



Town of Wayland Massachusetts

Finance Committee

David Watkins (Chair)

Gordon Cliff

Nancy Funkhouser

Jen Gorke

Carol Martin

Klaus Shigley

George Uveges

Finance Committee

Minutes

August 1, 2016

Attendance: D. Watkins, G. Cliff, C. Shigley, J. Gorke, G. Uveges, C. Martin and B. Keveny (Finance Director). N. Funkhouser participated remotely from 8:04 until adjournment.

Call to Order: The meeting was called to order by Chair David Watkins in the Selectmen's Meeting Room at the Town Building at 7:00pm. Mr. Watkins reviewed the agenda items to be discussed, indicated the meeting was being recorded by WayCam and that Ms. Funkhouser would be participating remotely due to geographic distance .

Public Comment: None

Committee's Response to Public Comment: N/A

Review Issues & Actions List: Chair Watkins distributed an action/issues list of items as an example of how the FinCom could track ongoing projects/efforts. A brief discussion ensued during which it was suggested a due date column be added and the list refined to include only on-going projects.

Returning to the list, Mr. Watkins distributed copies of the request forms for New and Modified Positions for review. After a brief discussion, the committee suggested the impact of FTE status be included on the modified position request form. Mr. Watkins also distributed the Outstanding & Authorized/Unissued Debt Schedule dated 4/10/16 that has been recently posted to Treasurer's website for possible discussion at the 8/29th meeting.

Review Dates for Annual Schedule: Chair Watkins asked members to alert him of any schedule conflicts. Ms. Martin suggested the October schedule be revisited to avoid conflicts with October holidays.

Review Budget Schedule to be distributed to Department Heads, Town Administrator (Nan Balmer):

Town Administrator Nan Balmer distributed and discussed her memo to Department Heads concerning the FY18 Budget Schedule as well as a summary of Budget Duties under Town Code and by Job Description. Ms. Balmer indicated she would be meeting with Department Heads to discuss the FY18 budget cycle, including operating budget, capital budget and potential new positions. The Committee

thanked Ms. Balmer for such a thorough document.

Concerning the Town Administrator's review of capital projects, Ms. Martin asked what set of criteria were being used to approved capital projects. Ms. Balmer indicated that she would be evaluating capital projects to ensure appropriateness. Mr. Cliff queried if the schedule presented included the School capital requests. Ms. Balmer indicated her review would include capital requests from the Facilities Department which oversees school projects.

Review Final Capital Memo and Deadlines: Finance Director Brian Keveny indicated the capital memo as approved by the Finance Committee was sent to Department Heads. Chair Watkins reiterated the FinCom hopes to close the capital budget by December 5th and vote a draft capital budget by December 15th. The Committee recognizes this timeline represents a departure from prior years and agreed to be diligent in communicating these deadlines. Mr. Watkins stated it is a role of the liaisons to work with the department heads to ensure the FinCom has all the information it needs in order to conduct timely capital and budget reviews.

A discussion ensued regarding the role of the FinCom liaison. Chair Watkin stated FinCom members are available to each board and department head to ensure and enhance communication concerning operating budgets, capital budgets and to assist in article write up. For all other questions and issues, Ms. Balmer stated that in order to avoid several members asking staff members similar questions, that all questions be presented at meetings and/or to the Chair. It was noted that in all other matters, the Chair is the voice of the FinCom and that individual members do not represent the Committee.

Review of outstanding Capital Projects (CM): As a follow up concerning the scope of the capital projects to be reviewed and possibly closed on September 30th, Ms. Martin indicated there are 38 outstanding capital projects that were approved prior to or in FY14, representing approximately \$6.5-7M of appropriations. The Committee asked Ms. Martin to continue to work with Mr. Keveny and make interim reports on the status of these projects. Mr. Cliff inquired if this project overlapped the FY18 Capital process. The Committee felt overlap, if any, was only in regards to these 38 projects which should be sorted out prior to the Committee's review of the FY18 capital requests.

Special Assignment Discussion - Website Review (GC): Mr. Cliff stated he has been working on this project with Mr. Keveny and recommended this discussion be tabled until Mr. Keveny was present. He explained that the proposed web page headers are centered around the major duties/responsibilities of the Finance Committee. He added that a secondary goal was to develop an archive or communication tool. Mr. Watkins asked member to review the suggested web page titles prior to next meeting.

Special Discussion: Committee Protocols (DW): Chair Watkins distributed the Draft: Governance Guidelines for Finance Committee, indicating it was a starting point. Mr. Uveges inquired if the Board of Selectmen (BOS) also had governance guidelines. Ms. Balmer replied the BoS would most likely have a similar set of guidelines as being presented to the Fincom Com but no formal vote has taken place. She added if so, it would probably be in the form of a handbook.

Mr. Watkins did a quick run through the various topics including Open Meeting Law, Minutes, use of email to Conduct Town Business, Code of Ethics and Code of Conduct. He asked Committee Members to review the materials for discussion at a future meeting. Mr. Shigley stated as a new member this was a helpful resource.

Writing & Presentation Assignment Review (DW) - Including Review Draft Mission, Goal & Objectives, Town Annual Report FY17 STM Material, FY18 ATM Material, Warrant Hearings (STM & ATM): Mr. Watkins led the Committee in a discussion of the written documents the Committee is responsible for each year including the ATM Warrant/Annual Report and Mission statement. He suggested the Committee take a broad view of these items and determine how much of this writing could be done in advance rather than during budget season.

A discussion ensued concerning potential differences between the Report of the Finance Committee that appears in the Annual Warrant and the FinCom's Annual Report. It was agreed Annual Reports are archived and at the minimum should be the report submitted for the Annual Warrant. It was noted the the Annual Reports should also contain "forward" information and related implications. Ms. Martin volunteered to follow up concerning a submission to the Annual Report.

Discussing the other FinCom reports, a brief discussion ensued which resulted in the follow assignments: Mr. Cliff will tackle updating the Report of the Finance Committee. Ms. Martin will work with Mr. Keveny to submit and write any potential FinCom articles for the upcoming Special Town Meeting including Current Year transfers and Prior Year unpaid bills. Ms. Gorke will review the Mission Statement. Mr. Uveges, Ms. Gorke and Mr. Cliff will collaborate and submit a draft of Member Responsibilities. Mr. Shigley volunteered to work on Financial Strategy.

Members' reports, concerns and topics for future meetings: Mr. Shigley indicated that he ran some debt service to budget ratios using the information on the Treasurer's website. He further stated he had several debt related questions and was looking forward to hearing from the Treasurer and Financial Analyst at a future meeting. Ms. Funkhouser wondered if the Committee felt serving as the Police Liaison would be a conflict of interest due to her position as Crossing Guard. Mr. Cliff wondered if having his daughter work as summer/seasonal Recreation employee would be viewed as a conflict of interest. Both were urged to file Appearance of Conflict of Interest forms and abstain from voting on issues from which they would derive or potentially derive a direct benefit.

Chair's update: Mr. Watkins stated the next meeting is 8/29th at which the Town Administrator and Finance Director would present their FY18 budget guideline recommendation.

Topics Not reasonably anticipated by the Chair 48 hours in advance of meeting: None

Meeting Minutes Review: The Committee reviewed the Minutes of January 28 and July 18, 2016. Ms. Martin moved the Minutes of July 18th be approved as amended. Motion seconded by Uveges. Motion Passed: 7-0. Roll Call vote was:

Funkhouser	Yes	Shigley	Yes	Gorke	Yes		
Uveges	Yes	Watkins	Yes	Cliff	Yes	Martin	Yes

Ms. Martin moved the Minutes of January 28th be approved as amended. Mr. Cliff seconded. Chair Watkins indicated that only those who were members on 1/28th could vote. Motion Passed 4-0-3. Roll Call vote was:

Funkhouser	Yes	Shigley	Abstain	Gorke	Abstain		
Uveges	Abstain	Watkins	Yes	Cliff	Yes	Martin	Yes

Adjourn: Mr. Cliff moved to adjourn at 9:55pm. Ms. Martin seconded. Roll call vote: 7-0 as follows:

Funkhouser	Yes	Shigley	Yes	Gorke	Yes		
Uveges	Yes	Watkins	Yes	Cliff	Yes	Martin	Yes

Respectfully Submitted,

Carol Martin

Documents:

Source D. Watkins:

Issue/Action List dated 7/18/2016

New Position Request Form

Position Modification Request Form

Outstanding & Authorized/Unissued Debt dated 4/10/16

Proposed/draft Schedule & Milestones dated 8/1/16

FY18 Meeting Minutes Assignments

Draft: Governance Guidelines for Finance Committee

Outline of Written Materials

Copy of Mission Statement and Mission

Copy Board of Selectmen's 2015 Annual Report

Memo: Department Head Budget Schedule/Summary of Budget Duties under Town Code and by Job Description (source Nan Balmer)

Source: B. Keveny

Current Finance Committee Website title page

Proposed Finance Committee Website title page

Draft Minutes: January 28, 2016