

Minutes – Wayland School Committee Finance Subcommittee  
8/2/17

A meeting of the School Committee's Finance subcommittee was called to order at 1:00 PM by Jeanne Downs who announced the meeting was being recorded by Waycam.

**Present were:**

Jeanne Downs, chair  
Kathie Steinberg

**Also present:**

Arthur Unobskey, Superintendent  
Ben Keefe, Facilities Manager  
Susan Botan, WPS Business Administrator

**Observers**

Annette Lewis  
Carol Martin, Fin Committee Liasion

**1. Public Comment**

Annette Lewis recommended the contract for SPED Transportation costs clarify the unit of measure of the route costs.

**2. Financial Matters**

**a) Bus Parking Update**

Susan reported the feasibility study for the HDR Holdings site will be conducted with the regional director of First Student, the dispatcher and a few others.

Susan reviewed the memo to the Board of Selectmen recommending entering into a contract with HDR Holdings for school bus parking. Next steps include continuing efforts to find a permanent location and it was reported that Asa Foster, Chair of Rec Commission was open to working with the schools on an analysis of the Loker Conservation and Recreation site. Additionally the Weston and Sampson review of the old town dump site will be available in Dec 2017.

**b) High School Athletic Facility Master Plan Update**

Jeanne reviewed the status of the plan. The draft warrant article was reviewed. A discussion ensued about the use of CPC funds and the application process, the three parts of the plan detailed in the draft article including how the Loker synthetic turf field fits in and a process for concerns to be addressed. Carol suggested adding additional language to the draft article about the deteriorating athletic facilities.

The meeting to reach out to town boards is re-scheduled for Wed Aug 9, 2017 @ 7 PM. An email invitation will be sent to the chair of the Board of Health, Public Works including the Wellhead Protection, Selectmen, CPC, Con Com, COA, Fin Com, Library Trustees, Planning Board and Surface Water Quality Commission. The purpose of the meeting will be to update people on the HS Athletic Master Plan and ask for their input in the process.

Jeanne will attend the BOS meeting on Mon, Aug 7 to introduce the draft of the warrant article. It was suggested that the SC consider the HS Athletic Facilities warrant article early in its meeting so that Jeanne will have more to share with the selectmen.

### c) Loker Kitchen Project Update

Ben Keefe updated the committee on the Loker kitchen project. He reiterated the need for a full kitchen at Loker, as opposed to just installing a food line which he did not feel was a good use of resources. He has not received confirmation that the existing funds can be used for design of a full kitchen, but feels comfortable it is allowed. The funds would be used now for the design and prep of bid documents with a plan to take the request to spring town meeting for the construction funds.

### d) Legal Fee Budget Review

Susan updated the committee on the legal fees expended FY 17, providing data from the last few years in order to put these expenditures in historical context. She will continue to follow these costs and update the committee as needed.

### e) Minuteman Transportation Status

Susan updated the committee on the agreement to share transportation to Minuteman with Weston Public Schools. The BOS agreed to move forward with the plan.

### f) Multi-Year Plan

Susan updated the committee on the ongoing efforts of the development of the multi-year model. It was presented at a staff meeting where feedback was generated and will be incorporated into the design of the model. They also discussed how to integrate the town and school models. Discussion regarding the assumptions ensued.

## 3. Administrative Matters

### a) Role of New Liaison

Klaus Shigly has been appointed by the Fin Com as the new SC liaison. He was unable to attend so this item was passed over.

### b) Revised Budget Calendar

The budget calendar was discussed. The subcommittee felt the outreach to the schools and community was effective last year, and should be continued. The subcommittee will bring the recommendation to the school committee so that the school liaisons can reach out to their respective school PTOs for them to get the dates on their calendar.

### c) Finance Subcommittee goals

The updated goals were reviewed. Susan and Arthur had no additional comments. The subcommittee discussed using someone to do minutes, but it was felt it would be easier to continue with its current process of alternating between members.

### d) Update on Outstanding Projects

Susan updated the subcommittee on using the current student info system to develop a new online payment system. The subcommittee was very encouraged to hear of this possibility.

## 4) Future Agenda Topics and Next Meeting Dates

Future topics include the High School Athletic Facility Master Plan, Loker Kitchen and Bus Parking. The committee agreed to regularly scheduled meetings on Thursday afternoons @ 2-4 on the same weeks as the school committee meetings. Jeanne will review the dates and bring a calendar to the next meeting.

## 5) Approval of Minutes

No meeting minutes were available for approval.

## 6) Public Comments

Annette Lewis recommended references to Loker Conservation and Recreation in the HS Master Plan article be clear to avoid confusion with Loker School. She commented on the possible legal restrictions at Loker Conservation identified by WRAP for review by counsel. There may also be use issues that will need to be addressed.

## 7) Adjournment

Upon a motion made by Kathie Steinberg and seconded by Jeanne Downs, the subcommittee voted unanimously (2-0) to adjourn at 3:30 pm.

Respectfully submitted,

Kathie Steinberg

### Corresponding Documents:

Agenda

July 31, 2017 memo to BOS regarding School Bus Parking Contract

Lease pricing worksheet for School Bus Parking by HDR Holdings

Transportation Agreement with Weston Public Schools for Wayland Minutemen students

Munis Report of FY 15 - FY17 Actuals and FY 18 Budget Legal Services

HS Athletic Master Plan

Finance Subcommittee Goals

Preliminary Draft Budget Development Calendar

Draft warrant article