

## MAINE SCHOOL ADMINISTRATIVE DISTRICT 6

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### FINANCE/FACILITIES COMMITTEE MEETING

November 4, 2020

Central Office

### MINUTES

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

Kennedy Libby – Student representative

Guests: Bill Brockman and Stephen Heroux

Mr. Marean called the meeting to order at 4:01 p.m.

Mr. Marean recognized and congratulated Mr. Carlow on his election win.

#### **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.

- Athletic Fields
  - Mowed & Lined fields, set up for games and practices, seasonal bathrooms were closed and drained., lined and added flag football to Stadium Field
- Repaired failed water heater at BCES – purged water from propane lines – replaced the second failed water heater.
- Started winterizing irrigation system
- Horizontal directional boring to run fiber optic line from BEHS to field 15 for expanded Wi-Fi
- Increased seating capacity for eating in BEHS gym to 74, Cafeteria to 68 and the MPR to 30. ***Revised on 11/4 and reduced back to 50 max per room.***
- Repaired and rekeyed locksets throughout the district
- Repaired leaking skylights at Hollis and BEHS
- Distribute PPE throughout the district
- Distribute cleaning and disinfecting products throughout the District
- Received 600 sets of side panels that attach to desk dividers and began distributing these items
- Ordered custodial equipment – riding sweeper, backpack vacuum, auto scrubbers, spot vacuum and floor blowers
- Posted job openings for custodian and maintenance worker(s)
- Video meeting with Honeywell to discuss Needlepoint Bipolar Ionization
- Craned condensing unit and evaporator coil onto the roof and removed existing units for library. Honeywell installed and completed repair.
- Pine Tree Food Equipment installed new dishwasher at BEMS kitchen – steam vent will be completed this week
- Replaced approximately 60’ of 2” hot water pipe at Edna Libby

- Repaired furnace at Hollis school and gym
- Updated Boiler control program BCES
- District elevators inspected
- District decals installed on new trucks and vans
- Supervised a BEHS student who repaired a hole that they had kicked in a bathroom tiled wall.

Questions/Discussion:

- The MPR (multipurpose room) is the next area of over flow and then on to hallways as last resort if needed.
- Are there any other schools installed the Bipolar system? The Needlepoint Bipolar Ionization air purification system will cost \$1,751,000.00 and the project is scheduled to move forward. There are 7 other school districts in the state that are contracted to install this system as well.

**Other Facilities Discussion/Action Items:**

No other items noted.

**FINANCE ITEMS:**


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

**a. AP and Payroll Warrants 21-06 & 21-07, 21-07a**

MAINE SCHOOL ADMINISTRATIVE DISTRICT 6			
FINANCE & FACILITIES ACCOUNTS PAYABLE WARRANT SUMMARIES			
11/4/20			
Thursday, October 8, 2020			
FIRST WARRANT	Payroll	21-06	\$1,411,362.55
	Accounts Payable Warrant	21-06	\$762,400.92
	Food Service Warrant	21-06	\$18,189.71
	Insurance (MePers + Ins		\$2,191,953.18
Thursday, October 22, 2020			
SECOND WARRANT	Payroll	21-07	\$1,424,577.41
	Accounts Payable Warrant	21-07	\$466,374.02
	Food Service Warrant	21-07	\$20,349.46
	Insurance (MePers + Ins		\$1,911,300.89
Third Payroll 10/30/20 - \$1,434,708.09		TOTAL	\$4,103,254.07
Special CRF Warrant 21-07a = \$519,297.33			

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

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

<div>  <div> MSAD #6  TOP 25 ACCOUNTS PAYABLE  EXPENDITURES </div> </div>			
EXPENDITURE Summary			
Prepared for the		AP 21-06, 21-07, 21-07a	\$1,754,393.43
November 4, 2020		FS 21-06, 21-07	\$38,539.17
Finance Committee			
Meeting		TOTAL	\$1,792,932.60
CHECK #	VENDOR	DESCRIPTION	AMOUNT
1)	143829 O'CONNOR GMC, INC.	CRF 1 - BUS PURCHASE	\$371,963.25
2)	143565 PROAV SYSTEMS INC.	CRF 1 - REMOTE LEARNING	\$119,055.72
3)	143474 ROWE FORD SALES, INC.	2 TRUCKS ASST MGR/PLOW	\$84,778.00
4)	143598 US BANK CORP TRUST	BOND BANK PAYMENT - BCES	\$83,334.00
5)	143742 OAKSON, INC.	WASTEWATER SUB SURFACE PROJ	\$74,750.00
6)	143475 ROWE FORD SALES, INC.	CRF 1 - TRANSIT VANS	\$72,645.00
7)	143827 MARINE ECOLOGIAL HABIT.	CRF 1 - DESK SHIELDS	\$64,620.00
8)	143564 POSITIVE PROMOTIONS	CRF 1 DESK SHIELDS/PPE SUPPLIES	\$62,743.84
9)	143476 O'CONNOR GMC, INC.	VW - SETTLEMENT - BUS PURCHASE	\$60,908.00
10)	143825 HONEYWELL, INC.	CRF 1 - BEMS LIBRARY AIR COND.	\$37,295.00
11)	143519 GORHAM SAVINGS LEASING	LEASE PAYMENT	\$34,649.95
12)	143618 AMAZON.COM CORP CREDIT	DISTRICT WIDE SUPPLIES	\$25,080.30
13)	143652 CENTRAL MAINE POWER	MONTHLY ELECTRICITY EXPENSE	\$24,586.24
14)	143634 BEHAVIORAL LEARNING	SP-ED CONTRACTED SERVICES	\$23,464.21
15)	143761 QUADBRIDGE INC.	CRF 1 - REMOTE LEARNING	\$20,125.00
16)	143748 PINE TREE SOCIETY	SP-ED CONTRACTED SERVICES	\$18,977.75
17)	143667 DENNIS K. BURKE	MONTHLY FUEL EXPENSE	\$17,566.52
18)	143822 B & H PHOTO VIDEO	CRF 1 - TRIPODS/CAMERAS	\$17,225.00
19)	143810 W.B. MASON CO., INC.	CRF 1 - DESK SHIELDS	\$16,733.89
20)	143559 PINE TREE FOOD EQUIP	CRF 1 - FOOD SERVICE	\$16,445.50
21)	19349 SYSCO OF NORTHERN N.E.	NUTRITION SUPPLIES - DISTRICT	\$15,923.20
22)	143531 LEARNING SCIENCES	FEDES GRANT - PROF DEVELOP.	\$15,756.00
23)	143518 GORHAM SAVINGS LEASING	LEASE PAYMENT	\$15,403.01
24)	143831 SECOND LIFE MAC	CRF 1 - IPAD CABLES/CHARGERS	\$14,990.00
25)	143489 BANGOR CHINESE SCHOOL	1 TEACHER FOR 2020-2021	\$14,155.00
THE TOP 25 EXPENDITURES REPRESENT 8.80% OF ALL A/P EXPENDITURES			\$1,323,174.38

CRF (Cares Act Funding) items were identified within the top 25

### Interim Financial Report & Dashboard:

**b. Interim Financial Report:** Mr. Brockman reported that the general fund looks good over all. He does not see any difficulties at this point that would raise any flags. Mr. Brockman will be keeping a close eye on salary accounts. He noted that the district is still carrying the expenses for the CARES Act funding as we have not received any reimbursement yet. Mr. Brockman expects Food Service to have difficulty at the end of the year as revenues are not coming in at this point for this program.

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

- General Fund 77.2%
- Payroll Accounts 78.71%

- Non-Payroll Accounts 71.78%
- Per Pupil Allocations 68.70%
- Special Ed Accounts 78.57%
- Energy Accounts 93.71%

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

- General Fund 33.47%
- Local Assessments 32.90%
- State Subsidy 30.49%
- Balance Forward 100.00%
- Misc. Revenues 53.19%

Questions/Discussion:

- Can you explain the per pupil allocation? Mr. Brockman responded that the Per Pupil allocation formula is geared toward providing equity within schools in order to have the funds available to purchase what the Principals' feel are necessary for their individual buildings.

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

Mr. Brockman reported out that the 2<sup>nd</sup> and 3<sup>rd</sup> drawdowns of CRF 1 funding has been submitted for reimbursement. These two drawdowns spans expenditures made from July 1, 2020 through October 30, 2020. The amount approved in CRF phase 1 is \$2,770,645.63. To date, the district has not received any reimbursement.

The Phase 2 CRF funding application has just recently received approval. The amount the district was eligible to apply and received approval for in phase 2 is \$2,904,106.93.

The ESSER application has also been accepted and approved. This is the funding that would extend beyond the 12/30/20 CRF deadline. The ESSERF funding would amount to an additional \$447,096.22

Questions/Discussion:

- Storage is an issue. Will shipping containers help? They can help but they will develop condensation so you would not be able to put items in them that this would impact.
- Are there any savings from running buses 4 days a week rather than 5? Mr. Brockman reported that it may be possible to see minimal savings on fuel and possibly repairs but not a significant amount.

**Other Finance Discussion/Action Items:**

No other Finance items at this time.

**Adjournment:**

Moved by; Mrs. Creutz; seconded by Mr. Sargent  
To adjourn the meeting at 5:12 p.m.

**VOTED:** Yes, Unanimously.