

Members Present: Gary Wells, Chair, Beth Blumberg, Ed Behn, Lisa Blazejewski, Jim Tepper, Tara Howard, Jim Driscoll, Hank Rauch.

At 7:00 p.m. Mr. Wells called the meeting to order in Memorial Hall at the Town Hall.

Open Forum

There was no one here to address the Committee.

Approval of Past Minutes

Meeting No. 7, October 1, 2015

Mr. Behn made a motion to accept the amended minutes of 10/1/15. Voted: 7-0-0.

Meeting No. 8, October 5, 2015

Mr. Behn made a motion to accept the minutes of 10/5/15. Voted: 6-0-1 (abstention: Howard).

Meeting No. 9, October 8, 2015

Mr. Behn made a motion to accept the minutes of 10/8/15. Voted: 5-0-2 (abstention: Driscoll, Howard).

Mr. Rauch arrived.

Meeting No. 10, October 13, 2015

Mr. Behn made a motion to accept the amended minutes of 10/13/15. Voted: 7-0-1 (abstention: Driscoll).

Meeting No. 11, October 19-20, 2015 (STM)

Mr. Behn made a motion to accept the amended minutes of 10/19/15-10/20/15. Voted: 7-0-1 (abstention: Rauch).

AFC Member Selection – Pre-K to 3 School Building Committee

Mr. Wells discussed the formation of a Pre-K to 3 School Building Committee to examine the needs of the elementary schools. He explained that someone from the Advisory Finance Committee (AFC) needs to be a member of that Committee. Ms. Blumberg inquired about the time commitment. Mr. Wells said that it may take 5 to 10 years. Mr. Tepper pointed out that the AFC member could be replaced if they do not stay as part of the Advisory Finance Committee for that long. Mr. Tepper mentioned his experience on the Gibbons School Building Committee as far as meeting frequency, time of day, and length of the meetings. He noted that they are just renovating a building and they've been at it for about 6 years. Since there were no volunteers at this time, Mr. Wells said he would be the interim liaison. Mr. Behn made a motion to nominate Gary Wells as the representative from the AFC for the Pre-K to 3 School Building Committee. Voted: 6-0-2 (abstention: Tepper, Wells).

AFC Member Selection – Board of Health Trash Disposal Committee

Mr. Wells informed the Committee that he received an email from the Director of Public Health, Steve Baccari. Mr. Baccari mentioned that the Board of Health received a grant to perform a study and he attached the report from that study to his email for the AFC's consideration. As part of the grant, the first step was to perform the study. The second step to the grant is to form a Committee to review the results. Mr. Baccari is asking the Board of Selectmen to form a Committee to analyze the results and he will need a representative from the AFC on that Committee. Mr. Wells wanted to inform AFC members for now since nothing is needed yet. He said that once the Committee is approved by the Board of Selectmen he will invite Mr. Baccari to come in and make a presentation explaining what he is looking for. At that point a representative would be needed from the AFC. Mr. Wells said that he would also want that person to assume the AFC liaison position for trash disposal since it all ties together. Ms. Howard asked about the term and commitment level. Mr. Wells said that he would have Mr. Baccari answer

that in his presentation. Ms. Blumberg inquired about her eligibility since her spouse is a member of the Board of Health. Mr. Wells said he would check with Town Moderator, John Arnold.

AFC Minutes Attachment Document Policies

Mr. Wells wanted to open up discussion regarding attaching documents and/or presentations to AFC minutes. This subject was discussed at a prior AFC meeting that occurred during the town meeting process. It was noted that paper handouts can be given to the Town Clerk for inclusion with the minutes. However, most AFC members felt that electronic copies would be easier and the direction this should be heading in. There was a review of what is required for filing minutes and what the Selectmen's office currently does. Mr. Wells felt that most of the presentations given to the AFC were available through other sources and gave the Downtown Planning Overlay District (DPOD) presentation as an example. Mr. Behn also noted the two PowerPoint presentations provided by the Fire Department for the new trucks. Mr. Behn pointed out that most departments are able to provide these presentations electronically. He preferred an electronic repository so AFC members don't have to carry around a lot of paper. Mr. Behn was also worried that he wouldn't be able to go back to the Fire Department in a year and ask for these same presentations. Mr. Tepper was more concerned that the exact documents that the AFC deliberated over may not be produced if questioned. Mr. Tepper felt the documents discussed in a meeting should be part of the minutes and he wanted to establish a procedure. Mr. Rauch suggested talking to MIS/GIS Director, Mark Stockman, to see how he'd like to solve this problem electronically. Mr. Wells felt that in the meantime the AFC should request electronic versions of presentations so the AFC Administrative Assistant could keep on file until the Town has a procedure in place. Mr. Behn said that he would prefer that Committees making presentations provide the AFC with electronic copies prior to the meeting so members could review. There was a brief discussion about what should be done. AFC members felt that minimally attachments should be provided in paper to the Town Clerk for the general public, and eventually look in to having a drop box for documents to be stored electronically. It was also noted that documents should be submitted electronically by presenters going forward. Mr. Wells said he would draft a procedure based on tonight's discussion and present it at the next AFC meeting. Mr. Behn said that he would contact Mark Stockman and discuss what options might be available for electronic storage of AFC documents.

AFC Budget Review Process Policies

Mr. Wells mentioned that he and Mr. Behn attended the annual meeting in October for the Association of Town Finance Committees. They had a chance to go to a couple of sessions regarding efficiency in finance meetings and with the budget process. Mr. Wells was pleased to find out that Westborough does a much better job than some other communities. He referred to the Reports & Recommendations book and said that many who attended were amazed at the professionalism and amount of work that went in to what was provided to voters. Mr. Wells discussed what other towns do, such as Arlington, where they vote the budgets as they get them. He noted that the presenter comes in for a discussion with the Finance Committee, the members deliberate, and then vote right then and there. Mr. Wells pointed out that, unless there is controversy, the Committee votes the budget that night and then moves on to the next one. Mr. Wells reviewed the AFC's procedure for preparing for Town Meetings. He noted that larger departments typically require more time. Once we get beyond the major departments, he would like to have a more structured time period for the smaller departments. He mentioned that, if AFC members agree, he may go to longer meetings with less frequency in order to get through multiple departments in one night. Mr. Wells said he'd like to see twenty minute presentations with additional time at the Chairman's discretion if necessary. He noted that departments with little change to their budgets aren't usually invited in. Mr. Wells pointed out that there is nothing the AFC can do about step and cola increases for payroll. However, he felt that all departments with articles in the warrant should be invited in. He would like to see a question and answer session after the presentation where they would go around the table and each Committee member could ask their most important question first. This would allow members to ask a question and then move on so the meeting keeps moving. After initial questions have been asked, Mr. Wells said they can then go to a redirect in an effort to become more efficient. However, Mr. Wells felt that if there was an AFC member that had expertise in a

particular area, he may have that person ask a series of questions since they have more knowledge. Mr. Wells then felt that the AFC could have a general discussion after the presenters have left on what was heard that night. If it

is determined that additional follow up is needed, that would fall on the liaison. Mr. Driscoll suggested having some general questions that could be made known to the presenter before coming to the AFC meeting so they are prepared. Ms. Blazejewski agreed and felt that these questions could be communicated in the invitation to meet with the AFC so that the department is prepared to discuss budget changes. Mr. Tepper liked these ideas and mentioned that he would also like to get information back on any cost savings. There was a discussion about putting together a form and having the liaison connect with department heads so they are prepared to answer questions. There was mention that this was the way the AFC used to operate and that the liaison used to sit with department heads during the budget process. Mr. Wells felt that it made sense for the larger departments to sit down and go through any changes that may occur in their budget for the upcoming fiscal year. Mr. Driscoll mentioned that he would like to see more clarity for increases to budgets and he felt it didn't matter if it was a small percentage or not. Also, he would like to know about any increases to staffing. Ms. Blazejewski pointed out that new positions aren't a surprise since that goes through the Personnel Board first, then the position and money are approved, so we are aware as to what's coming up. Mr. Behn noted that this isn't the case with the schools. Mr. Driscoll had a question about salaries and asked if it is in the contract that the Town has to pay employees for accrued sick days and vacation time, and whether that was funded or unfunded. Mr. Behn said that was unfunded. He pointed out that teachers don't come up at Town Meeting but town employees do for buyback of time. Mr. Driscoll also wanted to know where the cost savings go in to the budget if someone higher up retires and a lower paid employee is brought in. It was noted that it is accounted for in the budget through reductions and/or increases, which are more noticeable in the smaller departments but harder to tell with the larger departments since there is movement up and down. Mr. Rauch referred back to the process discussed earlier regarding having a form and mentioned that it would be more for the AFC's use between the liaison and department head. He would want to have an idea as to how long the presentation should be and the time allotted ahead of time. Mr. Behn noted that when we schedule departments that we have a pretty good idea as to how long the presentation should take. He mentioned that when Town Manager, Jim Malloy, meets with the Committee that he reviews about half of the budgets prior to the meeting process. Ms. Howard felt there was value with the liaisons connecting with the various departments – even the smaller ones – since it bodes well for the Committee. She noted that the AFC's role is as collaborators in producing the best budget for the Town.

AFC Remaining FY2016 Meeting Schedule

Mr. Wells reviewed the FY2016 meeting schedule. He noted that Town Manager, Jim Malloy, is scheduled to come in on January 14, 2016. Mr. Wells will email the larger departments with the dates they are to meet. Mr. Wells pointed out that AFC meetings will be primarily held on Mondays and Thursdays in January, unless there is a Monday holiday then the AFC will meet on the following Tuesday evening. However, he noted that in February the AFC will only meet on Mondays and those meetings may go longer. In March, the AFC will resume its Monday/Thursday schedule.

AFC Annual Town Report

Mr. Wells mentioned that he emailed the AFC's Annual Town Report for this year to Committee members for their review. He asked members to please take a look and let him know if there are any changes or corrections.

Chairman's Report – AFC Report & Recommendations Instruction Manual & Budget Workbook Instruction Manual

Mr. Wells informed the Committee that he has put together instructions for the Report & Recommendations (R&R) book for future Chairmen. He mentioned that he and Mr. Behn are also working on an AFC budget workbook which will be helpful in generating reports that go in to the R&R book. Mr. Wells said they are compiling instructions on where to get the data needed and who is responsible, for example the Town Accountant. Mr. Driscoll asked who has the back-up to this in case Mr. Wells and Mr. Behn aren't available and it was noted that Town Moderator, John Arnold, has that information.

Chairman, Committee Liaison, and Department Liaison Reports

Gibbons School Building Committee: Mr. Tepper reported on the Gibbons School Building Committee. He said they are coming close to the planning end and application phase. They are in the process of selecting contractors and applications are being reviewed by the Building Committee. He noted that the Massachusetts School Building Authority (MSBA) has their proposal and will respond. Mr. Tepper said that they are trying to decide whether to rotate and renovate 5 classrooms at a time, or rent space and move the classrooms so all 10 rooms can be done at once. They are still waiting to figure out the numbers. He mentioned that they would use temporary classrooms which could be re-used for other projects. Mr. Tepper said they are still fine tuning the plans and refining numbers. Mr. Rauch asked if bids will come in close to the budget. Mr. Tepper said that estimates are coming in higher but they will try to constrain the project to what was budgeted. However, Mr. Tepper noted that if items were forgotten in the process, then they may have to add them in and pointed out codes for ADA, fire, and building. Mr. Tepper said that the project should begin this summer, with delivery of the finished building expected by September of 2017. He felt that at least 5 classrooms will be offline – if not 10 – and they are looking at other space in the building, and perhaps temporary classrooms, depending on what is done. Mr. Wells added – that in looking at the recent enrollment study that was performed – the number of students will go up, then back down, before going back up again. Capacity was noted at about 580-590 students.

Charter Review Committee: Ms. Blazejewski reported that the Charter Review Committee is getting to the point where they will be holding public meetings. She pointed out that Town Manager, Jim Malloy, is helping them with the article language since they have the ideas but he has the terminology and wording. Ms. Blazejewski thought that they may possibly have four articles to present at the Annual Town Meeting in March. She said that the Charter Review Committee is taking guidance from the last time the Charter was reviewed in 2007-2008 and they are trying to not reinvent the wheel.

Capital Expenditures Committee: Ms. Blazejewski informed AFC members that the Capital Expenditures Committee has met with all departments with capital requests. The Capital Expenditures Committee will discuss what was presented and then rate the requests for both this fiscal year and 5 years out. She mentioned that Town Manager, Jim Malloy, and Assistant Town Manager, Kristi Williams, will organize and prioritize requests by ratings. The Capital Expenditures Committee will meet afterwards to discuss the results and see if it was what they expected. Ms. Blazejewski said that the process gets wrapped up by year end. Mr. Rauch asked about the schools and Ms. Blazejewski pointed out that the schools were included under the capital planning process. The Director of Buildings and Grounds for the schools, Gordon Richardson, met with the Capital Expenditures Committee and had one item for their consideration. Ms. Blazejewski referred to the binder that came in from the study on what was needed at the schools. She said that at first it was intimidating since the cost was around \$37 million for what needed to be done, however, she noted that some projects have been accomplished using the school's own resources and personnel, so costs came in lower. Ms. Blazejewski mentioned that they will systematically handle – by priority – the items that were listed in the binder.

School Department: Mr. Behn mentioned that he and Ms. Howard met with the School Department's Director of Finance and Administration, Irene Oliver, and School Superintendent, Amber Bock, this afternoon to wrap up FY15 grant utilization. Mr. Behn sent Mr. Wells a timeline as far as when reports and/or numbers come out so he can keep a database. Mr. Behn noted that they are making progress in getting more detail. He pointed out revenue and said that the schools spent more than they had estimated. Mr. Behn mentioned that the AFC hasn't traditionally looked at the revenue generated by the schools and he felt both revenue and expenses should be examined. Mr. Behn said that both he and Ms. Howard are meeting with the School Committee on Wednesday night and they will have more information at the next AFC meeting.

Comments and Concerns – Committee Members

None

Public Reminders for Viewers

None

Adjournment

Mr. Behn made a motion to adjourn the meeting at 8:52 p.m. The vote to adjourn was 7-0-0 in favor, with 7 being present (Mr. Tepper was absent for this vote).

Document List

Draft of the Material Management Plan for Westborough, Massachusetts from June 2015 – Steve Baccari, BOH
Westborough Advisory Finance Committee Meeting Minutes and Document Attachment Guidelines – Gary Wells
Westborough Advisory Finance Committee Budget & Warrant Article Presentation Guidelines – Gary Wells
Westborough Advisory Finance Committee Revised FY-2016 Meeting Schedule – Gary Wells
Westborough Advisory Finance Committee Annual Town Report – Gary Wells
Westborough Advisory Finance Committee Reports & Recommendations Instruction Manual – Gary Wells
Westborough Advisory Finance Committee Budget Workbook Instruction Manual – Gary Wells

Respectfully submitted,
Jessica Thomas,
AFC Administrative Assistant