



Town of Wayland Massachusetts

Finance Committee

Nancy E. Funkhouser (Chair)
Gordon Cliff
Carol Martin
Bill Steinberg
David Watkins
Gil Wolin

Finance Committee

Minutes

March 21, 2016

Attendance: N. Funkhouser, B. Steinberg, G. Cliff, C. Martin and B. Keveny (Finance Director). D. Watkins (participated remotely).

Call to Order: The meeting was called to order by Chair Funkhouser in the Senior Center 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 participating remotely due to geographic restrictions.

Public Comment: None

Committee's Response to Public Comment: N/A

Finance Director's Update: Finance Director Mr. Keveny stated the Board of Selectmen anticipate there will be a Fall Special Town Meeting in November and distributed the proposed STM calendar created by Town Administrator Nan Balmer. Turning to FY17 budget, Mr. Keveny indicated the Town has received a late assessment from Minuteman. The Town's FY17 Minuteman expense is increasing by approximately \$20K from \$68K to \$88K. Mr. Keveny explained the options to pay this bill included re-opening the Fy17 budget, using FinCom reserve funds or via current year transfer, adding his recommendation was current year transfer. The Committee concurred.

Mr. Keveny informed the Committee Recreation has filled their open position and between starting salary, the 6 and 12 month step increases, the difference in the FY16 and Fy17 personnel budgets is under \$5K, stating his recommendation was to not re-open the budget. The Committee concurred.

Mr. Keveny then advised the Committee the town is in the midst of selecting financial advisors who work closely with the Treasurer primarily to advise the town on long-term borrowing. Mr. Keveny felt it

prudent to have a Committee member be part of that process and suggested Mr. Watkins assist in this process. After a short discussion, the Committee concurred.

Review, Discuss and potentially vote FY 2017 Modified Operating and/or Capital Budgets (if necessary): Chair Funkhouser indicated that based on the Committee's decision to address the additional Minuteman FY17 expense via current year transfers at the upcoming STM, no review, discussion or vote was necessary.

Liaison & Members' Reports, Concerns and Topics: Ms. Martin asked for clarification of the spreadsheet recently created by the WRAP committee. She expressed concern with the title: "Anticipated" Capital Projects, particularly since none of these requests have been vetted via the CIP process. The Committee discussed and agreed perhaps the title should read "Proposed" or "Potential". The Committee discussed the role of the WRAP Committee. After a short discussion, it was decided Chair Funkhouser would reach out to WRAP chair for an update. The Committee also discussed its representation on the WRAP Committee. After a brief discussion, the Committee decided to ask former FinCom member Tom Abdella if he would be willing to continue as a FinCom Liaison to the WRAP Committee.

Ms. Martin distributed a list of "Potential FinCom Topics" that she and Mr. Cliff had assembled stating their goal was to assemble the projects individual fincom members have indicated at one point or another that warranted further review/study by the Committee. For ease of future discussion and prioritizing, the list has been divided into five sub-headings: Infrastructure, Analysis, Guidelines/Policies, Budget and Misc. Both Mr. Cliff and Ms. Martin stated they were looking for input from the Committee and suggested this topic be an agenda item at the next meeting.

Review and Discuss potential Finance Committee newspaper article submission: Due to the pending Crier deadline, after the draft of the newspaper article was distributed, the Committee members took five minutes to read through it. Ms. Martin thought it was well done. Mr. Cliff wanted greater understanding of the purpose of the article. Mr. Watkins replied the newspaper provides a forum/opportunity to reach and inform residents. Mr. Steinberg added an article is not necessary but a good opportunity to encourage more residents to participate at ATM. A discussion ensued, during which Ms. Funkhouser stated she felt the article should have more content, particularly the FY17 budget drivers. The Committee agreed. A revised draft will be reviewed at the next meeting.

Chair's Update on Matters pertaining to Annual Town Meeting: Chair Funkhouser advised the Committee she would attend both the Moderator's Motion review meeting and the Moderator's Warrant hearing on behalf of the Committee. Ms. Funkhouser further stated that the Moderator had asked the Finance Committee to restrict its discussion of the budget article to 14 minutes: 7 for the Fincom and 7 for the School Committee. The Committee was a bit surprised at this request, particularly since there is no time limit established for the budget article, but felt that if the Chair was able to deliver her message in 7 minutes that would be appropriate as well.

Ms. Martin indicated that Article 28: Funding for a new Minuteman High School would be passed over -

because the Department of Elementary and Secondary Education (DESE) has approved the revised Minuteman agreement. With that approval, Wayland will be allowed to withdraw from Minuteman and thus does not need to take a position on article 28. Mr. Cliff expressed surprise that the Current Year Transfers article was being handled by the BoS and not the FinCom.

Items the Chair did not reasonably anticipate would be discussed at this meeting: Chair Funkhouser advised the Committee the BoS have expressed interest in purchasing Clear Gov which would download Wayland's data from the DOR website and populate a website with Wayland's budget data and would like some FinCom input. After a brief discussion, the Committee asked Mr. Watkins to participate. Ms. Funkhouser told the Committee she received an email from Beth Doucette stating the town is considering disposing of Parcels 47 and 48 on Sycamore Road and was seeking input. Mr. Steinberg suggested the Committee inquire what is the current use of this land, sale price and why it is being considered for disposal. Chair Funkhouser indicated she would follow up and advise.

Ms. Funkhouser distributed a response to the Attorney General's office regarding an Open Meeting Law complaint the FinCom has received. Mr. Cliff felt this discussion should be a separate agenda item. Ms. Funkhouser indicated that she only had 14 days to reply and the Committee's response was due in three days. Thus, waiting until a future meeting, would make our response late. After discussing several options, Mr. Steinberg moved and Ms. Martin seconded that Ms. Funkhouser contact the AG's office, and explain that due to our meeting schedule, the FinCom hadn't had an opportunity to discuss the complaint and/or response and request an extension so discussion could take place at the March 28th meeting. Approved: 5-0-0 by Roll Call Vote: Steinberg: Yes, Funkhouser: Yes, Watkins: Yes. Martin: Yes; Cliff: Yes.

Future Meeting Schedule: Ms. Funkhouser stated the Committee would meet on 3/28th in the Town Building and she would post a meeting for each night of Town Meeting which starts on April 7th. A discussion ensued concerning agenda items for the 28th and Spring FinCom meeting schedule which will include May 2nd and June 20th.

Meeting Minutes Review, Discussion and Approval: After a brief discussion, Ms. Martin moved the committee accept the Minutes of February 11th as written. Mr. Steinberg seconded. Approved 5-0 Vote by Roll Call vote: Steinberg: Yes, Funkhouser: Yes, Watkins: Yes. Martin: Yes; Cliff: Yes. Mr. Steinberg distributed copies of the draft minutes for February 22nd for review at a future meeting.

The Committee reviewed the Minutes of February 25th. Mr. Steinberg moved and Ms. Funkhouser seconded that the Minutes of February 25th be approved as written. Approved 5-0-0 by Roll Call vote: Steinberg: Yes, Funkhouser: Yes, Watkins: Yes; Cliff: Yes. Martin: Yes. Mr. Watkins questioned whether the Minutes he took on January 13th had been reviewed and suggested that review take place on the 28th.

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 8:42pm.

Respectfully Submitted,

Carol Martin

Documents:

Draft Special Town Meeting Schedule (source: N. Balmer)

Draft: Potential Finance Committee Topics of Discussion (Source: Cliff/Martin)

Draft: Finance Committee Budget Letter for Crier (source: Steinberg/Watkins)

Draft: Finance Committee Response to 3/10th OML complaint (source: Funkhouser)

Draft: Minutes: February 22, 2016 (source: Steinberg)