



HAMILTON-WENHAM
REGIONAL SCHOOL DISTRICT
5 SCHOOL STREET, WENHAM, MA 01984 · TEL. 978-468-5310

**Hamilton - Wenham Regional School Committee
Capital Planning / Finance Subcommittee Meeting**

Virtual Zoom Meeting ([Link](#))

Zoom Meeting ID: 944 2718 1227

Password: 652243

Thursday, November 12, 2020

7:30 PM - 9:00 PM

Present:

Michelle Horgan, Secretary/ Acting Chairperson

Anna Siedzik

Also Present:

Vincent Leone, Assistant Superintendent to Finance and Administration

Thomas Geary, Director of Maintenance, Facilities, and Operations

To access the recording of this meeting, please visit this [Zoom Link](#) and enter the passcode: **Ko+jpx!**

1. Call to Order

7:30 PM

With a quorum present (the *Capital Planning/Finance Subcommittee* is comprised of the only two members present, Michelle Horgan and Anna Siedzik), Ms. Horgan calls the meeting to order at 8:10 PM. This meeting will be recorded. The meeting is occurring via a new Zoom link due to technical issues.

2. Approval of Minutes

- September 23, 2020

[Exhibit](#)

I MOVE THAT THE HAMILTON - WENHAM REGIONAL SCHOOL COMMITTEE CAPITAL PLANNING AND FINANCE SUBCOMMITTEE APPROVE THE MINUTES FROM SEPTEMBER 23, 2020, AS PRESENTED IN THE [EXHIBIT](#).

MOTION by Anna Siedzik; SECONDED by Michelle Horgan.

Anna Siedzik YES;

Michelle Horgan YES.

MOTION PASSES unanimously by two (2) members present.

3. Recap of October 28, 2020 Hamilton Finance Committee Meeting

Mr. Leone summarizes the main points from the 10/20/2020 Hamilton Finance Committee Meeting, which he and Superintendent Banios attended. Mr. Leone shared his presentation with the Committee and was able to establish a relationship moving forward in the budget process.

4. Update on Gale Study

[Exhibit](#)

Thomas Geary, *Director of Maintenance, Facilities, and Operations*, provides an update regarding the Gale Study, as detailed in the [exhibit](#). He provides an overview of each of the project phases, as well as explanation of the details found in the 06/01/20 proposal from Gale Associates, Inc. to provide Engineering Consulting Services.

Mr. Geary recommends proceeding with Gale Associates Inc. for phase 1 of the project. Once Phase 1 has been completed, Mr. Geary explains that the bid can be opened and other vendors can be considered. Mr. Geary further recommends that the *Capital Planning/ Finance Subcommittee* take the initial step of forming a working group, with membership as follows:

- School Committee Member
- Director of Maintenance Facilities and Operations
- Athletic Director
- HS Principal or HS Assistant Principal
- Recreation Director for Hamilton & Wenham
- Representation from the TURF Fundraising Group

There is discussion regarding working group membership, representation, and the possibility of adding a member from the youth sport parent group. There is some discussion about strategy regarding the composition of the group, including potential challenges with forming a public body. Mr. Geary believes it would be in the best interest to form an advisory committee.

There is discussion regarding financial issues surrounding the capital budget, with Mr. Leone explaining the challenge involving the method of voting implemented at the Hamilton Town Meeting. He states that there is potential for future challenges because of this.

Continued discussion regarding the makeup of the advisory committee, with agreement that the group members should be appointed by Superintendent Banios/Mr. Geary.

I MOVE THAT THE CAPITAL PLANNING/ FINANCE SUBCOMMITTEE APPROVE THE ACTIONS SET FORTH BY THOMAS GEARY, DIRECTOR OF MAINTENANCE, FACILITIES, AND OPERATIONS, AND TO BRING THIS FORWARD TO THE FULL SCHOOL COMMITTEE AT THE NEXT AVAILABLE AND APPROPRIATE MEETING, PENDING THE RESOLUTION OF THE CAPITAL PLAN FUNDING.

MOTION by Michelle Horgan; SECONDED by Anna Siedzik.

Anna Siedzik YES;

Michelle Horgan YES.

MOTION PASSES unanimously by two (2) members present.

Further discussion regarding Capital Plan funding and Hamilton Town Meeting.

5. Update on Capital Plan

[Exhibit](#)

Thomas Geary, *Director of Maintenance, Facilities, and Operations*, provides an update surrounding the district Capital Plan, as detailed in the [exhibit](#):

- Security Infrastructure Improvements (Phase 1 of 2): Developing Scope/Bid Documents;
- District Facilities Study & Educational Plan: Pending MSBA/Strategic Plan;
- District Classroom Furniture & Equipment: Complete;
- MRMS Replace Sidewalks at Middle School: Developing Scope/Bid Documents;
- District Athletic Campus Improvement Project - Design/Project Services: Developing Scope/Bid Documents;
- District Network Infrastructure Improvement (Phase 1 of 4): In process.

Ms. Siedzik apologizes for a comment she made in a past meeting about having to do with a bait and switch approach. After gaining an understanding about this process, she formally retracts this statement, offers her apologies to Mr. Geary, and states her intention to more publicly acknowledge this in a future meeting.

6. Preview of FY22 Budget

[Exhibit](#)

Mr. Leone reviews the information found in the preview of the FY22 Budget, as detailed in the [exhibit](#). Discussion regarding major cost increases, including teaching staff salary increases based on step changes.

Mr. Leone reviews the complexities with budget development this year, given that the State has yet to approve their budget. Mr. Leone reviews the challenges surrounding Chapter 70 and State transportation budgeted revenues. He recommends that the *Capital Planning/ Finance Subcommittee* decide (1) budget for level funding; (2) budget for anticipated FY22 budget prediction; or (3) budget an amount between the two.

Discussion regarding timeline for state budget approval; anticipated budget actions; recent political changes and potential impact on public school funding; etc.

Both Ms. Horgan and Ms. Siedzik are comfortable with Mr. Leone developing the budget as discussed, with Ms. Siedzik noting that it may be a good idea for the subcommittee to indicate that depending on the outcome, this may be brought back to the Towns for a second vote.

Mr. Leone explains the E&D line item, and the impact this has on the Towns.

Mr. Leone recommends the School Committee calculate a 2.5% increase into the budget, and use that calculation as the anticipated budget revenue from Chapter 70 funding. Mr. Leone clarifies that the salary amount will be finalized 12/01/2020 with additional amounts finalized in January.

7. Set date for future meeting

The next meeting is scheduled for December 17, 2020 at 7:00 PM, and includes the following agenda:

- Continue FY22 Budget Preview;
- Review/discuss FY22 Capital Plan and projects.

Though not requiring urgency, the subcommittee will also eventually address logistics surrounding the Gale Study Working Group, and will take appropriate action to ensure an effective working group.

A new School Committee member will come aboard during the 12/02/2020 School Committee Meeting. The *Capital Planning/ Finance Subcommittee* will ask for a third member of the subcommittee.

8. Other items not reasonably anticipated by Chair

Discussion regarding providing Mahala Lettvin, Recording Secretary, with a copy of tonight's recording. Discussion regarding posting minutes and agendas on the district website. Brief discussion regarding protected information provided in the meeting.

9. Vote to Adjourn

I MOVE THAT THE HAMILTON - WENHAM REGIONAL SCHOOL COMMITTEE CAPITAL PLANNING/ FINANCE SUBCOMMITTEE ADJOURN THE 11/12/2020 MEETING AT 9:15 PM.

MOTION by Michelle Horgan; SECONDED by Anna Siedzik.

Anna Siedzik YES;

Michelle Horgan YES.

MOTION PASSES unanimously by two (2) members present.

Respectfully submitted November 30th, 2020 by Mahala Lettvin, Recording Secretary.

Per Governor Baker's order suspending certain provisions of the Open Meeting Law, G.L. c. 30A § 20, the public will not be allowed to physically access this School Committee meeting. The School Committee reserves the right to implement additional remote participation procedures and will notify the public of these procedures as soon as practicable. Please [click here](#) to read the Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, § 20.

*Zoom App Information: If you plan to participate, download the [Zoom.com](#) application now. The option to download will also be available at the start of the meeting. When opening the Zoom App, select "Join Meeting" in the upper right corner and enter the meeting id: 944 2718 1227; password: 652243. The community should ask questions via the "chat" function within the Zoom application during the Citizen's Comments section. During the Zoom meeting, participants will be given instructions on how to provide their comments. Unfortunately, we must limit the in-person conversations to just the Committee members. However, for the benefit of all, the School Committee meetings will be available on our local cable channel, HWCam, and [HWCam.org](#), for review a few hours after the meeting has ended. Members of the Public can access the meeting via [YouTube HWRSD live stream](#) link the next day.