

MINUTES – WAYLAND SCHOOL COMMITTEE FINANCE SUBCOMMITTEE

May 4, 2017

A meeting of the School Committee's Finance Subcommittee was called to order at 1:37 pm by Jeanne Downs who noted that the meeting was being recorded by Waycam.

Present were:
Jeanne Downs, chair
Kathie Steinberg

Also Present:
Susan Bottan, WPS Business Administrator
Anette Lewis
Carol Martin

1. Public Comment – None.

2. Approval of March 23, 2017 Minutes

Kathie moved to approve the 3/23/17 minutes as written. Jeanne seconded the motion and it was unanimously approved (2-0).

3. Q3 Financial Report

Susan reported on the third quarter financial report. It has been updated to reflect the School Committee's recent vote to increase the SPED prepay amount. Susan noted that we need to think about the options at the end of the year for the incoming kindergarten class as enrollment is higher than projected.

A discussion ensued about moving money to/from different accounts each quarter to cover negative balances. This was done at the end of last year. While this process is good in theory, Susan noted that it takes time on both the schools and town side and it doesn't allow Susan to know where the budget was right or wrong. Susan noted that Brian Keveney agrees. The subcommittee agreed that money should not be moved from account to account at the end of each quarter but did ask that Susan inform the subcommittee of how negative balances would be covered.

Susan reviewed the third quarter report in detail noting among other things that energy costs were up at the middle and high schools and that there were many maintenance issues this year. The special revenue funds are on target. Susan noted that the principals and administrators have asked that the gift accounts be allowed to roll forward from year to year. The subcommittee agreed and will review the gift accounts again after year end. The use of fee based program funds was discussed including spending down the BASE fund balance. Susan also noted that funds will need to be paid for any review of the old town landfill site for bus parking by Weston and Sampson.

4. Multi-Year Financial Model

The five year capital plan was reviewed. Carol Martin noted that CIPs for FY19 will be due in September. The bus parking has been moved to FY19. A discussion ensued about the high

school athletic master plan including the needs for the sports program, looking at how other communities have addressed this issue, and the cost. Carol Martin noted that 2023 needed to be added to the five year plan.

The five year plan for the operating budget was reviewed including updated NESDEC projections, compensation, SPED staffing, and technology. Susan noted that the plan is a living document.

5. Bus Parking

Susan reviewed the note to the Board of Selectmen concerning the release of the RFP for potential bus parking sites. A discussion ensued about the timing of releasing the RFP. The subcommittee decided that Susan and Ellen will speak to the Board of Selectmen at their next meeting for release of the RFP in the next few weeks. Kathie will possibly update other boards about the RFP process.

6. Status Update on Various Outstanding Projects by Business Administrator

There were none to report.

7. Future Agenda Topics and Date of Next Meeting

Kathie asked that the budget development process be reviewed at the next meeting. The multi-year financial plan will also be put on the agenda.

8. Public Comment

Anette Lewis commented on several things including sending the bus parking RFP to a commercial real estate agent, non-resident students, public access to Finance Subcommittee meeting documents, the WRAP final report, funding of the additional fifth grade class, and the movement of employees from the revenue funds budget to the operating budget,

Carol Martin asked that the Q3 report be given to Brian Keveney for the next Finance Committee meeting.

9. Adjournment

Upon a motion by Jeanne Downs and seconded by Kathie Steinberg, the meeting was adjourned at 3:59 pm by a vote of 2-0.

Respectfully submitted,

Jeanne Downs

Corresponding Documents:

- Draft 3/23/17 minutes
- Q3 Financial Report
- Multi-year Financial Plan
- Bus Parking RFP Memo to BOS

-Scope of Services Memo for Bus Parking at Old Landfill