



Town of Wayland Massachusetts

Finance Committee

Thomas Abdella
Gordon Cliff
Nancy Funkhouser (Chair)
Carol Martin

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

Finance Committee Meeting Minutes January 25, 2016

In Attendance: N. Funkhouser (Chair) @ 7:29; G. Cliff; C. Martin; W. Steinberg; D. Watkins (Vice-Chair); T. Abdella; and Finance Director B. Keveny. Not In Attendance: G. Wolin.

Call to Order at 7:00 PM. WayCam was taping the meeting and it was also reported to be shown live.

I. Public Comment –

Donna Bouchard, 72 Concord Road, speaking as a resident and not as a Member of the School Committee. She voted against the budget recommended to the Finance Committee by the School Committee. The major reason she gave is an expanding budget despite declining student enrollment. She is not in favor of the part-time Assistant Principal position proposed for the Claypit Hill School. She would like the School budget to increase no more than 2.5% over the School budget for Fiscal Year 2016. Ms. Bouchard provided a handout.

II. School Committee Presentation –

Ellen Grieco, Chair of the School Committee, provided two handouts for her presentation of the recommended School Committee presentation. She highlighted the process that the School Committee and administration went through in order to create this budget, and spent time on areas of savings and areas where the budget was meeting unmet needs. The recommended budget requests funding that is 2.73% greater than the School Budget for 2016. She then opened the floor to questions.

Mr. Steinberg asked how much of the increase was due to mandated costs for Special Education (SPED) and English Language Learners (ELL). School Committee Member Barbara Fletcher answered the question. There are no increases for FY'17 that are related to ELL. Net increases for SPED are approximately \$105,000. Mr. Steinberg then stated that some in Town had been questioning custodial costs and whether the Schools should out-source that service. Ms. Fletcher responded that a study was done and it concluded that out-sourcing would be more expensive than running that service internally, and it concluded that the custodial program is under-staffed.

Mr. Watkins commented that the recommended budget replaces 77% of technology in the hands of students and teachers. Ms. Fletcher noted that the schools have not yet

met the IT needs of the elementary schools. Leisha Simon, the Schools Director of Technology, noted that the schools still need to replace 100 computers that are used by teachers. She provided a handout: Wayland Technology – Computer Sustainability.

Ms. Martin praised the School Committee budget process, having worked with them as the Finance Committee liaison. She requested follow-up data, from John Senchyshyn, of the number and cost of potential new benefit packages within the recommended FY'17 budget.

Ms. Funkhouser arrived at about this time.

Mr. Cliff requested that the School Committee elaborate on the request for a part-time Assistant Principal at Claypit Hill School. School Superintendent (Dr.) Stein responded. He said that this position has been studied over the past 14 months and was recommended across the District by members of the school community. He said that given the larger student enrollment at Claypit Hill School that it is evident that there is a need for an additional administrator in the form of this Assistant Principal position (a half-time position). Ms. Grieco added that the role of a school principal has expanded due to mandated requirements on the position, which make it more time consuming and more complex to be a school principal.

Mr. Cliff requested a comment on class sizes at Wayland High School. Dr. Stein responded that the size of classrooms and the number of teachers are often dependent upon the size of schools. If Wayland wants to provide certain courses, such as 3rd and 4th year Latin, there are few students who take those courses, such that the average class size of the overall school becomes smaller. If Wayland were a larger school, then it is likely that more students would take those types of courses, which would increase the overall average class size.

Mr. Watkins asked how the schools forecast school enrollment. Ms. Bottan, the School's Business Manager, discussed some of the methodology that goes into forecasting future school enrollment.

Mr. Watkins, who had been chairing the meeting until Ms. Funkhouser's arrival, opened questions to the public.

Molly Upton stated that the school budget exceeding an increase of 2.5%, which was suggested by the Finance Committee in its guideline letter in October, made it more difficult for residents to afford their property taxes. Mr. Cliff responded that the reference to a 2.5% increase in the Finance Committee's budget letter to departments was more of a goal than it was a specific limit on proposed budgets.

Mr. Watkins read an email from Linda Segal requesting that the school budget for FY'17 not increase by more than 2.5% over the previous year's budget.

Mr. Watkins read an email from David Mann that had a similar message to the one from Ms. Segal and also stated that increasing budgets made it more difficult for people from diverse economic positions to live in Wayland.

George Harris stated that he thinks that there will be 1.5% fewer students in Wayland in FY'17 than there were in FY'11, and yet the number of full-time employees (FTE's) in the school system will have increased by 15.3%, and he does not think that this is reasonable. He also stated that he thought that the technology that has come to Wayland students and teachers would increase the ratio of students to teachers.

Ellen Grieco responded to the public comments noted above (primarily from Mr. Harris), speaking as a resident and not as a Member of the School Committee, that in the FY'11 budget year there were 17.5 FTE's removed from the school system. 8.5 of those positions have been added back into the system due to mandated program requirements for SPED and ELL. There were 13 FTE's who were added back two years ago when the elementary school reconfiguration occurred, which was the re-opening of Loker School that was approved by Town Meeting.

III. Annual Town Meeting Warrant Hearing (A Public Hearing) -

The Article Hearing commenced at 7:54 PM. The draft warrant was handed out and specific information regarding each article is set forth in that handout. The FinCom liaison for each article is set forth in parenthesis for each article (below).

Article S: Adopt MA General Laws Chapter 44, Section 53 E ½ , Revolving Accounts, presented by Town Administrator Nan Balmer, on behalf of the Board of Selectmen (BoS). She explained that there would be five Wayland revolving funds under Section 53 ½ of the Massachusetts General Laws as set forth in this Article. Four are continuing funds and one is a new revolving fund being added by the Schools. This will need to be an annual article at Wayland Annual Town Meeting (ATM). The spending limits of these funds are established by the BoS. The revolving funds have spending limits that restrict annual spending to a cap of 1% of the Omnibus Budget for the Town. (Martin)

Articles A: Recognize Citizens and Employees for Particular Service to the Town; B: Pay Previous Fiscal Year Unpaid Bill; and C: Current Year Transfers- all presented by BoS Chair Cherry Karlson. (Funkhouser).

Article D: presented by Mr. Cliff. OPEB Funding. (Cliff)

Article E: FY 2017 Omnibus Budget, (Funkhouser - Operating Budget/Watkins- Capital Budget)

Article F: Compensation for Town Clerk, presented by Ms. Karlson. (Funkhouser)

Article G: Accept Law Increasing Real Estae Tax Exemption Amounts, presented by Ms. Karlson; Lea Anderson of the BoS will be their liaison for this Article. (Funkhouser)

Article H: Personnel Bylaws and Wage & Classification Plan, presented by John Senchyshyn, Assistant Town Administrator, regarding cost of living adjustments for non-union employees of the Town, which have been set at 2.5%. Public comment by Anette Lewis that she does not believe that the cost of living adjustment is 2.5%, as the Social Security Administration is currently not adjusting upwards its annual payments.

Article J: (Accept Gifts of Land) presented by Ms. Karlson. (Funkhouser)

Article K: Sell or Trade Vehicles and Equipment, presented by Ms. Karlson. Joe Nolan will be the BoS liaison. The article is presented in conjunction with the DPW. (Funkhouser)

Article L: Rescind Authorized but Unissued Debt. Ms. Karlson reported that there is a list of such debt in the draft Article. (Funkhouser)

Article M: Hear Reports, presented by Ms. Karlson (Funkhouser)

Article N: Vote to Appropriate Funding for New Minuteman High School. Presented by Ms. Karlson. Ms. Anderson will be the BoS liaison. This is only pertinent to municipalities that chose to remain in the Minuteman School District after the Special Town Meeting votes. (Martin)

Article O: Appropriate Funds for Design, Construction Documents and Bidding for a Proposed Council on Aging/Community Center at Wayland Town Center, presented by Bill Sterling. He stated that the goal is to be able to receive bids for construction before Annual Town Meeting in 2017. The request for funds is \$560,000. The program is for a single story building that is added on to the existing building at that site. (Steinberg)

Article P: Fund Glezen Lane Traffic Control Measures, presented by Ms. Karlson, who will be the BoS liaison. This is similar to an Article brought before ATM in 2015 that was defeated. If passed, it would provide for the permanent redesign of traffic along Glezen Lane, approximately from Rte 27 to Rte 126. It complies with the Town's legal obligation to provide these improvements from a legal action filed by residents. (Abdella)

Article Q: Petition the State Legislature to Remove All Police Personnel from the Provisions of Civil Service Without Affecting the Civil Service Rights of Incumbents, presented by Mr. Senchyshyn. This article would remove police personnel from the civil service administration. The police union does not support this article. It is supported by Chief Irving. Civil service puts certain rules and restrictions on hiring and promoting within the police force, and the Chief does not believe this to be in the best interest of the Wayland Police Force. Approximately half of MA cities and towns comply with Civil Service.

Article R: Petition the State Legislature to Adopt Special Act for Other Employment Benefits Trust Funds and Repeal Existing OPEB Trust Fund Special Act, presented by Ms. Karlson. (Cliff)

Article T: Amend Chapter 36, Section 18 of Town Code, Attendance and Participation of Nonresident Town Officials, presented by Ms. Karlson. This would add Town Counsel to the list of Town Officials who are non-residents, but who could speak at Town Meeting. (Martin)

Article U: Confirmatory Taking of Newbury Conservation Land, presented by Ms. Karlson. Mary Antes is BoS liaison. Resident Betty Salzbury noted that the land is adjacent to Heard Farm. (Watkins)

Article V: Amend Chapter 145-Inspection, Testing, Maintenance of Private Fire Hydrants, presented by Fire Chief Howland. The Board of Public Works supports this article. (Abdella)

Article W: Preservation of Historically Significant Buildings Through Demolition Delay, presented by Elisa Scola of the Historical Society. She reported that the Historic District Commission has voted to co-sponsor this article. Ms. Antes is the BoS liaison. (Watkins)

Article X: Transfer 193 and 195 Main Street to Library Trustees, Recreation Commission, presented by Aida Gennis, Member of the Library Board of Trustees. She reported that the Library Trustees, the Recreation Commission and the Schools are interested in this article. She stated that if the Library does not need to use this land, its control would revert back to the Board of Public Works and the Schools, or to whoever currently has control over such land parcels. Resident (and BoPW Member) Mike Lowery asked if the proposed article is legal. Ms. Gennis reported that it is in the opinion of Town Counsel. Ann Knight, a Member of the Library Board of Trustees, clarified that the article does not transfer the land, but it authorizes the controlling boards to transfer the land in the future. Chris Brown, Member of the Board of Public Works, noted that the article provides that the land could be transferred to any of the three Town entities noted above. It was also noted that the title of the article does not reflect the description that this article provides for the "right to transfer" and not the actual transfer of land, and that the title of the article should also reflect that the schools are one of the parties with a potential interest in these parcels. Mr. Nolan is the BoS liaison. (Cliff)

Article Y: Transfer 202 Old Connecticut Path to Library Trustees for Library Use, presented by Ms. Gennis. Similar to Article X, it would allow for the transfer of land from the BoS to the Library Trustees. Like article X, it was noted that the title of the article should reflect that this deals with a "right to transfer" and not an actual transfer of land. Mr. Lowery suggested that a map be provided with the article and he further stated that the article might provide for the right to transfer only a portion of the land, given that its size is significantly larger (at 26 acres) than the needs of the Library Trustees. Mr. Nolan is the BoS liaison. (Cliff)

Article Z: Fund Payment in Lieu of Sewer Betterment Assessment for Sewer Capacity for Town Library or Other Town Building, presented by Ms. Gennis. This would assist in the potential enlargement of 5 Concord Road (current library site), by allowing it to tie into the nearby septage facility at the Wayland Town Center. Cost estimate is \$56,000. Resident Anette Lewis stated that it is not clear that there is capacity in the septage facility to allow for that to occur. Ms. Karlson noted that the article authors need to be careful in the language presented that it does not provide for the Town to pay a betterment, which would not be legal. Mr. Lowery asked if the WRAP Committee has opined on this. Ms. Lewis, a Member of that committee, said they are working on it. Mr. Nolan is the BoS liaison. (Cliff)

Article AA: Transfer Custody of a Small Portion of Lakeview Cemetery, presented by Chris Brown, Chair of the Board of Public Works. He said that this is the clean-up of a prior error in a land transfer and that there is no cost to the Town. (Cliff)

Article BB: Fund Reconfiguration of the Five Paths Intersection (Cochituate Rd and Old Connecticut Path), presented by Mr. Brown on behalf of the Board of Public Works. Requesting funding of \$300,000. The Conservation Commission is in favor of this due to the improvement of pedestrian crosswalks. Resident Tom Sciacca asked if the changes are predominantly to the traffic lights and cross walks and not to the road configuration. Mr. Lowery said that is correct. Mr. Steinberg asked why this was not included in the CIP process. Mr. Brown said that the BoPW feels that residents should have the opportunity to vote on traffic changes, rather than having them buried in a long list of capital. (Abdella)

Article CC: Fund Permanent Reconfiguration of the Intersection of East Plain Street, School Street and Route 30 (Commonwealth Road), presented by Mr. Brown. The cost will be \$300,000. Mr. Brown noted that the temporary changes at this location have been successful. Mr. Nolan is the BoS liaison. (Abdella)

Article DD: Accept Modified Route 30 and 27 Intersection as a Town Way, presented by Mr. Brown. There is no cost to this. Mr. Nolan is the BoS liaison. (Abdella)

Article EE: Regulating Temporary Signs Within Town-Owned Rights of Way, presented by Mr. Brown. This would eliminate temporary signs. Election signs would be exempt from this. There were questions regarding the ability to enforce and the legality of this article. Planning Board Chair Sarkis Sarkisian discussed which types of signs would be legal under this bylaw. He said that sandwich boards currently used by the Town could be legal if overlay districts for them were created. Ms. Antes is the BoS liaison. (Abdella)

Article FF: Establish 53D Recreation Revolving Fund for The Wayland Town Beach, presented by Recreation Director Jessica Brodie. This would provide the Recreation Department with relief from the spending limits of the 53 E ½ Revolving Fund within

which the Recreation Department currently resides. Funds for the 53D Revolving Fund would come from the 53 E ½ fund and would therefore not be a cost to taxpayers. The BoS liaison is Mr. Nolan. (Martin)

Article GG: Establish and Fund Recreation Stabilization Fund, presented by Ms. Brodie. This would authorize Recreation to move funds for expenditure subject to approval by a 2/3 vote at Town Meeting. Ms. Karlson clarified that the authorization to move the monies into this fund did not authorize expenditures without a Town Meeting vote. Mr. Nolan is the BoS liaison. (Martin)

Article HH: Funding to Design a Multi-Purpose, Rectangular, Artificial Turf Field 193 & 195 Main Street, also known as the Former DPW Site, presented by Ms. Brodie. This would allow the Recreation Department to expend \$300,000 to renovate fields and to design a turf field at this site. Mr. Steinberg noted that this Article appears to be in conflict with another article (Article X) which provides for the right to transfer land and not the actual transfer of land. It also potentially conflicts with other Town uses from the Library Trustees and the Schools who also could have such land transferred to their jurisdiction. Resident Tom Sciacca noted that there are environmental issues at this location. Town Administrator, Nan Balmer, questioned why Recreation is seeking to create the Stabilization Fund requested in Article GG, when they would fund and then use all of the funds for the field uses. She asked why Recreation is not simply asking for funding from Town Meeting pursuant to this Article. Chair of the Recreation Commission, Mr. Wright, noted that Recreation would request more than \$300,000 of funding for the fund in Article GG. Ms. Karlson suggested that Recreation check on the legality of the proposed article and Mr. Wright indicated that they had checked with Town Counsel and that it is legal. Mr. Nolan is the BoS liaison. (Martin)

Article II: Home Occupation, presented by Mr. Sarkisian on behalf of the Planning Board. Changes the definitions for this use. The Planning Board had public hearings on this on 12/8/15 and on 1/16/16. Ms. Anderson is the BoS liaison. (Steinberg)

Article JJ: Assisted/Independent Living and Nursing Home, presented by Mr. Sarkisian on behalf of the Planning Board. This would restrict such uses in residential neighborhoods. Ms. Anderson is the BoS liaison. (Steinberg)

Article KK: Landscaping in Parking Areas Zoning Bylaw, presented by Mr. Sarkisian on behalf of the Planning Board. Similar to an Article that the Planning Board brought to ATM a few years ago, but pulled prior to a vote. Ms. Anderson is the BoS liaison. (Steinberg)

Article LL: Building Height, presented by Mr. Sarkisian on behalf of the Planning Board. This article would change the methodology of measuring building height. Ms. Anderson is the BoS liaison. (Steinberg)

Article MM: Sidewalk Construction in Roadside, Business Districts A and B, Light Manufacturing and Limited Commercial of the Zoning Bylaw, presented by Mr. Sarkisian on behalf of the Planning Board. This was presented by the Planning Board two years ago and it was rejected by Town Meeting. There were questions whether the Planning Board had jurisdiction for this. They have now worked with the Board of Public Works on this proposed article. Ms. Lewis questioned what would happen to an applicant if the Board of Public Works did not give approval to an applicant over this issue. She does not think a private applicant can be required to construct a sidewalk on public land. Ms. Anderson is the BoS liaison. (Steinberg)

Article NN: Conservation Cluster Developments, presented by Mr. Sarkisian on behalf of the Planning Board. This clarifies open land questions for conservation clusters. Mr. Watkins asked if will have an impact on affordable housing applications and Mr. Sarkisian responded that he did not think that would be an issue. Ms. Anderson is the BoS liaison. (Steinberg)

Article OO: Set Aside Community Preservation Funds for Later Spending, presented by Woody Baston for the Conservation Preservation Commission (CPC). This is a standard article. Ms. Antes is the BoS liaison. (Watkins)

Article PP: Transfer Community Housing Funds To Wayland Municipal Housing Trust Fund, presented by Mr. Baston on behalf of the CPC. This would transfer \$95,000 to the Housing Trust. It is a standard article. Ms. Antes is the BoS liaison. (Watkins)

Article QQ: Appropriate Funds to Restore Monuments at North Cemetary, presented by Ms. Scola on behalf of the Historic Commission. The cost of this would be \$72,000. Richard Turner, the Veterans Grave Officer, questioned why they are not repairing monuments in the South Cemetery. Ms. Scola said that work had been done ten years ago.

Article RR: Appropriate Funds to Restore Cochituate Town Clock, presented by Ms. Scola. The cost would be \$29,000. Ms. Antes is the BoS liaison. (Watkins)

Article SS: Appropriate Funds to Purchase Conservation Restriction on Mainstone Farm – CPA Only, presented by Mr. Baston on behalf of the CPC. These funds would be used to purchase a conservation restriction on 208 acres of land. This would require the use of \$12mm of CPA funds, including approximately \$4.9mm of current funds and borrowing of approximately \$7mm, with the debt to be serviced by future CPA funds from Wayland residents. CPC is considering asking residents to increase their funding of the CPA funds from 1.5% to either 2.0% or 3%, which would require a Town vote at the polls. Residents Betty Salzburg and Gretchen Schuler (chair of CPC) also spoke on behalf of this Article. Ms. Schuler stated that the Conservation Restriction agreement would need to be complete and ready to be printed in the Warrant in order for them to proceed with this article. They would need to have the purchase contract with the current land owner signed prior to ATM. Mr. Lowery asked if it is legal to borrow against future CPA

contributions. Ms. Schuler said that the Town can borrow against resident contributions to the CPA, but not against the State matching funds to the CPA. Ms. Antes is the BoS liaison. (Watkins)

Article TT: Appropriate Funds to Purchase Conservation Restriction on Mainstone Farm – CPA and General Borrowing, presented by Mr. Baston on behalf of the CPC. Similar to Article SS; however \$2mm of the borrowed funds would be from General Fund borrowing and not all from CPA funds. Ms. Antes is the BoS liaison. (Watkins)

Article UU: Improving the Efficiency of Town Meeting Debate, a petitioners article presented by resident Chris Riley. This would reduce the time for debating articles at Town Meeting from 60 minutes to 30 minutes, with the exception of the budget article, but it would allow TM participants to extend debate. Petitioners argue that the time it takes Wayland to complete TM drives people away from participating. This proposal was recommended by a TM committee in 2005, but was not incorporated. Ms. Antes is the BoS liaison. (Cliff)

Article VV: Streamlining Town Meeting Discussion, presented on behalf of petitioners by Mr. Riley. This would limit debate on articles to two minutes from 3 minutes and would limit the presentation of articles from 10 minutes to 7 minutes. Arguments are similar to those for Article UU. Ms. Antes is the BoS liaison. (Cliff)

Article WW: Clarify Petitioner Access to Town Counsel, a petitioner's article. The petitioner was not present, and Mr. Cliff explained the purpose. Ms. Karlson noted that there is a BoS policy on this. Mr. Nolan is the BoS liaison. (Cliff)

Article XX: Amend Chapter 36 of Current Bylaws. This article proposes that ATM be held later in April or in May of each year and is similar (or possibly the same) as articles that were defeated at ATM and STM over the past 12 months. The petitioner was not present. Ms. Anderson is the BoS liaison. (Cliff)

The Warrant Hearing ended at 9:58PM.

IV. Additional Public Comment

Anette Lewis said that she wants to know the cost of benefits per Town employee. She thinks Town residents should be able to assess the cost for each employee. Ms. Lewis said that Mr. Steinberg was a petitioner for Articles UU and VV and therefore should not be writing the Finance Committee Article Write-ups. Mr. Steinberg said he would gladly pass those along to another FinCom Member and Mr. Cliff offered to take those on. Mr. Steinberg then noted that FinCom Members have never been restricted from signing petitioner's articles.

Resident Mike Lowery said that it was difficult to find the Warrant on the Town web site.

Resident Alice Bolter said that she is not pleased that the school budget is coming in with an increase that is greater than 2.5% from the previous fiscal year.

V. Response to Public Comment

Ms. Martin said that she thinks the schools have done a good job on their budget for FY'17.

Mr. Cliff stated that many Town Departments have increases in excess of 2.5%. He also stated that the 2.5% number set forth by the Finance Committee was a goal and not a guideline.

Mr. Watkins stated that if the budget takes into account fringe costs than those costs should be shown in departmental budgets, including the schools.

Mr. Abdella commented, with regard to the civil service article, that his brother is a civil service employee in another town.

VI. Operating Budget

The Town Administrator, Ms. Balmer, and Beth Doucette, would like to meet with the Finance Committee on February 4th to discuss the IT budget.

There was a request from the Members that the Finance Director provide Members with with a schedule for the operating budget showing changes in the operating budget from FY'16 to the proposed budget for FY'17.

With regard to a capital budget item, Mr. Abdella noted that the Happy Hollow wells project requires both the installation of new water mains and the construction of the road. The project requires either the full \$936,000 or it cannot be done. Installation of the new water mains will significantly improve the water quality and water service in the area.

Ms. Martin had a few questions regarding the operating budget, including the inclusion of \$1,000 in Veterans supplies and the increase in Youth Services of 8%. She will send Mr. Keveny a letter with her questions.

Mr. Cliff would like the IT personnel costs to be included in the overall IT budget.

VII. Liaisons and Members Reports and Concerns

Mr. Cliff suggested that when the workload of the Finance Committee shrinks, he would like for the FinCom to discuss its objectives for the remainder of the year. He also suggested that there be a discussion with the schools regarding a budget planning process that covers a two to three year period and not a year over year period. Ms. Martin noted that the schools are working on a 5-year budgeting plan. Mr. Cliff suggested that the Schools finance sub-committee should have a Finance Committee Member as part of it.

Mr. Watkins asked whether the Finance Committee should opine on the costs of the METCO program and the costs of the children of staff who do not pay to attend Wayland Schools.

Mr. Abdella said that the report on SPED is a positive report in terms of the school budget.

Ms. Martin stated that the School's have instituted some of the items in the assessment of the food service.

VIII. Meeting Schedule

Future Finance Committee Meeting Dates: 1/28/16; 2/1/16; 2/4/16; 2/8/16; 2/11/16; 2/22/16; 2/25/16; 2/29/16.

There was a brief discussion of articles that the Finance Committee might be able to pass over in lieu of providing write-ups, but there was no decision.

At 10:53PM, Ms Martin made a motion to adjourn. Mr. Steinberg seconded it and the committee voted to adjourn by a vote of 6-0.