



Town of Wayland Massachusetts

Finance Committee

David Watkins (Chair)

Gordon Cliff

Nancy Funkhouser

Jen Gorke

Carol Martin

Klaus Shigley

George Uveges

Finance Committee

Minutes

Sept 19, 2016

Attendance: D. Watkins, G. Cliff, K. Shigley, and C. Martin. Also attending: Brian Keveny (Finance Director).

Call To Order:

The meeting was called to order by Chair David Watkins in the Planning Board Meeting Room at the Town Building at 7:00pm. Mr. Watkins announced the meeting was being taped by WayCam. Mr. Watkins then distributed an agenda for the meeting.

Executive Session: The first item was to call for a motion to move into a Joint Executive Session pursuant to Massachusetts General Laws Chapter 30A, Section 21 (a) (3) to Discuss Strategy for Upcoming Collective Bargaining Negotiations with the Police, Fire, AFSCME 1, AFSCME 2, Library, Teamsters, Custodians, WTA, WESA and Food Service Unions, as an open discussion of these matters may have a detrimental effect on the Town's bargaining position. D. Watkins moved, G. Cliff seconded. Followed by roll call-Watkins-yes, Martin-yes, Cliff-yes, Shigley-yes. Chair Watkins indicated the Committee would return to Open/regular session in approx. one hour.

The Committee recessed to the School Board Meeting Room at the Town Building for the Joint Executive Session with the School Committee, Board of Selectmen and Personnel Board. Before convening into Executive Session, the Committee briefly went back to an open meeting session in order to specifically invite Susan Botta (School Business Manager), Dr. Paul Stein (School Superintendent), Nan Balmer (Town Administrator), Katelyn O'Brien (Human Resources Assistant), John Senchyshyn (Assistant Town Administrator), Brian Keveny (Finance Director), Diane Marobella (Administrative Assistant to Superintendent of Schools), and Brad Crozier (Assistant Superintendent of Schools) to attend the executive session. Chair Watkins moved the Committee move back into Executive Session, Mr. Cliff

seconded. Vote 4-0 as follows: Watkins - yes; Cliff - yes; Martin - yes and Shigley - yes. Mr. Watkins reiterated that the Committee expected to return to open session in approximately one hour.

The Finance Committee returned to open session at 8:24 p.m.

Public Comment: None

Committee's Response to Public Comment: N/A

Review Issues & Actions List:

Chair Watkins distributed an action/issues list of items for future discussion.

Finance Director's Report:

Brian Keveny distributed a request for a transfer from reserve funds to pay for repairs to a large format copier in the surveyor's department. The expense exceeded what was available to pay for it in the budget. The question was how best to pay for it. The Committee agreed to table the resolution of the matter for a future meeting.

Mr. Keveny's discussion of Special Town Meeting Article B was deferred until after the discussion of Article E, in order to accommodate Gretchen Schuler, who joined the meeting to help answer questions about the article.

Discussion and possible Vote of STM articles

Two aspects of Article E, an article authorizing land acquisitions for natural diversity (land) Grant Program funding to purchase conservation restrictions on Mainstone farm, were discussed. One was procedural. To the extent that the town wishes to apply for a grant to support this purchase, the town needs to restate and revote the article approved at last year's ATM, with the modification that the revote would reflect the grant. The other aspect discussed was how the potential \$400,000 grant money should be used; whether it should be used to reduce the debt to acquire the property or to replenish the money in the Community Preservation Trust fund. The Community Preservation Committee would like it to go to the trust fund. The Committee deferred that decision pending further review and discussion with the Treasurer on how or whether the various options could be executed.

Brian Keveny then discussed Article B: Pay Previous Year's unpaid bills to the BONY for \$900. This is an administrative article. Mr. Keveny wasn't aware of any arguments opposed. Just a discussion on how best to word the article. G. Cliff moved C. Martin seconded. Committee voted 4-0 to recommend approval.

A brief discussion of articles G and F followed. Both articles were being discussed at a concurrently scheduled meeting of the planning board for that same evening. Hence the exact nature of both articles was still in flux.

K. Shigley presented Article G: Home Occupation which seeks to change the description of "Home Occupation" as it appears in the by-laws. Mr. Shigley explained as currently written in the by-laws,

certain home occupations are permitted by right; others need permission. The gist of the proposed change is to modify one of the conditions in the “by permission” category. The article adds as a condition for receiving approval a “not more than 10 additional vehicle trips per day” limit to the extra traffic generated by the home occupation. Thus, all things equal, a music teacher with a student population that exceeds 10 pupils per day would not satisfy the conditions needed for receiving approval to engage in the home occupation. Gordon Cliff recused himself from the discussion because he had written a public comment to the Planning Board. Dave Watkins raised some concerns about the process for securing permission and making appeals. Although these procedures haven’t changed, his feeling is that the bylaw could be improved by addressing that. Further discussion was tabled until the next meeting since the Planning Board had not officially voted on the issue yet.

Mr. Shigley discussed Article F: Landscaping in Parking Area Zoning Bylaw explaining this proposed change would specify a 10’ landscaped area between commercial and residential properties. Dave Watkins expressed a concern about the process for determining who’s responsible for enforcing the rules. Perhaps we can make that part of the Finance Committee’s discussion of the article that goes into the Warrant.

The Committee then discussed Article M: Appropriate Funds to Purchase 107 Old Sudbury Road for Water Resource Protection. Two members of the Board of Public Works (BoPW), Chris Brown, Chair of BoPW and Mike Lowery, Vice Chair of BoPW, joined the Committee for this discussion. Ms. Martin explained this property is currently on the market for \$500,000. It is situated in a Zone 2 of Baldwin Wells #1, 2, and 3. She stated just under an acre of this 2.06 acre parcel is in what is known as the capture area of the wells - the area from which a well draws water during periods of little or no rainfall such as the Town has experienced this past summer. The Board of Public Works wants to purchase this parcel and designate it for water supply protection. There is a residence on the property which the BoPW will demolish at a future date. There is a tax lien on the property. It’s possible the BoPW may need additional space to expand the current treatment facility. This property would give them the space, if needed.

Gordon Cliff raised a number of questions. How reliable is the valuation? Answer: the Town has hired an appraiser. He stated that the fact that there’s a tax lien on the property is irrelevant. That money will be collected one way or another. How likely is it that the property will impact the wells? How much would the remediation cost? Would that be covered by existing insurance? Is that cheaper than buying the property? How many other properties fall into this category. How do we decide which ones to buy? The response was that this property is unique: it’s adjacent to the pond, it’s at the same elevation as the treatment facility making it easier to expand if necessary, and it could be used for flood mitigation. Mr. Cliff stated that we’re being asked to digest a lot of information in a short period of time making it difficult for us to confidently recommend that the Town should spend such a large sum of money.

There has been a new and recent development. Massachusetts announced a grant program in September that provides for a 50% reimbursement for qualified water protection expenditures. The Town is submitting an application. Multiple submissions are allowed. The application deadline is December. It was suggested that the cost of demolishing the house on the property be added to the grant request. This would increase the size of the potential grant.

Article N: Appropriate Funds to purchase 8 Glezen Lane for Water resource Protection was the next Special Town Meeting article discussed. Ms. Martin explained this property, on the market for \$1.125 million, involves the same issues as came up in discussions of Article M/Purchasing 107 Old Sudbury Road. One difference being this property has a failed septic system and is situated in Zone 1, i.e. within 400 feet of the wells. It was felt that this property could be more likely to receive the grant money discussed above.

The Water Commissioners were asked whether the Enterprise fund could afford the level of borrowing needed to buy both these properties. Would they develop a capital plan? Could they come up with a list of all other potential purchases for water protection? Are there sufficient revenues in the enterprise fund to cover these other potential borrowings?

The Commissioners' response was that they would ideally like to purchase all seven of the properties that have the potential for damaging our water resources. The Town has a \$10 million investment in the water treatment facility. While the odds of environmental damage are small, the cost to remediate and the inability to use that well would be large. Mr. Cliff asked if the expected life of these wells was sufficiently long to justify these expenditures. The response was that realistically it would be 30 years before we could move to the MWRA alternative. Moreover, the Town would then be able to sell the properties, which would no longer be a threat to water resources, and recoup the expenses.

A question of roles and responsibilities came up. What's the Finance Committee's role? The Commissioners stated that the BoPW is responsible for making expenditure decisions, but they look to the FinCom for advice on the impact of their decisions on the Town's financial profile.

Mr. Watkins asked if the BoPW could prepare a 5 year capital plan. Mr. Keveny suggested they take a close look at their sources of revenue and anticipated expenses to ensure that these land purchases can be done without exhausting the enterprise fund.

Article K. Town Wide recreation facilities strategic plan was presented by Mr. Cliff who stated this article seeks to spend \$60,000 to develop a strategic plan for the Town's recreation facilities. The funds would come out of the Recreation Stabilization Fund. Mr. Cliff urged support. There was a discussion on how best to fund the study. It was noted the Stabilization fund was set up such that these type of expenditures would normally be processed via the capital improvement plan (CIP). The downside to using the CIP process was that this study would have to be deferred for 6 months until the next ATM. So, even though procedurally this should go through the capital budget, it was Mr. Cliff's view that this would be a losing battle at the ATM. Mr. Cliff felt the FinCom should defer to the judgement of the Recreation Committee on how to pay for the study.

The Committee then discussed Article L: 207/195 Main Street & Middle School Field Feasibility Study. To determine whether the Town will vote to allow the Recreation Commission to spend a sum of money from the Recreation Stabilization Fund to do a Feasibility Study to investigate the construction of a potential new Multi-Purpose, Rectangular, Natural grass field at 207 & 195 Main Street in conjunction with the design of a potential new library, as well as to investigate the construction of a potential new multi-purpose, rectangular, artificial turf field where the current

Middle School soccer/lacrosse field is situated on the 207 & 195 sites if found to be a feasible. Mr. Cliff stated that it might have been better to pull the artificial turf study out of the warrant and fund it separately on the grounds that it will generate opposition/heat that will carry over to the other portion of the article, which is less controversial.

Mr. Keveny left the meeting at 9:03pm

Discussion and Possible Vote of Annual Report:

Ms. Martin presented a draft “Annual Report of the Finance Committee”, for possible inclusion in the FY ’16 Annual Report of the Town. The Committee first discussed the purpose of such a report. Whether it should or shouldn’t be prepared. How long should it be? Should it be forward looking or not? Mr. Watkins stated that this is the only forum for the Finance Committee to present a prospective view of the Town’s finances. Mr. Cliff was unenthusiastic about both the project as well as the presentation of forward looking views. Some suggested edits were discussed. Ms. Martin was asked to update and re-distribute the report for review and possible vote at the next meeting.

Review Issues and Action List: Mr. Watkins reviewed the action list. Mr. Cliff stated that the action list should be updated to reflect deliverables that had been submitted. Mr. Watkins agreed and asked that Committee members inform him when an action item should be modified to reflect work already done.

Members Reports, Concerns, etc. Mr. Cliff asked that Mr. Watkins confirm that the use of the “Drop box” conforms to the OML rules. Mr. Watkins stated that he would do that.

The remaining agenda items: Members’ Reports, Concerns, Finance Committee Website, River’s Edge Update and Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, if any were tabled to a future meeting due to the lateness of the hour.

Meeting Minutes: The Committee reviewed the meeting minutes of the August 29, 2016 meeting. Motion to accept the minutes was moved by C. Martin, seconded by G. Cliff and approved 4-0.

Adjourn Meeting: C. Martin moved, K. Shigley seconded and the Committee voted 4-0 to adjourn at 10:30 pm.

Respectfully submitted,

Klaus Shigley

Documents:

Agenda

Request for a transfer from reserve funds to pay for repairs

ARTICLE B PAY PREVIOUS FISCAL YEAR UNPAID BILLS

ARTICLE LIST FOR NOVEMBER 15, 2016 SPECIAL TOWN MEETING

ARTICLE xx: AUTHORIZE LAND ACQUISITIONS FOR NATURAL DIVERSITY (LAND) GRANT PROGRAM FUNDING TO PURCHASE CONSERVATION RESTRICTION ON MAINSTONE FARM

ARTICLE G: TITLE Home Occupation

Article F: Landscaping in Parking Areas Zoning Bylaw

ARTICLE XX: Appropriate Funds to Purchase 107 Old Sudbury Road for Water Resource Protection

ARTICLE XX: Appropriate Funds to purchase 8 Glezen Lane for Water resource Protection

ARTICLE xx: TOWN WIDE RECREATION FACILITIES STRATEGIC PLAN

ARTICLE xx: 207/195 MAIN STREET & MIDDLE SCHOOL FEASIBILITY STUDY

Draft: Annual Report of the Finance Committee

Issues and action list