



Town of Wayland Massachusetts

FINANCE COMMITTEE

Steven Corriea
Jen Gorke
Carol Martin (Vice Chair)
Klaus Shigley
William Steinberg
George Uveges
Dave Watkins (Chair)

FINANCE COMMITTEE Minutes Wednesday, July 19, 2017 Wayland Town Building

Attendance: D. Watkins, K. Shigley, G. Uveges, S. Correia, J. Gorke, and W. Steinberg.

Call to Order: The meeting was called to order by D. Watkins in the Board of Selectmen Meeting Room at the Town Building at 7:00pm. Mr. Watkins announced the Town Administrator, Nan Balmer was in attendance and that the meeting was being taped by WayCam for future viewing. He then reviewed the agenda.

Public Comment: None

Announcements: Chair Watkins welcomed new members, Steve Correia and Bill Steinberg. He also reminded the committee members to fill out the document containing their contact information.

Review first draft of Wayland's Multi Year Budget Model: Chair Watkins described the role of the Finance Committee as an advisory role and stated a Multi-Year Budget Model can be used for recommendations. He stated the model that has been prepared contemplates a scenario where the town funds all of the projects requested. He added the model makes it possible to see the impact on the tax rate and as a tool it can be refined to provide factual information for residents.

D. Watkins stated that last year Town Administrator N. Balmer and Finance Director B. Keveny worked with department heads to develop and present the FinCom with a budget and plan to evaluate. He said the FinCom got involved after the budget was built in October, keeping the Operating and Capital budgets separate. D. Watkins asked the Committee to think about combining the Operating and Capital budget process. It would provide a holistic view of the town's budget in October and the School's budget in December.

He said the first departmental meeting would be 8/2/17 and B. Keveny would present the principal concepts of the model to departments. While seeking budget input, hopefully the model can provide insight. D. Watkins stated the big leverage this year is to think about the town's debt. It's what will drive the escalation of the tax rate.

G. Uveges reviewed the Multi Year Budget Model with the Committee, explaining how the model works, and the assumptions used. Mr. Uveges asked Committee members to submit questions on the model and/or assumptions to B. Keveny and himself. He reminded them to think of everything as a placeholder at the moment. He added the next step will be for B. Keveny to review this model with the Finance Team.

Discuss Communication to Department Heads

D. Watkins discussed budget discussion/expectations for the upcoming meeting with department heads. He stated he wanted to go into the meeting with a list of departmental expenses to discuss if the assumptions are correct. He asked for feedback from the Committee and if it was necessary for them to hold a meeting before 8/2 to prepare. He said there is a meeting scheduled for next week as a placeholder if need be.

N. Balmer suggested that later this fall the FinCom should meet with the Board of Selectmen (BoS) to discuss the budget process as stated under Town Code. She stated that for now this is fine because they work together well, but there will be another Town Administrator and FinCom Chair in the future and they need to make sure the future process follows the Town Code correctly.

K. Shigley stated that being informed will give the department heads more credibility. N. Balmer said that historically department heads are used to having liaisons to act as advocates and asked if the practice would continue. D. Watkins said they are anticipating Liaisons. J. Gorke said they will not be having advocates, just liaisons. J. Gorke stated that looking back last year, it was helpful when department heads came in to make their case to the Finance Committee, especially with the bigger departments. She said it was helpful on the Capital side, but she's not sure if it can be done on the Operating as well. D. Watkins said he has heard it would be easier to do the Operating and Capital together. N. Balmer agreed. D. Watkins asked Committee members to forward him any comments by early next week.

Review Reserve Fund and Current Year Transfer Options on All Expected Deficits:

Topic tabled to a future meeting when Finance Director, Brian Keveny will present this information.

Discuss Approach to Review Ideas presented in UniBank Memo: K. Shigley discussed the UniBank memo and some of the recommendations. He stated he felt these are the recommendations the town would take if it wanted to continue to be prudent. He expressed interest in having Clark Rowell come before the FinCom to discuss the ideas presented in the memo. Mr. Shigley added the purpose of the memo is to see what other topics Finance Committee members would like to discuss with Unibank. D. Watkins said he would like to better understand Mr. Rowell's role as he wasn't hired by the Finance Committee. N. Balmer said she will reach out to Unibank to determine if the scope of services to include meeting with the FinCom.

Discuss Peer Review of Debt and Potential Policy Changes: n/a

Discuss Use of Cleargov.com: Chair Watkins described what Cleargov.com is and stated the Committee has been asked by the Board of Selectmen (BoS) for a recommendation concerning subscription renewal. Town Administrator N. Balmer stated that the data from DOR is outdated.

Mr. Watkins said he has to recuse himself from this vote because he's an investor in ClearGov. N. Balmer said the BoS would like a recommendation by mid-August. The FinCom said they would like B. Keveny to give them more insight. J. Gorke said it seems like it was designed for the general public and there's a value for them to understand the data. She stated if it has only received a few hits that doesn't necessarily measure its usefulness. J. Gorke said she's not convinced the FinCom and B. Keveny are the best decision makers for this issue. D. Watkins said that B. Keveny has the ability to update the data instead of waiting for DOR. The school has done that which is why their data is updated. The committee decided to discuss this again at the next meeting.

N. Balmer left the meeting at 8:41 p.m.

Review Schedule & Issues/Action List : D. Watkins asked if everyone wanted to meet next week. It was agreed that they would meet next week once it was determined a quorum could be established.

Review and Discuss Liaison Assignments: Chair Watkins suggested that they have a liaison and a backup for the bigger departments. After a brief discussion, the Committee reviewed the various liaison assignments and created a draft list to be reviewed and finalized at the July 26th meeting.

Discuss Minuteman Request: Chair Watkins suggested tabling this discussion until next meeting to ensure input from B. Keveny.

Discuss Chair and Vice Chair's Update: None.

Discuss the need to Post Minutes Online: D. Watkins stated that although the FinCom is up to date on reviewing and approving its minutes, some have not been posted to the website. K. Shigley stated the Minutes of 1/23/17, 3/27/17 and 5/15/17 need to be posted. Mr. Watkins asked that these minutes be sent to MaryAnn DiNapoli for posting.

Review New Member Onboarding Packet: D. Watkins encouraged the new members to review the onboarding packet and goals and responsibilities located in the drop box.

Members' Reports, Concerns, and Topics and Schedule for Future Meetings: None

Review 2nd Draft of Reserve Fund Policy – Gorke: J. Gorke stated she has worked on this project with Brian Keveny, the Finance Director and would prefer to table this discussion until he is present.

Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any: D. Watkins stated he received a call from School Committee member, Jeanne Downs regarding the High School Athletic Campus project and explained that they are trying to find design money. He said that since they don't have any type of a defined project in front of them and since it's not in the 5-year Capital Plan, Mr. Watkins requested that Ms. Downs write up a report. He added, the consultant's report describing the project is currently in the drop box. D. Watkins encouraged everyone to review it. S. Correia said it would be helpful for the public to see it as well.

Meeting Minutes: Review and Vote to Approve: 6/20 Shigley: G. Uveges moved to approve the minutes of June 20, 2017 as amended. K. Shigley seconded. Motion passed 4-0-2 with Correia and Steinberg abstaining.

Motion to Adjourn: At 9:23pm, K. Shigley moved to adjourn. J. Gorke seconded. Motion passed 6-0-0.

Respectfully submitted,

Katelyn O'Brien

Documents:

Watkins:

Multi-year Model

Schedule/Action List

Shigley:

Memo: Unibank Recommendations