

Minutes – Wayland School Committee Finance Subcommittee
October 30, 2020

A meeting of the School committee’s Finance subcommittee was called to order at 11:34 AM by Kathie Steinberg. WayCAM recorded the meeting and it was livestreamed via ZOOM. The meeting was conducted remotely due to the COVID-19 health pandemic and according to the revised open meeting law that allows remote participation. A roll call was taken:

Roll Call	Yes	No
Kathie Steinberg, Chair	X	
Chris Ryan	X	

Present were:

Kathie Steinberg, chair (participating remotely)
Chris Ryan (participating remotely)

Also present:

Susan Bottan, Business Administrator
Arthur Unobsky, Superintendent

1. **Joint Meeting with the Wayland School Committee**
A joint meeting with the school committee was called to order to discuss post season play for WHS Athletics and the winter season. Copies of the School Committee meeting minutes are attached.
2. **Public Comment**
There was no public comment.
3. **Financial Matters**
 - a. **Update on Town and School Finances and FY21 Budget Summary**
Final approval received by DESE for funding of \$598K. These funds have been utilized for COVID related expenses.
 - b. **Review and discussion of FY20 End of Year Financial Report**
This report W\will be presented to SC. We will also provide the report to the Chair of Fin Com after it is presented to SC
 - c. **Review of Special Revenue Budgets including fee-related revenue**
There was no update.
 - d. **Review and Discussion of budget guidelines, calendar and budget process**
The budget guidelines were reviewed as outlined in the Oct 20 memo from the Town Administrator. The schools will prepare the two budgets focusing on level service. The implications of a level funded budget would be significant to the schools. The focus is not on the level funded budget but on the level service that will be entered into MUNIS. Accordingly, the committee will discuss with School Committee presenting a level funded budget at 20,000 feet. COVID related expenses will also be included in the event these expenses may continue into next year.
 - e. **Update and review with Facilities Director of Capital Projects and status report of FY21 capital projects approved at Town Meeting.**

This item was taken out of order. Ben Keefe, Facilities Director, updated the committee on the status of the outstanding capital projects. Susan Bottan provided a capital summary of the balances in the capital project accounts including the cooling units, communication projects, network switches, fire alarm control system, and Happy Hollow tile. Susan Bottan will present to the school committee those projects that have been completed and need to be closed.

Ben Keefe confirmed the outstanding funds in the Loker Roof account will be rolled into the Loker Roof replacement account appropriated at the 2020 Annual Town Meeting. The cooling units project is proceeding, and demolition will commence tomorrow. The communications projects are 90% complete at Loker. The other projects are a priority for facilities to complete.

Chair lift money is available for Loker with the potential of a higher need at Happy Hollow and funds may need to be transferred. A discussion of revising the CIPs to allow for more flexibility for scheduling. We will provide the list of projects based on the school's needs for Ben to review and group the projects. The schools and facilities will work out the scheduling and recommendation priorities such that projects can be reviewed with both the consideration of the needs of the education program and capacity to complete projects. Arhtur Unobskey pointed out that this may have implications on the maintenance plans.

Loker Roof project is scheduled for this summer with a kickoff meeting scheduled for a few weeks. Ben updated the current status of the cooling units that are currently with the architect for design. Leisha will be overseeing the voice lift installation.

Ben updated the ventilation needs for the spaces that are offline and waiting modifications. The engineer has proposed ERVs and is putting together specs. The cost will be 4-5K and the items are in-stock. Ben is confident that we can get these done and is going "full blast" with these projects. The critical need for these spaces for instructional purposes was discussed.

CH SPED space may require a different approach and Ben is looking to secure the equipment as it may not be as readily available as the ERVs. CH Sped spaces has no heating capacity so there is concern about the continued useability of those spaces as the cold weather approaches.

The three office spaces in the Happy Hollow hallway are still under consideration. Ben outlined the issue with the spaces is related to the inability to measure the ventilation and not the ventilation itself. These spaces have been taken offline and are contributing to the critical space constraints.

The architect will look at the Loker kitchen which needs to hook up the fire doors to a new fire alarm panel. Ben reported that there should be sufficient funds for both the Loker kitchen and PA (communication) systems to get the work done.

The tiling projects were discussed. Ben is recommending we appropriate money to "school tiling" which will allow more flexibility in scheduling. Accelerating the phasing of the tile projects was discussed, especially at the WMS where its availability for summer programs is important. The question about completing the tile project at Loker while the school is offline this summer was discussed. Ben will see if it is possible.

The scheduling of the Happy Hollow and Claypit Hill playground improvements was discussed. Arthur Unobskey confirmed with the Recreation Director that they are scheduled for work this spring. Additional information is needed. Leisha will be meeting with Admin Council and curriculum leaders to review the technology needs. Susan confirmed that the technology projects require coordination with facilities for installation.

Susan asked about the timeline for bidding and the issues that arise when bidding results exceed appropriations. Ben is not sure how to best proceed but we would need to have specifications, 80-90% completion of the plans and third-party estimator to bring a verifiable number to ATM. This would require a two-step process. The other suggestion was to include on call services in the operating budget. You still may have the uncertainty of the construction market unless you bid the project beforehand. This may be a consideration for projects in which there may be volatility in the costs. Ben concurs with the need to get the best estimate possible but needs to be balanced with the time and cost of preparing the designs necessary to bid the projects.

A prioritized list of the school needs will be provided to Ben who will review in terms of the capacity to complete the projects. It would be helpful to understand how the capacity is evaluated and whether there are other options and resources (out sourcing, project management services). Ben understands the need but is not prepared to respond at this time.

f. Review and discussion of FY22 Capital Budget and Capital Improvement Requests

There was no financial summit this year, so the funding has not been specified. The Capital Plan is due Dec 14, 2020 with an opportunity to get together in mid Nov for further discussion. The availability of funding is an important component in the development of the capital and informs the prioritization process. Adm council will review and provide feedback by Nov 9.

g. Review and discussion of Five Year Capital Plan

The Feasibility Study will inform our discussion on the Five Year Capital Plan. Strategic Planning is needed for Capital and Elementary schools and how do we best leverage. How do we deliver instruction in 60 year old buildings? What should learning spaces look like? We will bring this to the school committee for discussion. We will also be updating the demographic study to include the 2020 census data.

h. Review and discussion of Enrollment Report

This item was passed over and will be discussed at the next School Committee meeting.

4. Administrative Matters

(a) Future Agenda Topics and Next Meeting Date

Nov 16 @ 11 or 11:30 pending scheduling approval from the town.

(b). Outstanding Projects

There was no update.

(5) Matters Not Anticipated by the Chair

There were none.

(6) Approval of Minutes

Upon a motion made by Kathie Steinberg and seconded by Chris Ryan, the Finance Subcommittee voted to approve (1-0-1) the Dec 9, 2019, Mar 5, 2020 and Jun 26, 2020. The Dec 9, 2019 minutes were previously reviewed but were not voted as they were not included on the agenda.

Roll Call

Kathie Steinberg, Chair

Chris Ryan

Yes No

X

Abstain

(7) Adjournment

Upon a motion made by Chris Ryan, seconded by Kathie Steinberg, the Finance subcommittee voted (2-0) by roll call to adjourn the meeting at 2:32PM.

Kathie Steinberg

Yes

Chris Ryan

Yes

Respectfully submitted,

Kathie Steinberg

Corresponding documents

Agenda

Draft Five Year Capital Plan

Capital Project Fund - Financial Summary

School Committee meeting minutes of 10/30/20

Draft Budget Calendar

FY2022 Operating and Capital Budgets Request Guidelines Memo dated 10/21/20