



# Town of Wayland Massachusetts

## **Finance Committee**

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

**DRAFT**

**FINANCE COMMITTEE  
Minutes  
Monday, December 11, 2017  
Wayland Town Building  
7pm**

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

**Call to Order:** The meeting was called to order by Chair D. Watkins at the Town Building at 7pm. D. Watkins announced the meeting was being taped by WayCam. He then reviewed the agenda for the meeting. He noted some of the agenda items would be taken out of order.

**Public Comment** None.

**Members' Response to Public Comment** None.

**Discuss and Review Operating and Capital Budget with School, Discuss FY 19 Finance Committee Guidelines; Discuss Committed Costs, School Bus Parking, and Follow Up Questions from Finance Committee:** School Superintendent Arthur Unobskey came before FinCom along with members of the School Committee. He stated the budget is focused on long-term goals and stated that it is a coherent approach to develop needed programs in the most fiscally appropriate way possible. He discussed the School Committee's identified priorities and how they were put into a series of goals. The acronym UNITED was explained. There are contractual requirements that need to be met. The teacher's new 3-year contract provides for a cost of living increase in the base salary structure. Mandated state services and increases in enrollment also impact the proposed 3% increase, equating to a dollar increase of approximately \$1.2M

General enrollment and special education enrollment were discussed, as well as comparisons to peer towns. Given that Wayland has a highly qualified staff with significant seniority, we now have smaller increases in steps, as they have already

reached the higher salary levels. Increases in enrollment and State mandated requirements have caused FTE's to be added. This is especially true with the nature of special education programs. Predicted student enrollment and peer towns comparisons were discussed.

B. Steinberg asked about ESL and special education, which are significant drivers on the staffing side. Building internal capacity and in particular expertise that is found more in out-of district placement, was noted as a goal, as this is far less expensive than sending students out of district to meet these needs. They've hired an Adjustment Counselor, BCBA, and teachers with experience teaching autistic children. For the past several years, Wayland's Schools have been successful at keeping costs lower by hiring staff to meet these needs rather than sending students with these needs out of district.

K. Shigley praised the presentation. D. Watkins asked if Dec. 15 is still a plausible deadline date to present the budget to FinCom and was told that the Schools are presenting their budget on 12/18. He asked about the increase in student enrollment and if School Committee has touched base with Town Administrator to discuss how the School's projected budget it fits into FinCom's guidelines. A. Unobskey said they haven't gone over specific numbers but have talked about implications for certain positions.

D. Watkins asked about phone system item and possible implications if delayed. A. Unobskey stated the Middle School has an inadequate phone system. In an emergency situation teachers can't communicate accurately by phone. FinCom inquired about teacher's contracts and competitiveness in the market. Assistant Superintendent B. Crozier stated that Wayland are hiring teachers from adjacent towns like Wellesley but have also had teachers leave to go to comparable towns who are offering higher salaries than Wayland. Wayland is at the lower end of the salary range compared to it peers.

**Discuss and Review Conservation Capital Request:** Conservation Administrator L. Hansen came before the board to discuss the department's request of a compact tractor. She put some numbers together and discussed how many properties and acres the Town owns and manages. She stated they have a good system in place just need the right tools to manage. W. Steinberg asked about previous outstanding Conservation projects, which have not been completed due to lack of staff. L. Hansen noted that now having a Town Engineer on staff should help Conservation move forward with projects in the future.

**Discuss and Review COA Capital Request:** Co-Chairs Bill Sterling and Jean Milburn came before FinCom to discuss their request for design funds for a new Council on Aging facility. D. Watkins asked for an explanation of their projected costs. B. Sterling brought out the drawings and handed out documents. He said there are three options, including one that would include making this a "green" facility with solar panels. B. Sterling said the Committee would like to study Option C further, and seek input from the Energy Committee. He stated that these numbers are projections that will be fine-tuned when engineers are hired to provide a full assessment. He stated they would be able to confirm the numbers within the next month.

D. Watkins moved the meeting move to the Board of Selectmen's meeting. He said FinCom will reconvene in a half hour.

J. Gorke and G. Uveges did not return to the meeting.

**Discuss and Review of Collins Report Response:** S. Correia suggested that FinCom should wait on this subject until after budgeting is done. He said he still has more questions and they need to do more research. C. Martin stated this will be an act

and will be put on the ballot. D. Watkins suggested a public forum for the public to weigh in. FinCom stated they would ask BoS when the deadline is for feedback.

**Discussion, Review and Possible Vote on 5-Year Capital Plan:** D. Watkins stated the Capital Plan is online and includes all projects and new headcounts. It is missing the School budget, but that can be added once FinCom has a copy of the budget by Dec. 18.

D. Watkins stated he would like a vote on the 5-year Capital Plan and a vote on the previous model. FinCom discussed several projects including DPW projects, Fire Dept. renovations and discussed the water department request for meters. FinCom decided to vote on everything except Water and have them come to explain how they are going to spend money and show a contract.

B. Steinberg moved that FinCom recommend the 2019 Capital Budget set forth of \$6,475,000.00 coming from the General Fund Budget and \$2, 010,000.00 from Water Enterprise. Seconded by S. Correia. In discussion D. Watkins amended it by taking out Water. Amended Motion passed: Vote 4-1-0 with C. Martin opposing. In discussion C. Martin doesn't think the Water should be taken out. Main motion: Motion passed 4-0-1 with C. Martin abstaining.

**Discuss Results from Audit Committee:** Topic was tabled to a future meeting

**Discuss Assessor's Office Overlay Release Communication Schedule:** D. Watkins stated he would like the Assessor's office to follow a plan for the Overlay Release prior to printing.

**Discuss Chair and Vice Chair's Update:** None.

**Tweets of the Week Discussion:** None.

**Discuss Meeting Dates based on Distributed Schedule:** None.

**Members' Reports, Liaison Assignments, Concerns, and Topics and Schedule for Future Meetings** None.

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

**Meeting Minutes - Review and Vote to Approve: 11/6, 11/14, 11/20**

C. Martin added some revisions to the minutes of 11/6/17. C. Martin moved to approve the minutes of 11/6/17 as amended. Seconded by W. Steinberg. Motion passed: 5-0-0

**Adjourn:** C. Martin moved to adjourn the meeting at **10:30pm**. Seconded by W. Steinberg. Motion passed 5-0-0

Respectfully Submitted,

Katelyn O'Brien

**Documents**