

Finance Subcommittee (of the School Committee)
9/20/21
Minutes

Jeanne Downs, chair
Ellen Grieco
Omar Easy, Superintendent
Ellen Whittemore, Director of Finance and Operations

Jeanne called the meeting to order at 2:42 pm and noted it was being recorded by Waycam. The following items were discussed:

Public Comment

None.

FY23 Capital Budget

A discussion ensued about the items to be included in the capital budget for FY23. The committee agreed to propose to the School Committee that the district embark on the master plan/facility study for the elementary schools that was appropriated in FY21 and request funds for a feasibility study in FY24. The process would involve doing a master plan/facility study during this school year, sending the MSBA a Statement of Interest (SOI) in the spring of 2022, hearing back from the MSBA in fall/winter of 2022, and if accepted having 270 days from the acceptance date to secure the funding. A group of stakeholders would be formed to see the process through.

For the FY23 capital budget, only items that are deemed necessary in the short term will be part of the budget. Ellen W. will speak with Pat Morris to determine what projects those will be. The draft capital budget will be presented to the School Committee on October 6th and Dr. Easy will ask for an extension to October 8th to turn in the CIPs to the town.

Finance Committee Meeting

The September 14th meeting with the Finance Committee was discussed. Ellen W. will work on incorporating their suggestions into the information presented with the FY23 budget. She will also work with Parry on the FTE information to be presented.

Budget Calendar Dates

Dr. Easy noted that both he and Ellen W. are new to the district and need time to prepare an accurate FY23 budget. Several months of data is needed after the Oct. 1 enrollment numbers as well as a look at the middle and high school program of studies. Dr. Easy feels that making the budget completion date any sooner than in the past won't allow for an accurate FY23 budget. This topic will be discussed at the next School Committee meeting.

Changes in Finance and Operations Procedures

Ellen W. reported that there have been no changes since the last meeting.

Bus Contract

An MOU was executed the first week of September and it expires Sept. 24th. To date the full bus contract has not been signed. Ellen W. will follow up with John Bugbee on the date the contract is expected to be signed and to get a copy of the draft.

Capital Project Update

Playgrounds - The Happy Hollow playground was completed last weekend and opened today. The Claypit Hill playground will start October 4th. Since the PIP (Pour In Place) won't be able to be done until the spring due to weather, the playground will temporarily have wood chips and grass mats that will then be removed in the spring. An open question is the source of funds for the wood chips and grass mats.

Happy Hollow Chair Lift - A plumber will come in to move the pipes on September 24th and then the project will move forward as planned.

Space Study/Modulars – The modulars have been installed at Happy Hollow and Loker. Claypit's will be installed this weekend.

Elementary Storage Units – The bid is expected to go out this week.

Minutes

Upon a motion made by Ellen Grieco and seconded by Jeanne Downs, the subcommittee unanimously (2-0) approved the September 10, 2021 minutes.

Matters Not Anticipated

None.

Adjournment

Upon a motion made by Ellen Grieco and seconded by Jeanne Downs, the subcommittee voted unanimously (2-0) to adjourn at 4:07 pm.

Respectfully Submitted,

Jeanne Downs

Corresponding Documents

--Sept. 10, 2021 draft minutes

--Town CIP Presentation

--FY22-26 Five Year Capital Plan

--FY23-27 Capital Request Schedule

--2021 Annual Town Meeting Warrant Capital Project Pages