

Minutes – Wayland School Committee Finance Subcommittee
8/24/17

A meeting of the School committee's Finance subcommittee was called to order at 2:10 PM by Jeanne Downs. The meeting was recorded by Waycam.

Present were:

Jeanne Downs, chair
Kathie Steinberg

Also present:

Susan Bottan, Business Administrator
Arthur Unobskey, Superintendent

Carol Martin, Finance Committee
Klaus Shigley, Liaison, Finance Committee

1. Public Comment

There was no public comment.

2. Financial Matters

(a) School Bus Parking

Susan Bottan updated the committee on the bus parking. She recommended to the Board of Selectmen they accept the results of the RFP process pending a feasibility study and prepare a contract with HDR Holding with an escape clause. It was recommended that town counsel also review the contract for alignment with HDR response submitted through the RFP.

Susan visited the HDR Holding's site with First student and Chief Irving and it meets the needs with regard to location and space. Chief Irving expressed concern with regard to safety pulling out onto Rte. 20 and recommended a traffic study and some other mitigations including shifting the granite sign. Susan consulted Kevin Dandrade @ TEC who quoted \$1200 for such a study. The question of funding the study was discussed and whether the school department would go ahead and fund the study and request reimbursement from the BOS, or to request BOS funding, which may delay the study. Jeanne Downs recommended bringing to school committee at its 8/29 meeting, but it was too late to add this item to the agenda. Susan will pursue with the town administrator.

(b) WHS Athletic Master Plan

See below. This item was taken out of order.

(c) End of Year Report

Susan reviewed the EOY report. There were no surprises and everything was as anticipated and as previously reported. The district was able to meet all of its financial obligations. Going forward, Susan did report the budget is very tight. The district has experienced higher enrollment and less staff turnover, which has tightened the budget even further.

Susan is watching expenditures related to facilities, given the age and condition of many of the facilities, and the unknowns regarding unanticipated maintenance or repairs. The wastewater expenses were referenced. Jeanne Downs reported that the issues at the wastewater treatment plant are being addressed. Kathie Steinberg updated the committee on the BOH discussion that she heard while attending the BOH meeting to present the WHS Athletic Master Plan. The BOH was discussing the sensitivity of reverse osmosis systems, even in the absence of any misuse. They referenced the use of reverse osmosis for bottled water purification that introduces very little contaminants to

process. Susan suggested updates to the subcommittee on solar panels and the wastewater plant at a future meeting.

Susan will present the Special Revenue Fund report at a future meeting. Dan Sullivan will be reviewing the report as there were some discrepancies when the report was rolled over. Susan reported that the TCW and Food Service are all doing well and BASE has larger than projected net revenues due to lower utility costs and lower than anticipated staffing levels.

BASE fund balance was also discussed. BASE has been operating out of Loker, but due to enrollment spikes, may not be able to stay in their current space. They are looking into trailers to operate out of their own space. Student programs will continue to run out of the school facilities and the trailer would house the staff and administrative functions only. She will keep us advised.

Kathie Steinberg recommended we look at overall space needs once school starts.

Carol Martin advised that any changes to operational costs be considered. She also recommended that this go through the CIP process.

(b) High School Athletic Facility Master Plan (out of order)

Jeanne Downs updated the subcommittee on the current status of the funding: CPC \$126,000, Recreation Revenue Turf Replacement Fund for \$50,000 and the Recreation Stabilization fund for \$154,00. This would leave \$152,000 for Part 1 that we need to ask the town to fund. The urgency of this project was reiterated .

CPC has advised that the funding for the stadium is not an appropriate use of CPC funds. Therefore, no CPC funds can be used for Part 1 of the project. Kathie distributed the CPC application that will be presented to request funds for Part 2 of the WHS Athletic Master plan that was discussed and edited.

Carol Martin was not aware of the limitation of CPC funds for a stadium. Klaus Shigley asked about the incremental cost associated with addressing the environmental issues. This cost can be seen as the cost of protecting the wells. Klaus had some specific questions for the hydrologist trying to understand the risk as compared to the cost of relocating the tennis courts. Jeanne Downs recommended he reach out to Asa Foster, Rec Chair, to get the answers from Weston and Sampson.

The subcommittee reviewed the warrant article write up, including edits on the arguments against the project.

Jeanne distributed a draft letter to the Board of Selectmen outlining the emergency nature of the request for design funds for fall town meeting. A discussion ensued. Carol Martin provided feedback as one member of the finance committee. Jeanne Downs will bring it to the school committee for review and approval.

(d) CIP Timeline

Susan Bottan reported that draft CIPs will be presented at the 9/5/17 school committee meeting. On 9/6, the administration will review and add any other requests; on 9/7 the subcommittee will review all drafts and on 9/18 the school committee will vote. The final CIPs are due on 9/25. The CIPs for 2023 are new and will need to be developed.

3. Administrative Matters

(a) Finance Committee Liaison

Klaus Shigley was welcomed as the new liaison.

(b) Budget Calendar

The calendar has been shared with the school committee. The finance subcommittee will revisit after the Finance Committee determines its calendar.

(c) Document Management

Kathie Steinberg expressed concern about draft documents being circulated prior to their review by school committee. She shared the BOS approach that is to maintain hard copies of the draft documents for review at the town building. This minimizes misinformation from being disseminated before being reviewed by the committee. This also helps to manage public expectations. Any system needs to balance the drawbacks of increased staff time and disruption. It may also help to enhance the school committee and finance subcommittee communications. The subcommittee will revisit at its next meeting.

(d) Outstanding Projects

Susan Bottan reported everyone is working hard to get schools ready.

4. Approval of Minutes

Jeanne Downs advised that she is waiting to hear from the AGs office about the 8/9/17 minutes given there was no quorum present. It was noticed as a school committee meeting and not a Finance subcommittee meeting. Therefore, no subcommittee meeting minutes would be required.

Upon a motion made by Jeanne Downs and seconded by Kathie Steinberg, the Finance Subcommittee voted (2-0) to approve the following minutes as amended: 6/22/17, 7/19/17, 8/2/17. And 8/7/17.

5. Public Comment

There was no public comment.

6. Adjournment

Upon a motion made by Jeanne Downs, seconded by Kathie Steinberg, the Finance subcommittee voted (2-0) to adjourn the meeting at 4:35 PM.

Respectfully submitted,

Kathie Steinberg

Corresponding documents:

Agenda

HS Athletic Master Plan