



Town of Wayland Massachusetts

Finance Committee

David Watkins (Chair)

Nancy Funkhouser

Jen Gorke

Carol Martin

Klaus Shigley

George Uveges

Finance Committee Draft Minutes

Monday, June 5, 2017

Wayland Town Building

Senior Center

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

Chair Watkins called the meeting to order in the Senior Center at the Town Building at 7:00pm. He announced the meeting was being recorded by WayCam and reviewed the agenda.

Public Comment: Mike Lowry, Lakeshore Drive, member of Board of Public Works (BoPW) but speaking as a resident, submitted the letter he has sent to the Massachusetts Library Building Commissioners (MLBC). He has requested the MLBC defer Wayland's grant application until a lawful use for the public library at 5 Concord Road has been determined. Mr. Lowry is also concerned the library capital project will overwhelm all other capital projects and requested the Finance Committee not let this project go before Town Meeting without fully stating tax and cost implications.

Concerning the High School Athletic Campus reconstruction project, Mr. Lowry noted the project is currently in the 5-year capital plan at \$3M yet the student press has published an article citing the proposed project is \$6.4-\$8M.

Mr. Klitgord, Concord Road stated he prefers the library remain at 5 Concord Road. Speaking to the capital project, Mr. Klitgord added the library project proposal should include not only the costs to construct but also any additional ongoing operational and maintenance expenses that will be incurred.

Report from the Finance Director: Mr. Keveny and Ms. Gorke presented a draft Reserve Fund Policy for review and input. The Committee noted the draft contains both policy and procedure and discussed having two separate documents as once the policy is formalized, process will also need to

be formalized. Reserve Fund transfer procedural options discussed included use of Purchase Orders, establishing January 1st deadline and greater use of current year transfers at ATM. Mr. Keveny and Ms. Gorke will fine tune the policy for review at future meeting. The Committee also discussed stakeholders including the Town Administrator, the Board of Selectmen (BoS) and the Town's Finance Team and asked Mr. Keveny to seek input from the various stakeholders.

Mr. Keveny distributed the policy suggested by the Town's Financial Advisor, Unibank who has submitted a 5-year model which shows any budget increase greater than 2.5% will be driven by taxation. During the brief discussion that ensued Mr. Uveges and Mr. Shigley noted discomfort with some of the assumptions in the Unibank model. The Committee agreed the model needs some fine-tuning before the policy suggestions can be evaluated for implementation. Chair Watkins and Mr. Keveny will work on updating the model.

Following up on the School Department's 3rd quarter budget report, Mr. Keveny stated he had received questions from Mr. Uveges. He added he had reached out to Susan Bottan, the School Department's Business Manager to assist in answering these questions and would follow up with the Committee.

Finance Director Mr. Keveny stated the Committee has several Reserve Fund Transfer Requests to review and process.

FEM Reimbursement: Request is to reimburse a prior overpayment to the Town. Ms. Martin so moved to transfer \$180 to FEMA Flood. Mr. Uveges seconded. Motion passed. 5-0.

Town Elections: Request is to fund a shortfall in the Elections account. Ms. Martin so moved to transfer \$1600 to the Town Clerk's election budget. Mr. Uveges seconded. Motion passed 5-0.

Surveyor: Request is to fund payroll shortfall. Ms. Martin so moved to transfer \$1000 to Surveyor's salary budget. Mr. Shigley seconded. Motion passed 5-0.

Dog Officer: Request is to fund FY17 payroll shortfall. Ms. Martin so moved to transfer \$500 to Dog Officer salary budget. Mr. Shigley seconded. Motion passed 5-0.

Legal: Request to fund budget shortfall. After a brief update on this request from Mr. Keveny indicating that \$25K of the shortfall had been supported by other budgets including Library Planning & Design project and CPC Administration, Ms. Martin moved to transfer \$25K to the Legal budget. Mr. Shigley seconded. Motion passed 5-0.

Finance Director Keveny then presented two year-end departmental line-item transfer requests. The request from the Conservation Commission to transfer funds from the salary line to the Aqueduct Pedestrian Crossing. After a brief discussion, Ms. Martin moved the Committee approve the \$7500 transfer. Mr. Uveges seconded. Motion passed 5-0. In addition, the IT department requested to transfer unspent funds in its salary budget be transferred to IT Contractual Services to fund volunteer emails. A discussion ensued after which Ms. Martin moved the Committee approve the \$12,353 year-end transfer. Mr. Shigley seconded. Motion passed: 5-0. The Committee requested Mr. Keaveny advised the BoS of these transfer votes.

Finalize FY19 Goals and Objectives, FY19 Mission Statement, Responsibilities, Strategy Discussion and Budget Guidelines for issuance on July 12th: Continuing the discussion from the

May 15th meeting, Chair Watkins led the Committee in a discussion of its FY19 goals and objectives. After a more thorough review, the Mission Statement and Peer Town list remained as written. Minor edits were made to FinCom Responsibilities. FY19 goals were adjusted to reflect Unibank's recommendation that the Town restrict new borrowing to \$3M.

The Committee discussed briefly the FY19 budget guideline. Chair Watkins felt the Committee needed to review the updated five year model before establishing the guideline. The Committee agreed to revisit at the next meeting.

Decide List of Candidate Projects for Next Fiscal Year: Vice-Chair Martin distributed a revised potential project list. The Committee reviewed and condensed the list to 18 projects which were ranked as either as a high, medium or low priority. Ms. Martin will update the list by ranking for review and further discussion.

Review and Possibly Vote on Annual Report: Ms. Martin submitted a draft of the Finance Committee FY2017 Annual Report explaining the format was similar to the one used for the 2016 report and contained statements from the FinCom report that appeared in the Warrant. After a brief discussion, the Committee agreed to review and vote a revised draft report at the next meeting.

Discuss Support of Minute Writer: Mr. Watkins inquired if the Committee would like to discuss outsourcing its Minutes. There was general agreement to do so, primarily because it is very difficult to simultaneously take minutes and effectively participate in the meeting. Mr. Keveny stated it would cost approximately \$5K and felt he could accommodate this expense through his budget for FY19. He added that since the Committee was amenable he would try to get this in the works.

Discuss and Elect Officers: Chair Watkins explained the Committee needed to elect a Chair and Vice-Chair for FY19. He opened the floor to discussion and nominations. Mr. Uveges nominated Mr. Watkins as Chair and Ms. Martin as Vice-Chair. Mr. Shigley seconded. Motion passed 5-0.

Ms. Martin explained in FY19 the Committee needed Minute and Action List coordinators and a Clerk. Mr. Shigley volunteered to be the Minute coordinator. Ms. Martin seconded. Motion passed 5-0. Mr. Keveny agreed to serve as Clerk. The Committee choose to defer Action List coordinator until July..

Review Schedule and Issues/Action List: N/A.

Discuss Chair and Vice-Chair's Update; New Member Recruiting; Subcommittee Discussion of Analytics Efforts; Letter Regarding New Library: Chair Watkins stated new member recruiting was in process and acknowledged the library correspondence had been reviewed in public comment. Vice-Chair Martin stated she and Mr. Uveges attended the WRAP Committee Forum and though the presentation was well done. Mr. Uveges concurred. Ms. Martin added she and Mr. Uveges would be attending the BoPW 6/13th meeting to hear the water rate, capital project and reserve fund discussion.

Member's Reports, Concerns and Topics and Schedule for Future Meetings: Mr. Uveges reported a petition has been submitted to the School Committee requesting the Middle and Claypit Hill School locations be removed from consideration for bus parking. Mr. Shigley stated he thought Mr. Lowery's letter was well written and provided good pro and con input concerning the Library project. He added that although he was very comfortable with many of the budget strategy

suggestions submitted by Unibank, a more prudent tact may be to phase in any changes.

The next meeting is scheduled for Wednesday, June 21st.

Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any:
None

Meeting Minutes: After a brief discussion Ms. Martin moved approval of the Minutes of May 15, 2017 as amended. Mr. Shigley seconded. Motion passed 5-0.

Adjourn Meeting: At 9:28pm, Ms. Martin moved to adjourn. Mr. Uveges seconded. Motion passed 5-0.

Respectfully submitted,

Carol Martin

Documents:

Distributed by B. Keveny:

Draft: Reserve Transfer Policy
Unibank Budget Proposal
Transfer Request: FEMA
Transfer Request: Town Clerk
Transfer Request: Surveyor
Transfer Request: Dog Officer
Updated Transfer Request: Legal
Year End Transfer Memo

Distributed by C. Martin:

Potential FinCom Projects 6/2017
Draft 2017 Annual Report

Distributed by M. Lowry:

Letter-Massachusetts Board of Library Commissioners
Column: waylandstudentpress.com