



Town of Wayland Massachusetts

Finance Committee

David Watkins (Chair)

Gordon Cliff

Nancy Funkhouser

Jen Gorke

Carol Martin

Klaus Shigley

George Uveges

Finance Committee

Minutes

January 3, 2017

Attendance when meeting called to order: D. Watkins, N. Funkhouser, C. Martin, G. Uveges, K. Shigley, and B. Keveny (Finance Director). In addition, Mr. Cliff joined the meeting at 7:26 pm.

Location: Selectman's Meeting Room in Town Building.

Call to Order:

The meeting was called to order by Chair David Watkins in the Selectmen's meeting room at the Town Building at 7:00 pm. Mr. Watkins reviewed the agenda items to be discussed, indicated the meeting was being recorded by WayCam.

Public Comment:

Linda Segal, Aqueduct Rd., addressed the committee regarding the need for recodification of the Town's Planning Zoning bylaws. See exhibit for the Public comment document submitted by Ms. Segal. Ms. Segal requested that the Finance Committee consider funding the recodification project.

Committee's Response to Public Comment:

The committee asked Ms. Segal several questions and a discussion ensued.

Open Meeting Law Complaint:

Ms. Carolyn Murray with KP Law was introduced to the committee as the Town's new legal counsel. She reviewed her background and the open meeting law ("OML") complaint process recently filed by Mr. George Harris. Mr. Watkins reviewed the OML complaint and summarized the action taken to date. Ms. Murray discussed the timing and that the committee should appoint a point person to work with her on the response to the complaint. Mr. Uveges moved and Ms. Martin seconded a motion to appoint Mr. Watkins as said point person for working with Ms. Murray on the FinCom response. The motion passed 5,0,0.

Mr. Watkins reviewed the specifics of the OML complaint and his view of the issues and how the

committee could improve its process. Ms. Martin pointed out that unlike most Town committees, the FinCom members prepare the minutes and that our policy has been that the minutes are only reviewed and approved at a subsequent meeting that the minute taker attends so that any corrections required can be reflected in the final minutes. The process can result in delays on occasion. Mr. Uveges pointed out that it would be unfortunate to curtail the financial update from the Finance Director because a specific item was not included on the agenda as the scope of that section of the agenda is to update the committee.

Mr. Cliff joined the meeting at 7:26PM.

Ms. Murray reviewed the merits of the complaint and pointed out that:

- The timing of the approval of the minutes should not be an issue as the 12 week time period noted in the complaint is a guideline, not a firm requirement.
- The Finance Director, as a member of the community is free to discuss items that come before the committee. In addition, the items referenced in the complaint would be considered part of the budget process and other topics which were spelled out in the agenda.
- While the agenda wording may not be the exact language of the discussion, the nature of the agenda item reasonably reflects the topic to be discussed.

FY 2018 Budget Review:

Police - Chief Robert Irving and Lt. Patrick Swanick addressed the committee regarding the police FY2018 budget. Mr. Keveny distributed information on the police and IT budget requests and a memo on FY 2018 staffing requests. Chief Irving discussed factors impacting the FY18 police budget including a 3 year stipend for police officers related to the contract negotiations for the police to be removed from civil service (\$35K to be paid in FY17, 18 and 19 assuming the state approves the change) and salary increase related to additional education by the police officers. Chief Irving then reviewed the request for an additional police officer and distributed a memo "Authorized Strength of Police Department". A discussion ensued.

Information Technology – Mr. Jorge Pazos, director of IT for the Town, reviewed the budget changes for FY18 and the impact of additional software contracts, firewall improvements, server replacements and the movement of selected applications to the cloud. He discussed the program to upgrade servers to handle applications run in house and to support virtual desktop applications. A discussion ensued including (1) moving the IT budget from the Town to unclassified as the department supports both the Town and the School system, (2) technical process and business process improvements required including the hiring in FY17 of a business analyst, and (3) equipment upgrades required to replace equipment no longer supported by the supplier.

Report of the Finance Director:

Mr. Keveny reviewed the Dec 20, 2016 memo from the personal board regarding new positions including the Fire department that maybe funded from the ambulance fund, the inclusion of an additional person in the conservation budget and FY18 budget request from the recreation department that maybe funded from their revolving accounts. Mr. Keveny reviewed the impact of the additional proposed headcounts on the FY18 budget. Mr. Keveny distributed an analysis showing the changes from the FY17 to FY18 budget including committed and non-committed reconciling items. A discussion

ensued.

Mr. Watkins distributed an analysis of the major changes in the Town's budget from FY17 to FY18 for the committee to review and consider which departments should be invited in to review their proposed budgets.

Fin Com Schedule:

Mr. Watkins distributed an "Operating Budget Review" schedule and reviewed the tasks and related completion dates. In addition, he distributed a listing of potential article assignments for the committee to review. Mr. Watkins also reviewed the future meeting dates and demonstrated the new website for the Finance Committee.

OPEB's:

Mr. Shigley distributed a memo regarding issues and action list: Update on OPEB. He requested the committee review it in anticipation of a discussion at a subsequent meeting.

Interest Rates:

Mr. Uveges discussed a Wall Street Journal article he had previously distributed and the potential impact that tax law changes can have on interest rates.

Minutes:

- Dec 5, 2106 minutes were reviewed and minor edits suggested. Ms. Martin moved and Mr. Uveges seconded that the minutes be adopted as amended. Motion passed 5,0,1 with Mr. Cliff abstaining.
- Dec 12, 2106 minutes were reviewed and minor edits suggested. Ms. Martin moved and Mr. Uveges seconded that the minutes be adopted as amended. Motion passed 5,0,1 with Mr. Cliff abstaining
- Dec 19, 2106 minutes were reviewed and minor edits suggested. Ms. Martin moved and Mr. Uveges seconded that the minutes be adopted as amended. Motion passed 5,0,1 with Mr. Cliff abstaining

Adjourn: Ms. Martin moved to adjourn at 9:45pm. Mr. Shigley seconded. Vote: 6, 0, 0 to adjourn.

Respectfully Submitted,

George Uveges

Documents:

Source:

B. Keveny:

Agenda

Police and IT FY2018 budget information

Dec. 20, 2016 memo re. FY18 Staffing Requests
Reconciliation of FY17 to FY18 budget

Linda Segal:

Written comments regarding the recodification of the Planning Board Bylaws.

Chief Irving:

Memo on Authorized Strength of Police Department

Mr. Watkins

Analysis of major changes in budget from FY17 to FY18.

Operating budget review date schedule

Potential warrant article assignments

Mr. Shigley

OPEB memo