

**MINUTES – WAYLAND SCHOOL COMMITTEE FINANCE SUBCOMMITTEE
November 30, 2017**

A meeting of the School Committee's Finance Subcommittee was called to order at 2:07 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

1. Public Comment – There was no public comment.

2. Review and Discuss HS Master Athletic Plan project including communication with other town boards and committees, OPM, order of conditions, and next steps

Jeanne updated the subcommittee on the Owners Project Manager (OPM). Nan Balmer, Town Administrator, has asked Ben Keefe to negotiate with the most Highly Advantageous bidder. Once negotiations are completed, Nan will sign the contract with the OPM. Susan will have Ben prepare a document outlining the town vs. school role of the OPM.

Jeanne explained the open order of conditions and Ellen's role. The Conservation Committee will meet December 7th and review a draft outline of concerns, etc. it has regarding the high school project. As for the resource delineation, the area has been flagged but not yet surveyed due to the fact that town does not currently have a surveyor.

Kathy will work on the CPA funds application which is due in mid-December. Jeanne will ask to be on the Board of Public Works agenda to discuss the project including operations and maintenance. Jeanne will look at dates for the two public meetings mentioned in the warrant articles.

3. Finance Committee Meeting 12/11/17 Preparation Update

The subcommittee discussed in general the presentation for 12/11/17. A draft will be reviewed at the 12/4/17 School Committee meeting. Kathie reported on FinCom's response to the SC memo.

4. Loker Kitchen Update

Negotiations are currently in process with the designer. The project is currently behind schedule but should catch up. Susan and Arthur will talk about ways to help the project stay on schedule.

5. Budget Discussion including budget book and budget presentations

The Special Revenue Funds and Capital Requests will be added to the budget book and the Special Revenue Funds presentations will take place during the SC budget process. Kathie distributed a proposal for how the capital budget is presented. It was decided this would be a summer project.

6. Budget Calendar

A discussion ensued about budget information sessions being informational vs allowing input from residents.

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

There were none to report.

8. Future Agenda Topics and Next Meeting Date

The next meeting will be December 7th. Topics to discuss include the high school master athletic plan, Loker kitchen, and the budget. It was also noted that PMBC representatives for the HS Master Athletic Plan need to be appointed.

9. Public Comment – There was no public comment.

10. Approval of Minutes

This item 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 3:50 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