

MAINE SCHOOL ADMINISTRATIVE DISTRICT 6

FINANCE/FACILITIES COMMITTEE MEETING

March 10, 2021

Central Office

MINUTES

Present: Erika Creutz, Don Marean and John Sargent,

Student representative Kennedy Libby

Guests: Bill Brockman, Dawn Pooler and Paul Penna

Mr. Marean called the meeting to order at 4:02 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 February 10, 2021 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.

- Repaired broken water line at the Bus Garage. Hopefully this will hold until the State has approved the request to move to a different well that is located on the site
- Working with Maine Rural Water and Katahdin Labs to get new well certified water tested and approval from the State to put the well into operation.
- Installing new washers and dryers at three schools.
- Installing new white boards and BEHS, BEMS & H.B. Emery
- Snow removal and sanding
- Daily work orders, completed 85 for the Month of February 2021.
- Pumping septic tanks
- Servicing indoor sports and drama events
- Working with consultant Charles Dawes and Johnson & Jordan Electric Company to repair Isimet System at BEHS.
- Met with Maine Accessibility Corp to discuss Handi-Cap Ramp at Jack Memorial. Received estimate and will install in the Spring.

b. **Update Wastewater Drip Dispersal System:**

This project has had new pumps piped in at the Treatment Plant. Mr. Brockman reported that they expect to have this project finished once spring arrives. He shared video footage from a drone flying over the new subsurface area and the new roads that have been put in as well as newly constructed building. The district will receive \$150,000 in grant funds once project is completed.

Other Facilities Discussion/Action Items:

There were no other Facilities items reported.

FINANCE ITEMS:

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


a. AP and Payroll Warrants 21-14 & 21-15

MAINE SCHOOL ADMINISTRATIVE DISTRICT 6				
FINANCE & FACILITIES ACCOUNTS PAYABLE WARRANT SUMMARIES				
February 2021				
Thursday, February 4, 2021				
FIRST WARRANT	Payroll	21-14	\$1,450,130.51	
	Accounts Payable Warrant	21-14	\$223,993.52	
	Food Service Warrant	21-14	\$24,657.74	
	Insurance (MePers + Ins	21-14	\$2,319.89	\$1,701,101.66
Thursday, February 18, 2021				
SECOND WARRANT	Payroll	21-15	\$1,449,433.63	
	Accounts Payable Warrant	21-15	\$260,777.67	
	Food Service Warrant	21-15	\$31,488.06	
	Insurance (MePers + Ins	21-5	\$796,057.26	\$2,537,756.62
TOTAL			\$4,238,858.28	

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

VOTED: Yes, Unanimously.

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

<div>  <div> MSAD #6 TOP 25 ACCOUNTS PAYABLE EXPENDITURES </div> </div>			
EXPENDITURE Summary Prepared for the March 10, 2021 Finance Committee Meeting		AP WARRANTS 21-14 & 21-15 FS WARRANTS 21-14 & 21-15	\$484,026.19 \$56,145.80
		TOTAL	\$540,171.99
CHECK #	VENDOR	DESCRIPTION	AMOUNT
1)	144740 CENTRAL MAINE POWER	ELECTRICITY EXPENSE 21-15	\$35,854.27
2)	144719 AMAZON.COM CORP CREDIT	DISTRICT WIDE SUPPLIES	\$31,043.14
3)	144666 MSMA WORKERS COMP	MONTHLY EXPENSE	\$30,575.00
4)	144747 DENNIS K. BURKE	MONTHLY FUEL EXPENSE	\$26,429.44
5)	19441 SYSCO OF NORTHERN N.E.	NUTRITION SUPPLIES 21-15	\$23,677.43
6)	144628 BEHAVIORAL LEARNING	SP-ED CONTRACTED SERVICES	\$18,955.09
7)	19433 SYSCO OF NORTHERN N.E.	NUTRITION SUPPLIES 21-14	\$17,424.20
8)	144648 HEADLIGHT AUDIO VISUAL	MULTIPLE PROJECTS/DISTRICT	\$16,964.18
9)	144807 PITSTOP FUELS, INC.	MONTHLY PROPANE EXP. 21-15	\$16,505.47
10)	144683 PITSTOP FUELS, INC.	MONTHLY PROPANE EXP 21-14	\$15,483.53
11)	144785 MANUEL CONSULTING, LLC	SP-ED CONTRACTED SERVICES	\$10,625.00
12)	144641 EMERY AGGREGATES	SNOW REMOVAL CONTRACT	\$10,455.63
13)	144706 SWEETSER'S CHILDREN	SP-ED CONTRACTED SERVICES	\$10,382.00
14)	144805 PINE TREE WASTE INC.	MONTHLY TRASH REMOVAL	\$10,081.39
15)	144630 CENTRAL MAINE POWER	ELECTRICITY EXPENSE 21-14	\$8,274.30
16)	144760 HILLYARD/NEW ENGLAND	CLEANING SUPPLIES DISTRICT	\$7,664.95
17)	144679 OTELCO	MONTHLY PHONE EXPENSE	\$7,617.95
18)	144655 LAUREL R TINKHAM	SP-ED CONTRACTED SERVICES	\$7,200.00
19)	144717 MSMA UC FUND	MONTHLY EXPENSE	\$7,183.98
20)	144775 LAUREL R. TINKHAM	SP-ED CONTRACTED SERVICES	\$7,150.00
21)	144667 MUSIC & ARTS CENTER, INC	BEHS/BEMS SUPPLIES/EQUIPMENT	\$7,075.65
22)	144779 MAINE BEHAVIORAL HEALTH	SP-ED CONTRACTED SERVICES	\$6,562.00
23)	144776 LEARNING SCIENCES	FEDES GRANT - PROF DEV.	\$6,531.01
24)	144620 LEARNING SCIENCES	OBSERVATION	\$6,496.00
25)	144631 CLEAN-O-RAMA	CLEANING SUPPLIES	\$6,418.85
THE TOP 25 EXPENDITURES		65.28% OF ALL A/P	\$352,630.46

Questions/Discussion:

There were no questions at this time.

Interim Financial Report & Dashboard:

- Mr. Brockman reported that the general fund looks good. Special Education continues to look good overall and he is anticipating a remaining balance by the end of the fiscal year. The Special Education Director has been working toward reducing contracted services expenses. An example of contracted services would include speech therapy.

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 50.0%
- Payroll Accounts 48.3%
- Non-Payroll Accounts 55.8%
- Per Pupil Allocations 50.5%
- Special Ed Accounts 47.6%
- Energy Accounts 55.3%

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

- General Fund 64.3%
- Local Assessments 66.0%
- State Subsidy 61.0%
- Balance Forward 100.00%
- Misc. Revenues 23.5%

Questions/Discussion

- Why did the miscellaneous revenues go down on the dashboard from the last meeting? B. Brockman responded that previously he was incorporating Food Service in this account but he has since broken it out from Misc. Revenue gauge to give it a truer number.

Other Finance Discussion/Action Items:

- a. Review 2021-2022 Revised Baseline Budget 3/4/21
Mr. Brockman included an overview of the preliminary baseline budget as it was presented to the Budget Advisory Committee on 3/4/21. The increase to the operating budget is currently at 2.2% with an overall average tax assessment increase of 4.127%. Mr. Brockman reminded the committee that the budget itself increases at a different rate than the tax assessments do.
- b. Update on Cares Act Funding
Mr. Brockman reported current reimbursement stands at \$5,042,587.39.

Questions/Discussion

- Mr. Sargent would not want to see the budget going any lower if you take into consideration the budget for fiscal year 2022-2023 will be a tough one.
 - There appears to be no loosening up in the transportation requirement for students limited to 24 on a bus (70 passenger) or wearing masks mandates anytime soon.
- c. Mr. Brockman introduced Dawn Pooler to the committee as the new Finance Manager for the Business Office. Mrs. Pooler has 19+ years of experience in school accounting. She will be joining the district on June 7, 2021.

Adjournment:

Moved by Mrs. Creutz; seconded by Mr. Sargent
To adjourn the meeting at 5:25 p.m.

VOTED: Yes, Unanimously.