



Finance & Operations Subcommittee

Conference Room 2, City Hall
150 Concord St Framingham, MA
Thursday, September 5, 2019
4:30pm

Open Meeting Minutes

1. Call to Order

- 1.1. Subcommittee members present - Geoffrey Epstein, Adam Freudberg, Beverly Hugo, Tiffanie Maskell.
- 1.2. Staff present - Lincoln Lynch, Robert Tremblay
- 1.3. Called to order at 4:38pm
- 1.4. The meeting was recorded

2. Public Comment

None

3. Actions to ensure that SC members do not have to prepay reimbursable expenses with their credit cards or cash.

The discussion centered first on a P card, which is a credit card for a staff member. The city treasurer is opposed to this, although it is accepted practice elsewhere. [Lincoln said he would have another shot at getting this approved.](#) There was much conversation about this unusual state of affairs.

4. Key financial facts which the community needs to be made aware of.

The notion of developing a FAQ for the website was discussed extensively. It was agreed that information should be FPS validated re factual accuracy.

5. FY19 close out.

This was discussed, including circuit breaker reserve management, FY20 budget commitments and the \$490K being returned to the city for Blocks. Also, the School Committee portion of the budget was reviewed and overages due to unexpected expenses were noted.

6. FY19 Student Activity Account audit.

There was a check in on progress towards getting the audit done, this time with proper specification of scope. [Lincoln agreed to bring the scope document to the next meeting for approval.](#)

7. Tracking booster club and other fundraising and gifts/donations, including 501(c)3 policy compliance.

There was extensive discussion around all aspects of fundraising, donations, material v. cash, 501(c)3s and so on. [It was agreed that tracking the donated material in flow is a school administration responsibility, but with summary reporting to the School Committee.](#) Paul Spear would be involved in that tracking process.

8. Payroll management.

It was reported that the payroll management is much improved on the cityside, even though we have this persistent, unusual situation of the city managing the final processing of the school district's payroll.

9. Monthly projections for FY20 and how to make them more accurate.

Projections in FY19 were rough and improvements are in place for FY20. [In particular, POs are going to be closed and real, accurate projections are going to be made in the January/February time frame.](#)

10. Transportation contract and local data reporting and management.

It was noted that we are in the 4th year of a 5 year contract. It was noted that bus route navigation is paper based, not GPS based. There was optimism that the bus problems would settle down. But there was concern that the bus company seemed to be slow coming up the technology curve. The goal this year was stated as:

[“So that is the goal this year. We’re looking to upgrade the EDULOG system that we currently have, which is an old, outdated, analog system, to a web-based system. Part of that is the app that parents can download and see their specific child’s bus and where it is.”](#)

The whole problem was discussed from every aspect including: GPS tracking, parent communication, child safety, drivers, driver salaries, Worcester’s experience, RFPs, bids.

There was discussion on why Framingham went to an outside vendor. Noone knew the answer to that. The issue of contract renewal was discussed, with major concerns about the poor drafting of the current one.

There was more talk about bus tracking.

Minivans were discussed.

Lincoln is on touch with other Durham clients: Worcester and Holyoke, and intends to discuss EduTracker with them.

11. Exploring options to reduce electricity costs to the schools by installing solar panels on roofs and in parking lots.

Solar parking lots were discussed with a focus on Fuller, where it seems this is a real prospect for action, which is on the School Committee agenda.

12. Exploring options to reduce electricity costs to the schools by pursuing a city electricity aggregation agreement.

[Lincoln committed to talk to the city CFO on this.](#)

13. Opportunities to lower cost and save the planet in the renewables area generally: trash generation, recyclables.

There was general discussion on how to address this. [It was agreed that the first thing to find out is what is current practice.](#)

14. FY21 budget cycle improvements, including timeline cityside.

Moving the city budget cycle even a week earlier seemed to have tangible benefits.

15. Orphan capital projects such as the Barbieri cafeteria expansion.

The concern was raised that this project will never get done.

16. Other Business

None

17. Approval of minutes from 5/13/19, 6/5/19 subcommittee meetings

Approval of minutes from the 6/5/19 meeting was deferred. Some edits for the 5/13/19 minutes were offered and accepted and the minutes for 3/18/19 were also considered as they had not been approved by this subcommittee, and some edits were suggested and accepted..

Motion: To approve the 5/13/19 and 3/18/19 minutes with accepted edits

Moved: Beverly Hugo

Second: Tiffanie Maskell

Motion carried: 4-0-0; Adam Freudberg, Geoffrey Epstein, Beverly Hugo, Tiffanie Maskell.

18. Adjournment

Motion to adjourn: Adam Freudberg

Second: Beverly Hugo

Motion carried: 4-0-0; Adam Freudberg, Geoffrey Epstein, Beverly Hugo, Tiffanie Maskell

Meeting adjourned at 6:28pm

MEETING MATERIALS:

1. Draft minutes for 3/18/19
2. Draft minutes for 5/13/19

These minutes were approved at a meeting of the Finance & Operations Subcommittee on November 12, 2019

These minutes were sent to the City of Framingham for posting on November 13, 2019.