



Town of Wayland Massachusetts

Finance Committee

David Watkins (Chair)

Gordon Cliff

Nancy Funkhouser

Jen Gorke

Carol Martin

Klaus Shigley

George Uveges

Finance Committee

Final Minutes

March 6, 2017

Attendance: D. Watkins, G. Cliff, N. Funkhouser, C. Martin, and G. Uveges. Also attending Brian Keveny.

Call To Order:

The meeting was called to order by D. Watkins in the Planning Department Conference Room at the Town Building at 7:00pm. He announced the meeting was being taped by WayCam and reviewed the agenda.

Public Comment and Committee Members' Response

None

Report from the Finance Director:

Brian Keveny walked the Finance Committee through the 2nd Quarter Budget Status Report (see attachments):

- Revenues overall are on track. License and permits are a concern – the number of building permits being issued is similar to previous years but the value of the permits being issued is lower than in previous years.
- Expenditures are also on track. Turnbacks on health insurance are expected to be about \$0.1 million, significantly lower than prior years. The Reserve Fund balance is currently \$147,516 and there are a number of significant requests outstanding.
- Free cash is projected to end the year at \$6.2 million, or 7.9% of next year's operating budget.
- Enterprise and revolving funds appear to be in good shape.

Reserve Fund Transfer Requests:

John Moynihan provided an overview of the \$105,000 request related to the library drainage mitigation capital project (see attachments). John explained that the project had significantly higher expenses than planned due to unexpected site conditions, which made the work more difficult to perform. The original capital appropriation for the project was \$200,000 in 2012 which reflected partial funding for the project coming from a MEMA grant. G. Cliff noted that this was a capital project, which might require a different procedure before we can use the Reserve Fund which is generally used for operating budget issues. G. Cliff wondered if the procedures allow for a “Special Project Manager” to make a request. G. Cliff stated that he felt an item of more than \$10,000 should generally involve at least two meetings so the FinCom is not asked to vote on a financially material request the first meeting they are made aware of it. G. Uveges asked whether the usual procedure for an overrun on a capital project is to discuss it at the next Town Meeting. He wondered if there might be library funds available to cover the overage. C. Martin stated she was also concerned about the procedure being different for capital items. She also pointed out that the Reserve Fund has a relatively low balance and there are a number of requests outstanding. Finance Committee members discussed alternative approaches for dealing with this item. John pointed out the work has been done and the amounts are due and the contractor will be entitled to collect interest if we do not pay on time. D. Watkins described some alternative approaches that need to be evaluated prior to the next FinCom meeting on Mar 27.

Beth Doucette provided an overview of the \$35,000 request related to legal services (see attachments). Beth explained that the need is primarily related to legal expenses for special counsel associated with the River’s Edge project. There was also some unanticipated expenses associated with investigating the potential to use 5 Concord Road for a non-library purpose. G. Cliff observed that the paperwork needs to be consistent - only River’s Edge is noted on the request form but the backup includes other items. He stated that he is concerned about whether the Board of Selectmen has acted beyond its authority on River’s Edge. He distributed a page from the 2014 warrant that the funds already appropriated should be sufficient to cover any further legal and closing costs (see attachments) and that this request shows that statement has proven not to be accurate. He stated it would be one thing for FinCom to recommend this expenditure but it is a very different thing for FinCom to OK the expenditure via a Reserve Fund transfer. G. Uveges said he wasn’t concerned about that, but he is concerned about how many requests we are getting relative to the amount that we have left in the Reserve Fund. C. Martin noted that the level of Reserve Fund requests was unusual relative to her prior five years of experience on the FinCom. Rebecca Stanizzi, from the Rivers Edge Advisory Committee, gave some background on legal expenses and why the amount ended up being higher than was anticipated in 2014 – partly due to using special counsel more than town counsel given the transition in town counsel. D. Watkins asked a number of questions about how the expense relative to Rivers Edge would be managed and controlled going forward and whether there are options to push out the expenses to Special Town Meeting in the fall. FinCom members discussed options for how to handle this request. G. Cliff wondered whether this request, and perhaps a number of others, should have been handled as a current year transfer at Town Meeting rather than via a Reserve Fund transfer made by the Finance Committee. C. Martin agreed that she was concerned that we are being asked to approve expenditures that should instead get approved at Town Meeting. N. Funkhouser suggested we should investigate whether a Reserve Fund transfer is the best way to handle this item.

Beth Doucette provided an overview of the Revolving Fund Bylaw article. The Department of Revenue provided input that the prior version that the FinCom had voted needed to be revised. Since significant revisions to the article were made, the warrant doesn't include any FinCom comments. C. Martin stated that she will be working with Beth to produce a new Finance Committee report that we will review at our next meeting and include as a handout at Annual Town Meeting. Beth highlighted the major changes that were made. Finance Committee members discussed and were generally comfortable with the changes and will review and vote the updated Finance Committee report on the article at our March 27 meeting. There was some discussion about whether we should set up a separate beach revolving fund net year or leave it as part of the broader recreation revolving fund. G. Cliff and B. Keveny argued that we probably don't need a separate beach revolving fund.

Brian Keveny provided an overview of the \$10,837 request related to Board of Health (see attachments). Brian explained that the expense relates to extra nursing requirements at Claypit Hill. C. Martin asked whether the extra hours would result in creating a new benefits eligible position. Finance Committee members discussed and agreed that we need to get a bit more information but should be in a position to vote on this request at our next meeting.

FinCom members discussed the need to approach all Reserve Fund requests using a standard approach and analytical format. G. Uveges described a possible approach. N. Funkhouser noted that the request form should change to provide the information we need.

Discuss Articles and Potential Vote:

C. Martin provided an overview of the Street Acceptance article. Since the article has changed, no Finance Committee report on the article was included in the warrant. Finance Committee members agreed that we will discuss the article and finalize our report, if any, at our meeting on March 27th.

Finance Committee discussed the new information that on Feb 28th the Board of Assessors released an additional \$300,000 of overlay surplus. Finance Committee discussed various alternatives including doing nothing new - meaning that Free Cash would end up being \$300,000 higher- or increasing the current surplus overlay of \$200,000 to \$500,000, which would result in a \$300,000 decrease in our projected amount of property taxes. G. Cliff argued that we should give the taxpayer the benefit of lower taxes. Finance Committee members discussed the pros and cons of various options. D. Watkins stated that he was concerned that using overlay surplus to lower taxes rather than improve our free cash position might be viewed negatively by Moody's and represents a continuation of behavior we have said we want to discontinue. C. Martin argued that the overlay surplus is like the money we recapture when we close out capital items. G. Cliff argued that the additional \$300,000 was at least partly a function of our request for \$1.2-1.5 million of savings and that we need the amount to get to the \$1.2 million level.

G. Cliff moved that we change the amount of overlay surplus to \$500,000 (from \$200,000), recognizing that the change will result in amounts at Annual Town Meeting that are different than the amounts shown in the warrant in the Report of the Finance Committee and the motion in the omnibus budget article. N. Funkhouser seconded. Motion passed 4-1 (D. Watkins opposing).

Discuss Chair and Vice Chairs Update

D. Watkins explained that B. Keveny will send a draft version of the warrant by email and that a printed version should be sent to all residents in about a week. Finance Committee members discussed how to handle the Report of the Finance Committee given the change due to the increase in overlay surplus. G. Cliff observed that a February 22nd deadline was premature given that material for the warrant still was being revised. N. Funkhouser disagreed. C. Martin complimented D. Watkins on all the work he had done in making the Report of the Finance Committee easier to read and understand.

On restructuring 2018 workload, D. Watkins suggested we should consider finding a resource to help with taking notes - as many other committees have done. He also wondered if the Finance Committee should spend more time on the school budget. Finance Committee briefly discussed how we might do that.

D. Watkins raised the idea of articles in the Town Crier on the Moody's report and on the omnibus budget. FinCom members generally liked the idea and supported doing it. G. Cliff argued that we have an opportunity to communicate via our Report of the Finance Committee that goes in the warrant and that the Town Crier is only seen by some. N. Funkhouser disagreed, partly because she believes the Town Crier articles are a good way to reach people who may not get a chance to read the warrant. After discussion FinCom agreed that D. Watkins would write the budget article and that N. Funkhouser would write the Moody's article. G. Cliff argued that given that the deadline for both articles is prior to our next meeting that there wasn't time for the committee to review any of the proposed content. C. Martin moved that the Finance Committee authorize D. Watkins and N. Funkhouser to author the articles as proposed. N. Funkhouser seconded. G. Uveges offered to take lead responsibility on the article on Moody's and N. Funkhouser agreed. G. Cliff argued that it was unfair to write an article from the Finance Committee that he had no chance to review or provide input on. G. Uveges agreed it was a concern. Motion passed 3-2 (G. Cliff and G. Uveges opposing).

Meeting minutes

C. Martin reported that J. Gorke should have draft minutes for 2/6 available by the next meeting. FinCom members reviewed the draft minutes for 2/13 and suggested a few edits. C. Martin moved that we approved the minutes of 2/13 as amended. N. Funkhouser seconded. Motion passed 5-0.

Adjourn: At 9:55 PM, C. Marin made a motion to adjourn. G. Uveges seconded. Motion passed 5-0.

Respectfully submitted,
Gordon Cliff

Attachments:

Budget Status Report, 2nd quarter
Request for Reserve Fund Transfer – library drainage
Request for Reserve Fund Transfer – legal costs
2014 Annual Town Meeting Warrant – page 86
Revolving Fund Bylaw article
Request for Reserve Fund Transfer – Board of Health



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PDFs
3/6

To: Finance Committee
From: Brian Keveny, Finance Director
Date: February 28, 2017
Subject: Budget Status Report FY 2017, 2nd Quarter

Please find enclosed the budget status reports for the General Fund, Enterprise Funds, Health Insurance and Revolving Funds as of December 31, 2016 for the Town of Wayland. The reports detail actual revenues and expenditures to budget as well as a year to year comparison to Fiscal 2016.

General Fund Expenditures:

Town Departments have expended / encumbered \$20,336,777 or 52% of budgeted expenses. This spending rate is consistent with the prior year which was 48%. Actual FY 17 expenses have exceeded FY 16 in the amount of \$2,702,994. I have included a summary of this spending variance. All inter fund transfers that were voted at the Spring 2016 Town Meeting will be processed in May 2017.

The School Department has expended / encumbered \$17,778,920 or 47% of budgeted. Actual year to date expenses have decreased \$298,627 compared to FY 16 same period.

General Fund Revenues:

The Town has collected approximately 46% of Property Tax, Local Receipts and State Aid budgeted revenue thru 6 months. The total dollar increase year to year is \$-102,541 which is attributable to the timing of real estate collections. Actual Local Receipts are up \$116,532 due to increases in penalties and interest and fees. License on Permits are off \$232,843 compared to FY 16. The trend is also evident thru February 2017. Motor Vehicle Excise collections show an increase of \$12,790 compared to last year. The majority of Motor Vehicle collections occur in March and April. It is important to monitor these variances as we progress into the third quarter and prepare the FY 2018 revenue assumptions. The collection of unbudgeted revenue is related to prior year real estate and personal property receivables, payment from Recreation, and tax liens collections.

Fiscal 2016 Continuing Appropriations:

Both the town and school rolled over into Fiscal 2016 continuing appropriations from Fiscal 2015 in the amount of \$535,646. The unexpended balance of this appropriation is \$122,000 or 22%. All unexpended rollovers will be closed to Free Cash.

Wastewater Enterprise Fund:

Revenue

Through six months the Wastewater Fund has collected 22% of budget revenue or \$169,653 compared to \$156,128 in FY 2016.

Expenditures:

Total expenses are \$197,933 or 26% of budget which is consistent with prior year. The current fund balance is \$1,299,619

Water Enterprise Fund:

Revenue:

The Water Fund has collected 42% of budgeted revenue or \$1,804,366. Total revenue is down \$272,103 compared to prior year. The variance is related to Water Meter Charges. The Fiscal 2017 budget also included using \$450,000 in Water Capital to support Fiscal 2017 capital appropriations. The purchase of 107 Old Sudbury Road was completed in December.

Expenditures:

The Water Fund has expended \$1,074,026 in operation expenses. Approximately 28% of budget has been expended. Debt service expenses amount to \$295,808, which is \$210,543 lower than last year same period.

Health Insurance:

Thru February 2017 the town has expended 63% of the Health Insurance Budget. Based on the spending rate thru eight months and an estimate of the remaining four months, I am projecting that the FY 2017 turn back will be in the \$100,000 to \$130,000 range.

I would like to thank the Finance Committee for all it's the work and commitment in preparing the Fiscal 2018 Omnibus Budget. It was a pleasure to be part of your team.

Respectfully submitted,



Brian Keveny

Finance Director

Town of Wayland
Fiscal 2017
December 31, 2016

General Fund

		Fiscal 2017 Budget	Fiscal 2017 Actual	% Budget Spent
<i>Revenue</i>				
Taxation		62,092,177	29,847,367	48.07%
State Aid		5,011,949	2,521,415	50.31%
Local Receipts		4,400,000	1,460,380	33.19%
Transfers from Other Funds		1,623,125	-	0.00%
Other Sources				
	Total	73,127,251	33,829,162	46.26%
Non Budgeted		0	1,411,331	n/a
	Total Revenue	73,127,251	35,240,493	48.19%
<i>Expenditures</i>				
Town Budget		39,079,419	20,336,777	52.04%
School Budget		37,722,833	17,778,920	47.13%
	Total Expense	76,802,252	38,115,697	49.63%

Water Enterprise Fund

		Fiscal 2017 Budget	Fiscal 2017 Actual	% Budget Spent
<i>Revenue</i>				
Operating revenue		4,241,009	1,804,366	42.55%
Use of Water Capital		0	-	0.00%
Unbudgeted Revenue		-	-	0.00%
	Total Revenue	4,241,009	1,804,366	42.55%
<i>Expenditures</i>				
Operating expenses		3,791,009	1,074,026	28.33%
Use of Water Capital		450,000	450,000	100.00%
	Total Expense	4,241,009	1,524,026	35.94%
Unbudgeted Expense		-	-	0.00%
	Total Expenses	4,241,009	1,524,026	35.94%

Wastewater Enterprise Fund

		Fiscal 2017 Budget	Fiscal 2017 Actual	% Budget Spent
<i>Revenue</i>				
Operating revenue	Total Revenue	768,080	169,653	22.09%
<i>Expenditures</i>				
Operating expenses	Total Expense	768,080	197,933	25.77%

Town of Wayland, Massachusetts
General Fund Revenue Report
Fiscal 2017
December 31, 2016

	Fiscal 2016 YTD-Actual	Fiscal 2017 YTD-Actual	Fiscal 2017 Budget	\$ Variance 2017 / 2016	B / A Fiscal 2017 \$ Variance	% of Budget Collected
Taxation:						
Real Estate	29,863,487	29,470,788	61,911,399	(392,699)	(32,440,611)	47.60%
Personal Property	378,966	376,579	801,100	(2,387)	(424,521)	47.01%
Overlay	-	-	(620,322)	-	620,322	0.00%
Total	30,242,453	29,847,367	62,092,177	(395,086)	(32,244,810)	48.07%
State Aid:						
School Construction						
Local Aid : Cherry Sheet						
Chapter 70	1,855,156	2,021,231	4,042,462	166,075	(2,021,231)	50.00%
Charter Tuition Assessment	2,249	-	-	(2,249)	-	0.00%
Unrestricted Aid	416,653	434,569	869,138	17,916	(434,569)	50.00%
Veterans Benefits Chapter 115	37,705	33,095	4,943	(4,610)	28,152	669.53%
Exemption : Vets, Blind, Surviving Spouse	2,760	2,008	34,382	(752)	(32,374)	5.84%
State Owned Land Reimbursement	30,879	30,512	61,024	(367)	(30,512)	50.00%
Other Aid	9,001	-	-	-	-	0.00%
Total	2,354,403	2,521,415	5,011,949	176,013	(2,490,534)	50.31%
Local Receipts:						
Motor Vehicle Excise	284,482	297,392	2,194,596	12,910	(1,897,204)	13.55%
Other Excise	110,490	115,603	215,000	5,113	(99,397)	53.77%
Penalties and Interest	132,834	327,559	250,000	194,725	77,559	131.02%
Payment in Lieu of Taxes	37,372	39,907	50,000	2,535	(10,093)	79.81%
Fees	180,499	326,992	590,000	146,493	(263,008)	55.42%
Licenses and Permits	516,843	284,000	940,000	(232,843)	(656,000)	30.21%
Special Assessments	1,092	-	5,000	(4,092)	(5,000)	0.00%
Fines and Forfeits	28,908	22,384	62,000	(6,524)	(39,616)	36.10%
Investment Income	51,328	46,543	88,000	(4,785)	(41,457)	52.89%
Miscellaneous Recurring	-	-	5,404	-	(5,404)	0.00%
Total	1,343,848	1,460,380	4,400,000	116,532	(2,939,620)	33.19%
Transfers from other funds:						
Fund 24-Ambulance	-	-	360,000	-	(360,000)	0.00%
Fund 24-Council on Aging	-	-	1,373	-	(1,373)	0.00%
Fund 24-Tranfer Station	-	-	71,961	-	(71,961)	0.00%
Fund 24-Recreation	-	-	15,687	-	(15,687)	0.00%
Fund 25-Food Service	-	-	270,401	-	(270,401)	0.00%
Fund 25-BASE	-	-	220,101	-	(220,101)	0.00%
Fund 25-TCW	-	-	233,506	-	(233,506)	0.00%
Fund 25-Full Day Kinder	-	-	34,118	-	(34,118)	0.00%
Fund 61-Water	-	-	338,601	-	(338,601)	0.00%
Fund 62-Septage	-	-	52,708	-	(52,708)	0.00%
Fund 63-Wastewater	-	-	24,669	-	(24,669)	0.00%
Total	-	-	1,623,125	-	(1,623,125)	0.00%
Total Budgeted Revenue	33,940,704	33,829,162	73,127,251	(102,541)	(39,298,089)	46.26%
Unbudgeted Revenue:						
Tax Title Liens	138,398	383,339	-	244,941	-	0.00%
Prior Year RE collections	413,631	523,144	-	109,513	-	0.00%
Fund 24-Recreation-New FY 17 accounts	-	482,618	-	482,618	-	0.00%
375th Account Closeout	-	22,230	-	-	-	0.00%
Total Unbudgeted Revenue	552,029	1,411,331	-	837,072	1,411,331	0.00%
Total All Revenue	34,492,733	35,240,493	73,127,251	734,531	(37,886,758)	48.19%
Other Revenue Sources:						
Bond Premium	-	-	90,291	-	-	0.00%
Overlay	-	-	300,454	-	-	0.00%
Transfer from Free Cash	-	-	2,663,904	-	-	0.00%
Month End Totals	-	35,240,493	76,181,900	-	-	-

Large Spending Variances - FY 2018 to FY 2017
As of December 31, 2016

Department	Fiscal 2016	Fiscal 2017	\$ Variance
Information Technology	60,580.00	254,062.00	193,482.00
Debt Service	1,839,978.00	2,164,705.00	324,727.00
Health Insurance	3,295,888.00	3,516,830.00	220,942.00
Transfers to other funds	749,842.00	1,848,904.00	1,099,062.00
Retirement Assessment	3,971,988.00	4,235,414.00	263,426.00
Totals	9,918,276.00	12,019,915.00	2,101,639.00

Town of Wayland
 Fiscal 2017 Total Revenue and Expenditures-GAAP
 December 31, 2016

	FISCAL 2017 BUDGET TO ACTUAL			FISCAL 2016 ROLLOVER BUDGET TO ACTUAL					
	Final Budget	YTD Actual	Encumbrance	Total (Uncollected) / Unspent	FISCAL 2016 CARRYFORWARD	FISCAL 2016 ACTUAL	ENCUMBERED CARRYFORWARD	UNENCUMBERED CARRYFORWARD	COMBINED FY17 / FY16
REVENUES:									
Taxation-net of overlay	62,092,177	29,847,367	n/a	(32,244,810.00)	n/a	n/a	n/a	n/a	(32,244,810.00)
State Aid:	5,011,989	2,521,415	n/a	(2,490,534.00)	n/a	n/a	n/a	n/a	(2,490,534.00)
Local Receipts	4,400,000	1,460,380	n/a	(2,939,620.00)	n/a	n/a	n/a	n/a	(2,939,620.00)
Transfers From Other Funds	1,623,125	-	n/a	(1,623,125.00)	n/a	n/a	n/a	n/a	(1,623,125.00)
Non Budgeted Revenue	-	1,411,331	n/a	1,411,331.00	n/a	n/a	n/a	n/a	1,411,331.00
Free Cash	2,663,904	-	n/a	-	n/a	n/a	n/a	n/a	n/a
Overlay	300,454	-	n/a	-	n/a	n/a	n/a	n/a	n/a
Bond Premium	90,291	-	n/a	-	n/a	n/a	n/a	n/a	n/a
Total Revenues	76,181,900	35,240,493	0	(37,886,758.00)	0	0	0	0	(37,886,758.00)
EXPENDITURES:									
General Government	4,461,504	1,837,126	216,279	2,408,099	188,328	149,379	35,152	3,797	2,411,896
Public Safety	6,312,397	2,871,161	5,000	3,436,236	8,578	8,611	-	(33.00)	3,436,203
Education	37,722,833	13,770,562	4,008,658	19,943,913	296,716	210,947	67,045	18,724	19,962,637
Minuteman Reg School	68,618	60,590	0	8,028	-	-	-	-	8,028
Public Works	2,697,348	1,037,405	49,601	1,610,342	30,114	35,494	-5,381	1	1,610,343
Health and Human Services	1,394,201	597,109	48,841	748,251	2,864,000	758,000	2,106,000	-	748,251
Culture and Recreation	1,228,200	595,951	54,168	578,081	-	-	-	-	578,081
State and County Assessments	181,522	90,589	-	90,933	-	-	-	-	90,933
Debt Service	7,507,251	2,164,705	-	5,342,546	-	-	-	-	5,342,546
Pension	4,235,414	4,235,414	-	-	-	-	-	-	-
Unclassified	9,023,738	4,600,973	22,961.00	4,399,804	9,046	7,811	1,235	0	4,399,804
Unbudgeted Interfund Transfer	-	500,000.00	-	-500,000	-	-	-	-	(500,000.00)
Other Expenditures	-	-	-	-	-	-	-	-	-
Transfers To Other Funds	215,285	215,285.00	-	-	-	-	-	-	-
Transfer to Recreation	482,618	482,618.00	-	-	-	-	-	-	-
Transfer to Other Funds-Capital	651,001	651,001	-	-	-	-	-	-	-
Overlay	620,322	-	-	-	-	-	-	-	-
Total Expenditures	76,802,252	33,710,189	4,405,508	38,066,233	535,646	413,000	100,157	22,489	39,085,722

Town of Wayland
Fiscal 2017
Health Insurance Report
February 28, 2017

	Fiscal 2017 Budget	Actual-8 Months Budget	4-Month Estimate	Estimated Total Expenses	Estimated Turnback	% of Total Budget
Health Insurance	6,930,900.00	4,413,691.61	2,372,115.92	6,785,807.53	145,092.47	2.09%
Incentive Waiver	176,600.00	107,523.11	83,490.72	191,013.83	(14,413.83)	-8.16%
Life Insurance	16,000.00	10,816.10	5,685.40	16,501.50	(501.50)	-3.13%
Other Expenses	41,500.00	24,644.72	28,398.40	53,043.12	(11,543.12)	-27.81%
	<u>7,165,000.00</u>	<u>4,556,675.54</u>	<u>2,489,690.44</u>	<u>7,046,365.98</u>	<u>118,634.02</u>	<u>1.66%</u>

Fiscal 2017

Fiscal 2017- Reserve Fund

FY 2017 Budget	275,000.00
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Year to date transfers:

Town Surveyor	4,262.00
Building Department	37,500.00
Vocational Education	24,597.00
General Insurance	81,157.00

Adjusted balance:- 02/28/17	147,516.00
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Additional transfers:

Legal	35,000.00
Board of Health	10,837.00

Total	45,837.00
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Estimated turnback	81,647.00
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FREE CASH ANALYSIS - 5-Year Projection	Actual FY 2016	Projected FY 2017	Projected FY 2018	Projected FY 2019	Projected 2020	Projected 2021
Estimated total budget: (2.75% annual increase FY 19-FY 21)	72,414	75,634	78,235	80,386	82,597	84,869
Free Cash Balance beginning year:	6,479	4,641	6,176	6,604	6,765	6,909
<i>Uses of Free Cash</i>						
<i>Current year increase</i>	(190)	(270)	(200)	(200)	(200)	(200)
Energy Fall TM	(29)	-	-	-	-	-
FY 16 Fall TM	(150)	-	-	-	-	-
Future use of Free Cash to support Articles	-	-	(100)	(100)	(100)	(100)
Overlay to support subsequent year budget	(301)	(200)	(200)	(200)	(200)	(200)
Additional use to support CY budget	(2,000)	-	-	-	-	-
Support subsequent year operating budget	(1,500)	(500)	-	-	-	-
OPEB Funding subsequent year	(215)	(221)	(650)	(700)	(750)	(800)
Capital Projects subsequent year	(410)	(219)	(400)	(600)	(600)	(600)
Recreation Revolving Transfer GF to Rec	(482)	-	-	-	-	-
Article 19 ATM	(56)	-	-	-	-	-
DOR adjustments- various fund deficits	(145)	-	-	-	-	-
Total	(5,478)	(1,410)	(1,550)	(1,800)	(1,850)	(1,900)
<i>Sources of Free Cash</i>						
<i>Net change in year to year overlay</i>	17	-	-	-	-	-
<i>Amortization of MSBA</i>	5	5	5	5	5	5
Prior year recovery	462	145	-	-	-	-
Current year unbudgeted revenue						
OPEB transfers to General Fund	115	50	50	-	-	-
Recreation Revolving Transfer Recreation to GF	-	482	-	-	-	-
Prior Year Real Estate / PP revenue	513	500	500	500	500	500
Bond Premium	113	-	-	-	-	-
Current year excess revenue over budget	327	150	150	150	150	150
Prior year rollover appropriation turnback	241	100	100	100	100	100
Turnbacks-Current Year (Equals 2% of CY Budget)	1,847	1,513	1,174	1,206	1,239	1,273
Total	3,640	2,945	1,979	1,961	1,994	2,028
Net annual source & use change:	(1,838)	1,535	429	161	144	128
Free Cash Balance Beginning Of Next Fiscal Year	4,641	6,176	6,604	6,765	6,909	7,037
Free Cash as % of next year budget	6.14%	7.89%	8.22%	8.19%	8.14%	8.09%

Town of Wayland, Massachusetts
Wastewater Enterprise Fund
Fiscal 2017
Quarterly Report, 12/31/16

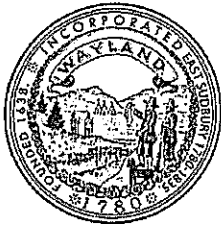
	Fiscal 2017 Budget	Fiscal 2017 Actual	% Budget Collected / Expended	\$ Variance Budget / Actual	Fiscal 2016 Actual	\$ Variance FY 17 / FY 16
Operating Revenue:						
Penalties and Interest	-	863	0.00%	863	477	386
Wastewater User Charges	290,610	144,495	49.72%	(146,115)	123,607	20,888
Betterments	278,441	1,426	0.51%	(277,015)	1,952.00	(526)
Betterment Interest	199,029	3,165	1.59%	(195,864)	757.00	2,408
Betterment paid in advance	-	-	0.00%	-	-	-
Unapportioned WW betterment TC	-	12,884	0.00%	12,884	26,483	(13,599)
Unapportioned WW betterment TC-Int	-	481	0.00%	481	677	(196)
Interest on Savings	-	1,816	0.00%	1,816	2,171	(355)
Misc. revenue	-	4,523	0.00%	4,523	-	4,523
Total	768,080	169,653	22.09%	(598,427)	156,124	13,529
Operating Expenditures						
Personal Services	33,552	12,399	0.00%	21,153	13,375	(976)
Expenditures	232,387	63,102	27.15%	169,285	46,616	16,486
Funded Debt	477,472	122,432	25.64%	355,040	126,169	(3,737)
Total	743,411	197,933	26.62%	545,478	186,160	11,773
Other Financing Sources / (Uses)						
Transfers to General Fund	24,669	-	0.00%	24,669	-	-
Total	24,669	-	0.00%	24,669	0	0
Total YTD Revenues	768,080	169,653	22.09%	(598,427)	156,124	13,529
Total YTD Expenditures	768,080	197,933	25.77%	545,478	186,160	11,773
FUND BALANCE						
Undesignated Fund balance		1,327,899				
Reserve for expenditure- Fiscal 2014		-				
Current outstanding encumbrances		-				
YTD expenditures (Current Year & FY 16 rollover)		(197,933)				
YTD revenues		169,653				
Undesignated Fund balance-June 30, 2014		1,299,619				

Town of Wayland, Massachusetts
Water Enterprise Fund
Fiscal 2017
Quarterly Report, 12/31/16

	Fiscal 2017 Budget	Fiscal 2017 Actual	% Budget Collected / Expended	\$ Variance Budget / Actual	Fiscal 2016 Actual	\$ Variance FY 17 / FY 16
REVENUES						
<i>Operating Revenue:</i>						
Penalties and Interest	25,000	11,828	211.36%	(13,172)	15,915	(4,087.00)
Water Meter Charges	3,916,009	1,633,839	239.68%	(2,282,170)	1,844,066	(210,227.00)
Liens	0	4,371	0.00%	4,371	17,603	(13,232.00)
Water Administration Fee	200,000	121,150	165.08%	(78,850)	154,086	(32,936.00)
Water Service Order	40,000	20,742	192.85%	(19,258)	15,547	5,195.00
Misc. Revenue	50,000	10,000	500.00%	(40,000)	26,155	(16,155.00)
Interest on Savings	10,000	2,436	410.51%	(7,564)	3,097	(661.00)
Total	4,241,009	1,804,366	42.55%	(2,436,643)	2,076,469	(272,103.00)
EXPENDITURES						
<i>Operating Expenditures:</i>						
Personal Services	778,470	302,237	257.57%	476,233	346,083	(43,846.00)
Expenditures	1,564,617	475,981	328.71%	1,088,636	534,179	(58,198.00)
Funded Debt	1,105,664	295,808	373.78%	809,856	284,956	10,852.00
Indirect Fringe Transfers to GF	338,601	-	0.00%	338,601	-	-
Indirect Fringe Transfers to GF and OPEB	3,657	-	0.00%	3,657	8,693.00	8,693.00
Total	3,791,009	1,074,026	28.33%	2,716,983	1,173,911	(82,499.00)
OTHER FINANCING TRANSFERS TO WATER CAPITAL						
<i>Other Financing Uses:</i>						
Transfers to Capital Projects / Unbudgeted expense	450,000	450,000	1	0	1,075,000	625,000.00
<i>Other Financing Sources:</i>						
Water Surplus to Fund 42	-	-	-	-	-	-
Water Revenue to General Fund	-	-	-	-	-	-
Total YTD Revenues	4,241,009	1,804,366	0	(2,436,643)	2,076,469	(272,103.00)
Total YTD Expenditures	4,241,009	1,524,026	0	2,716,983	2,248,911	(724,885.00)
FUND BALANCE						
		<u>2017</u>				
Undesignated Fund balance		2,897,531				
YTD expenditures (Current Year & FY 16 rollover)		(1,644,153)				
YTD revenues		1,804,366				
Total Fund Balance 6/30/2014		<u><u>3,057,744</u></u>				

Town of Wayland, Massachusetts
Major Town Revolving Funds
Comparison Report: Q2 2017 to Q2 2016
December 31, 2016

	24220900 Ambulance Revolving Fund			2449000 Transfer Station Fund			24652000 Recreation Revolving Fund		
	FY 2017 Actual	FY 2016 Actual	FY 17 / FY 16 Variance	FY 2017 Actual	FY 2016 Actual	FY 17 / FY 16 Variance	FY 2017 Actual	FY 2016 Actual	FY 17 / FY 16 Variance
Beginning Fund Balance-7/01/16	1,242,929	1,182,117	60,812	231,235	305,269	(74,034)	944,608	664,507	280,101
REVENUE:									
Revenue from services :	385,994	296,249	89,745	255,937	307,038	(51,101)	-	-	-
Revenue from programs:	-	-	-	-	-	-	7,720	49,808.00	(42,088)
Beach	-	-	-	-	-	-	110,501	19,434.00	91,067
Field Permits	-	-	-	-	-	-	1,799	817.00	982
Summer Camps	-	-	-	-	-	-	59,458	66,705.00	(7,247)
Youth Programs	-	-	-	-	-	-	28,906	30,300.00	(1,394)
Adult Programs	-	-	-	-	-	-	(4,943)	66,563.00	(71,506)
Misc revenue	-	-	-	-	-	-	10,295	13,384.00	(3,089)
Pre K Programs	-	-	-	-	-	-	28,778	9,849.00	18,929
Ski Programs	-	-	-	-	-	-	0	2,115.00	(2,115)
Other Programs	-	-	-	-	-	-	6,547	4,163	2,384
Seasonal events	-	-	-	-	-	-	-	-	-
Transfer from Other Fund	42,831	-	42,831	255,937	307,038	(51,101)	249,061	263,138	(14,077)
Total	428,825	296,249	132,576	255,937	307,038	(51,101)	136,545	142,253	(5,708)
EXPENDITURES:									
Operating Expenditures	33,589	36,481.00	(2,892)	78,243	67,096	11,147	186,635	202,412	(15,777)
Personal Services Expenses	33,589	36,481.00	(2,892)	112,764	108,084	4,680	323,180	344,665	(21,485)
Other Financing Sources / (Uses)	-	-	-	191,007	175,180	15,827	-	-	-
Transfers to Other Funds	515,000	119,000	396,000	88,000.00	-	88,000.00	482,618.00	-	482,618
Total	515,000	119,000	396,000	88,000.00	-	88,000.00	482,618.00	-	482,618.00
Total YTD Revenues	428,825	296,249	132,576	255,937	307,038	(51,101)	249,061	263,138	(14,077)
Total YTD Expenditures	548,589	155,481	393,108	279,007	175,180	103,827	805,798	344,665	461,133
Year to date Fund Balance total:									
Beginning Fund Balance-7/01/16	1,242,929	1,182,117	60,812	231,235	305,269	(74,034)	944,608	664,507	280,101
Total YTD Revenues	428,825	296,249	132,576	255,937	307,038	(51,101)	249,061	263,138	(14,077)
Total YTD Expenditures	548,589	155,481	393,108	279,007	175,180	103,827	805,798	344,665	461,133
Balance 12/31/16:	1,123,165	1,322,885	(199,720)	208,165	437,127	(228,962)	387,871	582,980	(195,109)



TOWN OF WAYLAND REQUEST FOR TRANSFER FROM THE RESERVE FUND

To the Finance Committee of the Town of Wayland, request is hereby made for the following transfer from the Reserve Fund in accordance with Ch. 40, Sec. 6 of the Massachusetts General Laws:

1. Amount requested: \$105,000.00
2. Department name: Dept of Public Works
3. To be transferred to MUNIS account:
4. Present balance in the appropriation: \$63,666.00
5. The amount requested will be used for (give specific purpose):

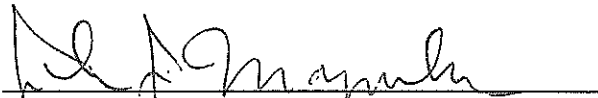
Pay existing contract and change orders related to the Library Drainage Project. See attached spreadsheet.

6. This expenditure is extraordinary and/or unforeseen for the following reasons:

During the construction of the drainage line, numerous unknown structures and utilities were discovered, as well as continuous dewatering, delaying the project by more than three weeks.

7. Is your next year's budget affected by this request. If yes, explain.

No



Signature of Special Project Manager

Date



Approved by Town Administrator

3-6-17

Date

Approved by Finance Committee
Date of Meeting
Transfer voted in sum of \$

Approved by Finance Director

Date

***Request should be made and transfers voted before any
expenditure is incurred in excess of the appropriation.***

IW Harding Current	\$ 112,500.00
IW Harding to Bill	\$ 43,158.00
Tighe & Bond Current	\$ 10,364.00
Total Liability	\$ 166,022.00
Available Funds	\$ (63,666.00)
Deficit	\$ 102,356.00

To: Nan Balmer, Town Administrator
From: John Moynihan, Special Project Manager
Subject: Library Drainage Project
Date: March 6, 2017

Nan, below is a summary of the Library Drainage Project and a brief history of the project.

In March of 2010 the Library lower level flooded as a result of several days of heavy rains.

In the April of 2010 representatives from FEMA visited the town to survey the damage and interview staff. In early 2011 the Town received notice that it would be awarded a mitigation grant to help prevent flooding in the future. The engineering firm of Tighe and Bond was hired to develop plans to submit to MEMA/ FEMA for approval. In the summer of 2011 a contract was executed by the former Town Administrator and MEMA and detailed planning work began. After several possible designs were reviewed by the town and MEMA the plan now in construction was settled on. At this time coordination for the work was turned over to the DPW since the Facilities office was dealing with repair to both the Library and the Public Safety Building as a result of the flooding and construction of a New High School and Waste Water Treatment Plant.

In August of 2016, as you know I was asked to get the project into construction along with the construction of the Rail Trail which was composed of work in the same area as soon as possible because MEMA had given the Town an extension to the time for completion with an end date of April 2017. I met with the engineers and DPW staff involved as well as the Planning staff and the engineer for the Rail Trail Project. After several coordination meetings the project was put out to bid in September of 2016. On October 6, 2016 bids were received and opened. The contract was awarded to I. W Harding after the bids were evaluated and references checked. The contract price for the Drainage part of the project was the bid price of \$ 234,000.00. Construction on the drainage project began on Monday 11/03/2016 and was scheduled to be substantially complete by 11/30/2016. Work would proceed from the western edge of the Depot parking lot across Rt. 27 and Rt. 126 through the Library parking lot to the wetland behind the library.

From the first day of construction we started running into buried structures and utilities that had not been identified. In the depot parking lot we encountered a buried manhole a water line and valve box. After further investigation it was determined that these items had been abandoned. When work proceeded through the parking lot and into Rt. 27 more unidentified utilities were discovered including a water service that was still live. After repairs were made work proceeded and it seemed like every time the bucket was put into the ground more unidentified items were found. They included abandoned gas lines, water mains, electric wires and a 30" x 36" duct bank.

While this was going on the contractor continued to encounter water above the elevation the the pipe needed to be installed at approximately 10' below grade.

As the work proceeded across Rt. 126 and through the library parking lot more unidentified utilities and structures were encountered. Each time from the start of the project one would be unearthed work would have to stop, the utilities notified and a determination would need to be made as to how to proceed. Stopping the work was not an option since we were working tin the roadways and parking area of a very well used building. Also with winter closing in we were running out of time when construction could be completed. All the delays and additional work resulted in 17 separate Proposed Change Order Requests.

On January 26, 2016 a meeting was held attended by the contractor, engineers from Tighe and Bond along with myself to sort through the change requests which had a face value of more that \$ 130,000. After more than 2.5 hours it was agreed that the final number for all 17 would be \$ 112,500.00. On February 2, 2017 an invoice was received in the amount of \$ 112,500.00

On December 15, 2016 after two days of below freezing temperature a couple inches of snow the project was closed done until spring. We are currently 90% complete.

Below is a summary of funding sources and the project budget:

Grant Total	\$ 358,125.00
MEMA 75%	\$ 268,594.00
Local share 25%	\$ 89,531.00 (only \$54, 949.00 was available on 11/1/2016) the difference had been spent on drainage design changes)

I.W. Harding contract award amount	\$ 234,000.00
Tighe and Bond Engineering	\$ 40,700.00 (not to exceed)
Total under contract 11/1/2016	\$ 274,700.00

During the week of February 6, 2017 while the invoices for I W Harding and Tighe and Bond were being prepared for processing it was discovered that there was only \$ 63,581.00 available.

Do to scheduling conflicts Tom Holder, Dan Cabral and I were not able to meet until Monday 2/27/2017. Since that time we have been trying to gather information on all outstanding invoices and funds needed to fulfill the contracts. A list of those invoices or potential costs follows:

I W Harding	\$ 112,500.00
I W Harding work to complete	\$ 43,158.00
T & B	\$ 7,129.99

T & B	\$ 3,235.00
Total Liability	\$ 166,022.99
Funds available	\$ (63, 581)
Shortfall	\$ 102,441.99

One possibility to reduce some of the cost would be to cancel the remaining part of the IW Harding contract which would reduce the deficit by approximately \$ 27,000.00.

I have discussed this with Tom and he agrees that the little work that remains could be handled in house by the DPW staff.

I will be at the finance meeting tonight as discussed. If you have any questions please call me at 978-877-7159.

Cc. Tom Holder

Dan Cabral

Brian Keveney

DATE: MARCH 6, 2017
 TO: FINANCE COMMITTEE
 FROM: ELIZABETH DOUCETTE, FINANCIAL RESEARCH / ANALYST
 RE: REQUEST FOR FY17 FUNDS FOR INCREASED LEGAL COSTS

ACTION REQUESTED:

Vote to approve Reserve Fund Transfer of \$35,000 for Legal Services, submitted February 21, 2017

UNFORESEEN NEED:

The River's Edge development project is large and complex, resulting in an extended timeline for completion, and additional legal services. Funding for these additional legal services is required for the project to continue to completion. One reason for the extended timeline was the need to re-issue the Request for Proposals (RFP) after the first RFP did not produce respondents. Another reason is the overall project complexity, including water main requirements.

Until October 2016 River's Edge legal and other costs were accounted for and paid separately from a \$360,000 appropriation (\$270,000 general fund and \$90,000 CPA). Since all funds appropriated for this project were expended by the Rivers Edge Committee prior to transmitting its recommendation of a developer to the Board of Selectmen, funding is needed for legal assistance to complete the project. Remaining steps to complete the project include: issue of a Notice of Award (complete); enter into a Land Development Agreement (next 30 days unless extended); Due Diligence by the Developer (90 days); permitting; and then the closing estimated to be by 3/2017 at earliest. The FY 18 legal budget, already approved by the Finance Committee, includes additional funding for legal expense.

LEGAL ACCOUNT STATUS:

The FY17 Legal Expense account 10151002-52108 has an original appropriation of \$175,000.

Estimated Legal Costs from 2/15/17 through 6/30/17:

KP Law	Town Counsel – Retainer and services	\$101,875
M. Lanza	Special Counsel : various projects	\$ 4,023
Deustch/Williams	Labor Counsel	\$ 12,000
Anderson/Kreiger	Special Counsel: River's Edge project	\$ <u>29,527</u>

Estimated FY17 remaining legal costs	\$147,425
Account balance 2/15/17	<u>\$114,855</u>

FY17 Minimum additional funding required	\$ 32,570
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**TOWN OF WAYLAND
REQUEST FOR TRANSFER FROM THE
RESERVE FUND**

To the Finance Committee of the Town of Wayland, request is hereby made for the following transfer from the Reserve Fund in accordance with Ch. 40, Sec. 6 of the Massachusetts General Laws:

1. Amount requested: \$ 35,000
2. Department name: Legal services
3. To be transferred to MUNIS account: 101500252108
4. Present balance in the appropriation: \$ 114,855
5. The amount requested will be used for (give specific purpose):
Legal services

6. This expenditure is extraordinary and/or unforeseen for the following reasons:

The Rivers Edge project incurred added legal expense due to the need to revise and re-issue the project Request for Proposal.

7. Is your next year's budget affected by this request? If yes, explain.

No. The FY 18 budget envisions additional legal expense for the Rivers Edge project.

WXB

Signature of Department Head

Date

Wm. Belmont

Approved by Town Administrator

Date

Approved by Finance Committee

Date of Meeting

Transfer voted in sum of \$

2-21-17

Date

BK

Approved by Finance Director

Date

***Request should be made and transfers voted before any
expenditure is incurred in excess of the appropriation.***

As of 2/15/2017	Legal Firm	Project	Projected for remainder FY17	Status	TOTAL PROJECTED TO PAY
	<u>OUTSTANDING</u>				
	M. Lanza	General	\$4,023	Encumbered in case needed	4,023
	KP Law	Town Counsel			
		Retainer	\$37,917	Actual	
		Non-retainer December	\$9,459	"	
		Non-retainer January	\$14,500	"	
		Non-retainer Feb - June	\$40,000	Estimated \$8,000/month	101,875
	Anderson/Kreiger	Special - River's Edge			
		January	\$5,668	Actual	
		February to 15th	\$2,859	Actual	
		Feb 16 - June	\$20,000	Estimated	29,527
	Deutsch / Williams	Labor			
		Pending Invoice	\$5,000	Actual	
			\$7,000	Estimated	12,000
	<u>PAID</u>				
	Ontell	Library	\$5,016	Pd 12/5/2016	0
				TOTAL REQUIRED	147,425
				Balance of \$175,000 appr	-114,855
				Request	32,570
				NOTE: November 7 requested \$46,000	

have been helpful in providing information and helping to shape the planning for the site. Over 100 meetings have been held or attended to date regarding the River's Edge project.

BUDGET UPDATE

At Spring 2012 Town Meeting, \$360,000 was approved to analyze and plan for River's Edge. To date through February 2014, approximately \$125,000 has been incurred, well below budget, and with sufficient funds remaining to cover any further legal and closing costs if the Town votes to proceed with the land disposition.

NEXT STEPS

Based upon all the planning and due diligence, EDC recommends that the Town of Wayland approve these two articles and proceed with land disposition.

ARGUMENTS IN FAVOR:

- A currently vacant, non-revenue generating site would become a significant revenue producing property for the Town of Wayland. Financial benefits to the Town from land sale proceeds are estimated in the range of \$3 to \$5 million. The annual projected net new revenue from property taxes is approximately \$300,000 per year, in perpetuity.
- There is currently no other identifiable site in the Town that can provide such a significant economic benefit. If this property continues to be used for municipal uses in the future, there would be no revenue generated by it to offset Wayland resident property taxes.
- The project would provide both affordable and market-rate rental housing for Wayland residents of all ages – for long-time Wayland residents to be able to remain in Wayland as they downsize in later years, or for younger residents who either cannot afford home ownership in Wayland or who choose to live in Wayland as renters (renting has become a significantly larger part of the US housing stock in recent years). All types of rental housing are in short supply in Wayland.
- By 2015, over half of Wayland's households will be over 55. It is being reported more and more often in the media that many aging Boomers may face a retirement crisis, without pensions to rely on and with the lowest savings rates versus prior generations. It is the responsible thing to do as a Town to look ahead and create rental housing which is affordable for retirees, whether designated as age-restricted or not, to provide a better range of housing options for our seniors.
- By designating the project as rental, and 25% as affordable, then all the units count toward Wayland's affordable housing count, which would substantially increase Wayland's current 5.5% affordability percentage to 8.5% to 9.2%, depending on the final number of units. This widens the affordable housing options for Wayland residents, and significantly reduces the gap Wayland needs to fill to reach 10%, to stop the risk of unfriendly 40B projects in the future.
- River's Edge is one of the single most important steps that we can make as a community to protect our semi-rural character across our entire Town. It is good practice and good planning to use our resources wisely, to be efficient in our land use for now and for the future, and use smart growth to focus development where it makes sense.
- Traffic impacts are minimized with direct Route 20 access, and since most everyday needs of supermarkets, banks, services and restaurants are just a half-mile away in Wayland Center.
- Deed restrictions and zoning will allow the Town to control the scope and use of the land, and Design Guidelines will help ensure a project that is consistent with the character of our community and that meets the needs of the Town.
- The project would enhance the western entrance to Wayland along Route 20.

ARTICLE 5: REVOLVING FUND BYLAW

Proposed by: Board of Selectmen

Part I – Adopt New Bylaw

To determine whether the Town will vote to establish Revolving Funds and amend the Code of the Town of Wayland by inserting a new Section 19-10 entitled “Revolving Funds” as follows, or take any other action relative thereto:

§19-10 Revolving Funds.

- A. Pursuant to G.L. c. 44, §53E ½, as amended, the following Revolving Funds are authorized, shall be accounted for separately from all other monies in the town, and each fund shall be credited with any fees, charges or other receipts from the programs or activities supported by the respective revolving fund:

	REVOLVING FUND	AUTHORITY TO SPEND FUND	REVENUE SOURCES	USE OF FUNDS
1	Transfer Station	Board of Public Works	Receipts including sticker fees paid for use of the Transfer Station, Pay as You Throw bags, recycling income	Payment of costs for the operation and improvement of the Transfer Station
2	Council on Aging	Council on Aging	Receipts including fees paid to participate in Council on Aging programs	Payment of costs for Council on Aging programs
3	School Department: Professional Development	School Committee	Fees paid for teacher training programs	Payment of costs for teacher training programs
4	School Department: Curriculum	School Committee	Fees paid for student instructional materials	Payment of costs for student instructional materials

5	Recreation	Recreation Commission	Receipts including fees paid to participate in recreational and educational programs/events and building rental fees; Receipts including fees paid for the use of the Town Beach and beach programs/events	Payment of costs for recreational and educational programs/events and facilities including Town Beach; and for athletic fields for costs paid from field user fees received prior to July 1, 2017 for major field maintenance on athletic fields not performed by DPW, and approved capital projects
6	Recreation: Athletic Fields	Recreation Commission	Receipts including fees paid for the use of athletic fields	Payment of costs from field user fees received on or after July 1, 2017 for athletic field equipment (such as nets, goals, porta potties, benches, tables and fences), utilities (electricity and water), major field maintenance not performed by DPW, and approved capital projects

- B. Any Town board authorized to administer a revolving fund shall approve user fees, calculated upon the cost of providing the service or program, which shall include but is not limited to, costs for associated maintenance, capital improvements, wages and employee benefits and indirect costs.
- C. The Annual Town Report shall include, for each Revolving Fund, an accounting of the fiscal year-end revenues, expenses, balances and Town Meeting voted limit of expenditure.
- D. In connection with the annual Town budget cycle, the entity authorized to spend each fund shall submit to the Finance Committee an estimated end-of-year balance for the current fiscal year and a revenue and expense plan for the upcoming fiscal year.

Part II – To Establish Annual Limits for Revolving Funds

To determine whether the Town will set the following enumerated dollar figure for Fiscal Year 2018 as the total amount that may be expended from the respective authorized Revolving Fund listed above, or take any other action relative thereto:

- 1. Transfer Station - \$625,000
- 2. Council on Aging - \$50,000

3. School Department/Professional Development - \$50,000
4. School Department/Curriculum - \$25,000
5. Recreation: Programs & Facilities - \$950,000
6. Recreation: Athletic Fields - \$150,000

FINANCE COMMITTEE COMMENTS: This article was changed after the Finance Committee deadline and the Committee has not had the opportunity to review this article.

RECOMMENDATION: The Finance Committee took no vote on this article and will consider voting after all necessary steps have been taken by relevant parties.

QUANTUM OF VOTE: Majority per Massachusetts General Laws Chapter 44, Section 53E1/2.

For more information about this article, contact Nan Balmer, Town Administrator at 508-358-3660 or nbalmer@wayland.us.ma.



TOWN OF WAYLAND REQUEST FOR TRANSFER FROM THE RESERVE FUND

To the Finance Committee of the Town of Wayland, request is hereby made for the following transfer from the Reserve Fund in accordance with Ch. 40, Sec. 6 of the Massachusetts General Laws:

1. Amount requested: \$ 10,837.00
2. Department name: Board of Health
3. To be transferred to MUNIS account: \$10,837.00
4. Present balance in the appropriation: \$ 8,385.91
5. The amount requested will be used for (give specific purpose):
Substitute nursing assistance at Claypit Hill Elementary School (see detail below in #6).

6. This expenditure is extraordinary and/or unforeseen for the following reasons:

After the beginning of year school push, it was brought to our attention by the Community Health Nurse, Noreen D'Amico, that the Claypit Hill school nursing office is in need of additional nursing assistance. PHN/Nurse Leader Ruth Mori and I met with Noreen to discuss the situation. At this time there are students with more complicated needs that require more of the nurse's time than other students. The busiest time where help is needed is during lunch hour when there are students that need extra attention (medications administered) and time from the nurse while other students still need attending to. Lunch hour, in general, is a busy time in the nursing office. This window of time is approximately 2 hours during the lunch time (between 11:30am and 1:30pm). Next year there is an expectation that the need will increase to approximately 4 hours per day and we want to ensure that we have adequate support for the Community Health Nurse at this school. We have advised Noreen to continue utilizing the subnursing assistance during lunch time for now and that we would do some research and review school data, and put together a long term plan for the rest of the school year and for next year.

After meeting with the Director of Student Services, School Superintendent, Personnel Director/Assistant Town Administrator, and gathering data from all schools and reviewing and comparing the data. We conclude and propose the following:

Upon doing some research we learned that the Claypit Hill School has added an Assistant Principal and a Special Education teacher this year. We are aware that Claypit Hill School has 2 additional programs that support students with more intensive educational needs that affects the health room as interventions are needed. Upon referencing the handout document, it is evident that Claypit Hill School not only has more total visits to the nursing office but has more Admin visits where medications and action is needed than any of the other schools. We recognize from this data that the Admin visits have gone up and there is a need for additional nursing support at the Claypit Hill School. At this time we feel that substitute nursing assistance will cover the need, and is less costly than utilizing a contracted service. After discussing this situation with all parties involved we propose to provide subnursing coverage during a window of time during lunch hour through the end of this school year (approx. 2

hours per day) and then a proposed 4 hour window of coverage for FY18. We want to ensure that we are not going to exhaust our subnursing salary line item as we need this support for different situations throughout the year for all the schools. Please be assured that we are very careful with utilizing this support prudently through the year yet we can never predict what will happen in the future where school nurse staff could be out on medical leave, out sick, or unexpected staff turnover/retirement.

FY18 Substitute Nursing Salary line item:

We propose an increase of: \$24,017.80 (detail: 29.29 per hour(4 hrs per day)=117.16 (5 days per week)=585.80 (41 weeks)=\$24,017.80.

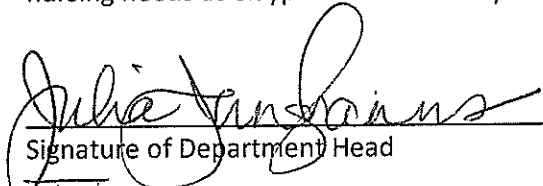
Current FY18 budget request is \$28,924.00, adding in the \$24,017.80 the new total for this line item will be \$52,941.80 for FY18.

FY17 Substitute Nursing Salary line item expected shortfall:

We predict that we will be short in this line item for FY17 by \$10,837.30. Estimate beginning w/e 9/30 to 6/30 for a total of 37 weeks. 29.29 per hour(2 hrs per day)=58.58 (5 days per week)=292.90 (37 weeks)=\$10,837.00


7. Is your next year's budget affected by this request? If yes, explain.

The FY18 budget Substitute Nursing Salary budget line item has been increased to accommodate the nursing needs at Claypit Hill Elementary School. (see detail in #6)



Signature of Department Head
February 17, 2017

Date



Approved by Town Administrator
2-21-17

Date

Approved by Finance Committee
Date of Meeting
Transfer voted in sum of \$

Chair, Finance Committee

Date

Request should be made and transfers voted before any expenditure is incurred in excess of the appropriation.