

Minutes – Wayland School Committee Finance Subcommittee
April 26, 2018

A meeting of the School committee’s Finance subcommittee was called to order at 1:37 PM by Jeanne Downs.

Present were:

Jeanne Downs, chair
Kathie Steinberg

Also present:

Arthur Unobskey, Superintendent
Susan Bottan, Business Administrator
Lea Anderson (BOS)
Sarkis Sarkisian (Town Planner)
Tom Holder (DPW Director)
Cliff Lewis (BPW)
Paul Brinkman (Town Engineer)
Anette Lewis

1. Public Comment

There was no public comment.

2. Financial Matters

(a) Review and Discuss Q3 Financial Report Draft

Susan reported that the Quarter 3 financials are where we expect. Based on trends and needs, the personnel budget may have a small balance. The principals are currently issuing recommendations for final orders and supplies. Susan will bring this to the School Committee for their review.

The BASE and Pegasus programs have earmarked the revolving account balances for modular units. These funds represent fee-payers monies and are NOT taxpayer funds.

Susan prepared a report of the funds collected (deposits) to date by the Student Activity accounts that demonstrates the volume of activity on these accounts. These funds total a significant contribution of just under \$300,000 up through quarter three towards student activities (clubs, field trips, etc) that are paid by families/students and fundraising efforts (\$125,272 (WHS) plus \$127,457 (WMS) plus \$41,086 (ES)).

Susan reported on the financial assistance provided. The guidelines have been posted on the website.

(b) FY2020 Planning

The Board of Selectmen has started the process and is working on a plan to improve the budgeting process using suggestions from the Collins Report. The committee discussed topics for discussion including:

- *Agreement on methodologies being used to define revenue, expenses, capital, benefits and other “big ticket” items
- *Historical data and review of prior fiscal years
- *Setting the stage for the upcoming budget cycle
- *Updating financial information such as revenue outlook, Chapter 70 funding, etc
- *Overview of Educational Funding from various sources

Jeanne will reach out to Lea and follow up on the process.

(c) Discussion of Special Revenue Funds including allocation of costs

This item was passed over.

(d) School Bus Parking

The Finance Subcommittee was joined by Lea Anderson, Cliff Lewis, Tom Holder, Sarki Sarkisian and Paul Brinkman to discuss the use of the South 20 Landfill. Tom Holder gave background information on the parcel and updates on the DEP meetings. It is likely that the parcel can be used for the material management by DPW and school bus parking.

The town planner shared the vision of this parcel as a “gateway entry” into Wayland with river access, lookout, connection to Rivers Edge, bike paths and landscape improvements. Tom Holder reported that regardless of how the property is to be used, it must be restored to the condition it should have been when it was closed (hold to 1978 standards). The property has not been properly managed or monitored. DEP will require removal of stumps, roots and trees and to repair the cap that will be a sizeable and expensive effort.

Susan updated the group on the possibility of using the MA DOT yard located in Sudbury (about 1.5 mi west) for bus parking.

There will be a need to coordinate the use of the south Rt. 20 landfill given the interest for multiple uses. Tom will continue to meet with DEP to determine what they will require for the restoration. Cliff Lewis offered the suggestion that we look for a user that would pay the town for use (such as parking cars) or pay to purchase part of the site. The town would use the funds to offset the cost of improvements to make the parcel look better than the eyesore it is now.

It was recommended we meet later in the summer, after more investigation (such as test pits) is completed and the proposal for bus parking develops.

Susan will continue to follow up with MA DOT on the viability of using the yard for bus parking. In the meantime, Weston and Sampson continues its work on the S20 Landfill study.

3. Administrative Matters

(a) 2018 Meeting Schedule

Jeanne shared the EOY meeting schedule. The meeting on Jun 21, 2018 is canceled.

(b) Outstanding Projects

Susan reported on the Financial Assistance guidelines.

(4) Future Agenda topics and Next Meeting Date

The next meeting is scheduled for May 17, 2018 @ 2 PM. Jeanne will review prior year agendas to see if there are any agenda items that need to be addressed.

5. Approval of Minutes

There were no minutes to approve.

6. Matters Not Anticipated by the Chair

There were none.

(7) Comments and Written Statements from the Public

Annette Lewis spoke to the appropriateness of providing financial assistance. Susan will check with the Bureau of Services for clarification.

(8.) Adjournment

Upon a motion made by Jeanne Downs, seconded by Kathie Steinberg, the Finance subcommittee voted (2-0) to adjourn the meeting at 3:09 PM.

Respectfully submitted,

Kathie Steinberg

Corresponding documents

Agenda

Q3 Student Activity Account Deposits

Q3 Financial Report