



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, March 27, 2017

Wayland Town Building

Selectmen's Meeting Room

Attendance: D. Watkins, G. Cliff, K. Shigley, G. Uveges, C. Martin, J. Gorke (arrived 7:15pm), Nancy Funkhouser (arrived 7:59pm), B. Keveny (Finance Director)

Chair Watkins called the meeting to order in the Selectmen's meeting room at the Town Building at 6:55 when a quorum was present. He announced the meeting was being recorded by WayCam. Mr. Watkins reviewed the agenda, adding that the FinCom take Public Comment after it returned from the Warrant Hearing.

At 6:58, The FinCom recessed to attend the Board of Selectmen's Annual Town Meeting Warrant Hearing. Chair Watkins stated the Committee would return to open session in approximately 45 minutes.

The Finance Committee reconvened in the Selectmen's Meeting Room at 7:57pm.

Public comment: Annette Lewis, Claypit Hill Road, provided public comment about the need for collaboration between the Finance Committee and the Wayland Real Asset Planning Committee (WRAP).

At 7:59pm, Nancy Funkhouser joined the meeting.

Report from the Finance Director Review of Final Budget Discussion Regarding Reserve Fund Transfers

Mr. Keveny discussed the final budget and reviewed the FY2017 reserve fund transfer requests. Mr. Keveny specifically discussed the reserve fund transfer regarding the general insurance line. He reviewed the history of the Finance Committee votes on this line item. Mr. Keveny noted that MIIA refunded

Wayland \$70,000 after he had been told by MIAA that no additional refunds were to be forthcoming. Given that, Mr. Keveny had recommended last meeting that the Finance Committee vote to transfer \$81,000 from the Finance Committee reserve fund to the general insurance line. Now, with the \$70K refund, only \$20K will be needed. The Committee will be asked to revoke the original transfer and then vote to transfer \$20,000 from the Finance Committee reserve fund to the general insurance line before year end. Mr. Uveges asked a clarifying question about the timing and the availability of funds.

Mr. Keveny discussed other pending future transfers for the following lines in the budget: Legal, Board of Health, Medicare tax and Library Drainage. Mr. Keveny noted that the Finance Committee has needed to approve transfers for Medicare tax for the past few years. Given that, he will recommend that for the FY19 budget, the Finance Committee should fund that line at a higher level.

Discussion Regarding Process for Reserve Fund Transfers and Information Requirements of the Committee

Mr. Watkins noted that the Finance Committee does not have a specific process for reviewing and analyzing transfer requests. Mr. Watkins mentioned that he has received questions from town departments about what the Finance Committee needs to approve a request. The committee discussed. Mr. Cliff suggested that Mr. Keveny and Ms. Balmer draft something they find sufficient for the finance committee.

Mr. Uveges raised the issue that our policy should consider what we would or should do if we receive a transfer request for money that has already been spent. Mr. Cliff recommended that the transfer policy should specify which type of requests should be included in the current year transfer article at Annual Town Meeting and which transfer requests should come before the Finance Committee for a Reserve Fund transfer outside of the Town Meeting process.

Mr. Keveny will come back to the Board with a proposal for a meeting later this Spring. The Committee requested Ms. Gorke work with Mr. Keveny on this.

Mr. Keveny noted that a few departments left expenses out of their budget (DPW - \$20,000 and IT - \$15,000). Mr. Keveny suggested waiting until FY18 to see if they can find room in their budgets to accommodate and the committee agreed.

Town Moderator, Dennis Berry, joined the meeting. Mr. Watkins asked Mr. Berry how he will deal with questions posed to the Finance Committee during the town meeting. Mr. Berry noted his procedure and the committee asked a few questions.

Enter into Executive Session Pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3) to Discuss Strategy with Respect to and in Preparation for Collective Bargaining with Police, Fire, AFSCME 1, AFSCME 2, Library, Teamsters, Wayland Teachers' Association, Wayland Educational Secretarial Association, Custodians Union and Food Service Association Representing Town and School Employees.

At 8:32pm Mr. Watkins moved to enter into Executive Session Pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3) to Discuss Strategy with Respect to and in Preparation for Collective Bargaining with Police, Fire, AFSCME 1, AFSCME 2, Library, Teamsters, Wayland Teachers' Association, Wayland Educational Secretarial Association, Custodians Union and Food Service Association Representing Town and School Employees and to discuss potential declassification of

executive session minutes pursuant to M.G.L. Ch. 30(a) § 22: Vote to Release Previously Considered Minutes.

Mr. Uveges seconded. Mr. Watkins took a roll call vote:

Ms. Gorke -yes
Mr. Uveges - yes
Mr. Cliff - yes
Mr. Watkins - yes
Ms. Martin - yes
Mr. Shigley - yes
Ms. Funkhouser - yes

Mr. Watkins noted that Finance Director Mr. Keveny would join Finance Committee in Executive Session and that the Finance Committee will reconvene in open session in about twenty-five minutes.

The Finance Committee reconvened in open session at 9:07pm.

Discussion Regarding Town Meeting Process & League of Women Voters Meeting

The committee discussed town meeting. Ms. Martin noted that any member can speak on any article at town meeting as a resident but as a courtesy, she requested that Finance Committee members notify the committee of their intent to do so in advance.

Ms. Martin reviewed some questions she thought may get asked at town meeting regarding the budget.

The committee discussed how to handle questions of the Finance Committee on town meeting floor.

Mr. Watkins updated the Finance Committee on the League of Women Voters Meeting. Mr. Watkins noted that he was asked by Ms. Antes from the Board of Selectmen to present at the League of Women Voters meeting. Mr. Watkins and Ms. Martin discussed their plans to present an abbreviated version of the presentation they gave previously at the budget hearing.

Discussion of Final Capital and Operating Budget and Potential Vote

Mr. Keveny noted that that there is no discussion or vote needed on this agenda item.

Discuss Warrant Articles and Possible Vote

Mr. Watkins explained to the committee that they may need to develop a supplement to the warrant that includes additional Finance Committee commentary. The committee reviewed the following Articles.

Article 5: Revolving Fund Bylaw Ms. Martin explained that after the write up of this article, the town received more information from the Department of Revenue (DOR) and the motion was amended. Given that, Ms. Martin requested the Finance Committee review the revised write up and re-vote. She explained that the article now includes six revolving funds, not seven, since the town is not creating a separate beach revolving fund at this time. She noted that the cap for the beach revolving fund was added to the general recreation revolving fund which is reflected in the new total of \$950,000.

Ms. Martin moved the Finance Committee recommend approval of Article 5: Revolving fund By-law. Mr. Cliff seconded. The Finance committee voted 7-0 to recommend approval.

Article 6: FY 2018 Omnibus Budget The Committee discussed whether the Finance Committee should re-vote the complete motions for the FY2018 Omnibus Budget. Mr. Cliff recommended that the Finance Committee vote on the specific motions as presented in the warrant. The committee discussed and debated what the committee has done in the past. Mr. Watkins recommended tabling until Annual Town Meeting. Mr. Cliff stated his objection to that proposal.

Article 7 Personnel Bylaws and Wage & Classification Plan: Mr. Watkins stated no action was needed on this article.

Article 9 Non-Medical/Recreational Marijuana Moratorium – Zoning Bylaw Amendment Mr. Uveges clarified that the errata for Annual Town Meeting matches what the Finance Committee approved previously and therefore the Finance Committee does not need to re-vote.

Article 13 Street Acceptance Mr. Shigley reminded the Committee that they did not vote previously because of Spencer Circle. He informed the Committee that the motion on this article has been revised, to reflect Spencer Circle's removal from the article. The write up has been revised accordingly and he recommended that the committee vote.

Ms. Martin moved that the Finance Committee recommend approval of Article 13: Street Acceptance. Ms. Funkhouser seconded. The committee voted 7-0 to recommend approval.

Article 17 Appropriate Funds to Restore Mellen Law Office and Cochituate Town Clock: Ms. Martin noted that the committee does not need to take any additional action on Article 17.

Mr. Shigley noted that Article 14 in the Warrant includes comments from the Planning Board which were not in the article at the time the Finance Committee reviewed and voted. Mr. Uveges noted that Planning Board articles require a Planning Board Report which is why it is in the final warrant.

Discuss Chair and Vice Chair's Update Discussion regarding letters to the Editor or Crier Articles Prioritization of Member's Concerns Discuss WRAP Initiative

Mr. Watkins discussed the Boston Globe write up on his comments on the resident alien article. He also discussed the Finance Committee articles in the Wayland Town Crier.

Mr. Watkins noted that Ms. Lewis from the WRAP has requested to work with the Finance Committee on issues with regard to long term financial planning. The committee discussed various ways the Finance Committee could work with WRAP members. The committee agreed that Mr. Uveges will work with Ms. Lewis moving forward and Ms. Martin is available if needed.

Ms. Martin updated the committee that the School Committee has voted to make an offer to one of the Superintendent candidates.

Members' Reports, Concerns, and Topics and Schedule for Future Meetings Discussion Regarding Scrubbing the Balance Sheet for Underutilized Accounts, Additional Analysis to Better Inform the 2.5% Target, a Fact-Finding Program to Pursue with School Committee, UniBank's Proposed budget policy and Potential Modifications, 5 Year Plan and Potential Improvements, Improve understanding of Insurance Coverage, Consolidated School Spending, Sensitivity testing, Public Safety Investment, Warrant Charts and Analysis, Town Reporting on Investment Policy, Council on Aging

Mr. Watkins asked for a committee member to prioritize the list on the agenda of member concerns and topics for future meetings. Ms. Martin volunteered to prioritize this list.

Mr. Cliff updated the Committee on a recent meeting with the Council on Aging (COA). Mr. Cliff noted that the group was disappointed with a lack of action in regard to the COA's space constraints. He noted that the Council on Aging members he met with feel that the town has not addressed their needs and that the town has no plans to address their needs.

Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any

There were no topics not reasonably anticipated by the Chair 48 hours in advance of the meeting.

Meeting Minutes - Review and Vote to Approve: 2/6 Gorke, 2/21 Shigley, 3/6 Cliff

Ms. Martin moved that the Finance Committee approve the minutes of 2/6/17 as amended. Mr. Cliff seconded. The committee voted 7-0 to approve the minutes.

Ms. Martin moved that the Finance Committee approve the minutes of 2/21/17 as amended. Ms. Gorke seconded. The committee voted 7-0 to approve the minutes.

Ms. Martin moved that we approve the minutes if 3/6/17 as amended. Ms. Gorke seconded. The committee voted 7-0 to approve the minutes.

Adjourn Meeting Mr. Uveges moved to adjourn the meeting. Mr. Shigley seconded. The committee voted 7-0 to adjourn the meeting. The meeting adjourned at 9:56pm.

Respectfully submitted,

Jen Gorke

Documents:

Fiscal 2017 – Reserve Fund update

Article 5: Revolving Fund Bylaw

Article 6: FY2018 Omnibus Budget

Article 7: Personnel Bylaws and and Wage & Classification Plan

Article 9: Non-Medical/Recreational Marijuana Moratorium – Zoning Bylaw Amendment

Article 13: Street Acceptance

Article 17: Appropriate Funds to Restore Mellen Law Office and Cochituate Town Clock