

MAINE SCHOOL ADMINISTRATIVE DISTRICT 6

FINANCE/FACILITIES COMMITTEE MEETING

January 13, 2021

Central Office

MINUTES

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

Student representatives Kennedy Libby

Guests: Bill Brockman, Bill Ellis, Lori Napolitano and Paul Penna

Mr. Marean called the meeting to order at 4:03 p.m.

Public Comments:

There were no public comments.

Approval of Minutes:

Moved by Mr. Sargent; seconded by Mrs. Creutz

To accept the Finance-Facilities Minutes from December 9, 2020 as presented.

VOTED: "Yes," Unanimously

FACILITIES ITEMS:

Facilities Update – Discussion/Action Items:

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

- There is a water problem at the Bus Garage complex that began with no water pressure. After assessing the issue, it was determined that it is likely due to a leak from the pipe that runs from the well to the Bus Garage. Mr. Ellis will be obtaining an estimate to do directional boring and reverse the water flow which should resolve the issue.
- There was also an issue with water at the middle school. The well pump kept circulating every 2-3 minutes. After bringing in a contracted plumbing vendor they were able to isolate the problem to the line that feeds the 10,000-gallon fire tank was continuously running. The plumbing contractor was able to resolve the problem and is up and running as it should be.
- An outside EZ ice skating rink was set up at the BEHS tennis courts. This location allows for the rink to be locked up when not in use. Multiple towns assisted by bringing water to flood the rink. At this point we need several days of below freezing temperatures for the water to freeze to be able to skate on it.
- Continue snow removal and sanding as weather dictates.
- Property easement request at Edna Libby was discussed. Mr. Penna to provide further information later in the meeting.
- Power outages at Steep Falls and HB Emery were reported. Not specific to the schools but rather issues within those town(s).
- Work on the Subsurface Treatment Plant continues with Dearborn Construction wrapping up winter work which includes tree cutting, stumping, excavation and sand placement. Their work will finish up in the Spring. Oakson has delivered the dispersal equipment that will go in the sand beds.
- Honeywell Healthy Building project continues and it is at about 61% completion. They expect to be completely finished by mid-February. Mr. Ellis reported that the middle school was experiencing some overheating in a few classrooms. Honeywell feels that the issue is with the pneumatic lines and expect the problem to be resolved within 24 hours. Mr. Brockman reported that most of the elementary sites are completed and they continue to work to finish up at BCES, BEHS and BEMS. Honeywell is waiting for supplies that have been held up due to shipping delays. The State has allowed for extensions on projects so this should not be a concern in obtaining reimbursement for the project through CARES Act funding.

Questions/Discussion:

- Is there an emergency generator at the new Treatment Plant? Yes, it will automatically turn on should they experience power loss.
- Are there anticipated cost savings with the Honeywell Project? Mr. Brockman reported that while that the ionization process provides cleaner air and thus reduces the number of air exchanges required. This may reduce the amount of energy required to run the system as there are less air exchanges, if any costs savings are experienced it is likely to be minimal.

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 21-10 & 21-11

MAINE SCHOOL ADMINISTRATIVE DISTRICT 6				
FINANCE & FACILITIES ACCOUNTS PAYABLE WARRANT SUMMARIES				
1/13/21				
Thursday, December 3, 2020				
FIRST WARRANT	Payroll	21-10	\$1,445,816.49	
	Accounts Payable Warrant	21-10	\$1,089,095.41	
	Food Service Warrant	21-10	\$15,200.69	
	Insurance (MePers + Ins	21-10	\$2,284.35	\$2,552,396.94
Thursday, December 17, 2020				
SECOND WARRANT	Payroll	21-11	\$1,531,842.43	
	Accounts Payable Warrant*	21-11	\$2,428,374.76	
	Food Service Warrant	21-11	\$23,172.74	
	Insurance (MePers + Ins	21-11	\$1,029,178.65	\$5,012,568.58
* INCLUDES SPECIAL CRF WARRANT 12/28/20 - \$1,551,104.65			TOTAL	\$7,564,965.52

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

VOTED: Yes, Unanimously.

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

 MSAD #6 TOP 25 ACCOUNTS PAYABLE EXPENDITURES			
EXPENDITURE Summary Prepared for the January 13, 2021 <u>Finance Committee Meeting</u>		AP WARRANT 21-10/21-11/21-11A FS WARRANT 21-10 & 21-11	\$3,517,470.14 \$38,373.43
		TOTAL	\$3,555,843.57
CHECK #	VENDOR	DESCRIPTION	AMOUNT
1)	144386 HONEYWELL, INC.	CRF 2 - AIR QUALITY PYMT 2	\$630,684.00
2)	144380 APPLE INC.	CRF 1 & 2 DEVICES/EQUIPMENT	\$610,323.00
3)	144160 HONEYWELL, INCL	CRF 2 - AIR QUALITY PYMT 3	\$527,428.31
4)	144157 HEADLIGHT AUDIO VISUAL	CRF 1 - REMOTE LEARNING EQUIP	\$273,184.60
5)	144355 SWIFTWALL SOLUTIONS	CRF 2 - TEMP CLASSROOM SPACES	\$127,610.00
6)	144387 INDUSTRIAL AIR PURIFICA.	CRF 1 - AIR CLEANING UNITS	\$104,441.40
7)	144308 MSMA WORKERS COMP	MONTHLY PAYMENT	\$64,824.00
8)	144385 HILLYARD/NEW ENGLAND	CRF 1 CLEANING SUPPLIES/EQUIP	\$62,289.80
9)	144333 PROAV SYSTEMS INC.	CLASSROOM VIDEO CONFERENCE	\$58,725.93
10)	144332 POSITIVE PROMOTIONS	CRF 2 PPE SUPPLIES	\$45,239.53
11)	144277 HONEYWELL, INC.	MAINTENANCE CONTRACT PYMT	\$43,970.92
12)	144204 ROWE FORD SALES, INC.	CRF 1 - PASSENGER VAN	\$38,650.00
13)	144357 TELEDYNE INSTRUMENTS	CRF 2 WASTEWATER TESTING	\$34,450.00
14)	144274 HEADLIGHT AUDIO VISUAL	CRF 1 - REMOTE LEARNING EQUIP	\$34,403.26
15)	144389 LEAVITT AND PARRIS, INC.	CRF 1 - TENTS FOR OUTDOOR	\$33,373.00
16)	144229 HONEYWELL, INC.	CRF 1 - BEMS AIR CONDENSER	\$33,339.79
17)	144165 L.L.BEAN, INC.	CRF 2 - EQUIPMENT - OUTDOOR	\$33,339.35
18)	144252 CENTAL MAINE POWER	MONTHLY ELECTRICITY EXPENSE	\$32,577.27
19)	144349 SPECIALIZED PURCHASING	COPIER CONTRACT EXPENSE	\$32,183.99
20)	144388 J & R PACKAGING	CRF 1 - NUTRITION/MEALS TO GO	\$28,327.87
21)	144126 APPLE INC.	CRF 1 - DEVICES	\$27,563.00
22)	144384 FULCRUM MGMT SOLUTION	ESSER - PROF SUPPORT CONT.	\$25,200.00
23)	144243 BEHAVIORAL LEARNING	SP-ED CONTRACTED SERVICES	\$24,230.48
24)	144304 MARK R. HAMMOND ASSOC.	SP-ED CONTRACTED SERVICES	\$23,337.75
25)	144338 R.M. FLAGG COMPANY	CRF 2 EQUIP/SUPPLIES CULINARY	\$20,154.95
THE TOP 25 EXPENDITURES		83.52% OF ALL A/P	\$2,969,852.20

Interim Financial Report & Dashboard:

Mr. Brockman reported that the general fund looks good and there are no red flags at this point in the year. Since receiving CARES Act funding reimbursement through the month of November the district cash flow is no longer critical. Mr. Brockman is expecting a deficit within Food Services which could be up to \$300,000. He is hopeful that the next round of COVID relief funding may help mitigate this loss of revenue but if not, any Food Service deficit will need charged to the fund balance.

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 63.7%
- Payroll Accounts 63.3%
- Non-Payroll Accounts 65.0%
- Per Pupil Allocations 60.7%
- Special Ed Accounts 63.1%
- Energy Accounts 83.0%

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

- General Fund 49.0%
- Local Assessments 49.8%
- State Subsidy 45.7%
- Balance Forward 100.00%
- Misc. Revenues 57.0%

Other Finance Discussion/Action Items:

- a. Mentor Stipend increase – Mrs. Napolitano
Mrs. Napolitano is requesting the current \$100 stipend teacher mentors receive be increased to \$300 citing that the current amount of \$100 has been in place for almost 20 years. This stipend is not part of Schedule B. The State requires all new teachers to have a mentor for the first year of employment in a district. MSAD 6 provides mentors to all new certified staff which includes teachers, counselors and nurses. The mentor is required to observe the new teacher in the classroom at least 2 times, provide orientation and support at their assigned building and meet with the new staff periodically throughout the year.

Questions/Discussion

- How many new hires are there? Mrs. Napolitano responded that this year there are 36 new hires but can range between 20 – 40 on any given year. She would average this to be approximately 30 per year.
- When would the increase take place? Mrs. Napolitano suggests implementing the increase for the next school year.
- Mr. Sargent suggests increasing the amount to \$250 effective for the current school year and then discuss an additional \$50 increase for the next school year.

Moved by Mr. Carlow; seconded Mr. Sargent

To bring to the full board for their consideration the Finance-Facilities Committee's recommendation to increase the teacher mentor stipend to \$250 for the 2020-2021 school year and to reassess an additional increase of \$50 for the 2021-2022 school year.

VOTED: Yes, Unanimously

- b. Edna Libby property right of way - Mr. Penna
Mr. Penna has met with both the attorney and the land owner who is requesting a right of way adjustment for the school district property at Edna Libby. Mr. Cross has purchased 21 acres that abuts Edna Libby property lines and will need access from the district's property to be able to do logging. Mr. Cross's current right of way goes over the septic system for Edna Libby. Mr. Penna reported that they have come to an agreement to adjust the current right of way and grant an equal share in another area that would allow Mr. Cross the ability to do logging on his property and not impact the septic system located on district property. Once an agreement has been prepared Mr. Penna will bring it to the School Board with his recommendation to approve. The landowner, Mr. Cross, has agreed to pay for half of the attorney fees as well as half the cost of the required surveying that will need to be done. Mr. Penna feels this to be an equitable solution for both the school district and Mr. Cross.
- c. Review of Cares Act Funding – ESSERF, CRF 1 & CRF 2 & New Funding:
Mr. Brockman reported that all funding through November has come in. The invoices for CRF 1 and CRF 2 for the month of December have been submitted to the State. The State has notified school districts that there will be additional funding coming through called ESSER II funds. Mr. Brockman estimates that MSAD 6 could be eligible for up to two million in additional funding. An application for the additional funding should become available by the end of the month. Should additional funding come into play some areas that he and Mr. Penna may consider would be increasing Technology, possibly more air ventilation projects and off-setting salaries for additional staffing needs.

d. MSAD 6 Vehicles for Sale by Bid

Mr. Brockman shared a late bid was submitted for one of the vehicles that had not previously been bid on; the silver 2011 Ford 250 Truck that he would like the Finance-Facilities committee to consider accepting. The bid is for the truck and a plow.

Questions/Discussion

- Mr. Marean asked if the original bid that was advertised included the plow. Mr. Brockman responded that it did not. After discussion the committee would like to see the vehicle advertised again to include the plow so that all may have an opportunity to bid.

Motion by Mr. Sargent; seconded by Mrs. Creutz

To advertise to accept bids for the 2011 Ford 250 Truck to include the plow attachment.

VOTED: Yes, Unanimously

Adjournment:

Moved by Mr. Sargent; seconded by Mrs. Anderson

To adjourn the meeting at 5:15 p.m.

VOTED: Yes, Unanimously.