



# Town of Wayland Massachusetts

## **Finance Committee**

G. Cliff  
N. Funkhouser  
J. Gorke  
C. Martin (Vice Chair)  
K. Shigley  
G. Uveges  
D. Watkins (Chair)

## **Finance Committee Meeting Minutes Monday, January 30, 2017**

Attendance: C. Martin, N. Funkhouser, G. Cliff, D. Watkins, K. Shigley, B. Keveny

### **1. Call to Order**

The meeting was called to order at 7:00 PM in the Senior Center of the town building. D. Watkins announced that the meeting was being taped and briefly gave a preview of meeting agenda.

### **Public Comment & Committee response: Annette Lewis, Claypit Hill Road**

Annette Lewis suggested that if we took the Reserve for Salary Settlement out of the budget, we would be budgetarily, right where we want to be.

### **2. Finance Director's Report:**

State Aid to Wayland will be \$226,000 greater than FY17. State Adjustments should be the same.

Houghton agreed to add another \$100,000 to the FY18 budget from the Ambulance Fund, totaling \$615,000 which includes debt service.

Beach – possibly an additional \$5,800 added if the 53D funds are taken from the 53E1/2 fund.

School – Amended transfer to General Fund \$33,000 lower.

Total net change in revenue is up \$298,000 since 1/23/17 calculation. It is expected that General Insurance expense will also rise \$65,000.

Discussion ensued. Question was asked regarding the budget voting process and what these changes mean in terms of timing. Chair explained vote on budget is upcoming.

### **Status of Alternative Funding Initiative**

Library has a net increased \$11,000 in spending.

N. Balmer sent a memo to the BOS recommending non-BOS department changes to budget.

Health Insurance budget – firm numbers are expected either week of 2/20/17 or 2/27/17.

Minuteman – 1.87% discount if we pay in July.

### **Rating Agency Methodologies**

Moody's report – state requires us to convert statements from UMAS to GASB. Including Committed, Assigned, and Unassigned Fund Balances is the amount they will examine and it should represent 30% of revenues. At June 2016, in Wayland our balance was 18%. Brian Keveny then discussed how we might achieve these numbers and discussion ensued. Basically, the best way to improve the percentage result is to minimize the use of free cash to balance the budget.

## **Unclassified Update**

John Senchyshyn is expected to have this estimate in February. G. Cliff asked about the reserve for salary line item and indicated he would like to discuss it. We will request N. Balmer's recommendation.

K. Shigley asked where the OPEB is currently showing in the budget. B. Keveny indicated that it is not in the budget but is in the calculation of the estimated taxes due for FY18.

### **3. Discuss ATM Articles**

D. Watkins described dissemination of articles process. G. Cliff described his suggestion for how we vote on articles.

C. Martin indicated that deadline for Department Heads to request maps and charts is Feb 16 or 17.

#### Article F – Compensation for Town Clerk

Carol Martin indicated the salary amount is to be provided.

#### Article V – Library and Grant

Carol Martin indicated she will have a draft next Monday and that we will be joined by Library folks and PMBC.

The following articles were discussed briefly (listed with abbreviated titles):

Article A – Recognize Citizens

Article B – Pay Previous Yr. Unpaid Bills

Article C – Current Year Transfers

Article E – Personnel Bylaws

Article F - Compensation for Town Clerk

Article H – Rescind Debt

Article I – Accepts Gifts of Land

Article J – Hear Reports

Article K – Choose Town Officers

Article L – Sell or Trade Vehicles and Equipment

### **4. Discussion of Draft Capital Budget and Potential Vote**

No formal requests for new CIPs have been submitted but we are aware of the following possibilities:

\$250,000 DPW truck – possible Chapter 90 funds

\$700,000 school bus parking – no final proposal

Facilities for Town Building upgrades.

### **Historical Perspective Discussion**

G. Cliff described his belief that compromising on the operating and capital budgets may be necessary and encouraged the committee members to listen to each other through the process.

### **Resolution of Open Issues - C. Martin**

- There is a line item in the budget entitled Transfer Station. \$65,000 consists of ongoing expenses related to capping the landfill and it does not appear in the transfer Station budget because it is not related to the operation of the Transfer Station.
- Line 32B – the number in the budget is level funded and we don't have a current estimate as of yet.
- BOH budget – C. Martin described the increase in the substitute nurse payroll amount.
- Highway - \$90,000 for disposal of materials

### **Discussion of Draft Operating Budget and Potential Vote**

D. Watkins indicated that current budget represents a 3.8% increase over FY 17 and the entire amount of the difference between a 2.5% increase and a 3.8% increase is roughly \$1,000,000. Discussion ensued.

The committee then went quickly through the capital budget noting the following potential changes:  
Transfer Station Road Mitigation has been removed from budget.  
Townwide Road Reconstruction – amount has been lowered by the amount of the truck purchase request.  
Buses – Schools - \$700,000. Potential addition.  
Town Building Renovations  
Water meters – out  
Water Analysis – out  
Info. Tech. – turnback of \$75,000 possible  
Schools - \$150,000 for MS tile may come out

5. **Discuss Draft FY18 Budget & Public Discussion Presentation** – potential dates 2/6, 2/7, or 2/8  
The committee went quickly through the Chair's draft presentation and commented.

#### **Discuss Finance Committee Report for Warrant**

N. Funkhouser handed out a draft writeup for the warrant on the 5 yr capital plan for review and future discussion.

#### **6. Issues & Actions**

#11 – done

#13 – can't close out \$300,000 from last year for demo of DPW building until library grant is decided on

#15 – done

#3 - done

#10 - done

#12 - done

7. **Proof Reading Support for Deliverables** – Klaus Shigley, Dave Watkins and Nancy Funkhouser offered proofreading support for warrant.

**Town Clerk Instructions Regarding Inclement Weather** - D. Watkins to forward email from Town Clerk regarding Inclement Weather policy.

**Next meeting dates:** 2/6, 2/8, 2/13, 2/16 (snow) 2/21

At 9:30 pm C. Martin moved to adjourn the meeting and K. Shigley seconded the motion. The motion was approved 5-0.

Respectfully submitted,  
N. Funkhouser

#### Attachments:

5 yr capital plan suggested language for warrant – Funkhouser

Moody's report

Articles: Article A – Recognize Citizens, Article B – Pay Previous Yr. Unpaid Bills, Article C – Current Year, Transfers, Article E – Personnel Bylaws, Article F - Compensation for Town Clerk, Article H – Rescind Debt, Article I – Accepts Gifts of Land, Article J – Hear Reports, Article K – Choose Town Officers

Article L – Sell or Trade Vehicles and Equipment - Watkins

Historical Perspective paper – Cliff

General Fund Budget attachments – two - Watkins