

**Finance Subcommittee**  
**2/27/24**  
**Minutes**

**Attendees:**

Jeanne Downs, Chair

Erin Mueller

Susan Bottan, Director of Finance and Operations

**Call To Order**

Jeanne Downs called the meeting to order at 11:41 am. Erin Mueller is joining via Zoom, the meeting is being recorded by WayCam

**Public Comment**

There was no public comment.

**Discussion of Building Use Policy**

Susan discussed 4 building use policy changes.

Fee change for the use of long term rental space. Would like to eliminate the long term rental rate for category 3 & 4 and the Auditorium. Discounting the fee is detrimental to maintaining spaces. Given the involvement of sound, lighting technology a new \$45 Tech Director fee will be added to each event in the auditorium.

Change custodial and food services wages to align with current contracts

Language change: shift the term of Renters to Users to clarify and align with building use guidelines.

The Auditorium in the middle school states it holds 550 seats, which includes seats in the back of the auditorium currently being used as classroom space. The capacity will be reduced to 326 seats so that we don't need to displace the classroom and supplies.

We may vote on the 2/28 since there is already an agenda item to support it.

**Review of FY25 Financial Assistance Guidelines**

Language change and date changes are proposed to correlate with FY2025. Also requested to remove Full day K as an option. Updated federal income threshold levels. In March, we started to see requests for support in transportation.

**Discussion of Transportation Bid Results and FY25 Transportation Registration**

The transportation contract is managed by the town manager. Janet and Susan have helped to redefine the bus route/stops to be more efficient to stop at centralized stops. Current bus fees are \$400. Total operating budget for transportation to and from schools: \$1,260,000. We are projecting to collect \$260,000. Projected new contract for FY25, is \$1.4 million with true cost being approximately \$1.5

million. The expected inflation increase of about 2.5%. We will need to upgrade the transfinder system to move data to the cloud and upgrade and repair it until we get the new bus that is funded and approved.

### **Review of Special Revenue Fund Budget Publication**

#### *Athletics*

It is projected that we will face a deficit in 2025 for athletics, we may need to raise athletic fees. Jeanne has mentioned that they have not been raised in quite a while

#### *Food Services*

Cheryl Judd feels that she can sustain repaying the town for borrowed funds needed during COVID. This would be voted on to move the repayment funds into the free cash as unbudgeted, unanticipated Cash - once the cash is certified, they may become available to us in FY26.

#### *The Children's Way*

Deficit for the childrens way is being caused by benefits being charged to the fund, which is not sustainable. The town is counting on the funds from the children's way, however, since they became a member of the Wayland Public Schools, they have fewer students. Susan would like to see the town provide the benefits to the Children's Way employees in line with the WTA contract and move this line item out of the special revenue funds.

Susan advocated for a financial summit in August or September. To highlight the demands on our budgets.

#### *DPW*

DPW is reliant on the WHS parking fees to offset the cost of plowing of the parking lot and the campus supervisor. The DPW director and town manager support the DPW offset.

48K is allocated to the campus supervisor. 18k is for the DPW. Parking fees may need to be increased if we need to continue to offset the DPW.

#### *BASE*

324k projected balance from after school programs that may allow us to provide after school solutions. Susan suggested purchasing a bus to be able to use for pegasus. BASE used to contract for their own bus and Susan felt this would be a good use of their balance. Pat Keefe is hoping to increase BASE wages by 20%, purchase a shed and a security system. Susan would like to get creative on how to expand BASE services.

### **Review of FY24 2 nd Quarter Results**

There were a couple of staff shifts that explain why the middle school has a balance and Claypit Hill has a deficit. Susan was able to identify the reasons for this which is mostly due to recording where employees are working. Susan has budgeted for projected lane changes - since these are planned by October 1st of the prior year. This allows Susan to place them on the lane change list and budget. Pending out of district placements that are unbudgeted for, as well as, unbudgeted steps are included.

**Update of FY25 Capital and Operating Budgets**

The Finance Committee approved the capital budget but have not yet approved the operating budget.

**Multi-Year Financial Model**

Susan indicated that we will begin using a multi-year financial model.

1:29pm Susan Bottan left the meeting.

**Approval of Minutes**

Upon a motion made by Jeanne Downs and seconded by Erin Mueller, the subcommittee voted unanimously (2-0) to approve the December 6, 2023 and February 22, 2024 minutes with edits. A roll call vote was taken as follows:

Roll Call	Yes	No
Jeanne Downs, Chair	X	
Erin Mueller	X	

There are no matters not reasonably unanticipated by the chair.

**Adjournment**

Upon a motion made by Erin Mueller, seconded by Jeanne Downs, the subcommittee voted unanimously (2-0) to adjourn at 1:39 pm. A roll call vote was taken as follows:

Roll Call	Yes	No
Jeanne Downs, Chair	X	
Erin Mueller	X	