

MINUTES – FINANCE SUBCOMMITTEE of Wayland School Committee
September 18, 2015

A meeting of the Finance Subcommittee of the Wayland School Committee was held on Friday, September 18, 2015 in the School Committee conference room at the Wayland Town Building.

Present:

Donna Bouchard
Barb Fletcher

Also present:

Susan Bottan – WPS, School Business Administrator
Paul Stein- WPS, Superintendent of Schools
Brud Wright – Chair, Recreation Commission
Jessica Brodie – Recreation Director
Ben Keefe – Facilities Director

The meeting was convened at 11:05am and it was announced that the meeting was being recorded by WayCam.

1. Comments & Written Statements from the Public

Anette Lewis noted that there were inconsistencies in the language describing the WPS Revolving Funds for DESE. She also noted that the percentage of enrollment in the athletics program reporting did not seem consistent with the cost.

Carol Martin noted that she will take on the role of co-liaison with the School Committee for the Finance Committee, along with member Dave Watkins. They will attend different finance subcommittee meetings, depending on the topics that are covered.

2. Special Matter

(a) Meeting with Representatives from Recreation Commission to Discuss FY17 and Future Capital Requests

Brud Wright, Jessica Brodie, Paul Stein and Ben Keefe joined the finance subcommittee meeting to discuss capital improvement plans for the high school athletic campus, to include resurfacing the turf field and track and possibly replacing the bleachers. All participants agreed that the School Committee, Recreation Commission and facilities division need to work together to make the athletic campus the best it can be.

Brud referenced the Gayle Associates study of all town and school-owned property, and noted that the Recreation Commission is trying to move forward with adding an additional turf field in town. Since the study was issued, many staff members such as a new town administrator, new DPW director, new finance director, new recreation commissioner, new facilities director and new athletic director have been hired. Staff meetings with all the new personnel will be important when considering the maintenance of current assets and planning of new assets.

Brud then noted that it is important to define decision-making roles, and recommended an interdepartmental agreement that would identify the management of Wayland's fields and athletic assets. Ben noted that a CIP was added to the budget to study and possibly redesign the high school athletic campus for maximum efficiency, with a special regard for wellhead protection.

It was agreed that the recreation commissioner, the athletic director and the facilities director would team up to coordinate the interests of all parties and present a scope of services for a design/feasibility study at a later date.

3. Financial Matters

(a) Continued Review and Discussion of FY17 CIPs and Long-Term Capital Plan for the Schools, including Outstanding Capital Projects and Balances

The finance subcommittee discussed the capital plans for kitchen equipment, technology and playground equipment. An outside consultant was paid to inspect all the playground equipment and the Recreation Commission plans to bring a CIP to the School Committee to approve their plan for needed repairs/replacements. Carol Martin suggested a joint sponsorship of the CIP between the Recreation Commission and School Committee. Anette noted that the capital costs would need to be reported to DESE.

The facilities director reported that all individual school classrooms have the capability to call "911" in the event of an emergency. The high school and Loker school have VOIP phone systems and the plan is to roll out the same technology to the Happy Hollow, Claypit Hill and Middle schools. Questions were asked about the longevity of the technology (was it worth the investment?) as well as about any associated annual operating costs once the phones are installed.

The CIP for a \$30,000 vehicle to support Wayland's in-house electrician was questioned. The current vehicle driven by the employee was originally identified to be a Crown Victoria but corrected to be a Ford Fusion. A van was identified as necessary, however the facilities director was asked to consider a Ford Explorer than may be coming available instead.

Kitchen equipment totaling \$171,000 was discussed, in terms of how the CIP's needed to be submitted (separately or bundled). Carol Martin noted that the town is trying to keep our long-term debt service at below 10% of budget on an annual basis. The facilities director is still working on a 30-year long-range capital plan.

The technology requests related to email, SANS, the firewall and cloud capabilities will be handled through a current year transfer at the November special town meeting. Outstanding capital balances will be updated to reflect the original amount borrowed and the year in which it was borrowed.

(b) Review of Draft FY15 End of Year Financial Report

Susan reviewed the End of Year Financial Report. A discussion ensued about how receipts are booked in order to understand the true year-end balances in all accounts, versus funds collected in advance for use in the future fiscal year. Susan noted the transfers of funds during the FY'15 year, and Barb suggested that the School Committee vote to approve all transfers as noted in the report.

(c) Discussion of FY17 Budget Schedule and Process

The subcommittee asked if the projected FY'17 school budget increase could be projected sometime in October. Carol Martin asked if the budget review process could be adjusted such that the Finance Committee could attend the superintendent's recommended budget proposal meeting held in mid-December.

A discussion then ensued about the best way to identify and plan toward meeting the FY'17 budget guideline. The Finance Committee's goal is to support a 2 ½% increase overall (combined town and schools increase).

(d) Review of Sample Custodial Assessment Reports from Edvocate and SSI

Susan provided a proposal from each of the two vendors being considered for the custodial assessment. The finance subcommittee agreed that the Edvocate proposal was more responsive to the scope of services the School Committee wished to have reviewed. Their proposed assessment was more oriented to aid in decision-making in terms of costs related to this service. SSI's quote was deemed unresponsive and removed from consideration.

It was then decided that the proposal would be put on the next School Committee agenda for approval, and Susan will check to understand if the "Building Use" revolving fund surplus can cover the cost of this assessment.

(e) Review of Funding Sources for Athletic Program

The finance subcommittee reviewed a report containing the revenue, and source of revenue, related to each athletic team.

(f) Review of Program Descriptions for Certain Revolving Accounts to be Submitted to DESE, per Attorney Toomey's Recommendation

Barb noted that the program descriptions should come before the School Committee. Donna questioned the "Notification of Private School" document cited in a Wayland Voter's Network report. Anette Lewis noted several language suggestions in terms of the documents to be sent to DESE.

4. Consent Agenda

(a) Approval of Finance Subcommittee August 28, 2015 and September 9, 2015 Minutes

Upon a motion duly made by Barb, seconded by Donna, the subcommittee voted unanimously to approve the minutes of September 9th only (the minutes from August 28th were not ready for approval).

5. Future Agenda Topics

It was noted that the next meeting could be a work session to draft the 5-year long range budget plan and that the meeting would be held October 2nd at 11:00am.

6. Comments from the Public

Anette noted that when an in-house electrician replaced the prior contracted services line item in the budget several years back, the idea was to save money. There was no mention of the need to provide this employee with a \$30,000 vehicle at that time. She asked that the finance subcommittee review whether it would be more cost effective to return to contracted services again and also asked that if not, that another vehicle in the town's existing fleet be found. Anette also urged the finance subcommittee to come up with a policy to ensure athletic fundraising is fair and equitable.

7. Adjournment

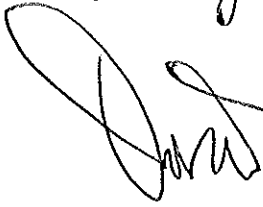
Upon a motion duly made by Barb Fletcher, seconded by Donna Bouchard, the subcommittee voted unanimously (2-0) to adjourn at 2:10pm.

Corresponding Documentation:

- Agenda
- Boosters General Donations to WHS FY Ending 7-31-15
- CIP Form FY17 – IT Firewall Upgrades
- CIP Form FY17 – IT SAN Upgrades
- FY2015 Athletic Funding
- Revolving Account Descriptions
- Custodial Analysis Wayland Sample

- FY15 End of Year Report Revolving Accounts
- FY16-FY19 Food Service Equipment Priorities
- FY17 Budget Calendar Draft
- FY15 End of Year Report Non-Personnel
- FY15 End of Year Report Grants
- FY15 End of Year Report Personnel
- FY15 End of Year Report Summary
- FY16 Capital Account Status
- FY17 Food Service CIP
- Sample Sanitation Audit
- Team Expenditures for Schools 8-1-14 to 7-31-15

RESPECTFULLY SUBMITTED:



Donna Buchanan