

## Finance Subcommittee (of the School Committee)

7/27/21

### Minutes

#### **Attendees:**

Jeanne Downs, chair

Ellen Greico

Omar Easy, Superintendent

Ellen Whittemore, Director of Finance and Operations

Louise Miller, Town Administrator

Ben Keefe, Director of Facilities

Jeanne Downs called the meeting to order at 2:07 pm and noted it was being recorded by WayCam. The following items were discussed:

#### **Public Comment**

None.

#### **Capital Project Update**

Louise updated the subcommittee on the capital projects:

- Loker Roof – Delayed until summer 2022. Contractor will absorb any additional costs. Contractor is buying supplies and storing them at no cost.
- Loker Solar and Resiliency – Postponed until summer 2022.
- Claypit Hill Rooftop Units – Postponed until summer 2022.

*Ben Keefe joined the meeting.*

- Happy Hollow Chairlift – There are not enough funds appropriated to complete the project. The Town Administrator is working on a source of funds to bridge the gap. The project should be completed this summer.
- Loker Chair Lift – On track to be completed during the school year. The existing chair lift has passed inspection.
- Playgrounds – Bids have been received however there are not currently enough funds to complete both playgrounds. A discussion ensued about finding the remaining funds needed. The Happy Hollow playground is scheduled to be completed this summer and the Claypit Hill playground this fall.
- Loker Egress Doors – This project is progressing as planned.
- Space Utilization Study – There are supply chain issues with the partitions that have been ordered and they will not arrive in time to be installed before the start of school. A discussion ensued about getting the product and alternatives.
- Fire Alarms – This project will be completed during the school year.
- Elementary Storage – Material storage systems have been ordered and will be installed during the school year. A contractor is still needed for the student storage units.
- Loker Tile Replacement – Completed to the extent that funds were available. Additional funding is needed in next year's capital budget to finish the tiling.

- Middle School Tile and Locker Replacement – Tiling will be completed this summer. Lockers will be delayed until summer 2022.
- Happy Hollow Walk-In – Infrastructure will be completed this summer. The architect is finishing the specifications for the new unit and once it is ordered it will take approximately ten weeks for delivery.
- School Ventilation – Inspection and repair of the systems as well as filter replacement will take place in August.
- High School AV – This may possibly be completed this summer.
- High School and TCW Elevators – Work has been scheduled.
- High School Rigging – Currently on hold because there are no funds for the project.

#### **Questions from Town Administrator**

- Louise asked about scheduling a walk through of TCW with the new director.
- Louise asked about the set up of the classrooms and a discussion ensued.

*Louise and Ben left the meeting.*

#### **Finance Subcommittee Charge**

Jeanne reviewed a draft charge of the Finance Subcommittee. Everyone was asked to bring back their comments to the next meeting.

#### **Special Revenue Funds**

Ellen W. will speak with Brian Keveney about the Special Revenue Fund budgets.

#### **Budget Calendar**

Ellen W. reported that Louise will be sending out the budget calendar in the next week.

#### **Financial Summit**

Ellen W. noted that it is happening in September.

#### **School Budget Primer**

A discussion ensued about a “primer” on the school budget for new members of the Finance Committee and School Committee. Regular contact with the Finance Committee and perhaps a Budget Advisory Committee were also discussed.

#### **Matters Not Anticipated**

Dr. Easy and Ellen W. updated the subcommittee on the status of the bus contract.

Upon a motion made by Jeanne and seconded by Ellen G., the subcommittee voted unanimously (2-0) to adjourn at 4:15 pm.

Respectfully Submitted,

Jeanne Downs