



# Town of Wayland Massachusetts

## Finance Committee

- Carol Martin
- G.Wolin
- Nancy Funkhouser (Chair)
- David Watkins (Vice Chair)
- Gordon Cliff
- Bill Steinberg

### Meeting Minutes March 28, 2016 Final

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

#### 7:00 Call to Order

The meeting in the Selectmen's Meeting Room at Town Building was called to order by N. Funkhouser. FinCom then adjourned to join the Warrant Hearing in the Large Meeting Room.

FinCom reassembled and N. Funkhouser called the meeting to order at 7:57. G. Cliff volunteered to prepare draft meeting minutes.

#### 7:58 Public Comment & Members' Response to Public Comment

Anette Lewis, Claypit Hill Road, made comments on the Finance Committee Annual Report in the ATM warrant. She mentioned the need to submit a recommended 5 year Capital Improvement Plan. She thought some important items were left out of the 5 year plan in years such as 2018. She suggested that our Annual Report should also be included in the Town of Wayland Annual Reports document. She asked for an explanation of some of the amounts on page 6. She asked that on FinCom's webpage there be an explanation of which departments and expenditure items are included in "roll-up" subtotals (e.g., general government, public safety). On page 9 she asked how the debt service forecast was calculated and whether we can be confident it will be below the 10% goal. She wondered if the debt service forecast was potentially misleading because it only assumes \$5 million of new borrowing each year and therefore doesn't provide for some of the large projects listed in the CIP in future years. C. Martin explained that the CoA/CC had not been included in the schedule in the warrant due to an oversight/miscommunication. Anette thinks the statements on page 11 that cash capital and non-exempt items don't affect the tax rate are incorrect.

8:15 Finance Director's Update

B. Keveny provided an update on the RFP for a financial advisor to assist the Town on debt related analysis and borrowing. D. Watkins has been involved in the review process.

8:19 Review and Discussion of potential newspaper article submission regarding budget

D. Watkins distributed an updated draft (see attachments). FinCom members generally expressed approval but suggested a number of minor modifications, including adding clarifying information, changing some wording, and eliminating some material to make it more concise.

G. Cliff moved that we approve the newspaper article as amended based on the discussion. B. Steinberg seconded. Motion passed Yes (4), No (0), Abstain (1). C. Martin suggested we also submit the article to WaylandNews and Wayland Patch.

8:48 Members' Reports, Concerns, and Topics for Future Meetings

C. Martin reported that Tom Abdella is willing to continue to be one of the two FinCom appointees to the WRAP Committee. She raised a concern about the proposed schedule for Fall Town Meeting. FinCom discussed pros and cons and agreed to set the deadline for providing comment for the write-ups to FinCom by September 12. C. Martin pointed out that in an article in Sunday's Boston Globe, Wayland was one of the towns with lowest tax bill increase, which might be misleading because of the use of free cash.

G. Cliff provided an update on the OPEB investment account. The emerging recommendation is that the money should be invested in the state's PRIT fund. FinCom members indicated that they were comfortable with that recommendation.

D. Watkins provided some additional information on the errata on capital projects that he covered during the warrant hearing. He distributed a draft of his capital budget principal proponent remarks (see attachments).

8:50 Chair's Update

G. Harris OML complaint dated 3/10/16 – N. Funkhouser explained that she had gotten written permission to extend the deadline to respond until 3/30. The complaint and a first draft response had been distributed previously (see attachments). G. Cliff provided some material he suggested be added that provide details on votes on the operating budget taken at previous meetings (see attachments). N. Funkhouser supported the addition. B. Steinberg suggested we explain that the additional votes were minor modifications reflecting new information. G. Cliff asked if we had invited G. Harris to the meeting. N. Funkhouser said that he should be aware that we were discussing the item based on an email exchange on getting the deadline extended.

N. Funkhouser moved that FinCom approve the response to the OML complaint as amended based on the discussion. C. Martin seconded. Motion passed Yes (5), No (0).

FinCom discussed the list of potential topics that was distributed by C. Martin as a pre-read at the 3/21 meeting (see attachments). We started by discussion if any important items were missing. FinCom members agreed the list was reasonably complete. N. Funkhouser clarified that a number of items she had made note of were covered. D. Watkins suggested we add headcount management and bond/debt management. FinCom members then shared thoughts and views on priorities. B. Steinberg summarized that the four topics most frequently mentioned were full year calendar, website, debt management policy/planning/etc., and 5 year capital plan. D. Watkins suggested we add FY18 goals. B. Keveny suggested we add possible process improvements. FinCom members discussed and agreed that we should have two people do some pre-work on each of the topics. Full year calendar – Watkins and Funkhouser. Website – Cliff and Keveny. Debt management – Cliff and Steinberg. 5 Year Capital Plan – Steinberg and Martin. FY18 Goals – Watkins and Martin. Process improvements – Keveny and Funkhouser.

N. Funkhouser distributed a first draft of the Chair’s operating budget principal proponent presentation (see attachments). FinCom members liked it, thought it might be a bit short, and suggested a number of minor modifications and possible additions.

FinCom members did a quick walk through of the warrant and discussed which items they might be speaking on. B. Steinberg will likely be the principal opponent speaker on the petitioners’ article to restrict the first allowable start date of ATM to later in April. N. Funkhouser and D. Watkins will be principal proponents on the operating and capital budget motions. G. Cliff might be the principal opponent on Clarify Access to Town Counsel. Various FinCom members indicated they might speak as residents on several of the articles as a pro or con.

#### 10:00 Minutes

FinCom members reviewed and discussed draft minutes from 2/22. C. Martin moved that we approve the minutes of 2/22 as written. B. Steinberg seconded. Motion passed yes (5), no (0). FinCom members reviewed and discussed draft minutes from 3/21. C. Martin moved that we approve the minutes of 3/21 as written. B. Steinberg seconded. Motion passed yes (5), no (0).

#### 10:10 Adjourn

C. Martin made a motion to adjourn the meeting. B. Steinberg seconded. Motion passed yes (5), no (0).

#### Attachments

Newspaper article draft

Draft capital budget principal proponent remarks

OML Complaint  
Draft OML Complaint Response  
Suggest additional language (G. Cliff)  
Potential FinCom topics  
Draft operating budget principal proponent presentation

Respectfully Submitted,  
Gordon Cliff

The Finance Committee finalized its review of budget requests last month and will recommend that Town Meeting members approve their operating budget for the Fiscal Year 2017 that begins on July 1, 2016. The capital and operating budgets are the byproduct of over 100 hours of deliberation in 30 public meetings over a 5-month period. Our recommendations consider the balance of revenues versus expenses, school excellence, healthcare costs, debt levels and consideration of a multi-year perspective. Preparation of the budget for the Town of Wayland and the creation of the Warrant for Annual Town Meeting ("ATM") are processes that Wayland's Finance Committee ("FinCom") takes seriously and thoughtfully each year. For those of you who have not had the time to follow the budget development process, the results of our public decision making process are documented in the Warrant on page 5 for ATM that begins on Thursday, April 7<sup>th</sup>.

The budgeting process began with FinCom first defining guidelines for Town Departments to consider when they developed their operating and capital budgets. We suggested that they look for ways to be creative and efficient in their budgets, keeping in mind their ability to service the needs and requests of residents. Additionally, we suggested a goal of keeping any budget increases under 2.5%, as that is the annual increase percentage set by the Commonwealth that provides residents with the ability to control year-over-year increases in excess of that amount.

Within FinCom's Mission Statement it states that we seek "to balance the demand for services against the ability of residents with a broad range of financial situations to afford these services." We are recommending a budget that has an overall increase in the omnibus budget of 2.78%, which is consistent with our mission statement while it also accounts for increases in Town expenditures, School expenditures and expenditures by our revolving and enterprise funds (Water, Wastewater, Transfer Station, Pegasus, Base, Recreation, and Septage Fund, Council on Aging, Food Service, The Children's Way and Full Day Kindergarten).

The key drivers of this year's budget include several new employees-(4) Town (8) School in the Town (DPW, Recreation and IT), investments in Information Technology ("IT") infrastructure, Fire and ALS multi-year contract settlements for salary and benefits, DPW Electricity, salary and benefits cost increases, Health and Life insurance increase and the schools are projecting a greater than 3% increase due to contract steps and lanes and increased headcount (5).

After a cyber-attack in January 2015 on the Treasurer's Office, the Town contracted for an assessment and plan to develop and secure the shared town / school Information Technology system and to improve the efficiency and modernize the Town IT system and we relied, in part, on this review to make our IT budgeting decisions.

The FY 17 budget request for Information Technology is based on a Three Year Strategic Plan and calls for \$200,000 to fund two new positions of IT Executive Director and IT Business Analyst. Additional costs include network penetration testing to improve security, off-site hosting of the town's accounting programs and e-mail, reconfiguration of the virtual machine

network to support more robust security, increased on-call technical support, replacement of obsolete hardware, and staff training.

The recommended increase in the Information Technology budget, based on the Three Year plan is \$565,000. The Finance Committee reduced this amount by \$130,000 and asked staff to find reductions by eliminating or deferring projects where possible. More detail can be found on the town website at

[http://www.wayland.ma.us/Pages/WaylandMA\\_Selectmen/ITFY17Budget.pdf](http://www.wayland.ma.us/Pages/WaylandMA_Selectmen/ITFY17Budget.pdf) or by the "Town meeting link on the home page of the town website.

The recommended capital budget is intended to maintain our infrastructure (roads, equipment, buildings, water systems, etc.). Each year, initial capital requests are typically much greater than prudent spending would permit. We think that the capital items recommend in this year's budget are prudent and can be completed within our goals for appropriate levels of debt service and free cash.

Town residents have historically indicated that they would like to maintain existing services. More than 60% of the Town's budget is related to personnel costs (School and Municipal). Longer term, controlling the growth of these costs directly will remain a challenge but will result in ongoing controlled growth of the budget.

The scheduled dates for ATM this year are April 7<sup>th</sup>, 10<sup>th</sup>, 12<sup>th</sup> and 14<sup>th</sup>. There is much to be done during those meetings. We hope that you can attend and participate in our process of Town Government. In the end, while we meet for many hours to prepare the budget and the Warrant, FinCom is just a recommending body. It is up to Wayland's residents to decide our budget and to vote on the many articles that are before us this year.

**Wayland 2016 Annual Town Meeting:**

**ARTICLE 8: FY2017 Capital Budget Presentation**

Thank you, Mr. Moderator.

Dave Watkins, Forty Acres Drive and Vice-Chair of the Finance Committee.

The Finance Committee is pleased to recommend a capital budget to Town Meeting that reflects a solid assessment of our current capital needs in Motions 2, 3 and 4. The first motion allocates the entire capital budget listed on the handout. The total allocation is \$8,974,000.

Motion #3a is prepared separately due to the requirements of the MA School Building Authority. This motion appropriates \$1,900,000 for the Loker Door and Window Replacement project, and recommends funding from Surplus Bond Proceeds.

As you are aware, the Finance Committee started a Capital Improvement Program in 2008. It works well. Any department or board that plans a capital project must fit each proposal within a five-year plan. As part of that process, the FinCom has been working diligently to ensure that unspent capital appropriations – or allocations that have not been spent -have been closed out. This year, we returned \$545,000. This means that of the funds that were previously appropriated for projects in the past, we were able to determine that \$545,000 of excess remained, and we returned those funds in part to the General Fund, and to fund capital projects in 2016, which minimizes the need for taxation.

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This year, town boards and departments asked us to recommend about \$27 million in capital requests to Town Meeting. After our careful and close review, we decided to recommend only about \$8 million of these requests – about one third. We took a great deal of care making sure that timing, scope, necessity and planning were carried out as we prepared our recommended capital projects and we considered carefully, our policy to try to maintain our debt service levels under 10% of the operating budget. The advocates for all of our recommended capital projects are here tonight, ready to answer any questions you might have on a particular project, so in the interest of time I will not cover what we wrote in the warrant about each project.

Now, let me describe how we will pay for the proposed capital spending. In general, we pay for capital items in several ways: borrowing, cash capital, free cash, Ambulance receipts, or water revenues. Our funding proposal for each item is shown on page 38 of the warrant.

Borrowing (“B”) is fairly straightforward, especially in this low interest rate environment. Our last debt offering in February 2016 was priced at 2.1369 percent, a historically low rate. We generally recommend that the Town borrow for longer-lived and larger dollar amount projects

Commented [d2]: Check BK updated

to spread out the cost of the capital item over its projected useful life. This year, we will pay for roughly half of our capital investment through borrowings or \$4,510,000.

We generally recommend the use of Cash Capital ("CC") for smaller items, or items that are shorter-lived capital assets. Cash capital is funded through current-year taxation. \$305,000

Funding purchases from Free Cash ("FC") uses cash on hand. \$290,000

Ambulance Fund or ("AMB") constitutes funds that the town has collected into a revolving fund from users of its ambulance service \$515,000

The Cemetery revolving fund is funds collected from users that purchase cemetery plots \$50,000

Transfer Station Revolving Funds ("TST") are funds collected from user of the transfer station \$88,000.

Surplus Bond Proceeds from closeouts ("OF") were \$545,000.

The Schools maintain the ("BASE") account which is funded by user fees of that program for \$10,000.

Water Surplus ("WS") comes from the retained earnings of the Water Department, \$450,000

and Water Fund Borrowing ("WB") items are paid for by water department ratepayers, through current rates \$2,211,000.

Lastly, in addition to the Loker Windows and Doors totaling an additional \$1,900,000 will be funded through ~~surplus bond~~ proceeds as well. ( Funding source is Borrowing )

With that, Mr. Moderator, the Finance Committee respectfully moves, through you, that Town Meeting approve the capital budget motions numbered 2,3 and 4, Article 8 printed on the colored handout

We look forward to answering any questions members of Town Meeting might have as they consider motions #2, #3 and #4.





## OPEN MEETING LAW COMPLAINT FORM

Office of the Attorney General  
One Ashburton Place  
Boston, MA 02108

Please note that all fields are required unless otherwise noted.

### Your Contact Information:

First Name: George Last Name: Harris

Address: 8 Holiday Road

City: Wayland State: MA Zip Code: 01778

Phone Number: 5083582379 Ext. \_\_\_\_\_

Email: geoharris2@gmail.com

Organization or Media Affiliation (if any): None

Are you filing the complaint in your capacity as an individual, representative of an organization, or media?

(For statistical purposes only)

Individual       Organization       Media

### Public Body that is the subject of this complaint:

City/Town       County       Regional/District       State

Name of Public Body (including city/town, county or region, if applicable): Wayland Finance Committee

Specific person(s), if any, you allege committed the violation: \_\_\_\_\_

Date of alleged violation: Feb. 22, 2016

## OPEN MEETING LAW COMPLAINT

This is a complaint that the Wayland Finance Committee (Committee) violated the Open Meeting Law when it disclosed a particularly important discussion topic in an amended notice less than 48 hours prior to its open meeting on February 22, 2016.

The Committee is a seven-member public body appointed by the Wayland Board of Selectmen.

G. L. c. 30A, § 20(b) requires that a public body post notice of all topics that the chair reasonably anticipates will be discussed at the meeting at least 48 hours in advance thereof.

The Committee initially posted notice of its February 22, 2016 meeting on February 9, 2016. See Exhibit 1 attached hereto. The Committee posted an amended Agenda at 2:35 p.m. on the day of the meeting, February 22, 2016. See Exhibit 2 attached hereto. The Amended Agenda included the following new topic: **“7:30 FY2017 Operating Budget Update/ Modifications, if any, and possible vote.”** This additional topic was posted less than 5 hours before the meeting by the Committee chair. The chair should have reasonably anticipated this very important matter at least 48 hours in advance of the meeting.

At the meeting, the Committee discussed the new topic beginning at an elapsed time of 39:53 minutes, concluding at 1 hour, 10:15 minutes, that is, after approximately 30 minutes. The Committee’s discussion may be viewed at <http://www.waycam.tv/government-and-sd-on-demand.html> (select Finance Committee February 22, 2016) (it is best to use either the Google Chrome or Safari browser). **While the topic was under discussion, the Committee voted to adopt Wayland’s FY 2017 omnibus operating budget of \$79,252,329.00.**

Under the bylaws (§ 19-2) of the Town of Wayland, the Committee has sole authority to prepare the omnibus budget of the Town and to submit it to the annual town meeting. This is arguably the Committee’s most important task and one of singular importance to Wayland residents. Those residents were not given adequate notice under the Open Meeting Law of the Committee’s operating budget discussion.

### ACTIONS REQUESTED

1. At its next open meeting, the Committee shall acknowledge its violation of the Open Meeting Law.
2. At its next open meeting, the Committee shall approve and release the minutes of its February 22, 2016 meeting.
3. The Committee shall henceforth provide the public with adequate notice of all topics to be discussed at its meeting.

**Description of alleged violation:**

Describe the alleged violation that this complaint is about. If you believe the alleged violation was intentional, please say so and include the reasons supporting your belief.

Note: This text field has a maximum of 3000 characters.

Please see attached statement with exhibits for a full explanation.

What action do you want the public body to take in response to your complaint?

Note: This text field has a maximum of 500 characters.

Please see attached statement.

**Review, sign, and submit your complaint**

**I. Disclosure of Your Complaint.**

**Public Record.** Under most circumstances, your complaint, and any documents submitted with your complaint, will be considered a public record and available to any member of the public upon request. In response to such a request, the AGO generally will not disclose your contact information.

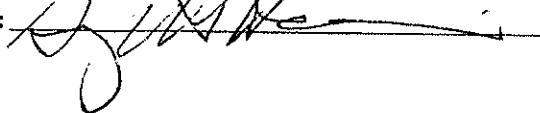
**II. Consulting With a Private Attorney.**

The AGO cannot give you legal advice and is not able to be your private attorney, but represents the public interest. If you have any questions concerning your individual legal rights or responsibilities you should contact a private attorney.

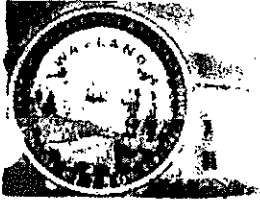
**III. Submit Your Complaint to the Public Body.**

The complaint must be filed first with the public body. If you have any questions, please contact the Division of Open Government by calling (617) 963-2540 or by email to openmeeting@state.ma.us.

By signing below, I acknowledge that I have read and understood the provisions above and certify that the information I have provided is true and correct to the best of my knowledge.

Signed: 

Date: March 10, 2016  
For Use By Public Body      For Use By AGO  
Date Received by Public Body:      Date Received by AGO:



# Town of Wayland Massachusetts

## Finance Committee

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

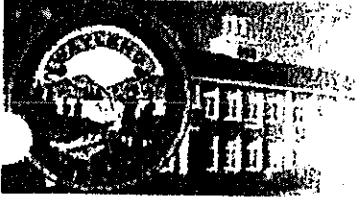
### AMENDED AGENDA

Monday, February 22, 2016, 7:00 pm  
Town Building

*Items may not be discussed in the order listed or at the specific time estimated. The meeting may be broadcast and videotaped for later broadcast by WayCAM and may be recorded by others.*

- 7:00 Call to Order
- 7:01 Public Comment
- 7:02 Committee's response to Public Comment
- 7:04 Finance Director's Update  
- Quarterly Financial Update
- 7:30 FY2017 Operating Budget Update/Modifications, if any, and possible vote
- 8:00 Review, Discuss & Vote STM Articles
- 10:15 Liaison & Members' Reports, Concerns, and Topics
- 10:20 Chair's Update & Items the chair did not reasonably anticipate would be discussed at the meeting  
- Discuss potential for newspaper article on budget
- 10:25 Meeting Minutes Review, Discussion and Approval  
1/25 (BS), 1/28 (NF), 2/1 (CM), 2/11 (NF), 2/18 (DW)
- 10:30 Adjourn

2016 FEB 22 PM 2:35  
TOWN CLERK



# Town of Wayland Massachusetts

## Finance Committee

- Tom Abdella
- Carol Martin
- Gil Wolin
- Nancy Funkhouser, Chair
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### AGENDA

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:: *Items may not be discussed in the order listed or at the specific time estimated. The meeting may be broadcast and videotaped for later broadcast by WayCAM and may be recorded by others.*

7:00 Call to Order

7:01 Public Comment

7:02 Committee's response to Public Comment

7:04 Finance Director's Update

05 Review, Discuss & Vote STM Articles

10:15 Liaison & Members' Reports, Concerns, and Topics

10:20 Chair's Update & Items the chair did not reasonably anticipate would be discussed at the meeting  
- FY2017 Operating Budget Update/Modifications, if any

10:25 Meeting Minutes Review, Discussion and Approval

1/25 (BS), 1/28 (NF), 2/1 (CM), 2/11, 2/18

10:30 Adjourn

2016 FEB -9 PM 2: 21

TOWN OF WAYLAND  
TOWN CLERK

March 22, 2016

Amy L. Nable, Director  
Division of Open Government  
Office of Attorney General  
One Ashburton Place, 20th Floor  
Boston, MA 02108

RE: Open Meeting Law Complaint of George H. Harris, Esq.  
Dated March 10, 2016 - Wayland Finance Committee

Dear Ms. Nable:

I am writing you pursuant to 940 CMR 29.05(5) relative to the above-referenced Open Meeting Law Complaint. A copy of the Complaint and enclosures, which were filed on March 10, 2016, are enclosed.

After reviewing this matter, the Finance Committee has determined that no remedial action is appropriate. Mr. Harris' complaint specifically alleges a violation of the Open Meeting Law ("OML") when the Finance Committee "disclosed a particularly important discussion topic in an amended notice less than 48 hours prior to its open meeting on February 22, 2016, and cites that the Amended Agenda included a new topic." The Committee respectfully disagrees with Mr. Harris' allegations of violations of the OML on the basis of late disclosure and/or including a new topic for the following reasons:

1. Allegation of Inadequate Notice to Residents:

On February 9, 2016, an agenda for February 22, 2016 was posted at 2:21 pm. That agenda included an item on the meeting schedule for 10:20 pm entitled "**Chair's Update & Items the Chair did not reasonably anticipate would be discussed at the meeting – FY2017 Operating Budget Modifications, if any.**" The allegation that residents were not provided with adequate notice under the OML of the Committee's budget discussion on February 22, 2016 is inaccurate. Residents were aware that such a discussion concerning operating budget modifications was to occur as early as February 9, 2016 when the agenda for the February 22, 2016 meeting was initially posted.

2. Allegation of the Committee Chair's failure to recognize the agenda item as very important matter at Least 48 Hours in advance of the meeting:

On February 22, 2016 an **amended** agenda was posted. The agenda was amended in several ways. First, **the time for the topic *FY2017 Operating Budget Update/Modifications, if any*, was moved to earlier in the evening from 10:20 pm to 7:30 pm and the words "and possible vote," were added.** With respect to Mr. Harris' allegation that the Committee Chair should have reasonably anticipated this (Budget Discussion) item as a very important

matter at least 48 hours in advance of the meeting,” in fact, the Committee Chair did as evidenced by the fact that the Chair had listed a discussion entitled ***FY 2017 Operating Budget Modifications, if any***, in the initially posted agenda on February 9, 2016. To allege that this very important matter was not anticipated given only a five hours’ notice time on the second posted (amended) agenda is without basis in fact. The information that was put forth on the amended agenda that was posted on February 22, 2016 at 2:35 pm does not **add** an entirely new topic. Rather, it **modifies** the topic of discussion to include a *possible vote* and the entire discussion was moved to a different, earlier 7:30 pm time slot versus the initial 10:20 pm time slot.

Finally, at the time the Chair posted the initial agenda on February 9, 2016 which is thirteen days prior to the actual meeting date on February 22, 2016, the Chair could not reasonably anticipate the specificity of whether a vote would on the budget would be needed on February 22, 2016 or not, given that there were three additional meetings between February 9 and February 22, 2016. In modifying the initial agenda on the afternoon of February 22, 2016 it was the Chair’s intent to provide residents with as much specificity as possible regarding any potential modifications to the budget in the event a vote became necessary that night based on information provided by the Finance Director. And a review of the tape reflects that modifications to the previously approved budget were in fact, presented to the Committee by the Finance Director that evening, necessitating a vote.

Finally, it should be noted that the matter of the FY2017 Operating Budget Discussion was a matter on the Finance Committee’s agenda on nine dates prior to February 22, 2016, providing ample continued opportunities for resident input before February 22, 2016. It should be noted that the budget discussions also occurred in meetings after February 22, 2016.

Therefore, the Finance Committee requests that the Attorney General’s Office determine that no remedial action is necessary or appropriate pursuant to the above-referenced complaint.

Thank you for your attention to this matter.

Very truly yours,

Nancy Funkhouser, Chair

Enclosures

cc George H. Harris, Esq. (w/ encl.’s)

**January 4, 2016:**

- 7:05 pm **FY2017 Operating Budget Requests – Fire Department, DPW, Police**
- 8:30 pm **Overall FY2017 Operating Budget Discussion**

**January 11, 2016:**

- 9:00 pm **FY2017 Operating Budget Requests: IT, Facilities, BOH, vote for inclusion of General Omnibus Budget Article in ATM warrant**

**January 13, 2016: Initially submitted agenda posted on**

- 9:10 pm **FY 2017 Operating Budget Request – Finance, IT (Town)**
- 9:50 pm **Operating Budget Timeline Discussion**
- 9:55 pm **Operating Budget Discussion**

**January 13, 2016 – Amended Agenda posted on**

- 9:10 pm **FY 2017 Operating Budget Request – Finance, IT (Town), Board of Health**
- 10:30 pm **Operating Budget Timeline Discussion**

**January 21, 2016**

- 7:04 pm **FY 2017 Operating Budget Request Discussion – Recreation**
- 8:15 pm **Discussion with Town Administrator, Operating and Capital Budget Recommendations**
- 9:45 pm **FY 2017 Operating Budget Discussion**

**January 25, 2016**

- 7:04 pm **FY 2017 Operating Budget Request Discussion – Schools**
- 9:45 pm **Operating Budget Discussion**

**January 28, 2016**

- 7:30 pm **FY 2017 Operating Budget Discussion and Vote – Town Clerk budget increase**
- 9:30 pm **FY2017 Omnibus Budget Presentation Review Discussion**

**February 1, 2016 Initial Agenda posted on**

- 7:20 pm **Budget Presentation Discussion and Preparation**

**February 1, 2016 – Amended Agenda posted on**

- 7:45 pm **FY2017 Operating Budget Discussion and Vote**

**February 4, 2016**

- 9:00 pm **FY 2017 Omnibus Budget Presentation – Discussion and Preparation**

**February 16, 2016**

- 7:15 pm **Adjourn to the General Omnibus Budget Presentation to the Public**

**February 18, 2016**



10:20 pm Chair's Update and items the chair did not reasonably anticipate would be discussed at the meeting – **FY 2017 Operating Budget Modifications**, if any

A vote on the recommended 2017 operating budget was first taken by the Finance Committee at the meeting on Feb 1; the total amount of \$79,680,397 was approved by a vote of 5-0. A vote was also taken on Feb 4; the total amount of \$79,514,117 was approved by a vote of 5-0. This amount was featured in a presentation by the Chair of the Finance Committee on the proposed operating budget made in a public meeting focused on that topic on Feb 17 (the presentation was posted on the Finance page of the Wayland's town website on Feb 15). The vote taken on Feb 22, which is the subject of this complaint, was for \$79,252,329, which is lower than the two previous amounts; it was approved by a vote of 6-0.

## **Potential FinCom Projects**

### **Infrastructure:**

Develop full-year FinCom calendar  
Website: rationalize/update/archive/linkage with distribution procedure  
Refine templates for Minutes, Capital Blurbs, Article write-ups  
Town Leadership/FinCom communications  
Committee recruiting  
Members/skill development/FinCom operating effectiveness

### **Analysis:**

Review strategy for Stabilization & Ambulance Funds  
Budget modeling and analysis  
*Debt service and free cash forecasting*  
OPEB calculation methodology for revolving funds  
Head Count management  
Short and Long Term Debt Planning

### **Guidelines/Policies**

Debt Management Policy review  
Review FinCom reserve /policy  
Revisit guidelines concerning money articles at STM  
Free Cash Policy Review

### **Budget:**

Outstanding Capital Projects Report  
Outstanding Capital "Articles"  
*Improve effectiveness of 5-yr. Capital Improvement Plan*  
Budget guideline/goal analysis  
Clarify FinCom role in CBA process  
Multi-year approach to cost containment: health insurance, pension, etc.  
More comprehensive resource planning  
Review level of detail in FinCom budget (vs. 2012 resolution)  
TA budget recommendations for all non-BoS departments  
Moody's "Fund" balance

### **Misc:**

Reports: TM/Warrant & Annual  
Develop greater understanding of "non-insurance", unbudgeted revenue, etc.  
Budget Analyst: possible availability for FinCom projects  
Discuss possible sub-committees: capital review, tech review, etc.  
Revisit Efficiency Projects including FD Battery /Detector Projects

Thank you Mr. Moderator

Nancy Funkhouser, Rice Spring Lane and Chair of the Finance Committee

I am pleased to present to you the FY 2017 budget recommendation.

Before we begin, I'd like to thank all department heads, boards, committees, the Finance Director, the Town Administrator and the Personnel Director for all of their hard work and contributions to the budget process. As you know this process takes quite a bit of effort and time and their support is appreciated.

The Finance Committee's FY2017 operating budget process memorandum requested boards, committees, and departments to explore creative ways to gain efficiencies, explore innovations and take on new initiatives with the goal to control costs. Our goal for a lesser than 2.5% Total General Operating Budget increase was unique in that it did not call for either "level-funded" or a "level service" budget (excluding agreed salary increases and changes in utility expenses), as we have done in the past. This goal was not meant to be a "hard" ceiling, but its purpose was to provide context to departments and committees as they prepared their 2017 budgets.

Our aggregate Total Omnibus budget, listed on page 8 of the warrant of \$79.2 million represents slightly greater than 2.5% at a 2.76% increase over last year. The General Fund budget, (which excludes the enterprise funds) of \$74.6 million represents a 2.77% increase. Overall, these are modest increases in most of the Town departments as well as slightly larger increases in the Fire & Police Department and Information Technology Department. Fire and Police increases are due to salary and negotiated contract settlements, among other items as noted on page 6 of the warrant. The \$475,000 annual increase in the IT Department is the

largest overall departmental increase and is the result of recommended \_\_\_\_\_ headcount additions and resources for network and infrastructure upgrades, hosting, network penetration, managed services and hardware replacement. again, as noted on page 6 of the warrant.

While we are presenting a budget that reflects a greater than 2.5% increase overall, we believe that this budget serves well the Town's need to maintain services, manages our free cash prudently, and restrains the growth in the tax levy to the extent we believe is fiscally responsible.

Finally, with respect to the tax levy which most of keep our eye on year over year, The average annual homeowner's tax bill will go up in FY2017. The projection is based on an unchanged FY2017 valuation for the purposes of the presentation. But it should be noted that the FY2017 valuation analysis will not be completed until the Fall of this year and we believe that valuation is likely to increase, which will likely lower the tax rate, and ultimately all of our tax bills. I want to point out that the increase in the projected tax bill presented on page 8 seems larger than usual and this is because we used a larger than usual amount of free cash, \$4.35 million, to support Town operations last year. So, in fact, if we had used a more modest amount of cash to support operations (as we are recommending this year), this year's increase would not seem as artificially large.

Now I'd like to turn the presentation over to Ellen Grieco, Chair of the School Committee for her remarks on the School Budget:

Ellen presents then we vote on Motion 1.

Ellen turns it over to Dave and he presents and we vote on Motions 2 and 3. And Dave turns it back to Nancy.

Motion 4:

Mr. Moderator, with respect to motion 4, the following transfers relate to previous articles as follows:

Motion #4 A relates to

Motion 4B relates to Article 5

Motion 4C and D relate to Article 7