

Mt. Greylock Regional School District

School Committee

Finance Subcommittee

Open Session Minutes

Date: Tuesday, Dec. 10, 2019

Location: MGRS Room D145

Start: 3:03 PM

1781 Cold Spring Rd., Williamstown, MA 01267

Adjourn: 3:56 PM

In Attendance : Committee Members: Jamie Art, Dan Caplinger (Regina DiLegio absent)

Also Present: Supt Kim Grady, Asst Supt of Business & Finance Andrea Wadsworth

- I. Call to Order: called the meeting to order at 3:03 pm.
- II. Warrants were circulated.
- III. Approval of minutes: Jamie moved, Dan seconded to approve minutes of Nov. 1, 2019. Motion carries unanimously.
- IV. Status report on FY 2020 tracking vs budget, and review of financials: Andrea presented her report on revenue and expenses, noting that numbers were updated in the week between the initial scheduled date for this meeting and today. There was brief discussion of November and year-to-date numbers, meaning of negative numbers, and encumbrances. Andrea saw no immediate issues at this time.
- V. Update on FY 2021 budget planning: Andrea has met with all school councils in a joint meeting. They'll meet again in December with intent to do bulk of work in the first two weeks of January.
- VI. Warrant Process: Kim had spoken to Regina and communicated Regina's thoughts, that she was uncomfortable with the option of a single person reviewing warrants and was uncertain about having three committee members not on a subcommittee do the work. Kim discussed how warrants were handled at all three schools prior to full regionalization. Jamie suggested that doing warrants at full school committee meetings and then scheduling finance subcommittee to handle the other warrants each month should work. Andrea suggested positing a short meeting right before the main monthly meeting, with intent for subcommittee members to review warrants but making meeting open to all committee members by posting jointly. Dan asked about ways to handle if not all three subcommittee members could attend. Consensus of subcommittee was to (1) align finance subcommittee schedule to warrant schedule; (2) have short finance subcommittee meetings right before scheduled regular full school committee meetings; (3) require two signatures out of the three subcommittee members for warrant review at a posted meeting, contingent on

Andrea verifying that would be legally acceptable; and (4) prepare required report for school committee.

- VII. WES/LES Maintenance Needs: Kim provided updates on elementary school projects. Glycol flushes have occurred at both schools. At WES, strainer valves, motors in cafeteria, and new valves for ERU units are being worked on. At LES, parts related to glycol are needed, hot water pump is repaired, controls have been reprogrammed, generator capacity has been expanded, washer/dryer hookup has been installed, parking lot lights have been worked on with electrician working with the town, and oil tank monitor is being worked on. Jamie said it was good that Tim Sears was onboard as Director of Buildings & Grounds. Kim did not request a vote at this time as bills have not yet all come in.

There was some discussion of establishing stabilization funds to anticipate needs like this. Kim said she would talk with John Goerlach of Lanesborough's select board as well as Williamstown town officials about these funds. There was also discussion of possibly having some WES-related expenses worked into the budget, with the intent of preserving the WES building endowment fund for use on larger future needs. Jamie suggested talking to the Williamstown Finance Committee about the endowment and these issues. Andrea will check to verify what approvals are necessary to spend money once it's put into a stabilization fund.

- VIII. Adjourn: Jamie moved to adjourn at 3:56 pm, seconded by Dan. All in favor

Respectfully submitted by Dan Caplinger