



# 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**

**February 25, 2016**

Attendance: N. Funkhouser, B. Steinberg, G. Cliff, C. Martin and B. Keveny (Finance Director). T. Abdella & G. Wolin were not in attendance. D. Watkins (7:40pm).

**Call to Order:** The meeting was called to order by Chair Funkhouser in the Selectmen's Room at the Town Building at 7:02pm when a quorum was present. Ms. Funkhouser indicated the meeting was being recorded by WayCam and may be recorded by others and that Mr. Watkins would be calling in and participating remotely due to geographic restrictions.

**Public Comment:** None

**Committee's Response to Public Comment:** N/A

**Review, Discuss and Vote ATM Articles:** Noting several members of the Council on Aging/Community Center Advisory Committee (CoA/CCAC) were present, Chair Funkhouser suggested the Committee discuss their article prior to hearing the Finance Director's update. The Committee concurred.

**Article O: Appropriate Funds for Design, Construction Documents and Bidding for a Proposed Council on Aging/Community Center at Wayland Town Center:** Mr. Steinberg presented this article along with CoA/CCAC members Bill Sterling of Morse Road, Jean Millburn of Concord Road and Steve Correia of Glezen Lane. He explained this article is a follow up to the Special Town Meeting article. It requests \$420,000 to take this project through the design phase.

The Committee discussed whether the Town could borrow and build on land it doesn't own. Mr. Steinberg stated borrowing and construction on land not owned by the town is legal provided the

length of the property lease is equal to or greater than the length of the bond. Ms. Funkhouser asked for an update concerning the environmental testing that has occurred on the property and if any further testing needed to be completed. Ms. Millburn explained the original testing was within Department of Environmental Protection's (DEP) guidelines. Since then, she reported the DEP has reduced the allowable PCB level to .5. So it's possible the area is a PCB source. Further testing has been recommended. Ms. Millburn added the area in question is approximately 9' x 9' and the developer has indicated further testing may take place once the Town has control of the land. Mr. Correia reminded the Committee that any clean up would fall Raytheon. Ms. Funkhouser stated she felt more information was needed in the article write up concerning the environmental testing.

In response to Mr. Cliff's question concerning input from the Conservation Commission, Mr. Stirling replied the ConCom only votes on specific proposals or designs but added the CoA/CCAC has been in discussions with the ConCom throughout the entire process.

The Committee inquired as to whether the proposal that would be presented at a future Town Meeting would include the option to renovate the existing building. Mr. Cliff thought it would be prudent to provide options given the Town's current general fund debt service level.

Mr. Steinberg moved the FinCom approve article O. Ms. Martin seconded. Approved 3-1-0 Vote by Roll Call vote: Steinberg: Yes, Funkhouser: Yes, Watkins: Yes. Martin: Yes; Cliff: No.

**Finance Director's Update:** Mr. Keveny led a general discussion concerning the proposed FY17 budget stating the School's budget is increasing by 2.73%, the Town Departments and other commitments including health insurance and retirement are increasing by 2.81% for a combined total budget increase of 2.78%. Starting with the capital budget, Mr. Keveny distributed an updated general fund debt service schedule stating the FY17 debt service will drop slightly to 10.09% while in FY18, it is projected to drop to 9.86%. Seeking to identify trends, Mr. Cliff asked Mr. Keveny to include rolling average schedule that could include the five prior years in the debt schedule.

Mr. Keveny also distributed 5-year /FY17-21 Capital Plan that will appear in the Warrant. The Committee observed that since it had only reviewed the FY17 requests, it should be noted that capital requests beyond FY17 have not reviewed or discussed by the FinCom. Mr. Keveny advised the Committee that the School Committee voted to contribute \$10,000 from the Base Revolving Fund to the Happy Hollow capital project, reducing the amount needed to be borrowed to \$90,000.

Regarding Health Insurance, Mr. Keveny reported the Town has received it's FY17 Health Insurance rates from West Suburban and the year over increase is 7%. The health insurance budget has been recalculated to reflect a 7% increase versus the original 10% projection which in turn reduced the Town's overall budget increase to 2.74%.

Mr. Cliff moved to amend the General Fund Operating Budget to \$74,626,474, Enterprise Funds : \$4,583,471 for a total Omnibus Budget of \$79,209,945. Mr. Steinberg seconded. Approved 5-0. Vote by Roll Call vote: Steinberg: Yes, Funkhouser: Yes, Watkins: Yes. Martin: Yes; Cliff: Yes.

Ms. Martin asked Mr. Keveny to discuss the impact “money” Warrant articles will have on the debt service, noting there are close to \$1.5M in “money” articles being presented at Town Meeting that have not been included in the budget being presented to Town Meeting. Further, if all the money articles are approved, unless appropriated from Free Cash or some other funding sources, up to \$1.5M will be added to the general fund debt service.

A discussion ensued as to what measures, if any, the FinCom could take to counteract this potential impact. Mr. Watkins suggested a revisit of the use of Ambulance Receipts. A brief discussion followed. No further action was taken.

**Review, Discuss and Vote ATM Articles:** The Committee returned to its discussion of the ATM articles.

**Article A:** Recognize Citizens and Employees for Particular Service to the Town: Ms. Funkhouser indicated this is a standard article and moved the Committee approve. Mr. Steinberg seconded. Approved 5-0. Vote by Roll Call as follows: Steinberg: Yes, Funkhouser: Yes, Watkins: Yes. Martin: Yes; Cliff: Yes.

**Article I:** Choose Town Officers: Chair Funkhouser indicated this is a standard article and moved the Committee approve. Mr. Steinberg seconded. Approved 5-0. Vote by Roll Call vote: Steinberg: Yes, Funkhouser: Yes, Watkins: Yes. Martin: Yes; Cliff: Yes.

**Article J:** Accept Gifts of Land: Ms. Funkhouser indicated this is a standard article and moved the Committee approve. Mr. Steinberg seconded. Approved 5-0. Vote by Roll Call as follows: Steinberg: Yes, Funkhouser: Yes, Watkins: Yes. Martin: Yes; Cliff: Yes.

**Article K:** Sell or Trade Vehicles or Equipment: Chair Funkhouser indicated this is a standard article and moved the Committee approve. Ms. Martin seconded. Approved 5-0. Vote by Roll Call as follows: Steinberg: Yes, Funkhouser: Yes, Watkins: Yes. Martin: Yes; Cliff: Yes.

**Article C:** Current Year Transfers: Mr. Cliff presented this article. He indicated after some research it appears article B which would authorize the payment of previous bills and article C which makes Current Year Transfers can be combined as the payments in each of these articles relates to the paying the retirement benefits of the employees who worked at the Septage Facility. After a brief discussion, Mr. Cliff moved the Committee approve this article Ms. Martin seconded. Approved 5-0 by Roll Call Vote as follows: Steinberg: Yes, Funkhouser: Yes, Watkins: Yes. Martin: Yes; Cliff: Yes.

**Article D: OPED Funding:** Mr. Cliff presented this article indicating that the OPEB transfers from the School Revolving Funds had changed slightly since the Committee had voted this article. He moved the Committee approved the amended OPEB transfer list. Mr. Steinberg seconded. Approved 5-0 by Roll Call Vote as follows: Steinberg: Yes, Funkhouser: Yes, Watkins: Yes. Martin: Yes; Cliff: Yes.

**Resolution: Remarks at Town Meeting:** Mr. Cliff stated this resolution was originally presented as a Warrant article seeking to reduce article duration from 60-45 minutes and the time limit of pro and con speakers from 3-2 minutes. Mr. Cliff reported that during subsequent discussions between the

Petitioners and the Moderator, the Moderator has agreed to reduced article duration to 45 minutes. The Petitioners wish to continue their quest to reduced the speaker time to 2 minutes but have opted to present a resolution versus a By-Law change. After a brief discussion, Mr. Cliff recommended the Committee approve the resolution. Mr. Steinberg seconded. Approved 5-0 by Roll Call Vote as follows: Steinberg: Yes, Funkhouser: Yes, Watkins: Yes. Martin: Yes; Cliff: Yes.

**Article HH: Fund to Design a Multi-Purpose, Rectangular, Artificial Turf Field 193 & 195 Main Street, also Known as the Former DPW Site:** Ms. Martin indicated this was her article. She stated, based on feedback, at the Warrant Hearing, the Recreation Commission had voted to ask Town Counsel if they could change their article. Mr. Lanza reviewed the changes and stated they were within the scope of the article. To proceed, the Recreation Commission met with the BoS who agreed to allow the changes go forward. However, since Rec did not schedule a board meeting to prepare their article comments, nothing has been submitted to the FinCom.

Ms. Martin did advise the Committee that Recreation was meeting the following day and she hoped she would have the article comments by the close of the day and if so, would present a write up at the Committee's February 29th meeting for review.

**Liaison & Members' Reports, Concerns and Topics:** None.

**Chair's Update including FY17 Operating Budget Update/Modifications, if any:** Mr. Keveny distributed a draft copy of the Finance Committee's Annual report. Chair Funkhouser asked the Committee members to give the report a quick review. Several possible edits/changes were suggested. Ms. Funkhouser indicated she would revise the report for review and discussion at the 2/29th meeting. On the same note, Chair Funkhouser asked the Committee for feedback concerning submitting a budget article to the newspaper. After a brief discussion, Mr. Steinberg and Ms. Martin agreed to draft the letter/article for Committee review at the 3/14th meeting.

**Minutes:** Ms. Martin moved the committee accept the Minutes of February 4th as written. Mr. Steinberg seconded. Approved 5-0 Vote by Roll Call vote: Steinberg: Yes, Funkhouser: Yes, Watkins: Yes. Martin: Yes; Cliff: Yes. After a brief discussion, Mr. Cliff moved and Mr. Steinberg seconded that the Minutes of February 18th be approved as amended. Approved 4-0-1 by Roll Call vote: Steinberg: Yes, Funkhouser: Yes, Watkins: Yes; Cliff: Yes. Martin: Abstain.

**Adjourn:** Ms. Martin made a motion to adjourn. Mr Steinberg seconded. Approved 5-0 Vote by Roll Call vote: Steinberg: Yes, Funkhouser: Yes, Watkins: Yes. Martin: Yes; Cliff: Yes. Meeting adjourned at 9:44pm.

Respectfully Submitted,

Carol Martin

Documents: (distributed by B. Keveny)

ATM Draft Article Write Ups:

OPEB Funding

Current Year Transfers

Sell or Trade Vehicles and Equipment

Accept Gifts of Land

Choose Town Officers

Recognize Citizens and Employees for Particular Service to the Town

Fund New Minuteman High School

Resolution: Remarks at Town Meeting

Authorize Transfer of 193/195 Main Street to Library Trustees, Recreation Commission & School Committee

Appropriate Funds for Design, Constructions Documents and Bidding for a Proposed Council on Aging/Community Center at Wayland Town Center.

Misc Documents:

Debt Schedule , dated 2/25/2016

Revised Fy17 Operating Budget

Draft: Annual Finance Committee Report

FY17 Capital Budget

5-year/FY17-FY21 Capital Plan

Health Insurance Budget