

Minutes – Wayland School Committee Finance Subcommittee  
Mar 15, 2018

A meeting of the School committee’s Finance subcommittee was called to order at 2:05 PM by Jeanne Downs.

Present were:

Jeanne Downs, chair  
Kathie Steinberg

Also present:

Arthur Unobskey, Superintendent  
Susan Bottan, Business Administrator  
Ben Keefe, Facilities Manager  
Annette Lewis

1. Public Comment

There was no public comment.

2. Financial Matters

(e) Review of Capital and Operational Wayland High School Wastewater Treatment Plant (WWTP)

*Taken out of order*

Ben Keefe provided a detailed breakdown of the estimated costs. The issue needs to be corrected and may be less expensive, but Ben worked with Paul Brickman, town engineer, to put together their best estimation. Ben discussed his vision of the correction and the different options they considered to remedy the situation. The design process will reveal if there is a less expensive solution, but in the meantime, the estimate to be voted on at Town Meeting must ensure there will be sufficient funds to complete the job. It is anticipated the work will be done over the summer.

Ben continues to investigate the issues with the membrane and has determined it was not caused by defective parts nor the discard of improper materials down the drain. The manufacturing company is looking into the cause of the problem, at no charge to the district.

The plan is to turn the operations of the plant over to the DPW, and subject to TM approval, and a manager with the expertise to properly manage the plant.

(a) FY 19 Operating and Capital Budgets, including Report of the Finance Committee and Future planning with Finance Committee and Fast Facts.

The Committee reviewed the Fast Facts and discussed the question about teacher salaries.

(b) Purchasing Process

This item was passed over.

(c) Review of Ongoing Audits

Susan reported on the positive audit results received so far. The Single Act Audit had no findings. The audit of the Student Activity Accounts at each of the schools is currently under review. This review delves deep into the SAA.

The results of the EOY audit from January are not yet available, and are sent directly to DESE.

## (d) Review of FY19 Special Revenue Funds and Fees

Susan distributed the proposed fee schedule for review. She is recommending they remain the same, except there may be a change in the computer maintenance fee that will be decided at the end of the school year. Susan explained that the METCO grant will cover transportation and METCO will no longer be operating a revenue fund. The program will operate through the grant program only. The Boston Parent Council was formed to handle its fundraising efforts similar to all the other support organizations.

The proposed fees will be brought to the School Committee for a vote at one of its next meetings.

### 3. Administrative Matters

#### (a) Meeting Schedule

The meeting of March 29, 2018 will be cancelled.

#### (b) Outstanding Projects

The collection of school bus fees begins Apr 2, 2018.

The Munis upgrade has been postponed due to some testing taking place. The town is also interested in joining in the upgrade process that will bring increased efficiencies and increased collaboration.

The financial assistance guidelines are in the process of being updated.

#### (4.) Future Agenda Topics and Next Meeting Date

The next meeting is scheduled for March 26, 2018.

#### (7.) Public Comment (out of order)

Annette Lewis commented on the estimated cost of the WWTP and asked why the recommended changes were not part of the initial design in 2009.

#### (5.) Approval of Minutes

Upon a motion made by Jeanne Downs, seconded by Kathie Steinberg, the Finance Subcommittee voted (2-0) to approve the minutes of 11/30/17 and 12/21/17 and the minutes of 12/7/17 and 2/15/18 as amended.

#### (6.) Matters not Anticipated by the Chair

Jeanne gave an update on the turf forum and the process involved in the decision regarding the turf infill.

#### (8.) Adjournment

Upon a motion made by Jeanne Downs, seconded by Kathie Steinberg, the Finance subcommittee voted (2-0) to adjourn the meeting at 3:47 PM.

Respectfully submitted,

Kathie Steinberg

Fast Facts

Agenda

2019 Proposed Fee Schedule

WWTP Upgrades

Melanson and Heath EOY Independent Auditors' Reports