

## MAINE SCHOOL ADMINISTRATIVE DISTRICT 6

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### FINANCE-FACILITIES COMMITTEE MEETING

July 16, 2020

Central Office

MINUTES

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Present: Mr. Carlow, Mr. Marean, and Mr. Sargent

Guests: Mr. Ellis, Mr. Heroux and Mr. Brockman

1. Meeting opened at 4:03 p.m.

2. Public Comments  
No public comments at this time.

3. **Moved by Mr. Carlow; seconded by Mr. Sargent**  
To accept the Finance-Facilities Minutes from June 11, 2020

**VOTED:** "Yes", Unanimously

4. **Facilities Updates – Discussion/Action Items:**

a. Mr. Heroux gave a summary of items that the Facilities Department have been working on. These include:

- Adjusting traffic flow and access to offices while maintaining appropriate safety recommendations
- Replacing office doors with those that allow for ½ openings
- Identifying isolation rooms for any individuals showing symptoms
- Plexi-glass has been ordered to retrofit various areas to provide barriers
- Painting has been completed by custodians as well as contracted painters

Mr. Heroux reported that he and Mr. Ellis have toured all the schools with Mr. Penna and met with principals and nurses to evaluate building needs. As there will likely be a significant increase in parent drop off and pick up once school begins this is one area that will need to be restructured at each school. Mr. Heroux reported that most of these adjustments can be addressed by using cones and barriers. Schools will be utilizing classrooms to eat lunch in which will significantly increase the need for trash cans, spray bottles and cleaning product.

Questions/Discussion

- Will temperatures be taken? Mr. Penna responded that they are asking that staff take their own temperatures before each school day and that parents take their student(s) temperatures every morning prior to arriving at school. The Department of Education is recommending that there is an RN at every building. Mr. Penna feels that the district will be able to accommodate this with realigning current staff.
  - With parents dropping off and picking up it may be necessary to have someone directing traffic at the intersection by middle school.
- b. Subsurface Disposal System: Mr. Heroux shared that the next steps in the project include a pre-bid meeting on July 27, 2020. The pre-bid meeting will be attended by the electrician, Oakson (the supplier of the system), the three contractors bidding on the project, as well as the engineer from Underwood Engineers. Mr. Heroux reported that signs have been placed at the site (each tree

marked) identifying wetland areas. They anticipate opening bids on October 5, 2020 and that tree clearing must be done by March 31, 2021.

#### Questions/Discussion

- Has this system been designed for Maine's climate i.e. frost? Yes, that's why it is a pressurized system and water is constantly flowing through it. This system is currently in use in New Hampshire.

#### 5. Other Discussion/Action Items

- Surplus vehicle bid opening – One bid received from Mr. Bill Havu
  - Bus #61 - \$642
  - Bus #27 - \$552

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

To accept the bid from Mr. Havu

**VOTED:** "Yes", Unanimously

b. Other committee discussion items – Mr. Brockman reported that Mr. Ellis's facilities vehicle was involved in an accident on June 30, 2020. The insurance adjuster has determined that the truck is considered a total loss. The district has submitted an invoice for a replacement vehicle and is awaiting confirmation from the district's insurer, Maine School Management. Mr. Brockman also shared that a second facilities truck, a silver Ford 250, needs extensive repairs and is not worth the expense of repairs. The Facilities department will be looking for a replacement truck for this as well. Mr. Brockman added that the cost of the two vehicles has been budgeted for and is within the Facilities Capital replacement fund.

## FINANCE ITEMS:

#### 6. Review of A/P and Payroll Warrants and Financial Reports

MAINE SCHOOL ADMINISTRATIVE DISTRICT 6				
FINANCE & FACILITIES ACCOUNTS PAYABLE WARRANT SUMMARIES				
JUNE 2020				
Thursday, June 11, 2020				
FIRST WARRANT	Payroll	20-22	\$1,569,735.88	
	Accounts Payable Warrant	20-22	\$282,199.92	
	Food Service Warrant	20-22	\$20,243.95	
	Insurance (MePers + Ins)	20-22		
				\$1,872,179.75
Thursday, June 25, 2020				
SECOND WARRANT	Payroll	20-23	\$1,454,059.83	
	Accounts Payable Warrant	20-23	\$130,536.57	
	Food Service Warrant	20-23	\$23,505.00	
	Insurance (MePers + Ins)	20-23	\$1,033,634.81	
				\$2,641,736.21
TOTAL				\$4,513,915.96

#### a. Moved by Mr. Carlow and seconded by Mr. Sargent

To approve the Accounts Payable and Payroll Warrants 20-22 and 20-23.

VOTED: "Yes", Unanimously

b. The top 25 Expenditures were reviewed:

TOP 25 ACCOUNTS PAYABLE EXPENDITURES			
Maine School Administrative District No. 6			
EXPENDITURE Summary Prepared for the 7/16/2020 Finance Committee Meeting		AP WARRANTS 20-22 & 20-23	\$412,736.49
		FS WARRANTS 20-22 & 20-23	\$43,748.95
		TOTAL	\$456,485.44
CHECK #	VENDOR	DESCRIPTION	AMOUNT
1) 142573	CSS CONSULTING	TITLE II - CURRICULUM SUPPORT	\$25,200.00
2) 142565	CENTRAL MAINE POWER	MONTHLY ELECTRICITY EXPENSE	\$25,080.02
3) 142622	NAVIANCE, INC.	HIGH SCHOOL/MIDDLE SCHOOL SOFTWARE	\$19,355.97
4) 142557	BEHAVIORAL LEARNING & LEADERSHIP	SP-ED CONTRACTED SERVICES 20-22	\$19,053.75
5) 142626	O'CONNOR GMC (GEN ACCT)	BUS REPAIRS/ PARTS AND SERVICE	\$18,818.46
6) 19272	SYSCO OF NORTHERN NEW ENGLAND	NUTRITION SUPPLIES DISTRICT WIDE 20-23	\$18,186.86
7) 142551	APPLE INC.	TECHNOLOGY LEASE PAYMENT	\$14,088.00
8) 142746	SWEETSER'S CHILDREN SERV	SP-ED CONTRACTED SERVICES	\$13,520.00
9) 142685	BEHAVIORAL LEARNING & LEADERSHIP	SP-ED CONTRACTED SERVICES 20-23	\$13,263.75
10) 19250	SYSCO OF NORTHERN NEW ENGLAND	NUTRITION SUPPLIES DISTRICT WIDE 20-22	\$12,973.36
11) 142585	GORHAM SAVINGS LEASING GROUP, LLC	BUS LEASE PAYMENT	\$11,649.85
12) 142598	JOHN F. MURPHY HOMES, INC.	SP-ED CONTRACTED SERVICES	\$9,320.00
13) 142731	PINE TREE WASTE INC.	MONTHLY TRASH REMOVAL EXPENSE	\$8,300.05
14) 142725	OTELCO	MONTHLY PHONE EXPENSE 20-23	\$8,282.71
15) 142606	LAUREL R. TINKHAM	SP-ED CONTRACTED SERVICES	\$8,170.00
16) 142629	OTELCO	MONTHLY PHONE EXPENSE 20-22	\$7,828.31
17) 142591	HILLYARD NEW ENGLAND	CUSTODIAL SUPPLIES DISTRICT WIDE	\$7,740.95
18) 142708	MAINE BEHAVIORAL HEALTHCARE	SP-ED CONTRACTED SERVICES	\$7,280.00
19) 142544	VERIZON	STUDENT ACCESS - REMOTE LEARNING	\$7,000.04
20) 142614	MARK R. HAMMOND ASSOC.	SP-ED CONTRACTED SERVICES	\$6,960.00
21) 142624	NORTHEAST BEHAVIOR CONSULT, LLC	SP-ED CONTRACTED SERVICES	\$6,325.00
22) 142644	RHR SMITH & COMPANY	ANNUAL AUDIT - PARTIAL PAYMENT	\$6,000.00
23) 142691	CLEAN-O-RAMA CO., INC.	CUSTODIAL SUPPLIES & EQUIPMENT	\$5,870.00
24) 142631	PINE TREE SOCIETY FOR HANDICAP.	SP-ED CONTRACTED SERVICES	\$5,500.00
25) 142580	DRUMMOND WOODSUM/MACMAHON	LEGAL EXPENSE	\$5,476.00
THE TOP 25 EXPENDITURES REPRESENT		63.80% OF ALL A/P EXPENDITURES	\$291,243.08

Questions/Discussion:

- What is Positivity Project? Mr. Penna reported that this is a curriculum based program to build student character. It began at BCES and is now being rolled out to all the elementary schools.

c. Interim Financial Report/Dashboard:

Mr. Brockman reported that this month's report is close to the final year-end report. There were some savings that can be contributed to closing down. These are mostly found in consumables.

Food Service will be an issue and he is hopeful that there will some federal funding that comes through to offset expected deficit.

Financial Dashboard expenditures all look in good shape. Miscellaneous revenues are down as well as Special Education revenues which include State Agency Client and Medicaid funding.

- 7. Other Finance Discussion/Action Item(s):**  
None at this time

**Adjournment:**

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

To adjourn the meeting at 5:39 p.m.

**VOTED:** "Yes", Unanimously