



Town of Wayland Massachusetts

Finance Committee

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

FINANCE COMMITTEE Minutes Wednesday, September, 5 2017 Wayland Town Building 6:25pm

Attendance: K. Shigley, C. Martin, G. Uveges, S. Correia, W. Steinberg, and J. Gorke (remote).

Call to Order: The meeting was called to order by Vice Chair C. Martin in the Large Hearing Room at the Town Building at 6:25pm. C. Martin announced the meeting was being taped by WayCam. She stated J. Gorke would be participating remotely due to personal illness and that all votes taken would be roll call votes. She then reviewed the agenda for the meeting.

Public Comment: None

Communicate Policy Regarding Money Articles at STM: C. Martin thanked everyone for a much better article submissions this year. She stated that FinCom feels money articles should only be included in Annual Town Meeting unless there are documented safety and/or extenuating circumstances. She requested those presenting a money article to describe why the money article should not be deferred until Annual Town Meeting.

Conduct Special Town Meeting Article Workshop for the Special Town Meeting on November 14, 2017: C. Martin explained that the objective of the workshop is to review the articles to be presented at the upcoming Special Town meeting. Going down the list one article at a time, the sponsoring board or spokesperson reviewed their article and responded to questions from the Finance Committee and residents. Additional input was provided by staff members as follows:

Pay Previous Bills: Board of Selectmen Chair L. Anderson presented. Finance Director B. Keveny stated an additional \$56 bill from the IT needs to be added.

Current Year Transfers: L. Anderson, BoS presented. Total is \$130,090.

Accept Gifts of Land: Town Center: C. Karlson, BoS discussed background of the land, noting land known as "Town Green" is one of the parcels being gifted under this Article.

Change Circuit Breaker Deadline: C. Karlson, BoS presented stating sponsored by BOS on behalf of Assessor and the Assessing dept. She discussed how changing the circuit breaker deadline will ensure better flow.

Town Clerk Compensation: L. Anderson, BoS stated increase is effective July 2017 and added this article may be done under abbreviated procedure.

Personnel Bylaws and Wage Classification: Asst Town Administrator/HR Director J. Senchyshyn discussed the wage increase. C. Martin inquired if the estimated cost by contract mentioned will be an appendix.

Town Union Collective Bargaining Agreements: J. Senchyshyn indicated this is a new Article, being presented upon advice from Town Counsel to present CBA wage settlements to Town meeting for funding.

School Union Collective Bargaining Agreements: Asst. Superintendent B. Cozier stated this article represents wage settlements for two collective bargaining groups and school non-union employees. L. Segal, Aqueduct Road, said in looking at the website its not clear what contracts have been settled and where the document are. B. Cozier stated teachers contract and memorandum of agreement have been settled and on website and custodian's tentative agreement will hopefully be approved at a future School Committee meeting. J. Senchyshyn added there are two town contracts pending, unlikely they will be settled before Special Town Meeting.

Non Medical/Recreational Marijuana Moratorium: Sarah Greenaway, Youth Advisory Committee discussed what the 6-month moratorium would mean for the town.

107 Old Sudbury Road Demolition: Woody Bastion, BoPW, discussed the background of the property and stated the Fire Dept. has declared that the building is unsafe.

Appropriate Funds: New Library: Aida Gennis, Chair of Board of Library Trustees explained the article is being brought forward to STM while their deadline extension request is being reviewed. She then discussed what the process will be when the grant is awarded as well as a breakdown of the costs.

High School Stadium Renovation -Design Fee: Jeanne Downs, Vice Chair of the School Committee stated the School Committee and Recreation Commission are seeking an exception to the no money articles at Special Town Meeting. She said conditions of athletic facilities and fields are the driving force to being this renovation work.

A. Lewis, Claypit Hill Road, asked how likely is it all of the work can be done in the timeframe. Heath Rollins, Athletic Director said they think the timeframe is possible.

Synthetic Turf Field at Loker: Brud Wright, Asst Chair of Recreation Commission explained the design funds requested will be funded by the Recreation Stabilization fund.

A. Lewis, 33 Claypit Hill Rd inquired about the restrictions on the Loker conservation and recreation area, asking if it's possible to construct an artificial field at Loker. B. Wright said process is still ongoing, Recreation has reached out to Town Counsel and is waiting for official word. K. Shigley asked if design would come up with objective view of facts of the hazards of turf. Brud stated a public forum will be held. L. Segal, Aqueduct Road, discussed the history of the field. C. Plumbe, asked how much parking was being considered.

Appropriate Funds: Weston Aqueduct Pedestrian Crossings: L. Hansen, Conservation Administrator, presented the article and discussed how the costs would be used for each of the crossings and stated that heavy would create a safety issue. W. Steinberg asked if money could be used from CPA funds.

Appropriate Funds: Restore Castle Gate Pillars: M. Cavanaugh, member of the CPC, presented the Article and said the CPC and Historic Preservation Commission have both voted in favor of it.

Appropriate Design Funds: Phase II of HS Athletic Improvement Plan: M. Cavanaugh, CPC, stated that the CPC is co-sponsoring the article with the School Committee. She said both committees have voted unanimously to support the article.

C Martin stated that unless there were further questions, the Warrant Article workshop had concluded.

Discussion of STM Article Submissions and Review Assigned Articles for Possible

Reassignment.: The Committee reviewed article assignments with the Committee. K. Shigley traded C. Martin Article P for Article G.

Discuss Fall 2017 Special Town Meeting: Debt Communication: C. Martin distributed a letter to the BoS that Chair Watkins had drafted which reiterated the FinCom's request that money articles be carefully screened before being accepted for the upcoming STM. A discussion ensued during which the general sentiment of the Committee was the FinCom has already sent a letter to the BoS and should wait for a response to that letter, before sending a second one.

Discuss Record Keeping and Process Management: C. Martin asked for a volunteer to track the FinCom STM article recommendations which are to be submitted to the Town Administrator's office. S. Correia so volunteered.

Possible Vote on Current Year Transfer and Prior Year Unpaid Bills articles: B. Keveny described the Current Year Transfer Article and asked if the Committee had any questions. After a brief discussion, W. Steinberg moved the FinCom recommend approval. Seconded by S. Correia. Motions Passed: 6-0-0 by Roll Call vote: Gorke – Yes, Uveges –Yes, Corriera – Yes, Shigley- Yes, Steinberg –Yes, Martin - Yes. Prior Year Bills article was tabled to the 9/14 meeting.

Discuss Presentation to the Board of Selectmen Regarding Town Debt and Budgeting Considerations: C. Martin said FinCom would recommend and communicate budget guidelines fairly shortly. She said they will also have a guideline for debt, and will communicate that as well. Next Thursday The Committee would meet with financial advisor, so C. Martin asked FinCom members to think ahead. She also suggested reviewing the Debt Exclusion material in the drop box in preparation for large capital projects and possibility of recommending placing a debt exclusion on the ballot.

Report of the Finance Director: B. Keveny said he believes the 5-year model is almost complete but would like to wait until after meeting with the Financial Advisor in case any last tweaks are necessary. He stated model will be helpful in understanding what the impact would be if all of the conditions took place and be instrumental in setting FY18 budget guidelines. B. Keveny added he hopes the document will be useful in November and December as the Committee works through the budget process.

Regarding the meeting with the Financial Advisor, B. Keveny said there is a conference call this week to go over questions submitted by the FinCom to help Unibank prepare for the upcoming meeting. The Committee stated their preference would for Unibank to not only answer the questions but to present a memo with the answers to the questions. C. Martin said she would follow up on that.

Guideline Setting and Communication: B. Kenevey reported he has instructed department heads to fill out CIP forms for FY19, FY20, and FY21 as well as adding in FY23 requests to their 5-year capital plan. He said FinCom should get those in late September. On the operating side, B. Keveny did not announce a budget guideline, but said he hoped in FY19 the FinCom would present a completely balanced budget. He also discussed the town's fund balance stating the FY17 closed with a \$300,000 deficit as he had projected. A discussion ensued as the impact the \$300,00 deficit would have on the Town's Moody's rating/upcoming discussion.

Draft Presentation Review and Discussion in preparation for September, 2017 Meeting with Selectmen: C. Martin reviewed the slide presentation the FinCom will make to the BoS. The draft includes discussion on debt, the 5-year Capital Plan, potential capital projects, proposed and committed debt services and possible scenarios. G. Uveges thought bar charts showing impact of various capital projects would be a good addition. S. Correia suggested including a chart to show impact on the tax rate for taxpayers. J. Gorke agreed. FinCom agreed to authorize D. Watkins to finalize the presentation.

Review Schedule: C. Martin stated the next meeting is Thursday, 9/14, at which the Committee will host the town's Financial Advisors and start it's review of STM articles. She added draft write ups should be sent to B. Keveny for distribution. Discussing the full agenda for the 14th, the Committee elected to add a meeting on 9/18th in lieu of the meeting scheduled for 9/25th. C.

Martin requested Committee members keep both dates open until the suggested schedule change has been reviewed with the Chair.

Review Issues/Action List: Tabled to a future meeting.

Discuss Chair and Vice Chair's Update: C. Martin reported that MaryAnn DiNapoli in the Town Administrator's office is retiring at the end of the month. She added Chair Watkins asked that her service and support of the FinCom be recognized by the Committee. V. Chair Martin echoed that sentiment and expressed gratitude to Ms. DiNapoli for the assistance she has offered and suggested the Committee's appreciation be so noted in the Minutes. The Committee concurred.

C. Martin reported The League of Women Voters have reached out D. Watkins and C. Martin to do a presentation on the large capital requests residents will be asked to fund. V. Chair Martin reported the staff at the Buzz has reached out to the Chairs of BOS and FinCom. A debt discussion is being scheduled.

Members' Reports, Liaison Assignments, Concerns, and Topics and Schedule for Future Meetings: G. Uveges stated Fire Department continues to want additional paramedic staffing. He added the estimate for the Fire Station #2 renovations is currently \$1.8M. G. Uveges stated he met with the Board of Assessors and discussed the Circuit Breaker Match program. One concern they had was that legal costs are being moved from the legal budget into their budget, which is something we need to look into FY19.

W. Steinberg along with G. Uveges met with Facilities Director B. Keefe who stated he needs a project manager to help with all of his projects. He added that he he asked B. Keefe to really think about all he needs for the next 5 years.

S. Correia met with the EDC, Selectmen D. Levine and the folks from the Town Center to talk about how the town can approve things at Town Center. He felt it was an encouraging meeting. New ideas were discussed and a follow up meeting is planned.

Review Headcount Model – Correia: Mr. Correia stated he was working on this project and expected to be able to discuss at a future meeting

Discuss School Analytics – Shigley: C. Martin said K. Shigley would like to get information from the school as part as his learning process as their liaison. She asked the Committee to discuss making a formal request to allow K. Shigley to speak with the school's finance person. After a brief discussion, the Committee decided a formal request was not necessary but that K. Shigley should reach out to his School Committee liaison.

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

Meeting Minutes - Review and Vote to Approve: 7/26 Keveny, 8/14 Keveny: C. Martin moved to approve the minutes of 7/26/17 as written. Seconded by W. Steinberg. Motion passed 6-0-0 by Roll Call vote as follows: Gorke – Yes, Uveges –Yes, Corriera – Yes, Shigley- Yes, Steinberg – Yes, and Martin - Yes.

C. Martin moved to approve the minutes of 8/14/17 as written. Seconded by S. Corriera. Motion passed 6-0-0 by Roll Call vote as follows: Gorke – Yes, Uveges –Yes, Corriera – Yes, Shigley- Yes, Steinberg –Yes and Martin - Yes.

W. Steinberg moved to adjourn meeting at 9 p.m. Seconded by S. Corriera. Motion passed 6-0-0 by Roll Call vote as follows: Gorke – Yes, Uveges –Yes, Corriera – Yes, Shigley- Yes, Steinberg –Yes and Martin - Yes.

Respectfully Submitted,

Katelyn O'Brien

Documents

Source: C. Martin
STM article listing and assignments

Source: D. Watkins
Draft: Follow-up STM Letter to Board of Selectmen
Draft: FinCom Presentation to Board of Selectmen