

**Wayland School Committee
Finance Subcommittee
10/6/23
Minutes**

Attendees:

Jeanne Downs, Chair
Erin Mueller

Also Attending:

Susan Bottan, Director of Finance and Administration
Ben Keefe, Director of Facilities

Call to Order

Jeanne called the meeting to order at 11:45 am.

Public Comment

There was no public comment.

Capital Projects and Capital Budget Process Update

Susan and Ben reviewed the five year capital plan. Of note are the FY24 urgent capital needs that include a non-functioning water heater at the high school, a non-functioning boiler at the middle school, and Project Adventure equipment at the high school. A discussion ensued about how to fund replacement of these items since they are not part of the FY24 capital budget but need to be replaced as soon as possible. It was noted that the replacement of boilers was part of the capital project budget approved by the School Committee for FY24 but it was subsequently moved to FY25 by the town. Susan will follow up with Brian Keveny, town finance director, as to the options for funding these items. In the meantime, Ben will determine the replacement costs.

The items on the FY25-29 capital plan were discussed. Susan noted that she and Ben had walked through each school with the principals and there are several new items added to the capital plan. Additionally, several projects that are no longer needed will be removed from the plan. A discussion ensued about the long term building study and what year is appropriate for the additional funds being requested.

The capital budget will be presented to the School Committee at its October 18th meeting and a vote will take place either at that meeting or the November 1st meeting. The School Committee will also be asked to vote on the list of capital projects to close.

Continued Discussion of Budget Calendar

The subcommittee reviewed the budget calendar and made several tweaks. The calendar will be presented to the School Committee on October 18th.

Continued Discussion of Long-Term School Building Plan (taken out of order)

Susan will present a list of next steps at the next subcommittee meeting.

Approval of Minutes (taken out of order)

Upon a motion made by Jeanne Downs, seconded by Erin Mueller, the subcommittee voted unanimously (2-0) to approve the September 13, 2023 minutes.

Financial Assistance Guidelines and Application Update

Susan updated the subcommittee that other similar districts follow the same process that Wayland does for review of financial information for financial assistance. Financial documents received from families will be shredded once reviewed.

Status of Support Organization Reports

This item was passed over.

Review Finance Subcommittee FY24 Focus

This item was passed over.

Matters Not Reasonably Anticipated by the Chair

There were none.

Adjournment

Upon a motion made by Jeanne, seconded by Erin, the subcommittee voted unanimously (2-0) to adjourn at 1:06 pm.

Respectfully submitted,

Jeanne Downs

Corresponding Documents

--FY25-29 Capital Plan draft

--Budget Calendar

--September 13, 2023 draft minutes