



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

Tuesday, September, 26, 2017

Wayland Town Building

11:00am

Attendance: D. Watkins, K. Shigley, C. Martin, S. Correia and Finance Director, B. Keveny.

Call to Order: The meeting was called to order by Chair Watkins in the second floor small Conference Room at the Town Building at 11:00 a.m. D. Watkins announced the meeting was being taped by WayCam. He then reviewed the agenda for the meeting.

Public Comment: Steven Klitgord, Concord Rd., voiced his concern about the Library project and projected costs. He said he believes the existing building is adequate for a remodel and/or expansion. He said he hopes FinCom is looking at what the town is giving up with the old building and all the other projects that would be delayed.

C. Plumb, Bald Rock Rd., asked about the conflict of interest concerning W. Steinberg and his wife Cathy and her work on a School Committee and its sub-Finance Committee.

Members' Response to Public Comment: D. Watkins suggested that Mr. Klitgord see the write up for the Library article and read the pro and con arguments. D. Watkins suggested that Ms. Plumb email her concerns to Mr. Steinberg.

Report of the Finance Director: B. Keveny announced that DOR has completed its certification, noting everything except the Septage Fund was certified as expected. He stated the Town's free cash was certified at \$7.2M, adding that once the Septage review is complete, he'd advised the Committee.

Review Draft of Wayland's Multi Year Budget Model Discussion to Propose, Set and Communicate Guidelines. Mr. Keveny stated he continues to work on the 5-year model and is currently making adjustments based on the discussion with the Town's financial advisor. C. Martin asked and B. Keveny confirmed that in the FY19 model no free cash is used to balance the Operating Budget and that OPEB will be funded through taxation. B. Keveny added the FY19 budget model includes a Capital Stabilization Fund. After a brief discussion, C. Martin moved to establish the Capital Stabilization Fund. Motion was amended to establish and fund the account with \$100K from Free Cash. Seconded by S. Correia. Motion passed: Vote: 4-0-0.

B. Keveny pointed out that while FinCom 5-year model includes potential new headcount, the Personnel Board hasn't weighed in on all of the proposed additional FTE's. So, these numbers are just projections. Regarding a budget guideline, B. Keveny stated it would be beneficial for FinCom to make a FY19 statement about guidelines to give department heads something to bring back to their respective boards.

Discussion and Possible Vote on STM Articles:

107 Old Sudbury Road Demolition: C. Martin presented the background of the property and stated that the Board of Public Works (BoPW) has asked for this article to move forward since the Fire Dept. has deemed the property unsafe. T. Holder, Director of DPW and Woody Baston, Chair of Board of Public Works were available to answer questions. C. Martin moved that the Finance Committee recommend approval of the article. Seconded by K. Shigley. After a brief discussion, motion passed: Vote 4-0-0.

Appropriate Funds to Restore/Preserve Stone Pillars at Castle Gate Road and West Plain Street: C. Martin along with Gretchen Schuler of the CPC presented this article with an estimated cost of \$12,000 that will be funded by CPC. After a brief discussion, C. Martin moved that the Finance Committee recommend approval of this article. Seconded by S. Correia. Motion passed. Vote: 4-0-0.

High School Stadium Complex Renovation Design Fees: K. Shigley along with Jeanne Downs of the School Committee presented this article stating this was Part I of a three part project. The Committee noted the write up was lengthy. S. Correia suggested several edits including putting the research in an appendix to make the write up more concise. C. Martin added the write up should focus on the design versus construction components, include a timeline for implementation and a total estimated project cost. D. Watkins thought the write up should include a information regarding the cost to repair as well as re-construct and an expert opinion of whether relocating the fields/stadium will in fact resolve any possible well contamination.

Appropriate Funds for Design of Part 2 of the High School Athletic Preferred Improvement Plan: Presented by K. Shigley along with Gretchen Schuler of the CPC that will fund this \$126K project. The Committee noted the write up was lengthy. S. Correia suggested using prior design request write ups as a guide. During the discussion that the tennis courts were being moved due to the proximity to the Happy Hollow wells and Zone 1 location. D. Watkins said the write up should contain proof that moving the tennis courts out of Zone 1 will eliminate any potential contamination. He stated that the Town doesn't know that final design will solve the problem with the watershed.

B. Keveny left the meeting at 12:30pm.

Draft Presentation Review and Discussion in preparation for October 2, 2017

Meeting with Selectmen: Chair Watkins distributed a draft copy of the debt presentation to be made to the Board of Selectmen on Oct. 2. He stated the purpose is to put together support for the budget planning process. He went through the slides with the Committee seeking input on the presentation that includes, a discussion the affordability of tax rate changes, maintaining the towns triple A bond rating, how Wayland's debt compares to its peer towns, impact of several large potential capital projects, etc. A discussion ensued after which the Committee endorsed the presentation.

Budget Guideline: D. Watkins stated this presentation along with the five year model provide supporting data for establishing the FY19 Budget guideline. He reviewed the highlights listed in the presentation including better scheduling of capital projects, the fact that Wayland's debt is above average, and the implications of Town's Moody's rating dropping. As for the FY19 budget guideline, the Committee reviewed three options: a set % as was done for entire budget as was done in FY18, a set % for the non-payroll expenses and a set dollar figure that could be used for non-payroll expenses and/or new headcount. After discussing these options, S. Correia moved that the FY19 non-payroll budget guideline be \$600,000 to be split between the Town and Schools with the proviso that these funds could be spent on additional headcount. D. Watkins seconded. Motion passed. Vote: 4-0-0.

C. Martin moved to authorize D. Watkins to prepare the budget guideline and accompanying memo to give to B. Keveny to distribute to the department heads. S. Correia seconded. Motion passed: Vote: 4-0-0

Review Schedule: Tabled due to time limitations.

Discuss Chair and Vice Chair's Update: Tabled due to time limitations.

Members' Reports, Liaison Assignments, Concerns, and Topics and Schedule for Future Meetings: Tabled due to time limitations.

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

Meeting Minutes - Review and Vote to Approve: 9/5 : Tabled to 10/10th meeting.

Executive Session Pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3) to Discuss potential declassification of executive session minutes pursuant to M.G.L. Ch. 30(a) § 21(a)(7): Vote to Release Previously Considered Minutes for 8-29-16, 9-12-16, 9-19-16, 12-19-16, 2-6-17, 3-27-17 and Vote to Approve Minutes. Pertaining to the Above Subjects, because a Public Discussion of These Matters will have a Detrimental Effect on the Bargaining, Negotiating, or Litigating Position of the Town. Tabled to future meeting due to time limitations.

Public Session to Potentially Vote to Release of Executive Session Meeting Minutes: N/A.

Adjourn Meeting: D. Watkins moved to adjourn meeting at 1:49 p.m. Seconded by S. Corriera. Motion passed. Vote: 4-0-0.

Respectfully Submitted,

Katelyn O'Brien

Documents:

Source: B. Keveny: Free Cash Approval Memo dated 9/19/17

Source: D. Watkins: Draft Finance Committee Presentation to Board of Selectmen, (9/25/17)