

**MINUTES – WAYLAND SCHOOL COMMITTEE FINANCE SUBCOMMITTEE
July 14, 2017**

A meeting of the School Committee's Finance Subcommittee was called to order at 10:01 am by Jeanne Downs who noted that the meeting was being recorded by Waycam.

Present were:

Jeanne Downs, chair
Kathie Steinberg

Also Present:

Arthur Unobskey, Superintendent
Susan Bottan, WPS Business Administrator
Ben Keefe, Facilities Director

Observers:

Carol Martin, Finance Committee
Anette Lewis
Sheila Brown
Marilyn Simone
Gretchen Dressens
Carol Plumb

1. Public Comment – Carole Plumb asked about the Brookline lawsuit concerning conservation restrictions that was mentioned in a previous meeting.

2. Review Status of School Bus Parking including Request for Proposal responses to lease land, communication to public and discussions with DPW

Susan reported that one bid was received by the deadline for leasing land for bus parking. HDR Holdings at 526 Boston Post Road submitted the bid. The evaluation committee reviewed the bid and determined that the bid met all the requirements and was advantageous pending a feasibility study which will take place next week.

Arthur arrived at 10:05 am

The dollar amount of the bid is \$587,271 broken down as follows:

- \$190,000 Year 1
- \$195,700 Year 2
- \$201,571 Year 3

A discussion ensued about the length of the lease, the source of the money to pay the lease, and the response to the proposal. The School Committee will review the bid and the other options for bus parking at its July 24th meeting.

3. Review and discuss FY19 Capital Projects' status including the HS Master Athletic Plan project and the Loker Kitchen project, next steps and possible vote to complete and close various projects

a. High School Master Athletic Plan

Jeanne updated that subcommittee on the high school athletic master plan. New estimates have been received from Weston and Sampson regarding design fee (through bid documents) and construction costs:

Design Costs (\$482,000 total)

- Phase 1 (Stadium Complex) \$202,000
- Phase 2 (Softball/Tennis Court Swap) \$126,000
- Loker Synthetic Turf Field \$154,000

Construction Costs (\$7.4MM total)

- Phase 1 (Stadium Complex) \$3.6MM
- Phase 2 (Softball/Tennis Court Swap) \$1.8MM
- Loker Synthetic Turf Field \$2.0MM

A new drainage system is included in these costs. The next step is to submit an article for design money for the November town meeting. A discussion ensued about funding sources for the article. Possibilities include Recreation Commission money and CPC funds. The subcommittee will work with the Recreation Commission on an article. There was discussion as to whether there should be one joint article or two separate articles for the project. Additionally, there was discussion about reaching out to other town boards and committees about the project to get their input, concerns and questions. The subcommittee will plan a meeting for all boards/committees in town to hear about the project.

b. Closeouts

Susan presented a list of capital projects to be closed out and funds returned to the town. Approximately \$32,000 will be turned back to the town. A discussion ensued about the final MSBA reimbursement for the Claypit Hill Windows and Doors project and the remaining funds for the high school building project.

Upon a motion made by Kathie Steinberg and seconded by Jeanne Downs, the subcommittee voted unanimously (2-0) to recommend to the School Committee the turnback of funds to the town as presented.

c. Loker Kitchen Project

Ben reported that the appropriated funds for the Loker kitchen project are not adequate to make the needed changes to the kitchen. With the increased enrollment at Loker, Ben suggested skipping this interim step and replacing the full kitchen at Loker. Ben will check to see if the money already appropriated can be used for the design of a full kitchen which would ideally be constructed in summer 2018. A discussion ensued about the importance of good communication to the Loker community about this revised project.

d. **Capital Projects**

The FY2018 capital projects have all started. Capital project CIPs for FY19 are due mid-September.

4. Receive update on FY17 end of year status

Susan reported that the town will close FY17 by July 31st. Approximately \$71,000 will be turned back to the town. The 4th quarter report will be completed and reported in August and the final End of Year report will be completed in September and submitted to DESE.

5. Receive update on FY18 beginning of year status

Susan reported that the 1st quarter report will be presented in September. There was not a significant amount of staffing exchange this year and we are right on budget. Susan also noted that, per DESE, substitutes will have to be reallocated across school buildings,

6. Review and discuss FY18 to FY20 SPED Transportation Contract with possible vote to approve

Susan reported on the renewal of the contract with Van Pools. There is no increase in fees. The contract was reviewed by both legal counsel and the insurance carrier. The insurance cost will increase by approximately \$15,000 (\$5/run) and Susan reported that there is money in the budget to cover this.

Upon a motion by Kathie Steinberg, seconded by Jeanne Downs, the subcommittee voted unanimously (2-0) to recommend the contract to School Committee for approval.

7. Budget Calendar

Jeanne will ask to add both a 1/16/17 and 1/18/17 meeting to the School Committee calendar to deliberate the budget.

8. FY18 Finance Subcommittee Goals

Jeanne distributed a draft of the Finance Subcommittee goals. Susan and Arthur will review the goals and they will be revisited at the next subcommittee meeting.

9. Status on Outstanding Projects by Business Administrator

Susan reported that the town has asked the school department to help with planning transportation for the ten residents who will be attending Minuteman. Susan has done some analysis and concluded that the best option is to share transportation with Weston. Susan will present the recommendation at the 7/24/17 Board of Selectmen meeting. Susan also noted that she has been involved in the study and recommendation to the town to outsource payroll.

10. Next Meeting and Future Agenda Items

The next meetings are scheduled for Wednesday, July 19th at 9:00 am and Wednesday, August 2nd at 1:00 pm.. Potential topics include meeting schedule, subcommittee goals, Loker Kitchen, HS Athletic Master Plan, Buses, Minuteman Transportation Update, and multi-year plan.

11. Approval of Minutes

Upon a motion made by Jeanne Downs and seconded by Kathie Steinberg, the subcommittee voted unanimously (2-0) to approved the 6/8/17 and 6/13/17 minutes as written.

12. Public Comment

Annete Lewis commented on public comment at subcommittee meetings, online folders for meeting documents, bus contracts, current year transfer requests for Medicare payments, posting of the teachers' contract, order of conditions work at the High School, and a townwide capital plan.

13. Adjournment

Upon a motion made by Jeanne Downs and seconded by Kathie Steinberg, the subcommittee voted unanimously (2-0) to adjourn at 12:15 pm.

Respectfully submitted,

Jeanne Downs

Corresponding Documents:

- 5 Year Capital Plan
- Capital Fund Status 7/1/17 Report
- SPED Transportation Contract
- Draft Budget Calendar
- Finance Subcommittee Goals
- Draft 6/8/17 Minutes
- Draft 6/13/17 Minutes