

Minutes – Wayland School Committee Finance Subcommittee
May 12, 2021

A meeting of the School Committee’s Finance Subcommittee was called to order at 11:00 AM by Kathie Steinberg. WayCAM may have recorded the meeting and it was livestreamed via ZOOM. The meeting was conducted remotely due to the COVID-19 health pandemic and according to the revised open meeting law that allows remote participation. A roll call was taken:

Roll Call	Yes	No
Kathie Steinberg, Chair	X	
Chris Ryan	X	

Present were:

Kathie Steinberg, chair (participating remotely)
Chris Ryan (participating remotely)

Also present:

Susan Bottan, Business Administrator
Arhtur Unobskey, Superintendent
Omar Easy, Incoming Superintendent
Louise Miller, Town Administrator
Ben Keefe, Facilities Director

1. Public Comment

There was no public comment.

2. Financial Matters

a. Update on Town and School Finances

This item was passed over.

b. Update on Transition Planning

This item was passed over.

c. Review of Summer Capital Projects

The list of summer capital projects was reviewed in detail. The prioritization of each project was discussed and ranked. See attached.

Concern was expressed that the projects are not far enough along and several still need Facilities to define scope, specifications and prepare bidding documents. Susan developed a Gant chart, that while aggressive, does provide for the completion of the projects by summers end. It outlines the work that must be done by May 24th in order to keep them on track.

Louise reiterated that the Facilities department may not have the resources for all of the school and town projects and therefore the project prioritization needs to reflect the order that the projects be done. Discussion ensued about the ability to proceed with several projects simultaneously rather than sequentially as many of these projects are critical and need to get done for code/ADA compliance and health and safety issues.

It was agreed that Susan would work on developing the specs and bidding docs for several of the projects and assist Ben in moving forward. The town is unable to define a timeline and will continue to work with the schools.

Louise cautioned that several of the vendors (like TBA architects) are working on other town projects that cannot be displaced to accommodate school projects. Susan reviewed the next steps of several projects as far as what is needed from the vendors, much of which is updating existing proposals. She feels it will not interfere.

The Happy Hollow chair lift was discussed. It will likely require additional funding beyond the current appropriation due to the increased scope of the work. Louise reported that it is be paid through the Town's ADA funds. The project was elevated as the school's top priority project to ensure the work is completed in time for the opening of school in the fall.

d. **Special Revenue Budget Discussion**

This was deferred to a later meeting as Brian Keveny and Steve Correia would like to attend the discussion.

e. **School Bus Parking and Contract Update**

This was passed over.

f. **Follow up Discussion on Budget Development and Planning**

This was passed over.

3. **Administrative Matters**

a. **Future Agenda Topics and Next Meeting Date**

Future meeting dates will be scheduled.

4. **Matters Not Anticipated by the Chair**

There were none.

5. **Approval of Minutes**

This was passed over.

6. **Adjournment**

Upon a motion made by Kathie Steinberg, seconded by Chris Ryan, the Finance subcommittee voted (2-0) by roll call to adjourn the meeting at 1:02 PM.

Roll Call	
Kathie Steinberg	Yes
Chris Ryan	Yes

Respectfully submitted,

Kathie Steinberg

Corresponding documents
Agenda
Summer Project Prioritization List