has an appetite to add 4 additional people and with the delay in the ability to bring on board an Assistant Fire Chief that has been funded for some time now, I will not be asking for any positions at this time. I have been considering requesting additional administrative staff but will be holding off in hopes that the filling of the Assistant Chief position will take the need for additional assistance away.



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

John Senchyshyn
Asst. Town Administrator/HR Director
508-358-3623
jsenchyshyn@wayland.ma.us

Personnel Board
Deborah Cohen
Jessica Green
Miranda Jones
Maryanne Peabody
Philip Schneider

Date: December 2, 2015

To: Finance Committee
Nan Balmer, Town Administrator

From: John Senchyshyn, Asst. Town Administrator/HR Director

Re: FY 17 Staffing Requests

At its November 30, 2015 meeting, the Personnel Board reviewed Departments' staffing requests for the FY 17 budget. It is worth noting that the requests for new positions for FY 17 were significantly greater than in past years in both the number of positions requested and the corresponding impact to the budget. The Personnel Board believes there is at least some merit to each Department's request, particularly in light of the significant increase in workload and services provided to town residents over recent years that was reported by the Department Heads to the Board, but recognizes the significant impact to the budget if all of the requests were to be acted upon. The Board prioritized its recommendations based on the impacts to services and operations for the respective departments. Following are the Personnel Board's observations and recommendations for FY 17 requests:

Information Technology (IT) – The Board is familiar with the recommendations of the McGladrey Report and recognizes the need to address issues in Information Technology. The McGladrey Report identified 2 critical IT positions.

- IT Director - The Board supports the addition of this function. At this time, there is not consensus as to whether the function should be a Town position or a contracted service. For moving the process forward, the Board recommends posting the vacancy as soon as possible. Pending the response and the quality of the applicants, the decision can be made regarding a Town position vs an out-sourced function. The Board recommends budgeting appropriately for the function for FY 17.
- Business System Administrator - While the Board also supports the Administrator function, it recognizes that a new IT Director (or out-sourced provider) may have a different vision for the role of the Administrator. As such, the Board suggests placing the funding in the FY 17 salary reserve until such time as the function is more clearly defined after a new IT Director (or out-sourced provider) is in place.

DPW – DPW requested 4 positions for FY 17.

- Maintenance Workers (2) – DPW requested 2 new Maintenance Workers. While there may be sufficient workload to justify 2 positions, for the budgetary reasons

mentioned in the opening paragraph, the Board supports the addition of 1 new Maintenance Worker for FY 17.

- Engineer – The addition of an Engineer may be a valuable asset to the Town. The position is projected to reduce engineering consulting services utilized by the DPW by providing construction in-house oversight, design review and regulatory compliance. The Board supports the addition of the Engineer to DPW with the following stipulations: 1.) the funding for salary and benefits be derived from reductions in engineering contracts, and 2.) the Engineer's services and expertise be made available to other departments with the DPW's general oversight on assignments.
- Sr. Foreman – Last year, upon Stephen Kadlik's promotion to DPW Director, his former position of Highway Superintendent was not backfilled. Park's Superintendent Mike Lindeman assumed the responsibility for both positions on a trial basis. The trial has worked well and the recommendation is to combine the 2 Superintendents' positions. In doing so, a need is created for a lower level supervisor. DPW requested a second Sr. Foreman. Discussion at the meeting pointed to a third Working Foreman as a more viable alternative. The expense of adding a Foreman is more than off-set by the consolidation of the Superintendents. The Board supports the request for the Foreman.

Recreation – Following a retirement, Rec has requested to eliminate the Program Administrator position and replace it with 2 new positions: an Assistant Director and a Program Coordinator.

- Assistant Director – The position replaces the Program Administrator. As the previous position was already budgeted for FY 16, the change to an Assistant Director is cost neutral and can be implemented in the current fiscal year.
- Program Coordinator – This request is for an additional position. Coupled with the aforementioned Assistant Director, Recreation contends the positions will provide much needed program oversight. The Board supports the addition of the Program Coordinator, but suggests the Finance Committee consider funding the position(s) through user fees when the cap permits.

Police – Chief Irving requested a new officer. The request was supported by neighboring Towns' staffing data as well as historical police incident counts. While the Board is sympathetic to the request, it does not recommend adding an officer in the coming fiscal year given the number of potential number new positions in other departments.

Town Clerk - The Town Clerk requested a non-benefits eligible part-time clerical position. Given the lack of definition regarding the Town's obligation on early voting initiatives and ways to try to meet those obligations with existing resources, as well as the lack of clarity on the timing for implementation and the scope of potential changes to the public records law, the Board does not recommend the position at this time.

BOH – The BOH requested an additional \$8,000 for clerical support for FY 17. It was not clear how the \$8,000 would be used to meet the reported needs. The Board does not agree that the need can be addressed by a contracted service. The Board does not support the addition of a new non-benefits eligible part-time clerical position. Further definition of the needs, and how specifically the BOH would plan to address them with additional resources, would be required.

DRAFT SCHEDULE IF THURSDAY 2/11/15 SPECIAL TOWN MEETING IS CALLED

1. BOS OPENS WARRANT FOR 7 DAYS FROM TUESDAY 1/5/16 THROUGH TUESDAY 1/12/16
(See Town Code 36-3 regarding days STM warrant is open) MONDAY JANUARY 4
2. FINANCE COMMITTEE WARRANT ARTICLE HEARING
(In compliance with Town Code 19-3 – 48 hours’ notice required) WEDNESDAY JANUARY 13
3. BOS VOTES ARTICLES AFTER HEARING WEDNESDAY JANUARY 13
4. *MARTIN LUTHER KING HOLIDAY* MONDAY JANUARY 18
5. DEADLINE FOR SUBMISSION OF FINANCE COMMITTEE AND PETITIONERS COMMENTS
(Provides 3 days for Mary Ann to produce warrant) TUESDAY JANUARY 19
6. WARRANT TO PRINTER
(Provides 5 days to print and return to town for signing and mailing / posting) FRIDAY JANUARY 22
7. BOS SIGNS WARRANT
(See MGL 39, Section 10, stating warrant is “under the hands of the Selectmen”) WEDNESDAY JANUARY 27
8. POSTING OF WARRANT / MAILING THURSDAY JANUARY 28 (latest)
(Must be posted and mailed - does not say received - 14 days ahead of TM-- Town code – 36-2A regarding posting / MGL 39 S 10 regarding timing)
9. SELECTMEN’S / MODERATOR’S WARRANT HEARING / LAST DAY TO REGISTER TO VOTE MONDAY FEBRUARY 1
(Board policy is that hearing is not less than one week before town meeting, Register to vote 10 days before STM)
10. SPECIAL TOWN MEETING (AVOIDS VACATION WEEK – PRESIDENTS DAY IS MONDAY 2/15) THURSDAY FEBRUARY 11



Gordon Cliff <gordoncliff59@gmail.com>

Fwd: Request to get some input from Mark

2 messages

Nancy <nancyfunkhouser@verizon.net>

Tue, Dec 29, 2015 at 6:36 PM

To: gordoncliff59@gmail.com, Carol Martin <carolbmartin@verizon.net>, William Steinberg <bills@saxeinvestments.com>, Gil Wolin <gil@wolinaviation.com>, Dave Watkins <dave@davewatkins.com>, Tom Abdella <tjabdella@gmail.com>

Cc: Brian Keveny <bkeveny@wayland.ma.us>

FYI. No discussion in advance of meeting. thanks.

Begin forwarded message:

From: "Balmer, Nan" <nbalmer@wayland.ma.us>
Date: December 17, 2015 at 8:52:33 PM EST
To: Gordon Cliff <gordoncliff59@gmail.com>
Cc: Nancy Funkhouser <nancyfunkhouser@verizon.net>
Subject: Re: Request to get some input from Mark

Gordon

I reviewed your question with Mark. He agrees the FinCom cannot approve or amend an article (That's Town Meeting's job) but should, per the code - 19-3, approve the Finance Committee's report on each article. The FinCom may also take a vote to see if it supports an article. The language in these motions needs to be clear and specific.

Nan

Nan Balmer
(508) 237-1330

On Dec 15, 2015, at 8:37 AM, Gordon Cliff <gordoncliff59@gmail.com<mailto:gordoncliff59@gmail.com>> wrote:

Nan,

This is a follow-up item from last night's FinCom meeting.

FinCom agreed that, subject to your approval, I could seek some input from Mark. Below is my request to Mark explaining my concerns/questions. If you agree as is, please forward to Mark. If not, let me know what questions/concerns you have.

Nancy,

Please let us know if you think I've misrepresented.

Mark,

Since joining FinCom I have been troubled by the way we take votes and approve write-ups that are included in the warrant. At least one member of FinCom (me) would like to get some "off-the-cuff" input from you on the following:

Our standard approach is to review a FinCom "report" write-up and make editorial suggestions. We then finalize by taking a vote with the following language:

"I move that we approve article (title of article), as amended." We then summarize the net vote as for or against approval and then the write-up is finalized including the FinCom vote (both the net recommendation and the number of yeas, nays and abstains) along with the agreed edits.

My basic concern is that we are trying to kill two birds with one vote and doing neither as well as we should be. I think it is fine to "approve" a write-up and that write-up is certainly "as amended" based on comments agreed to be included based on discussion in the meeting. However I don't understand what it means to recommend that residents "approve" an article. In my mind we should recommend that residents vote "in favor" or "opposed". Furthermore if our vote indicates how we recommend residents should vote on the article, it is wrong to include "as amended" because we don't amend articles.

Rather than *engaging* too deeply in the merits (if any) in my argument, I suggest that you start with some "big picture" guidance. Seems to me that there are three possible overall responses:

1. What we're doing today is fine ("we all know what we mean") and my arguments, even if technically possibly valid, are not worth worrying about ("bigger fish to fry")
2. You have some suggestions that you believe would be simple and easy to implement that would address some of the issues I've raised without needing to change very much that in your mind are probably worth doing.
3. You agree that we should consider making changes but there are many possible options on what those changes should be.

Regards and thanks,
Gordon

Gordon Cliff <gordoncliff59@gmail.com>
Draft To: Nancy <nancyfunkhouser@verizon.net>

Fri, Jan 1, 2016 at 1:22 PM

Nancy,

It doesn't appear that an agenda is posted for Jan 4. If so, I don't think we can have a meeting.

Regards and thanks,
Gordon

[Quoted text hidden]



Town of Wayland Massachusetts

Finance Committee

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

Finance Committee Meeting Minutes

Monday, November 2, 2015, 7:00 pm.

Town Building

In Attendance: N. Funkhouser (Chair); G. Cliff; C. Martin; W. Steinberg; D. Watkins; T. Abdella (7:10 PM); and Finance Director B. Keveny. Not In Attendance: G. Wolin.

Call to Order at 7:00 PM. WayCam was taping the meeting.

7:00 Call to Order

7:02 Public Comment

Annette Lewis indicated that the Warrant for Town Meeting there was a photo of the existing building that was not current. On Page 8 of the warrant, she questioned which acreage would be developed by the developer. On Page 9 she indicated that the existing and proposed addition was unclear. In the arguments in favor she indicated that The Town has no way in knowing that site contaminants are the responsibility of the prior owner. She also indicated that she was concerned that we were mixing proposed use with the land acquisition request.

7:08 Finance Director's Update Free Cash Certification

Mr. Keveny reviewed updated the committee regarding Free Cash. He indicated that the adjusted number was \$6.479M. He also indicated that cash reconciliations are almost complete. Lastly he reviewed his estimated the FY16 Free Cash schedule.

7:16 STM Warrant Hearing, Large Hearing Room, Town Building
FinCom participated in the STM Warrant Hearing

7:40 FY 2016 Q1 report

Mr. Keveny communicated the status of tax receipts. He commented that tax receipts were consistent with expectations and were on track for Q1. He emphasized that any rollover money that is not spent will be added to free cash. Mr. Keveny also reviewed the Enterprise Funds and Water finds and concluded that they are trending as expected. Mr. Abdella asked for clarity regarding increases in revenue even when there was a water ban in place. Mr. Keveny indicated that it was because of user fee revenues. He commented on the Wastewater account and indicated that we need to closely monitor the account due to a significant Q1 difference between fees collected and budget. Ms. Martin asked whether the issue was billing related and Mr. Abdella speculated that it was a result of delayed payment. Additionally, he commented on the revolving funds. He was concerned that the Recreation fund is trending \$100k higher than expected and that the committee should monitor the accounts closely. Mr. Steinberg asked if they had published a budget yet and Mr. Keveny commented that there was none. Ms. Funkhouser, Ms. Martin and Mr. Abdella requested further clarity on the sources of revenue. Lastly, Mr. Keveny indicated that the tax recap was going to be the beginning of December. He indicated that the valuations came in and we were at 3.2 B. As a result, the estimated tax rate is projected to be 17.39.

- 8:30 Finance Director, Update/Status Review of Capital Closeouts
Mr. Keveny reviewed the capital close out schedules for school capital, town capital and water capital. He identified all the projects and their associated funding sources. He indicated there are many outstanding projects and many will result in turn-backs. There were less turn-backs related to bond funding. Mr. Steinberg requested clarification on what closed out but not completed means for the Recreation Department. Mr. Keveny and Ms. Martin indicated that the close-out schedule needed to be corrected. Ms. Martin provided further color on the status of the various initiatives by the Recreation Department. Lastly Mr. Keveny published the status of the Fund 22 accounts (CPA) and provided a list of the open projects with the appropriations that were to be spent.
- 8:07 Ms. Nan Balmer – Information Technology
Ms. Balmer indicated that the Selectman voted to increase the IT transfer from \$75k to \$95k for Information Technology. The monies requested related to consulting fees and efforts related to patch management and planning for the SAN (Storage Area Network). She presented her memo that explains how all the IT initiatives are related.
- 8:09 Chief Houghton – Fire
Chief Houghton discussed the Ladder Truck called Ladder One. He discussed that there have been cost savings resulting from the trade in value and the cost of the replacement truck. He indicated that the new Truck is longer which is needed to support Town needs and that the Truck is a Ladder and a Fire Truck (has a water tank). The typical truck lasts 15 years and he indicated that the truck would start to cost money. Mr. Steinberg requested what the savings would be if we ran the current truck each year vs buying a new truck. Chief Houghton did not have that information available. He indicated that the truck was projected to last another year which was the basis for the \$50k resale value. Mr. Watkins asked what the safety implications were if there was a delay in increasing the Departments capability from a 75 foot reach to 105 feet. Chief Houghton indicated that with the increase of solar panels on the residential homes has made it more difficult to perform their job and has the potential to require more manpower. He indicated that the speed bumps can also cause issues in the future because the trucks do not have car-like suspension. Mr. Cliff asked was there a way we could get 5 more years for the current truck. Chief Houghton opined that he could not estimate what will break in the next five years, but estimated that it would be more money than it is worth. Mr. Abdella commented on new truck cost versus maintenance versus residual tradeoffs. Chief Houghton discussed pictures of the frame rails and the rot on the truck. He indicated all equipment would be moved from the old to the new truck and that they would be purchasing a new radio. Ms. Martin asked for clarification on the age of the truck and was told it was purchased in 2004. Mr. Abdella and Ms. Funkhouser talked about the liquid calcium treatment of the roads during the winter cause undercarriage corrosion and accelerated deterioration. Ms. Martin indicated that the existing 5 year plan had the truck at \$325k and now it was \$545k, an increase of about 30%. Chief Houghton indicated that he was looking at getting additional pricing from three dealers. He requested to replace the Ford Explorer with an Expedition and discussed the capabilities of the current car and its' accessories. Mr. Steinberg inquired about the use of technology to support the archive of Town maps for the various buildings within the Town. Chief Houghton indicated that it was not a viable option. Ms. Martin commented on the challenges with buying cars out of the agreed upon capital expenditure schedule. His priority would be the rescue pump first and then the ladder truck. Lastly Chief Houghton reviewed his financial model for vehicle replacement and commented on the Ambulance strategy. He indicated that he is averaging 8-10 transports to Boston per week which affects the wear and tear of the Ambulance. The committee discussed funding options. Mr. Cliff asked for further clarification from Mr. Keveny regarding where the funding is maintained. Mr. Steinberg, Ms. Martin, Mr. Keveny, Mr. Abdella and Mr. Cliff debated the accumulation of funds for capital projects for Fire versus the Recreation Department. Mr. Cliff asked what the technical funding source would be and whether it would impact our debt and Mr. Keveny indicated that it was the Ambulance fund cash balance and it would have no impact.
- 9:00 Ms. Gretchen Schuler - CPC
Ms. Schuler, Chairwoman of the CPC, discussed details about the Mainstone Farm acquisition. She indicated it was a partnership between Sudbury Valley Trustees and the Town. The old appraisal was 10.6M and was made in 2006. She indicated that with the \$500k that she gets annually from the Town could service a \$6.7M debt. By using all of the fees, the Town could not consider using the CPC funds

for 20 years for such things as recreation and historical building projects. She will recommend at Annual Town meeting to fund \$7.5M of the purchase price. Ms. Schuler indicated that additional money (\$11M) was needed to purchase the land by the Town and obtain a conservation restriction. The committee discussed that the borrowings would be considered part of the Town borrowing base. Ms. Schuler indicated that there have been ongoing discussions with the property owner. Ms. Schuler indicated that they offered that the Town could delay payments over time. Ms. Martin asked that if the CPC were an Enterprise fund, the debt would not be on the Town and Mr. Keveny said that was not viable. Ms. Funkhouser asked Ms. Schuler whether she could use additional resources to model the alternatives. Mr. Keveny indicated that there was a similar project in Wellesley and Winchester and that we need to engage the right Financial Advisors. Ms. Schuler asked how the Town could commit funds in the future and Mr. Steinberg discussed alternatives. Ms. Schuler indicated that the seller did not have a deadline but it would be until 2017 before we would do the deal.

9:15 Special Town Meeting (STM)

Review and potentially re-vote modified Article 1. Ms. Funkhouser indicated that there were additional current year transfer costs that needed to be voted on. Mr. Steinberg requested clarification and Mr. Keveny indicated that he added 2 additional requests for payment. Ms. Martin made a motion to re-open Article One Fiscal year unpaid bills that would be presented at the Special Town Meeting. Mr. Steinberg Seconded the motion. Motion passed 6-0-0. Ms. Martin made a motion to approve Article One to pay previous year unpaid bills to include the Water Enterprise bill of \$129 and the legal bill for \$259. Mr. Cliff seconded the motion. The motion passed 6-0-0.

Minuteman Article: Ms. Funkhouser indicated that it did not matter how we will vote on the article because it was anticipated that Lexington would not support the article at their Town Meeting. Ms. Funkhouser indicated that if Lexington votes in favor that Wayland's vote matters. She indicated that Wayland has two students in the district and if we continue to move forward and withdraw under the current agreement, we would be required to pay the cost of the current building if they approve it in this fiscal year. In order for approval to happen, all towns must vote unanimously. Mr. Steinberg suggested we better understand the status of the Lexington vote and we meet prior to the STM if needed. Mr. Cliff indicated that he was uncomfortable re-voting. Ms. Funkhouser indicated it was a fluid process and that she was not looking for a vote but to review the handout provided. Mr. Steinberg indicated that he was concerned about fees and Mr. Cliff made the point that voting to leave without fully understanding the implications could lead to costly mistakes. The committee recognized that they did not have enough information to take a position on the article.

10:45 Liaison & Members' Reports, Concerns, and Topics

Information Technology – Mr. Watkins discussed the findings of RSM and their priorities. He discussed the necessity to replace the SAN, implement patch management, implement an email system upgrade and implement new firewalls. The committee discussed sharing IT resources with other towns or at the State level. He indicated that we have gone down a path to hire a Director of IT and RSM to implement the projects. Ms. Funkhouser indicated that there will be staff salaries that we should anticipate in fiscal 17/18 and additional funds that might be required this year to support additional work. Mr. Cliff suggested that what we needed to vote was the additional \$25k as requested by the Selectman. He asked if Mr. Watkins felt confident about the \$25k or is more spend required. Mr. Watkins indicated that spending money before the proper leadership and resources are in place would not be wise. Mr. Cliff asked for clarification on how the appropriated money is accounted for and Mr. Keveny provided insight. Mr. Steinberg, Ms. Martin and Mr. Cliff, Mr. Abdella and Mr. Watkins discussed whether additional work or money was required beyond what was being requested. They agreed that they needed an IT Director. Mr. Watkins indicated that they should increase the budget to support outsourcing the role in the short term by \$50k. He indicated that the Town needs a project manager to oversee the project. Ms. Martin made a motion to reopen article 2 current year transfers for further discussion. Ms. Funkhouser seconded. Motion passed 6-0-0. Ms. Martin moved to approve article 2 current year transfer by increasing the amount under information technology from \$70k to \$95k. Mr. Cliff seconded the request. Mr. Steinberg modified Ms. Martin's motion by increasing the expenditure from \$70k to \$140k for consulting fees to analyze the Town's and School IT Systems, to identify data storage and appropriate patch management software and to have oversight of those projects. Mr.

Watkins seconded the motion. Mr. Cliff indicated that it appears to not be proper for the Finance committee to not agree with the Selectman. Mr. Steinberg indicated that it was okay to approve additional funds. Ms. Martin and Mr. Cliff debated the merits of additional funding. Ms. Funkhouser indicated that if the Finance Committee believed that the Selectman would benefit from additional labor, the committee has a right to do so. The motion passed 4-1-1.

10:10 Facilities, Mr. Ben Keefe

Mr. Keefe discussed the building repair for the library rotunda window replacement. He indicated that the Board of Selectman suggested waiting until after the STM and that it should be held as a placeholder. He indicated that it could be done as part of a renovation project but it would be prudent to see if it could be done with a grant. Ms. Martin indicated that it could be done with the CPC because it is a historical building.

He indicated that the Council on Aging request is a placeholder because the individuals doing the work will provide additional data for Annual Town Meeting. He indicated that the BoS wanted to see what happens at STM. Ms. Martin indicated that the costs have gone from \$4M to \$5.6M. Mr. Steinberg indicated that the reason the numbers are different is because the scope has changed. Mr. Keefe recognized that the scope has changed since he started with the Town. The last Town meeting authorized the Design work once the land was chosen. Mr. Watkins asked Mr. Keefe if there is too much work to do, and would the facilities department benefit from fewer initiatives. Mr. Keefe believes that the level of effort is practically the same across any two distinct projects. Ms. Funkhouser requested that Mr. Keefe fix the CIP copy in several areas. Mr. Cliff indicated that Mr. Keefe needed to follow up on whether funds were previously approved to support the project at DPW.

Demolition of old DPW building. Mr. Keefe indicated that the Fire Chief wishes that it be taken down and that there is a State statute that requires the Town to take the building down as soon as possible. The committee discussed the relationship of the library decision with the DPW building demolition.

Ms. Martin indicated that there were a lot of projects and was he truly able to really execute on the previously funded projects with the same staff. Mr. Keefe indicated that he had intended to finish the outstanding projects. Mr. Abdella discussed that we can run out of resources to run projects. He clarified that at some point you run out of an efficient way to run things. He suggested that Mr. Keefe budget for a project manager for each of the requested projects.

Keveny said he spoke to Mr. Keefe and Ms. Balmer about the need to know the status of the various projects in Facilities. Mr. Keefe indicated that he was unable to get the numbers as to what was borrowed. Mr. Keefe has informally requested information and has not made progress. Ms. Funkhouser emphasized that if there is a reason that he cannot come up with the numbers than please communicate so Mr. Keefe can be supported.

Mr. Steinberg indicated that we should think about having an article at ATM that addresses Facility's \$500k of surplus funds so we can put the funds to use and stop paying for the debt service.

10:45 Liaisons

Mr. Abdella talked about the environmental liability of the municipal pad. He indicated that there was a letter that talked about how to avoid environmental liabilities that contradicted what an earlier proponent indicated. Ms. Funkhouser discussed whether we should reopen the Article. Mr. Abdella indicated that there was a letter in the Selectman's packet.

Mr. Steinberg indicated that Mr. Ben Gould said there was no risk to human health. He indicated that Mr. Gould said that here was testing done in 1990s. He indicated that the Federal government changed the reportable levels of PCBs. Tom was concerned that he did not get all of the information he needed.

Ms. Martin updated the committee on Gil's status.

Ms. Martin inquired what to do about Article 8 and how to handle it. Ms. Funkhouser indicated that FinCom should be prepared to talk about the article.

10:50 Chair's Update

Audit Committee Appointee Progress Update. Ms. Funkhouser recommended bringing the new candidate on November 16, 2015. Additionally she requested the Committee talk about the overall capital project timing. She indicated that we had to discuss Schools, IT and any other open items. She mentioned our participation in the tax recap meeting

Overall Capital Budget Preparation Timing. Ms. Funkhouser and Mr. Steinberg requested that Ms. Balmer needed to provide recommendations on their portion of the budget because it serves as input to the overall operating budget.

9-16-15 Draft Minutes for review and vote. Ms. Martin made a motion to approve the minutes for October 16, 2014. Ms. Funkhouser seconded the motion. The motion passed 6-0-1.

10:55 Items the chair did not reasonably anticipate would be discussed at the meeting

Future Meeting Schedule: 11/9/15 (before STM), 11/16/15, 11/30/15, 12/14/15

11:09 Adjourn

Ms. Martin made a motion to adjourn the meeting. Mr. Abdella seconded the motion. The motion passed 6-0-0



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. Bodie 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. Bodie 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 admonished 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 meetings which is available at www.xxxxxx.

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