

MINUTES – WAYLAND SCHOOL COMMITTEE FINANCE SUBCOMMITTEE

October 23, 2017

A meeting of the School Committee's Finance Subcommittee was called to order at 2:08 pm 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

1. Public Comment – There was no public comment.

2. Update on HS Master Athletic Plan project including status of fall town meeting article, communication with other town boards, committees, and public, FAQs, school and town presentations, project timeline, and next steps

Jeanne reviewed the status of the HS master athletic plan project including the warrant article and the school presentations. Ben reviewed the project timeline noting that an OPM is needed because of the size of the project. He noted that the OPM cannot be the same group who does the design work. A three member evaluation committee will evaluate the OPM proposals. The rough timeline for the project is:

- Award OPM contract by Nov. 22nd
- Award design contract by Dec. 21st
- Design work done after Christmas
- Submit warrant article by Jan. 16th
- Construction documents on the street by March 1st
- Open construction bids by March 15th

A discussion ensued about the synthetic turf vs. grass decision which needs to be made by the end of January. Also discussed was working with the Conservation Commission. Ben noted that the schedule was aggressive but doable.

Jeanne noted the need to communicate with the Board of Public Works about the project and will follow up. The presentation of articles 9 and 10 at Special Town Meeting was discussed as was applying for CPC funds for the construction phase of the project.

3. FY2018 1st Quarter Financial Report

Susan presented the Q1 financial report and noted that the budget is extremely tight this year. A discussion ensued about the risk taken in the budget the past few years and that there was not an appetite to take additional risk this year. Susan will speak with Brian Keveny about presenting the Q1 report to the Finance Committee.

4. Review and Discussion of FY19 budget including timeline, calendar and guideline

The budget calendar was reviewed. Jeanne will follow up with Kim Reichelt about the COA presentation date and Ellen Grieco about the elementary schools presentation date.

5. Review and Discussion of enrollment and physical space

Susan reported that the enrollment projections will be presented to School Committee at its next meeting. The number of sections will remain steady for next year. Kathie asked about the ongoing physical space requirements.

6. Approval of Prior Year Invoices

Susan reported that there are three late bills for the high school including Whitewater (\$9817.04) from May, Needham Electric (\$167.34) from June, and South Shore Service (\$170.25) from June. After the schools returned approximately \$80,000 to the town, residual POs were closed in October and these invoices came in after that time. The invoices will be part of the Prior Year Invoices voted on to be paid at fall town meeting and if approved, will be paid from the current year's budget. A discussion ensued about reviewing the date that residual POs are closed out. Upon a motion by Jeanne Downs, seconded by Kathie Steinberg, the subcommittee voted unanimously (2-0) to present the 3 invoices to the School Committee for payment.

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

Susan reported that the budget preparation is in full swing. Additionally she reported on her conversation with Tom Holder (DPW) about the landfill status for bus parking. No meeting with the DPW is needed at this time. The DPW will keep Susan informed of the status from the MA DEP.

8. Future Agenda Topics and Next Meeting Date

The next meeting will be November 2nd. Topics to discuss include the high school master athletic plan and the budget.

9. High School Master Athletic Plan (continued)

The subcommittee further discussed the presentation of articles 9 and 10 at fall town meeting. Jeanne will speak with Gretchen Schuler about how they will both speak to the joint article 10. Jeanne will speak with Ellen about the School Committee reviewing a draft of her comments on articles 9 and 10.

The subcommittee reviewed the FAQs for recent edits.

10. Approval of Minutes

Jeanne moved to approve the 8/30/17 and 10/5/17 minutes as amended. Kathie seconded the motion and it was unanimously (2-0) passed. Review of the 9/7/17 and 9/20/17 minutes was passed over.

11. Adjournment

Upon a motion made by Jeanne Downs and seconded by Kathie Steinberg, the subcommittee voted unanimously (2-0) to adjourn at 4:40 pm.

Respectfully submitted,

Jeanne Downs

Corresponding Documents:

- High School Master Plan FAQs
- 8/30/17 draft minutes
- 10/5/17 draft minutes
- Q1 financial report
- Prior year invoices
- Enrollment projections