

## MAINE SCHOOL ADMINISTRATIVE DISTRICT 6

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### FINANCE/FACILITIES COMMITTEE MEETING

October 13, 2021

Central Office

#### MINUTES

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Present: Nathan Carlow, Julie Anderson, Kelley Heath, Don Marean and John Sargent

Guests: Paul Penna, Superintendent  
Bill Ellis, Facilities  
Adam Thibodeau, Facilities  
Dawn Pooler, Business Office

Mr. Marean called the meeting to order at 4:02 p.m.

#### **Public Comments:**

There were no public comments.

#### **Agenda Consideration/Historical Society Tour & Discussion:**

Mr. Marean consulted the committee in regards to moving item 5 – Historical Society tour to be the first item of the agenda. The committee agreed and left meeting at 4:05 p.m. to tour the 1912 Administrative Building that the Buxton Hollis Historical Society occupies.

The committee returned from the tour at 5:20 p.m. They discussed the historical society's request to extend the current lease, which is a 4-year lease to a longer period. The historical society shared their concerns with not being able to attain grant funding without a substantially longer lease and/or being "owners" of the building.

The original 4-year lease was created based on Maine statute, which does not allow a lease longer than 4 years. Additionally, the Central Office building and the 1912 Administrative building share the same lot and the district is not able to separate the two sites as they would be non-conforming lots based on the Town of Buxton's code enforcement.

The Finance-Facilities committee has tasked the Superintendent with contacting Drummond Woodsum to research if there are any viable options that would allow the district to support the Buxton Hollis Historical Society's endeavors to care take and improve the 1912 building with their ability to obtain grant funding. This item will be moved forward to the next Finance-Facilities meeting as an agenda item for further discussion.

#### **Approval of Minutes:**

Moved by Mr. Sargent; seconded by Mr. Carlow

To accept the Finance-Facilities Minutes from September 15, 2021 as presented.

**VOTED:** Yes, Unanimous  
Minutes are approved.

## **FACILITIES ITEMS:**

### **Facilities Update – Discussion/Action Items:**

**a. Facilities Update:** Mr. Ellis and the new Facilities Co-Director Adam Thibodeau attended the meeting to provide an update on Facilities items for the month of September. Facilities items reviewed and discussed included:

- Finished roof at Hollis Gym
- Repairs to window wall at Hollis Elementary
- Received and began assembly of 600 desks and 150 chairs at BEHS
- Repairs to vandalized equipment at BEHS
- Maintenance to repair drain at BEMS kitchen. *Mr. Ellis added that additional repairs will be required based on camera review but will be scheduled for a summer project.*
- Continued District wide Facilities Audit with Port City Architecture
- Continued lawn maintenance and prepping fields for games
- Work orders
- Routine cleaning at all buildings
- Coil on Air handler at BEMS leaking. Repairs to be completed by Honeywell October 8, 2021.
- Preparing for Homecoming
- Water issue at BCES with loss of water. Plumbing contracted to complete repairs to the controls.
- Problem with lead at Steep Falls Elementary. Water has been re-tested and results are all within compliance regulations.
- Met with plumber to disconnect old food service equipment district wide
- Ordered material for repairs at Steep Falls playground
- Replacing hot water heater at Transportation office
- Tents coming down at the schools; one remaining at high school and is scheduled to come down.

Questions/Discussion:

- Air Handler work at BEMS – did this include the new air handler that was installed last winter? Mr. Thibodeau reported that no, this was in a different area and from an air handler that was likely 30 years old and has rusted through.
- Mr. Ellis added that Frank Jewett had experienced a loss of water today due to a squirrel chewing a wire and tripped the 3-phase power, which caused the controls to freeze. They were able to make repairs and have water back on in the same day.
- Where are the tents going once they are taken down? Mr. Ellis reported that Leavitt and Parris Inc. are storing them. There was an additional question on whether there is a cost involved in storing the tents. Mr. Ellis said there would be but he does not know what the cost is at this time. He and Ms. Pooler will try and have this information available for the next meeting.

**b. Facilities Audit update**

Mr. Ellis shared with the committee that they continue to work with Port City Architects on the Facilities Audit. They anticipate having a draft audit back by January that can be reviewed and recommendations can be made before they (Port City) present a final audit. The audit will be brought to the Finance-Facilities committee when it becomes available.

Mr. Ellis added that since it became known that School Revolving Renovation funds (SRRF) are available they have had Port City focus on Hollis Elementary in hopes of possibly being able to address building needs of the building through SRRF. An

application must be submitted to the State by October 29, 2021. Ms. Pooler provided details to the committee of what SRRF funding is. An SRRF loan is funded by the State at 0% interest and with a portion of the loan forgiven.

**Other Facilities Discussion/Action Items:**

No other Facilities related items at this time.

**FINANCE ITEMS:**

**Approval of Warrants** -The Finance-Facilities Committee reviewed and approved the following warrants:

**a. AP and Payroll Warrants 22-05 & 22-06**

MAINE SCHOOL ADMINISTRATIVE DISTRICT 6			
FINANCE & FACILITIES ACCOUNTS PAYABLE WARRANT SUMMARIES			
SEPTEMBER			
Friday, September 10, 2021			
FIRST WARRANT	Payroll 05	\$1,395,705.57	
	Accounts Payable Warrant 22-05	\$257,129.70	
	Food Service Warrant		
	Insurance (MePers + Ins		\$1,652,835.27
Friday, September 24, 2021			
SECOND WARRANT	Payroll 06	\$1,511,436.09	
	Accounts Payable Warrant 22-06	\$991,459.01	
	Food Service Warrant		
	Insurance (MePers + Ins	\$1,830,593.25	\$4,333,488.35
TOTAL			\$5,986,323.62

Moved by; Mr. Sargent seconded by Mr. Carlow to approve all warrants as presented.  
**VOTED:** Yes, Unanimously.

Top 25 Expenditures for the Month of September 2021.

EXPENDITURE Prepared for the October 13, 2021 Finance Committee Meeting		TOP 25 EXPENDITURES WARRANTS 22-05 & 22-06 SEPTEMBER 2021	\$1,248,588.71
		TOTAL	\$1,248,588.71
CHECK #	VENDOR	DESCRIPTION	AMOUNT
1)	146839 O'CONNOR GMC	ESSER 1 - 4 BUS PURCHASES	\$418,595.00
2)	146772 APPLE INC.	MLTI TECH HARDWARE	\$210,471.25
3)	146801 GREATER SEBAGO ED. ALL.	FUNDS TRANSFER - FEDES LEADER	\$101,500.00
4)	146808 HONEYWELL, INC.	ANNUAL MAINT.- 2ND PAYMENT	\$44,989.75
5)	146667 GREAT SCHOOLS PARTNER	CURRICULUM SUPPORT - ESSER 3	\$39,700.00
6)	146830 MSMA WORKERS COMP	OCTOBER WORKER COMP PYMT	\$24,658.00
7)	146765 AMAZON CAPITAL SERVICE	DISTRICT WIDE SUPPLIES 22-06	\$21,968.62
8)	146878 SYSCO OF NORTHERN N.E.	NUTRITION SUPPLIES DISTRICT 06	\$20,361.59
9)	146666 GORHAM SAVINGS LEASING	LEASE PAYMENTS FOR BUSES	\$18,559.97
10)	146713 SPECIALIZED PURCHASING	COPIER CHARGES - PRE BILLING	\$16,172.13
11)	146655 CENTRAL MAINE POWER	ELECTRICITY EXPENSE 22-05	\$13,710.94
12)	146665 FOURNIER FAMILY ROOFING	HOLLIS GYM	\$13,500.00
13)	146642 AMAZON CAPITAL SERVICE	DISTRICT WIDE SUPPLIES 22-05	\$11,270.47
14)	146876 STEEP FALLS BUILDING	ROOFING SUPPLIES - HOLLIS GYM	\$10,947.47
15)	146692 OTELCO	PHONE EXPENSE	\$9,809.64
16)	146717 SYSCO OF NORTHERN N.E.	NUTRITION SUPPLIES DISTRICT 05	\$9,449.14
17)	146641 AGILE SPORTS TECH	SPORTS EQUIP - HIGH SCHOOL	\$9,300.00
18)	146850 PITSTOP FUELS	MONTHLY PROPANE EXPENSE	\$8,908.01
19)	146735 ZONAR SYSTEMS, INC.	ANNUAL FEE - TRANSP SOFTWARE	\$8,837.96
20)	146816 MAINE BEHAVIORAL HEALTH	SP-ED CONTRACTED SERVICES	\$8,106.00
21)	146944 LAUREL R. TINKHAM	SP-ED CONTRACTED SERVICES	\$8,000.00
22)	146650 BANA CORP	ELECTRICAL UPDATES - H.S.	\$7,889.00
23)	146727 W.B. MASON CO. INC.	DISTRICT WIDE SUPPLIES	\$6,667.74
24)	146788 CENTRAL MAINE POWER	ELECTRICITY EXPENSE 22-06	\$6,386.82
25)	146654 C.W. FOSTER & SON	DEMO PORTABLE @ HOLLIS	\$6,305.45
THE TOP 25 EXPENDITURES		84.58% OF ALL A/P	\$1,056,064.95

Questions/Discussion on Top 25 Expenditures:

- What is expenditure item #3 Greater Sebago Education Alliance? Ms. Pooler responded that this is tied to a Leadership grant that the Greater Sebago Education Alliance has and of which MSAD 6 is fiscal agent for. The professional development fees associated have been collected from other districts and this expense reflects the transfer of those fees to the GSEA service center. It is not part of MSAD 6 budget and resides in its own bank account.
- Can you provide additional information for item #5 Great Schools Partnership? Mr. Penna shared with the committee that this is a one-time expense, which will help support staff in focusing on student needs and assessments as well as addressing any gaps that may have occurred during remote learning.
- Is item #12 Fournier Family Roofing and item #14 for the same repairs? Ms. Pooler responded that yes, one was for supplies and the other was for the labor in repairs to the roof at the Hollis Quonset hut.

### **Interim Financial Report & Dashboard:**

**Interim Financial Report:** Ms. Pooler reviewed the Interim Financial report noting that there was an adjustment made to the fund balance based on the draft audit. The year to date figures were updated as well and she noted no concerns with any account lines at this time.

#### Questions/Discussion:

- Are ESSER funded positions tracked? Yes, All ESSER funding (including positions) is tracked separately so at the end of the year the district can identify positions funded by ESSER funds and determine whether to continue funding in the future or eliminate any of these additional positions. Ms. Pooler noted that ESSER 2 and ESSER 3 funding continues until September of 2023.
- Ms. Heath asked if it were possible to add the previous year's actuals to the Interim report as a comparison. Ms. Pooler responded that this could be done and will be reflected in the next month's report.

### **Other Finance Discussion/Action Items:**

#### **a. Bus Lease Resolution:**

Ms. Pooler presented to the committee the bus lease resolution for their approval to move forward to the School Board for their consideration and approval. This resolution is for the purchase of eight buses that have been approved by the State. By qualifying as State approved buses it allows the district to receive partial reimbursement for the bus lease through State funding. The interest rate for the proposed lease is 1.65%.

#### Discussion:

- Ms. Anderson asked why the district would choose to do a lease rather than purchasing the buses outright. Ms. Pooler responded that in order to receive State reimbursement through the ED 279 formula the purchase of the buses must be set up through a lease purchase. Additionally, the current budget has already been set and voter approved so the district would not be able to expend that amount of funding without negatively affecting the current budget.

Moved by; Mr. Sargent seconded by Ms. Heath to move the proposed Bus Lease/Purchase resolution to the full board for their consideration.

**VOTED:** Yes, Unanimously.

#### **b. COVID Funding:**

Ms. Pooler provided an update on the status of Covid funding sources. CRF 1, CRF 1 Adult Ed and CRF 2 have all expired. Additional funding and reimbursement will continue for ESSER 1, ESSER 2 and ESSER 3.

COVID Funding						
Expired June 2021	<b>Name</b>	<b>Fund</b>	<b>Award</b>	<b>Revenue</b>	<b>Expense</b>	
	CRF1	2606	2,770,646	2,636,450	2,636,450	
	CRF1 Adult Ed	2607	6,509	6,476	6,476	
	CRF2	2609	2,904,107	2,778,503	2,778,503	
			<b>5,681,261</b>	<b>5,421,430</b>	<b>5,421,430</b>	
<b>Expires</b>	<b>Name</b>	<b>Fund</b>	<b>Award</b>	<b>Revenue</b>	<b>Expense</b>	<b>Balance</b>
9/30/2022	ESSER1	2605	447,096	0	418,595	28,501
9/30/2023	ESSER2	2614	1,851,263	1,124,039	1,340,062	511,201
9/30/2023	ESSER3	2615	4,158,948	22,333	265,551	3,893,397
	LMS Sub-Grant	2617	73,018	0	15,648	57,370
			<b>6,530,325</b>	<b>1,146,373</b>	<b>2,039,856</b>	<b>4,490,469</b>

**c. Draft Audit Update:**

Ms. Pooler reported that the district has received the draft audit and she and the Business Manager are currently reviewing it. RHR Smith will attend the next Finance-Facilities Meeting in November to present the audit to the committee prior to bringing it to the full board.

**d. Other:**

Ms. Anderson expressed concerns that the district is not in compliance with Grant Policy DD. Specifically the sentence within the policy's first paragraph "*All grant applications or proposals must be approved by the Board prior to submission to the funding agency.*" Ms. Anderson felt this issue needs to be addressed to prevent further grants being submitted by Superintendent without Board approval. Mr. Penna stated that grant funds are shared with the board when he reports out at Board meetings and if it was not presented to the board specifically for approval than that had happened inadvertently and he would be happy to follow the "will of the Board" in any future grant opportunities. The committee discussed this topic and felt the Superintendent acted with the best intentions of the district and with no malicious intent. The committee and Superintendent agree that any future grant opportunities would be brought to the Finance-Facilities committee first.

**Moved by Mr. Sargent; seconded by Mr. Carlow**

To adjourn the meeting at 6:30 p.m.

**VOTED:** "Yes", Unanimous