

MINUTES – WAYLAND SCHOOL COMMITTEE FINANCE SUBCOMMITTEE

September 20, 2017

A meeting of the School Committee's Finance Subcommittee was called to order at 11:05 am by Jeanne Downs. Jeanne noted the meeting was being taped by WayCam.

Present were:

Jeanne Downs, chair

Kathie Steinberg

Also:

Arthur Unobskey, Superintendent

Susan Bottan, Business Administrator

Ben Keefe, Facilities Director

Observers:

Anette Lewis

Linda Segal

Klaus Shigley, Finance Committee

Molly Upton

Carole Plumb

Carol Martin, Finance Committee

1. Public Comment – There was no public comment.

2. Update on School Bus Parking including status report on Feasibility Review of Site under Consideration by Board of Selectman to Lease for School Bus Parking and Communication to Community

Susan updated the subcommittee about the report from TEC. Nan Balmer and Elizabeth Doucette are in the loop as the contract needs to be signed in approximately five weeks.

3. Update on HS Master Athletic Plan project including status of approved article for fall town meeting, information for School Committee members, communication with other town boards and committees, and next steps

The subcommittee reviewed the draft warrant article. Susan noted that she let Nan Balmer know that the School Committee is fine with the revisions made to the article by town counsel. A discussion ensued about documents to post online and documents to reference/include in the article. Further discussion took place about whether the article would recommend synthetic turf for the high school stadium complex field, whether the design process would include bid documents for both grass and synthetic turf options, and the fact that the School Committee will make the final decision.

A discussion ensued about the outstanding Order of Conditions and closing them as well as the future monitoring of the wells and any new Order of Conditions.

The outstanding tasks were discussed including foam boards of the schematics for presentations, following up with the Board of Selectmen about having the PMBC overseeing the project, public meetings, a working group to meet during the design process, and a set of Frequently Asked Questions.

4. Review draft and status of CIPs for FY19 budget and timeline for FY19 Capital Budget

Susan noted that four CIPs have been added after meeting with the school principals. These include air conditioning at all elementary schools, WMS HVAC replacement, WMS courtyard windows, and WHS field house indoor track. Additionally, the Loker music room CIP has been pushed out to at

least 2023. Kathie asked about the status of the fields and playgrounds at all the schools. Susan noted that under the Memo of Understanding, the fields and playgrounds fall under the Recreation department.

Jeanne reviewed edits to the CIPs. Carol Martin asked about combining Parts 1 and 2 of the High School Master Athletic Plan into one CIP. Kathie noted they were separate because of the CPC funding. Carol also suggested that the wastewater CIP be more descriptive.

5. Review status of Wastewater Plant at High School including outstanding issues and financial implications

Ben updated the subcommittee on the wastewater plant noting that last October there were issues with the membranes. Whitewater noted that the pressure was up and attempts to fix the issue did not work. As a result, the plant was offline from October through March. During that time all waste was pumped out of the tank and taken away. The membranes should have lasted 6-8 years.

The plant recently went down again because of the activators. Again, the waste was pumped out of the tanks and taken away. Currently the plant is up and running with pressures at the normal levels. When the plant came back online, the DEP did an inspection and found two issues: (1) chemical storage is not adequate and (2) more testing of the waste needs to be done before it goes to the leaching field. These requirements led to the wastewater CIP of \$125,000.

6. Receive update on Solar Project savings to the schools

Ben reported that the savings resulting from the solar panels is \$30,000 at the high school for six months and \$6300 at the middle school for five months. Ben also noted that Eversource has put in rate changes that may greatly affect these savings but he is hopeful Wayland will be grandfathered.

7. Review and discuss End of Year report

This item was passed over.

8. Discussion of School Data Analysis and Its Presentation

This item was passed over.

9. Review Budget Calendar

The budget calendar was reviewed. Jeanne will contact Nate about a date for a budget presentation at WMS. A discussion ensued about the Finance Committee budget guideline and how it related to the school department's multi-year model. Klaus will discuss the School Committee's questions about the budget guideline with the Finance Committee. Arthur will speak with Nan as well.

10. Discussion of Finance Subcommittee document management

The subcommittee agreed that the current management of documents is working.

11. Receive Updated Status on Various Outstanding Projects by the Business Administrator

Susan noted that the DESE review of Food Services, which occurs every three years, is coming up.

12. Future Agenda Topics and Next Meeting Date

The next meeting will be October 5th. Possible topics include the high school master athletic plan, communication with the Finance Committee, the DESE end of year report, bus parking, and transfer of funds for contract settlements.

13. Public Comment (taken out of order)

Anette Lewis commented about the FY19 CIPs, wastewater, the increase in the number of students and the cost of staff children attending Wayland schools, the high school master athletic plan, and the FTE spreadsheet.

Carole Plumb commented on making a simple explanation of the number of students who require aides, data privacy, and waste water.

14. Approval of August 24, 2017, August 30, 2017 and September 7, 2017 minutes

Jeanne moved to approve the 8/24/17 minutes as amended. Kathie seconded the motion and it was unanimously (2-0) passed. Review of the 8/30/17 and 9/7/17 minutes was passed over.

15. Adjournment

Upon a motion made by Jeanne Downs and seconded by Kathie Steinberg, the subcommittee voted unanimously (2-0) to adjourn at 1:52 pm.

Respectfully submitted,

Jeanne Downs

Corresponding Documents:

- Draft School Committee Warrant Article
- 8/24/17 draft minutes
- FY19 CIPs
- DESE Food Service Review memo