

## MAINE SCHOOL ADMINISTRATIVE DISTRICT 6

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### FINANCE/FACILITIES COMMITTEE MEETING

December 9, 2020

Central Office

### MINUTES

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Present: Julie Anderson, Erika Creutz, Don Marean and John Sargent  
Nathan Carlow arrived at 4:26 p.m.

Student representatives Kennedy Libby and Julia Ryan

Guests: Bill Brockman and Paul Penna

Mr. Marean called the meeting to order at 4:04 p.m.

#### **Public Comments:**

There were no public comments.

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

Moved by Mr. Sargent; seconded by Mrs. Anderson

To accept the Finance-Facilities Minutes from November 4, 2020 as presented.

**VOTED:** "Yes," Unanimously

## **FACILITIES ITEMS:**

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

**a. Facilities Update:** Mr. Brockman reviewed the Facilities update that is available in the meeting packet.

Mr. Brockman discussed that work has begun on developing the site for the Subsurface Treatment Plant. Two roads are being installed. Mr. Brockman showed a map of the area where the roads are being established and that the contractor plans to bring in the sand for the project over the winter months. The distribution system should go in sometime in late March or early April.

Mr. Brockman also noted that another project currently underway is the Needlepoint Bipolar Ionization that is being done by Honeywell.

- Athletic Fields
  - Stored nets, goals and benches
- Replaced propane regulator BCES
- Winterizing irrigation system
- Connected fiber optic-line from BEHS to field 15 for expanded Wi-Fi
- Cleaned rooftop drains and road culverts
- Distribute cleaning and disinfecting products throughout the District
- Distributed custodial equipment – backpack vacuum, auto scrubbers, and floor blowers
- Hired 2 custodians and 1 maintenance
- Video meeting with Honeywell to discuss ongoing Needlepoint Bipolar Ionization
- Pine Tree Food Equipment installed new dishwasher at Edna Libby kitchen
- Inspected and certified fuel oil tank BEMS
- Pro AV upgrades in class and conference room
- Received 12 passenger van
- Moved tire mounting machines and lathe from Industrial arts to bus garage
- Stored soft walls in Industrial Arts room
- Removed seats from out of service bus and used for storage

- Worked with William Dunlay on a donated LED lighting upgrade at the Hollis Gym – approximate value \$3,275 and \$780 annual operating savings
- Prep sanders, snowplow and snow blowers
- Coordinated Honeywell access into buildings
- Purchased 40'x100' and 50'x110' pole tent
- Ordered 90 A-1100 MINI NPBI Air Cleaners

**Questions/Discussion:**

- Where are we storing the items purchased with CARES Act funding? Facilities has rented storage containers and are using every available space at schools, one bay at the bus garage and also has converted an unused bus for storage (seats removed)
- In regards to the Honeywell project - what happens if the project is not completed by 12/30? Mr. Brockman responded that Federal guidelines allow for accommodations if there should be supply chain issues. Should this come into play the district has a letter from Honeywell that can be submitted to ask for an extension.
- How is the district doing with staffing i.e. custodial? Mr. Brockman responded that at this point concerns are centered around the number of staff that are or could be required to quarantine. This is what could impact Facilities ability to provide adequate coverage at schools. Mr. Penna noted that should we have to go remote at a location because of staffing concerns he would likely close the high school as those students are better suited for remote learning and then reallocate staff to other buildings as needed.
- What is the Wi-Fi expanded to field 15? The expanded Wi-Fi will be used to support outdoor spaces/classrooms when the weather is appropriate.

**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 21-08 & 21-09**

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 November.

<div>  <div> <b>MSAD #6</b>  <b>TOP 25 ACCOUNTS PAYABLE EXPENDITURES</b> </div> </div>			
EXPENDITURE Prepared for the December 9, 2020 Finance Committee Meeting		AP WARRANT 21-08 & 21-09 FS WARRANT 21-08 & 21-09	\$1,477,870.32 \$37,758.37
		TOTA	\$1,515,628.69
CHECK #	VENDOR	DESCRIPTI	AMOUNT
1)	143975 HONEYWELL, INC	CRF 2 - NEEDLEPOINT IONIZATION	\$525,570.00
2)	143976 SWIFTWALL SOLUTIONS	CRF 2 TEMP CLASSROOM SPACES	\$127,610.00
3)	143981 US BANK CORP TRUST	BOND BANK PAYMENT	\$90,590.28
4)	143836 APPLE INC.	CRF 1 IPADS AND CASES	\$59,238.50
5)	144037 INDUSTRIAL AIR PURIFICAT.	CRF 1 AIR PURIFIER UNITS	\$44,760.60
6)	144032 HILLYARD/NEW ENGLAND	CRF 1 CUSTODIAL EQUIP/SUPPLIES	\$38,836.65
7)	144005 CENTRAL MAINE POWER	MONTHLY ELECTRICITY EXPENSE	\$33,956.69
8)	144044 LEAVITT AND PARRIS, INC.	CRF 1 TENTS FOR OUTDOOR SPACE	\$33,373.00
9)	144087 ROWE FORD SALES, INC.	CRF 1 VAN - OUTREACH/REMOTE	\$24,215.00
10)	144081 QUADBRIDGE, INC.	CRF 1 - TECHNOLOGY/REMOTE	\$23,760.00
11)	143959 TYLER TECHNOLOGIES, INC.	ANNUAL RENEWAL/DETECT	\$22,660.00
12)	143904 MARK R. HAMMOND ASSOC.	SP-ED CONTRACTED SERVICES	\$21,684.75
13)	143910 MINUTEMAN SECURITY TECH	LICENSE RENEWAL - DISTRICT WIDE	\$20,439.24
14)	143925 PINE TREE SOCIETY HANDI.	SP-ED CONTRACTED SERVICES	\$19,253.50
15)	143977 PINE TREE FOOD EQUIP.	CRF 1 DISHWASHERS X 3	\$16,781.50
16)	19360 SYSCO OF NORTHERN. N.E.	NUTRITION SUPPLIES DISTRICT WIDE	\$15,972.43
17)	144017 DENNIS K. BURKE	MONTHLY FUEL EXPENSE	\$15,103.58
18)	144115 W.L. BLAKE & COMPANY	PARTS AND SUPPLIES - FACILITIES	\$11,972.41
19)	143986 AMAZON.COM CORP CREDIT	SUPPLIES - DISTRICT WIDE	\$11,627.15
20)	144054 MANUEL CONSULTING, LLC	SP-ED CONTRACTED SERVICES	\$11,312.50
21)	19372 SYSCO OF NORTHERN N.E.	NUTRITION SUPPLIES DISTRICT WIDE	\$10,894.99
22)	144002 BEHAVIORAL LEARNING	SP-ED CONTRACTED SERVICES	\$10,571.46
23)	144072 PINE TREE WASTE INC.	MONTHLY TRASH REMOVAL	\$10,198.37
24)	144071 PINE TREE SOCIETY HANDI	SP-ED CONTRACTED SERVICES	\$9,877.50
25)	143922 O'CONNOR GMC	BUS PARTS AND REPAIRS	\$9,739.97
THE TOP 25 EXPENDITURES		80.49% OF ALL A/P	\$1,220,000.07

Item 15 dishwashers - the district used CARES Act funding to replace current ones with newer ones that allow higher temperatures for sanitization.

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

**b. Interim Financial Report:** Mr. Brockman reported that the general fund looks okay. We are using our cash flow to upfront the CARES Act funding purchases. He is anticipating the we will receive about \$104,000 less in revenue than projected but believes expenditures will be able to offset this.

**Dashboard:** Mr. Brockman reviewed the Dashboard gauges noting that all are in line with what he expects at this point in the year. The following percentages are remaining in Expenditures:

- General Fund 70.3%
- Payroll Accounts 71.2%
- Non-Payroll Accounts 66.4%
- Per Pupil Allocations 65.8%
- Special Ed Accounts 70.8%
- Energy Accounts 89.4%

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

- General Fund 40.5%
- Local Assessments 39.84%

- State Subsidy 38.11%
- Balance Forward 100.00%
- Misc. Revenues 47.46%

**Other Finance Discussion/Action Items:**

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

Mr. Brockman reported out on the status of CARES Act funding.

CRF 1 - The total amount submitted to date for CRF 1 has been \$1,423,037.15 and covers a time period of March 2020 through November 2020. The amount reimbursed from the State to date is \$57,453.21 which covers a period of March 14, 2020 through June 30, 2020.

ESSERF – The amount spent to date from this fund is \$11,408.45 and has not been submitted for reimbursement. The district is holding these funds to be used in the latter half of the school year as well as for items that are not allowable under CRF funding i.e. software programs that extend beyond 12/30/20.

CRF 2 – Total invoiced to the State is \$659,300.00 which covers expenditures for the month of November. No funds have been received for reimbursement to date.

Mr. Brockman noted that he has concerns about cash flow which could impact the district in another 2 months unless we receive reimbursement.

**b. MSAD 6 Vehicles for Sale by Bid: 2 Dodge Caravans, 1 Blue Bird bus and 1 Ford Truck.**

Mr. Brockman noted that they would not be accepting a bid for the bus if one is submitted as it has been converted to be used as storage.

Mr. Marean opened the two bids received and are as follows:

1. Mr. Russell Brackett submitted a bid for the 2000 Dodge Caravan in the amount of \$210.00
2. Mr. Stanley Grant submitted a bid for the 2000 Dodge Caravan in the amount of \$450.00 and \$350.00 for the 1996 Dodge Caravan.

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

To accept the bids submitted by Mr. Stanley Grant awarding Mr. Grant both the 1996 and 2000 Dodge Caravans.

**VOTED:** Yes, Unanimously

**Adjournment:**

Moved by Mrs. Anderson; seconded by Mr. Sargent

To adjourn the meeting at 5:09 p.m.

**VOTED:** Yes, Unanimously.