



Town of Wayland Massachusetts

Finance Committee

David Watkins (Chair)

Gordon Cliff

Nancy Funkhouser

Jen Gorke

Carol Martin

Klaus Shigley

George Uveges

Finance Committee Minutes

Monday, January 23, 2017

Wayland Town Building

Council on Aging

Attendance: D. Watkins, G. Cliff, K. Shigley, G. Uveges, C. Martin, J. Gorke, B. Keveny (Finance Director)

Call to Order: The Chair, Mr. Watkins, called the meeting to order at 7:00PM and reviewed the agenda.

Public comment: Annette Lewis of Claypit Hill Road spoke to clarify her recent public commentary about the China expenses in the school budget. Ms. Lewis noted that this is an example of items in the budget that are difficult to follow. She noted that she hopes by bringing this forward to encourage more transparent account in the budget.

Finance Director's report:

Mr. Keveny distributed the quarterly report from the Facilities Director and requested that Finance Committee members send their questions or comments to him so he can share with Mr. Keefe.

Mr. Keveny updated the Finance Committee on the preparation for the Moody's call in mid-February. Moody's specifically requested to review the town's 5 year capital Plan.

Mr. Keveny distributed the FY18 Capital Plan and 5-year Capital Plan

Distribute Updated Crystal Report

Mr. Keveny walked committee members through the general insurance line in the budget. He noted that the increase is largely a result of worker's compensation. The worker's compensation cases impacted the

FY17 budget and will carry over into the FY18 budget. There is currently a deficit of \$73,579.50 in the FY17 budget. Because of this, Mr. Keveny recommends going to the Annual Town Meeting for a transfer. He also noted that he may request \$680,000 for this line item in FY18. Mr. Cliff requested an additional three years of data to get a better understanding of the situation.

Mr. Keveny distributed a memo from Town Administrator, Nan Balmer to Mr. Watkins with the Board of Selectmen's recommendations on new positions and capital requests from their January 17, 2017 meeting. The Board does not support any new positions other than the addition of 6 hours to the office staff position in the Conservation Department. With regard to Capital requests, the Board requested that the Finance Committee fund the following:

- Design and planning for Town Building: Mechanical and Electrical Improvements: \$218,000
- Design and planning for the Fire Station 2 Renovations: \$75,000
- Design and planning for the Town Building Window Replacements: \$65,000

The committee discussed that the Board of Selectman numbers may be incorrect with regard to the town building request which has been subsequently reduced.

Article assignments

The committee members reviewed the article assignments.

Article process

Ms. Martin walked committee members through the process of working with sponsors and stakeholders to draft the articles.

Mr. Watkins then reviewed the schedule for the Annual Town Meeting warrant and related Finance Committee meetings.

Mr. Sarkisian noted that one of the articles will need to be submitted and edited late because of a mandated public hearing on February 7th.

Issues list

The committee reviewed the issues list.

Annual Town Meeting Warrant Article Workshop

At 7:45pm the Finance Committee was joined by the Board of Selectman for the Annual Town Meeting Warrant Article Workshop.

Mr. Watkins reviewed the purpose of the workshop and walked through the high level timeline for the warrant, and the upcoming schedule of meetings for the Finance Committee.

The committee then walked through the articles with the sponsors.

Article E: Personnel Bylaws Wage & Classification

Mr. Senchyshyn presented this article and explained to the Finance Committee that this is a standard article each year. He noted that the language is placeholder until the Personnel Board votes on a number at their February meeting.

Cherry Karlson, Chair of the Board of Selectman presented Articles A, B, C, D, F, H, I, J, K and L:

Article A: Recognize Citizens and Employees for Particular Service to the Town

Ms. Karlson noted that this is a standard article and that there are no details to date.

Article B: Pay Previous Fiscal Year Unpaid Bills

Ms. Karlson noted that this is a standard article. At this point she is not aware of any unpaid bills that would need to be addressed at this point but that the plan is to leave this article on the list in the event something comes up between now and Annual Town Meeting.

Article C: Current Year Transfers

Ms. Karlson presented this item and noted that there may be one item with regard to the general insurance line.

Article D: OPEB Funding

Ms. Karlson reviewed this article and noted that the ownership of this article still needs to be decided between the Finance Committee and the Board of Selectmen.

Article F: Compensation for Town Clerk

Ms. Karlson noted that this is a standard article.

Article H: Rescind Authorized but Unissued Debt

Ms. Karlson noted that this is a standard article and that we may not have any for this year.

Article I: Accept Gifts of Land

Ms. Karlson noted that this is a standard article and that, at this point, there are no gifts of land to address at town meeting.

Article J: Hear Reports

Ms. Karlson noted that this is a standard article.

Article K; Choose Town Officers

Ms. Karlson noted that this is a standard article.

Article L: Sell or Trade Vehicles and Equipment

Ms. Karlson noted that this is a standard article that deals with vehicles over a certain dollar amount.

Article M: Town Clerk to Be Appointed Rather Than Elected

Ms. Lea Anderson (Sedgemoor Road), a member of the Board of Selectmen, presented Article M. Ms. Anderson explained that the article would start the process of moving from an elected Town Clerk to an appointed Town Clerk. If approved at Annual Town meeting, this would also need the approval of the town on the ballot. Ms. Anderson reviewed other town's experience with this issue.

Article O: License Permits of Delinquent Taxpayers (Good Standing)

Ms. Anderson reviewed this article which would adopt a new section in town code to allow the Treasurer to share a list of residents delinquent in paying taxes, fees, or betterments and to share that list with departments that issue permits and licenses. The committee asked a few clarifying questions.

Article N: Revolving Fund Bylaw

Ms. Nan Balmer, the Town Administrator, presented this article. Ms. Balmer explained that a new state law requires the town to adopt this bylaw with regard to revolving funds. Ms. Balmer walked through the two parts of the bylaw. Mr. Cliff suggested that as Ms. Balmer and others think matching revenue and costs as they think about revolving funds especially with regard to filed maintenance fees.

Article P: Authorize Local Voting Rights for Permanent Resident Aliens Residing in Wayland

Ms. Mary Antes (Old Farm Circle Road), a member of the Board of Selectmen, presented this article which would allow non-citizen residents to vote in local elections. This article has past twice previously in 2006 and 2011. The Finance Committee clarified that for this to happen the State Legislature would need to pass a law after the town approves this.

Article Q: Limited Site Plan Review – Exempt Uses

Mr. Sarkis Sarkisian presented this article which would give the Planning department greater review with regard to “uses by right” such as educational, religious, childcare, etc. Mr. Shigley asked for an example. Mr. Sarkisian gave the recent work with The Carroll School as an example. Ms. Linda Segal shared an example about The Goddard School on Route 30.

Article R: Street Acceptance

Mr. Sarkis Sarkisian presented this article. Mr. Sarkisian explained the article and noted that the Planning Board and the Board of Public Works are holding a public hearing scheduled for January 30th on this issue. Mr. Sarkisian discussed the streets included in the article and a little bit of the history.

Article S: Preservation of Historically Significant Buildings Through Demolition Delay

Ms. Elisa Scola (Glezen Lane), Chair of the Historical Commission presented this article which proposes a one-year delay on the demolition of any building at least 100 years old and deemed to be historically significant by the Historic District Commission. This article was in the warrant in 2006. Mr. Lowery from the Board of Public Works asked a clarifying question about if this article applies to public owners and to occupied and unoccupied buildings.

Article T: Non Medical/Recreational Marijuana Moratorium-Zoning Bylaw Amendment

Ms. Sarah Greenaway presented this article on behalf of the Youth Advisory Committee. This article would extend the current moratorium for another six months to allow more time for the state to clarifying

their approach and release regulations on the subject. It was discussed that because this is a zoning bylaw, it requires a two-thirds vote by the Planning Board. The Planning Board vote is scheduled for 2/7.

Article U: Appropriate Funds for Alternative Use of Town Building Library

Mr. Bill Sterling presented this article on behalf of the Council on Aging. This article would appropriate \$95,000 to study the current library building and the costs associated with using the library for another municipal use. Mr. Sterling explained that the article limits the spending of money until the library received notice of a grant. Mr. Uveges asked some clarifying questions about the timing and the funding source. Mr. Cliff asked a question about the scope of the study and if it would study all potential municipal uses or just those related to the Council on Aging. Mr. Lowery commented that the town has legal opinions that state that the building cannot be reused for anything other than a library and questioned if the COA or Library had received an opinion that state otherwise.

Article V: Acceptance of Design for New Library and Approval and Authorization of Library Building Grant Application

Ms. Aida Gennis (Wayland Hills Road), Chair of Library Board of Trustees presented this article which asks the town to:

- Accept the preliminary design of a new library
- Authorize the town to apply for a grant for library construction
- Authorize the town to accept the money if a grant is awarded

Ms. Gennis clarified that this article does not include a funding request.

Article W: Authorize Acquisition of an Access and Utility Easement at 89 Stonebridge Road

Mr. Woody Baston (Cochituate Road), a member of the Board of Public Works presented this article which would create an access and utility easement at the Habitat for Humanity homes at 89 Stonebridge Rd to allow the Town to access the Happy Hollow wells.

Article X: Transfer Station Access Road Improvements

Mr. Lowery, Board of Public Works, presented this article which seeks approval to appropriate a sum of money to be expended by the Board of Public Works to rehabilitate access way connecting Route 20 to the existing Solid Waste Transfer Station. This project will meet the requirements of the Order of Conditions issued by the Wayland Conservation Commission in 2013. Mr. Lowery answered questions about the project and site.

Article Y: Community Preservation Fund General Budget – Set Asides and Transfers

Ms. Gretchen Schuler (Old Connecticut Path), Chair of the Community Preservation Committee presented this article. This article is a standard article that establishes the annual distribution of Community Preservation Act funds, makes a routine appropriation for administrative purposes, sets aside funds for debt service previously approved by town meeting, and transfer funds that must be used for community house to the Wayland Affordable Housing Trust Fund authorized at a prior town meeting.

Article Z: Appropriate Funds to Restore Mellen Law Office and Cochituate Town Clock

Ms. Gretchen Schuler presented this article which would appropriate funds for two community preservation projects: restoration of the Mellen Law office and restoration of the Cochituate town clock.

Article AA: Appropriate Funds to Hire a Housing Consultant

Ms. Gretchen Schuler presented this article which requests \$20,000 for the Board of Selectmen to fund a Housing Consultant to assist the Board and the Town's housing committees in developing and preserving affordable housing in Wayland. The recommendation stems from a study of the Town's affordable housing program.

Article BB: Appropriate Funds to Construct Athletic Field at Oxbow Meadows

Ms. Gretchen Schuler presented this article which seeks an appropriation of \$300,000 for the Wayland Recreation Commission to construct one full-size athletic field with parking at Oxbow Meadows, Oxbow Road. Ms. Schuler reminded the committee that design funds were approved at the 2015 ATM.

Article CC: Appropriate Funds to Construct ADA Trails and Signs at Dudley Woods

Ms. Gretchen Schuler presented this article which seeks \$50,000 to be expended to construct ADA accessible trails at Dudley Woods a 7-acre parcel near Dudley Pond. Ms. Schuler reminded the committee that the 2015 ATM allocated \$85,000 toward this goal but an additional \$50,000 is needed to complete the project.

Article DD: Appropriate Funds to Restore/Replace Windows of First Wayland High School, Now Known as Bradford Hall

Ms. Gretchen Schuler presented this article which seeks up to \$80,000 to restore/replace the windows of the first Wayland High School, now known as Bradford Hall at 53 Cochituate Road.

Article EE: Plastic Bag Reduction Bylaw

Mr. Paul Dale (Grace Road) presented this article which would add a bylaw to town bylaws to eliminate the use of thin-film single-use plastic checkout bags in Wayland. Mr. Dale summarized the proposal and its purpose and described similar efforts in other towns.

Article FF: Polystyrene Food Container Bylaw

Mr. Paul Dale (Grace Road) presented this article which proposes to add a bylaw to town bylaws to eliminate food establishment use of polystyrene food and beverage containers and service items. Mr. Dale presented this article and its purpose. He summarized the impacts of polystyrene and other similar efforts. Mr. Dale discussed his methodology for establishing a cost estimate to implement and asked for the Finance Committee's input on that. Ms. Martin pointed out Ms. Julia Junghanns, Director of Public Health, in the audience and noted that Ms. Junghanns should be consulted as a key stakeholder.

After reviewing all of the articles for the Annual Town Meeting, the Finance Committee took a brief recess.

The Committee returned from recess at 9:44PM.

Review of operating budget for all departments; Discuss Alternatives Recommendation Scenarios & Vote

Mr. Watkins handed out a budget summary. The committee reviewed the document and discussed the Committee's 2.5% target. The committee discussed if the 2.5% target was set for just the operating budget or if that was set with capital, OPEB, free cash, and other.

Mr. Watkins noted that as the budget currently stands, it is \$1,925,000 over the 2.5% target. The committee discussed the overage and some of the factors that led us to this point, including using free cash in previous years to balance the budget. The committee also discussed the components that contributed to the \$1.9 million. Committee members discussed various options for addressing this number and a majority of members agreed that we should seek a reduction of the budget in the range of \$1.2-\$1.5 million. The Committee members discussed the drivers of the \$1.9 million and whether 2017 is an outlier in terms of spending and various ways the Finance Committee could impact this number. Ms. Martin made a motion to authorize the Chairman of the Finance Committee to request that the Town Administrator and the Superintendent of Schools re-evaluate their FY18 proposed submitted budgets and identify \$1.2-\$1.5 million in reductions. Mr. Uveges seconded. The committee discussed the motion.

The motion passed 4 (Shigley, Uveges, Watkins, Martin) – 2 (Cliff, Gorke)

Finance Committee Report for Warrant

The Chair discussed the Finance Committee Annual Report and requested that committee members review and provide edits and comments at a future meeting. Mr. Watkins also discussed his and Ms. Martin's upcoming budget presentation to the Board of Selectmen. Mr. Watkins noted that he will share with the committee the budget hearing presentation from last year so committee members can review and edit.

Members' Updates

Mr. Cliff reminded committee members that at the 1/16/17 meeting, the committee voted that the Chair of the Finance Committee send the Recreation Commission a note that the Finance Committee recommends that \$160,000 from the Recreation Revolving Fund be allocated for field maintenance expenses. Mr. Cliff expressed that, in his opinion, the discussion on this topic at the meeting tonight during Ms. Balmer's presentation counted as notice. Mr. Uveges who made the motion at the 1/17 meeting agreed as did other committee members.

The committee discussed the debt exclusion and the committee's decision not to pursue a debt exclusion. There was a conversation about the levy capacity and the process through which the town would approve a debt exclusion if it were to be recommended and pursued.

Meeting minutes

Ms. Martin made a motion to approve the January 17, 2017 minutes as amended. Mr. Uveges seconded. The motion was approved 6-0.

Adjourn

At 10:29 PM, Mr. Uveges made a motion to adjourn. Ms. Martin seconded. The committee voted 6-0 to adjourn.

Respectfully submitted,
Jen Gorke

Attachments:

Facilities Department Capital Projects Activities Report January 6, 2017

Fiscal 2018 Schedule of Appropriation, By Fund-Department

Detail of General Insurance

Wayland Budget Discussion packet – 1-23-17

Draft Finance Committee Annual Report

Proposed Articles for 2017 Annual Town Meeting