

MAINE SCHOOL ADMINISTRATIVE DISTRICT 6

FINANCE/FACILITIES COMMITTEE MEETING

October 7, 2020

Central Office

MINUTES

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

Kennedy Libby – Student representative

Guests: Bill Brockman and Stephen Heroux

Mr. Marean called the meeting to order at 4:08 p.m.

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 October 7, 2020 as presented.

VOTED: “Yes,” Unanimously

FACILITIES ITEMS:

Facilities Update – Discussion/Action Items:

a. **Facilities Update:** Mr. Heroux, Assistant Director, reviewed the Facilities update that is available in the meeting packet. The focus of a majority of items addressed the previous month is related to COVID-19 cleaning.

Mr. Heroux reported that cleaning of the school has been going very well noting that the district is going through approximately \$2,000 worth of disinfectant on a weekly basis.

List items here:

- Athletic Fields
- Mowed & Lined fields, set up for games and practices, seasonal bathrooms opened, set up BEHS tennis courts for two volleyball courts
- Repaired irrigation sprinkler upper soccer field
- Removed damaged slide at Hollis Elementary play area
- Landscaped Hollis Elementary
- Repaired and rekeyed locksets throughout the District
- Converted office and conference rooms into clinic rooms at BEHS
- Received second portion of PPE from the State
- Purchased Gloves, Gowns and Masks
- Distributed PPE throughout the District
- Distribute cleaning and disinfecting products throughout the District
- Distributed 700 Plexiglas desktop dividers
- Designed and ordered 600 sets of side panels that attach to desk dividers
- Moved Speech Therapist and Guidance Counselor rooms at Steep Falls
- Met with Attorney on the easement at Edna Libby

- Hired three Custodians
- Met with Shawn Sheehan at St. Josephs College to discuss and observe their wastewater Covid testing
- Received condensing unit for library repair at BEMS, the evaporator coil is expected within two weeks

b. Review and Approve Subsurface Disposal Bid:

Mr. Brockman reported that the district received only one bid out of the 4 qualified contractors. The bid deadline was October 5, 2020 and the one bid is from Dearborn Brothers Construction. Mr. Brockman added that they have spoken with DEP to see if it would be a problem that the district only receiving one bid for this project and they have since responded that it would not be a concern as there were 3 other potential bidders that attended the pre-bid meeting and then chose not to bid.

Underwood Engineers is recommending that the district accept the submitted bid for \$425,160.00.

Discussion:

- Where would the 5% contingency go if not used; It would go back into either the fund balance or the capital fund account and can be used as needs and/or projects arise.

Moved by Mr. Sargent; seconded by Mr. Carlow

To accept the submitted bid from Dearborn Brothers Construction in the amount of \$425,160.00.

VOTED: "Yes," Unanimously

c. Update of Maintenance Vehicle Lease/Purchase:

Mr. Brockman reported that the district would be closing on the lease Thursday, October 8 2020. The district has received 2 of the 4 vehicles of the contained within the lease; 1 2020 Ford F350 Supercab with V-plow and Sander and the other is a 2020 Ford Transit T250 Cargo Van. The other two vehicles to be purchased are a 2020 Ford F350 Cab/Chassis with Rack Body V-Plow and Sander and a 2020 Ford F350 Pickup.

d. Discuss Testing of Wastewater for Covid-19:

Mr. Heroux shared that the district has begun researching the possibility of conducting Covid-19 testing on wastewater at individual school sites. St. Joseph's College has begun this process when they opened in September. Mr. Heroux has met with their Facilities Director to learn more about the process.

Based on their informational meeting, once Covid had been detected in one of their dormitories they (St. Joseph's College) then went and began testing individual students to further isolate and identify those presenting as positive cases. They are using this process to collect data not only to track but also to show the ability to head off a major outbreak. They currently process the testing in-house with staff as well as sending it to a lab in PA.

Testing is done on the liquid portion of wastewater. Mr. Heroux provided an overview of the type of system that the college is using. The system is called a GLS Compact Composite Sampler and states it 70% effective. Barriers may be due to not everyone using the facilities on given day or its ability to capture all samples. This system will identify 5 days earlier during a person's asymptomatic stage.

The cost is \$2,700 per unit plus an additional \$400 per test. Should the district decide to go in this direction Mr. Heroux recommends beginning by initial testing for a month or so to build a baseline before moving on to individual testing if Covid is found. If the district decides to test should we test all schools or some schools?

Additionally, Mr. Heroux feels we could do testing in-house as the chemical requires are available at the high school and we do have qualified chemistry teacher(s) capable of doing the testing but would this be a feasible option? Timeline to if sending tests to Pennsylvania is results within 48 hours.

Discussion:

- Can you clarify how many units are required if doing each school? BEHS/BEMS has the treatment plant but an estimate is that the district would need 12 units. Mr. Penna discussed monitoring the three largest schools. There is a concern around only testing some schools and not all and what perception this would present.
- If ordering, it will take 4-9 weeks to obtain this product. Product cost could be charged to Cares Act funding but testing would have to be paid for by the district.
- Is there any other use of these devices after the pandemic? Mr. Heroux reported that it could be used to sample wastewater or regular water.
- This device is being used across the country by colleges and municipalities.
- PFAS testing requirements is likely to be mandated in the near future and could eventually lead to additional testing on wastewater as well as drinking water and this system may be able to be used to conduct additional tests.
- Are there associated costs for requiring additional staff as well as how long does it take to get a sample? Mr. Heroux does not feel it would require additional staff and it takes less than 15 minutes to collect a sample.

The Finance-Facilities Committee supports Mr. Penna submitting for purchasing 12 units in the second round application process of Covid Relief Funds.

e. Discuss using Cares Act funds to install Needlepoint Bipolar Ionization air purification:

Mr. Brockman shared information on a large-scale ventilation system proposal that would improve and hopefully capture and neutralize viruses. With the onset of the virus; the key is to filter in more “fresh” air to go through HVAC systems. The device would be installed in the district’s current HVAC system(s) and would be able to capture smaller particulates; i.e. viruses and bacteria. Many schools across the nation are opting to install this. Mr. Brockman and the Facilities department heads have had an initial meeting with Honeywell (Honeywell has installed and services the district’s current HVAC systems). Needlepoint Bipolar Ionization states that it removes 99.4% Covid virus. They have installed this in NH and have other school districts in Maine pending installation. Mr. Brockman has spoken with Drummond Woodsum and doesn’t believe there would be any issues should the district contract with Honeywell on this scope of work noting that this project would need to part of the Phase 2 Covid Relief funding application. Honeywell needs to guarantee that work would be completed within the CRF funding deadline of 12/30/20.

Highlights of Bi-polar Ionization:

- Kill bacteria on surfaces and in the air
- Kill mold on surfaces and in the air
- Kill viruses on surfaces and in the air
- Reduce odors
- Reduce Volatile Organic Compounds (VOC)
- Reduce static electricity
- Reduce particulates in the building air

Discussion:

- If installed would the CDC relax their guidelines? No they are not changing their framework at this point. By making this expenditure are we sacrificing any other purchases? No, within the scope of allocate funds this purchase would not take anything else of the “list”.

Other Facilities Discussion/Action Items:

Mr. Heroux reported the BCES has experienced water leaking from a propane regulator. There had already been plans to install a new water heater during this week. Unfortunately, the existing one completely failed the

same day the new one was scheduled for installation. Mr. Heroux added that the repair technicians had never seen water migrating back into the propane as it did in this situation. This failure led to no hot water at this site today. The technician needed to source out a new regulator given its specification with one being located in Virginia. They were able to install the new water heater while the propane technician cleared the propane lines. Mr. Heroux noted that equipment is back up and running. They had to install two regulators in place of the one larger one until the larger one arrives and then the larger regulator will replace the two.

FINANCE ITEMS:

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

a. AP and Payroll Warrants 21-04 & 21-05

MAINE SCHOOL ADMINISTRATIVE DISTRICT 6			
FINANCE & FACILITIES ACCOUNTS PAYABLE WARRANT SUMMARIES			
SEPTEMBER 2020			
Thursday, September 10, 2020			
FIRST WARRANT	Payroll	21-04	\$1,285,911.99
	Accounts Payable Warrant	21-04	\$470,622.06
	Food Service Warrant	21-04	\$35,936.58
	Insurance (MePers + Ins	21-04	\$184,908.43
			\$1,977,379.06
Thursday, September 24, 2020			
SECOND WARRANT	Payroll	21-05	\$1,361,031.06
	Accounts Payable Warrant	21-05	\$459,312.13
	Food Service Warrant	21-05	\$21,589.52
	Insurance (MePers + Ins	21-05	
			\$1,841,932.71
TOTAL			\$3,819,311.77

MAINE SCHOOL ADMINISTRATIVE DISTRICT 6

FINANCE & FACILITIES PAYROLL WARRANT SUMMARIES
SEPTEMBER 2020

			GROSS	NET
FIRST WARRANT	Payroll	21-04	\$1,285,911.99	\$972,815.70
	MainePERS	21-04	\$184,908.43	\$184,908.43
	Insurance	21-04		
		21-04		
			GROSS	NET
SECOND WARRANT	Payroll	21-05	\$1,361,031.05	\$1,032,222.62
	MainePERS	21-05		
	Insurance	21-05		
		21-05		
TOTAL			\$2,831,851.47	\$2,189,946.75

Moved by Mr. Sargent; seconded by Mr. Carlow to approve all warrants as presented.

VOTED: Yes, Unanimously.

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

TOP 25 ACCOUNTS PAYABLE EXPENDITURES

Maine School Administrative
District No. 6

EXPENDITURE Summary Prepared for the 10/7/2020 Finance Committee Meeting		AP WARRANTS 21-04 & 21-05	\$929,934.19
		FS WARRANTS 21-04 & 21-05	\$57,526.10
		TOTAL	\$987,460.29
CHECK #	VENDOR	DESCRIPTION	AMOUNT
1) 143361	HONEYWELL, INC.	PARTIAL PAY - ANNUAL CONTRACT	\$89,354.50
2) 143296	AMAZON.COM CORP CREDIT	SUPPLIES - DISTRICT WIDE	\$41,834.09
3) 143418	PRESENCE LEARNING INC.	SP-ED CONTRACT SERVICES	\$36,550.00
4) 143446	TD EQUIPMENT FINANCE, INC.	LEASE PAYMENT - BUS	\$32,531.24
5) 143447	TD EQUIPMENT FINANCE, INC.	LEASE PAYMENT - TECHNOLOGY	\$32,450.99
6) 143461	VODAVI TECHNOLOGIES, LLC	TECH EQUIPMENT - COVID	\$31,870.60
7) 143152	CENTRAL MAINE POWER	MONTHLY ELECTRICITY EXPENSE	\$30,956.77
8) 143211	MSMA WORKERS COMP TRUST	MONTHLY EXPENSE - SEPTEMBER	\$30,575.00
9) 143205	MSMA WORKERS COMP TRUST	MONTHLY EXPENSE - OCTOBER	\$30,575.00
10) 143205	MARINE ECOLOGICAL HABITAT	DESK SHIELDS - COVID	\$30,510.00
11) 143166	EDMENTUM, INC.	SOFTWARE LICENSE DISTRICT WIDE	\$27,450.00
12) 143237	RENAISSANCE	ELA & MATH PROGRAM ELEMENTARY	\$25,079.52
13) 143274	TYLER TECHNOLOGIES, INC.	FINANCE SOFTWARE - HOSTED FEE	\$24,800.00
14) 143230	POSITIVE PROMOTIONS	COVID - PPE SUPPLIES	\$22,516.92
15) 143275	TYLER TECHNOLOGIES, INC.	TRANSPORTATION SOFTWARE	\$20,150.00
16) 19314	SYSCO OF NORTHERN N.E.	NUTRITION SUPPLIES - DISTRICT	\$17,300.73
17) 143159	DENNIS K. BURKE	MONTHLY FUEL EXPENSE	\$16,351.86
18) 143140	BEHAVIORAL LEARNING LEAD.	SP-ED CONTRACTED SERVICES	\$14,677.18
19) 19324	SYSCO OF NORTHERN N.E.	NUTRITION SUPPLIES - DISTRICT	\$12,799.92
20) 143170	GORHAM SAVINGS LEASING	LEASE PAYMENT - BUS LEASE	\$11,649.85
21) 143154	CLEAN-O-RAMA, INC.	CUSTODIAL SUPPLIES - COVID	\$10,815.70
22) 143206	MARK R. HAMMOND ASSOC.	SP-ED CONTRACTED SERVICES	\$10,287.75
23) 19307	HEARTLAND	NUTRITION - PAYMENT SOFTWARE	\$10,199.00
24) 143231	PROAV SYSTEMS INC.	TECHNOLOGY - COVID	\$9,890.34
25) 143289	WHALLEY COMPUTER ASSOC.	ONE YEAR SUBSCRIPTION - TECH	\$9,805.05
THE TOP 25 EXPENDITURES REPRESENT		63.90% OF ALL A/P EXPENDITURES	\$630,982.01

Questions/Discussion

- Did Tyler Technologies security breach affect us? No it did not.

Interim Financial Report & Dashboard:

b. Interim Financial Report: Mr. Brockman reported that the general fund looks good over all. He expects a slight adjustment in State subsidy due to Maine Seed adjustments.

Dashboard: Mr. Brockman reviewed the Dashboard gauges, which show the following percentages remaining in Expenditures:

- General Fund 83.7%
- Payroll Accounts 86.28%
- Non-Payroll Accounts 74.8%
- Per Pupil Allocations 74.99%
- Special Ed Accounts 86.0%
- Energy Accounts 97.0%

To date, the district has taken in more revenues than expensed at this point.

a. Review of Cares Act Funding – ESSERF, CRF 1 & CRF 2:

Mr. Brockman reported out that the first drawdown of CRF 1 has been submitted for reimbursement, which covers the time period of 3/14/20 to 6/30/20 and is for approximately \$57,000. The amount approved in CRF phase 1 is \$2,770,645.63.

The Phase 2 CRF funding application must be submitted to the State by October 15, 2020. Mr. Penna added that within phase 2 of the application he will try to incorporate some type of support for town recreation departments. Mr. Penna stressed the importance of trying to utilize spaces creatively in order to provide adequate spacing and bring back as many students as possible. This may include using pre-fabricated partitions and using gym and library spaces. The amount the district is eligible to apply for in phase 2 is \$2,904,106.93.

The ESSER application has been sent back for modifications several times. This is the funding that would extend beyond the 12/30/20 CRF deadline. If approved, the ESSER funding would amount to an additional \$447,096.22

Other Finance Discussion/Action Items:

No other Finance items at this time.

Adjournment:

Moved by; Mr. Sargent, seconded by Mrs. Creutz;
To adjourn the meeting at 6:03 p.m.

VOTED: Yes, Unanimously.