

MAINE SCHOOL ADMINISTRATIVE DISTRICT 6

FINANCE/FACILITIES COMMITTEE MEETING

September 16, 2020

Central Office

MINUTES

Present: Erika Creutz, Nathan Carlow, Don Marean and John Sargent

Guests: Bill Brockman and Paul Penna

Mr. Marean called the meeting to order at 4:00 p.m.

Welcome:

Mr. Brockman introduced Kellie LaPlante to the committee as a new addition to the Business Office. Ms. LaPlante is being contracted through the Robert Half agency as a Staff Accountant and will be focusing on the Cares Act funding. There are potentially two funding sources that will require following strict Federal guidelines. Mr. Brockman intends on bringing Ms. LaPlante over to full-time employee status after January 1, 2021. Mr. Brockman intends for Ms. LaPlante's salary for this current fiscal year will be charged to Cares Act funding.

Public Comments:

There were no public comments.

Approval of Minutes:

Moved by Mr. Sargent; seconded by Mr. Carlow

To accept the Finance-Facilities Minutes from August 12, 2020 as presented.

VOTED: "Yes," Unanimously

Utilization of Gate Receipts:

Eric Curtis, Athletic and Activities Director, has brought forth a request to contract with Saco River Community Television to provide streaming of home games for boys/girls soccer and field hockey at the high school level. The request is to use gates funding not to exceed \$2,500. The current balance of the Gates Account is approximately \$79,738.

Mr. Brockman believes this could be charged as a Covid related expense and as such would seek to reimburse the Gates expense if allowable within Cares Act funding.

Moved by Mr. Carlow; seconded by Mr. Sargent

To authorize the expenditure from Gates funding to approve the contact with Saco River Community Television to stream home games for soccer and field hockey not to exceed \$2,500.

VOTED: "Yes," Unanimously

FACILITIES ITEMS:

Facilities Update – Discussion/Action Items:

Facilities Update: The Director and Assistant Director were unable to make it to the meeting but have submitted a report that is included in the meeting packet.

Mr. Brockman noted that the majority of time over the previous month has been spent on readying schools for student and staff arrival. Front entrances have had to be retrofitted, classroom spaces have required items and furniture to be removed and desks spaced out appropriately. Purchasing of Personal Protective

Equipment (PPE) has been occurring as well as distributing throughout the district and finding storage solutions for inventory. Mr. Brockman has been very pleased to have the new Assistant Facilities Director, Stephen Heroux, on board as he has been a great asset during this process and has had to hit the ground running the first few months of his employment.

Mr. Brockman added that the concern with not being able to use the electrostatic mister/sprayers has been resolved now that the Governor has removed the pesticide restriction on this piece of equipment at least until the State of Emergency has ended. Mr. Brockman shared that there have been a number of bus drivers and nutrition staff that are assisting custodial staff on Fridays in order to get their scheduled 30 hours per week in.

Questions/discussion:

- How has the overall cleaning of the building been going? Mr. Brockman responded that most of the new cleaning protocols have been worked out through additional training with staff. Mr. Penna added that custodial staff are available at each school building to provide ongoing cleaning during the day while students are attending. Desks are being wiped down consistently as well as common areas.
- How has bus transportation and parents drop off been? Mr. Penna noted that more parents are dropping off which has helped tremendously and this has been going well so far. Hollis Elementary has had to address some congestion as their bus and parent drop off is at the same area but they have been able to alleviate this by using the access way to the municipal building across the road.
- How is serving lunch going? It's going well but fewer students are taking them even though they are at no cost. The Nutrition Director is working on getting the word out to parents that meals are available. Those students that are not attending classes in school buildings have an opportunity to come in and pick up lunches as well. There is a time slot of 12:30 p.m. and 4:00 – 6:00 p.m. at strategic locations for meal pickups.

Gorham Savings Lease/Purchase Proposal – Maintenance Vehicles:

Mr. Brockman brought to the committee a Lease Purchase proposal with Gorham Savings Bank. The request to obtain lease/purchasing was approved at the School Board meeting on September 14, 2020. There are 4 vehicles that will be purchased through the lease. Two of these will replace 2 Ford 550 trucks that are not likely to make it through the winter season. The interest rate is 1.610%. Once the lease goes through bond counsel it will be brought back to the School Board as a Resolution. This will likely be ready the first Board meeting in October.

F350 4x4 Pickup with plow will be for the Assistant Facilities Director
F350 4x4 Plow truck this will be used for plowing and heavy duty needs
(2) Ford Transit 250 van

Moved by Mr. Sargent; seconded by Mr. Carlow

To move the Lease/Purchase proposal from Gorham Savings in the amount of \$192,000 in principal and \$5,960.64 in interest for a total of \$197,960.64 to the School Board for their consideration and approval.

VOTED: “Yes,” Unanimously

Other Facilities Discussion/Action Items:

There were no additional Facilities items for discussion.

FINANCE ITEMS:

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

MAINE SCHOOL ADMINISTRATIVE DISTRICT 6
FINANCE & FACILITIES ACCOUNTS PAYABLE WARRANT SUMMARIES
AUGUST 2020

Thursday, August 6, 2020				
FIRST WARRANT	Payroll	21-02	\$1,137,772.34	
	Accounts Payable Warrant	21-02	\$595,396.44	
	Food Service Warrant	21-02	\$20,058.91	
	Insurance (MePers + Ins)	21-02	\$2,352.55	\$1,755,580.24
Thursday, August 20, 2020				
SECOND WARRANT	Payroll	21-03	\$1,137,625.60	
	Accounts Payable Warrant	21-03	\$328,043.33	
	Food Service Warrant	21-03	\$10,110.71	
	Insurance (MePers + Ins)	21-03	\$792,503.75	\$2,268,283.39
TOTAL				\$4,023,863.63

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

B. Brockman reviewed the Top 25 Expenditures for the Month of August.

EXPENDITURE Summary Prepared for the 9/16/2020 Finance Committee Meeting		AUGUST 2020	
		AP WARRANT 21-02 & 21-03	\$923,439.77
		FS WARRANT 21-02 & 21-03	\$30,169.62
		TOTAL	\$953,609.39
CHECK #	VENDOR	DESCRIPTION	AMOUNT
1) 142887	ROWE FORD SALES, INC.	PURCHASE 2 FORD 350 TRUCKS	\$104,179.00
2) 142885	NORWAY SAVINGS BANK	COPIER LEASE PAYMENT	\$94,240.19
3) 143120	VODAVI TECHNOLOGIES, LLC	FIREWALL REPLACEMENT	\$85,988.61
4) 142991	TREAS STATE OF MAINE	MLTI PAYMENT - STUDENT DEVICES	\$73,955.00
5) 142948	MSMA WORKERS COMP TRUST	AUGUST WORKERS COMP PAYMENT	\$30,575.00
6) 142918	GREAT SCHOOL PARTNERSHIP	WALKTHROUGH - COACHING	\$24,150.00
7) 143020	CENTRAL MAINE POWER	ELECTRICITY 21-03	\$24,106.47
8) 143008	PINE TREE SOCIETY	SP-ED CONTRACTED SERVICES	\$23,874.36
9) 143005	ZVERSE, INC.	YOUTH AND ADULT FACE SHIELDS	\$22,475.00
10) 143004	ZONAR SYSTEMS, INC.	TRANSPORTATION SOFTWARE	\$21,938.40
11) 143007	SULLIVAN & MERRITT CONSTR.	BCES BOILER REPLACEMENT	\$20,650.00
12) 143013	AMPLIFIED IT, LLC	GOOGLE SUITE LICENSING	\$15,648.00
13) 142925	IXL MATH, INC.	SITE LICENSING - BEMS	\$15,300.00
14) 143074	NORRIS INCORPORATED	SECURITY RELOCATION - COVID	\$15,054.78
15) 142899	BRAINPOP LLC	SUBSCRIPTION GRADES K-8	\$14,642.10
16) 19290	SYSCO OF NO. NEW ENGLAND	NUTRITION SUPPLIES DISTRICT WIDE	\$11,917.97
17) 143024	COMPANION CORPORATION	LIBRARY SOFTWARE RENEWAL	\$11,760.00
18) 142947	MINUTEMAN PRESS	FOCUS ON SIX MAILING	\$11,451.24
19) 142963	PINE TREE WASTE INC.	TRASH REMOVAL 21-02	\$11,196.35
20) 143079	PINE TREE WASTE INC.	TRASH REMOVAL 21-03	\$11,067.57
21) 142886	RUTH'S REUSABLE RESOURCE	DISTRICT WIDE MEMBERSHIP	\$10,614.00
22) 142914	DRUMMOND WOODSUM	LEGAL FEES	\$10,026.10
23) 142915	EDMENTUM, INC.	CORE LIBRARY SUBSCRIPTION - BEHS	\$9,375.00
24) 142908	CENTRAL MAINE POWER	ELECTRICITY EXPENSE 21-02	\$8,830.63
25) 143039	HALL IMPLEMENT COMPANY	2 JOHN DEERE MOWING TRACTORS	\$8,710.62
THE TOP 25 EXPENDITURES REPRESENT		72.54% OF ALL A/P EXPENDITURES	\$691,726.39

Questions/Discussion

- What is driving the legal expenditures? Mr. Penna responded that the majority is from the LPN arbitration.
- PPE expenditures will be a common expense that will be seen on the top 25 this year. Hopefully these will all be reimbursable through Cares Act funding.

Interim Financial Report & Dashboard:

Interim Financial Report: Mr. Brockman reviewed the Interim Financial Report for August 2020 noting that General fund expenditures look good. We can expect that Nutrition may have concerns coming up on year-end as this department continues feeding all students. Mr. Brockman added that their revenues will be down but the Nutrition expenditures will be increasing.

Dashboard: Mr. Brockman reviewed the Finance-Facilities Dashboard noting that revenues are slightly higher than anticipated which can be attributed to State Agency client reimbursement that has come through for the previous fiscal year. Expenditures overall fall within expected gauges for this time period in the school year. The beginning of the school year is where more purchases is normal as well as renewals of various software programs and other annual contracts are made.

Other Finance Discussion/Action Items:

VW Grant Award: Mr. Brockman shared that the district has been awarded additional funding from VW grant settlement award which will allow for the purchase of two (2) 2022 Blue Bird 77 passenger conventional propane buses. The purchase of these two buses is \$217,148 and the district cost will be \$60,908. This saves the district \$156,240 on the purchase price. The Board recently approved the resolution to authorize the expenditure from the Capital Reserve funds to expend MSAD 6's share of the purchase for these two buses.

Mr. Brockman reviewed the current list of buses in the district's fleet. The district has a total of 78 buses with 28 of these buses meeting the State's criteria for replacement. The State has only approved the district for one State approved replacement this fiscal year. Additionally, the district now has 18 buses between the year's of 2020 – 2022 in it's fleet.

Adjournment:

Moved by; Mr. Sargent, seconded by Mrs. Creutz;
To adjourn the meeting at 5:38 p.m.

VOTED: Yes, Unanimously.