

**MINUTES – WAYLAND SCHOOL COMMITTEE FINANCE SUBCOMMITTEE
Dec. 14, 2016**

A meeting of the School Committee's Finance Subcommittee was called to order at 1:36 pm by Barb Fletcher who noted that the meeting was being recorded by Waycam.

Present were:
Barb Fletcher, chair
Jeanne Downs

Also Present:
Susan Bottan, WPS Business Administrator
Ben Keefe, Facilities Director
Kathie Steinberg
Anette Lewis
Carol Martin

1. Public Comment – Anette Lewis asked about meeting documents as she didn't find any online.

2. FY18 Operating Budget, including Additional Information and Analysis, Process and Schedule

Barb reviewed the schedule for budget question due dates. She noted that she and Carol Martin will work together to develop a process for Finance Committee questions about the budget to be answered. Paul's presentations and the upcoming budget forum and community budget meeting were discussed. Jeanne suggested adding a little more detail as to why the posted budget is different from the budget being presented. A discussion ensued about the reason for the difference and Susan noted that the project to update MUNIS this year so that it is fully used for the budgeting process, as opposed to multiple spreadsheets, should help prevent something like this from happening in the future.

The budget book was also discussed and it was determined that a list of FAQs would be a good addition to the budget book. Barb and Jeanne will send Susan possible questions.

The AV needs for the community budget meetings were discussed and it was determined that the school liaisons would take care of coordinating this.

3. FY18 Capital Requests

Susan reviewed a list of capital projects and noted those proposed to be closed out. These include the Happy Hollow floor tile and paving projects, the Loker network upgrade and the WMS furniture replacement. The Claypit Hill Windows and Doors project was discussed and Susan reported that Ben Keefe is comfortable with turning back \$130,000 to the town. The town is waiting for the last reimbursement from the MSBA.

The Finance Committee voted the draft capital budget. The status of the School Department's 11 capital requests are:

- WMS Tile Replacement – included in draft budget

- Food Service Equipment – included in draft budget
- Claypit Hill Phone Upgrade – included in draft budget
- Loker Tile Replacement – deferred to FY19
- Happy Hollow Tile Replacement – deferred to FY19
- Custodial Equipment – included in draft budget
- AV Equipment – deferred to FY19

Ben Keefe joined the meeting.

- Tennis Courts – being pulled because of possibility of moving courts
- Stadium Repairs – waiting on report commissioned by Recreation Dpt
- School Buses – waiting on report from TEC
- WMS Furniture Replacement – deferred to FY19 or beyond

Ben Keefe clarified the turn back of \$130,000 to the town for the Claypit Hill Windows and Doors project noting that the town borrowed more money than they ended up needing. This will be put on the 12/19/16 School Committee agenda for approval. Ben also reviewed the other possible projects that could be closed out. Carol Martin noted that the Finance Committee needs to know any turn backs to the town by mid-January.

4. Selection Criteria for Peer Analysis

Barb presented the comparison of selected peer towns. A discussion ensued as to whether comparing per pupil expenditures from town to town was an apples to apples comparison. It was noted that the DESE numbers for each town should be such a comparison.

5. School Bus Parking

The report from TEC is due at the end of the week and will be put on the 12/19/16 School Committee agenda. Options will be discussed once all the information is received.

6. Outstanding Projects

Susan reported on the following:

- Melanson Heath Final Audit Report – Susan noted that there were no findings for the School Department.
- MUNIS Upgrade – Susan noted that she has spoken to Jorge Pazos about the MUNIS project to get all school data onto MUNIS and out of individual spreadsheets. The town business analyst and possibly others with MUNIS experience will help with this project.
- Chinese Exchange Program – Susan gave Annette Lewis information to answer her questions about the Chinese Exchange Program. Barb will follow up with Annette as well as share the information with the School Committee.

7. Future Agenda Topics and Next Meeting

The Finance Committee will be invited to the next subcommittee meeting on Wednesday, Jan. 4th at 2:00 pm. The agenda will include a budget discussion with the Finance Committee and bus parking.

8. Public Comment

Anette Lewis noted that Weston is a good peer community as they have won awards for how they put town budgets together. She also had several questions regarding the capital budget including why there is no beginning balance for the Loker Door and Window Replacement project and why there is a balance in the New High School line item. She also suggested having the WRAP committee look at the report from TEC on bus parking.

9. Consent Agenda

Jeanne moved to approve the minutes for the 10/27/16 meeting as written. Barb seconded the motion and it was passed unanimously (2-0). The 12/1/16 minutes will be put on the 1/4/17 agenda.

10. Adjournment

Upon a motion by Barb Fletcher and seconded by Jeanne Downs, the meeting was adjourned at 3:05 pm by a vote of 2-0.

Respectfully submitted,

Jeanne Downs

Corresponding Documents:

- Draft 10/27/16 minutes
- FY18 Budget Questions Deadline Schedule
- Capital Projects Status