

MAINE SCHOOL ADMINISTRATIVE DISTRICT 6

FINANCE/FACILITIES COMMITTEE MEETING

May 11, 2021

Central Office

MINUTES

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

Student representative Kennedy Libby

Excused: Julie Anderson

Guests: Bill Brockman, Dawn Pooler and Paul Penna

Mr. Marean called the meeting to order at 4:01 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 April 7, 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.

- New Waste Water system on line
- Met with persons involved with Project Graduation
- Fertilized fields and mowing grass
- Sweeping of parking lots
- Tent site selection – identify area for Dig Safe
- Install electrical power to the tent at BEHS
- Received State approval to tie Bus Garage to new well.
- Provide services to outdoor sports
- Invited four (4) roofing companies to submit bids on roof replacement at BEHS with only one bidder showing up.
- Completed 72 work orders for the month of April 2021

Discussion/Questions

- Project Graduation will be utilizing the high school facility along with the tent that has been put up in the parking area behind the school.
- Mr. Brockman reported that they were able to bring the new Subsurface Wastewater Treatment plant up earlier than anticipated (received DEP approval to do so). Mr. Brockman shared that Mr. Ellis is very pleased with the work that Dearborn Construction has done for the project and thinks very highly of the engineering firm that oversaw this project, which is Underwood Engineering. With the completion of the project, the district will now be able to apply for the Federal Grant reimbursement it received approval for in the amount of \$150,000.
- Graduation activities will also be held on-site outdoors and will follow updated State guidelines of placing families of 4 in pods and the pods will be 6 feet apart as well as having seniors and staff spaced 6 feet apart.

- Mr. Brockman added that because of the lack of bidders for the roof project this would have to be postponed until the following summer. Mr. Ellis had followed up with the invited bidders as to why they did not show and most reported that they have no availability to take on this project for this upcoming summer. Mr. Brockman feels that the district can re-bid and put a contract in place for the work to occur over the summer of 2022.

Other Facilities Discussion/Action Items:

There were no other Facility items.

FINANCE ITEMS:

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

a. AP and Payroll Warrants 21-18 & 21-19

MAINE SCHOOL ADMINISTRATIVE DISTRICT 6				
FINANCE & FACILITIES ACCOUNTS PAYABLE WARRANT SUMMARIES				
APRIL				
Thursday, April 8, 2021				
FIRST WARRANT	Payroll	21-18	\$1,465,462.27	
	Accounts Payable Warrant	21-18	\$473,344.04	
	Food Service Warrant	21-18	\$47,682.50	
	Insurance (MePers + Ins	21-18	\$1,035,016.00	\$3,021,504.81
Thursday, April 22, 2021				
SECOND WARRANT	Payroll	21-19	\$1,453,956.37	
	Accounts Payable Warrant	21-19	\$307,958.11	
	Food Service Warrant	21-19	\$32,251.23	
	Insurance (MePers + Ins	21-19		\$1,794,165.71
	* Third payroll	\$1,446,693.56		
TOTAL			\$4,815,670.52	

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 April.



**MSAD #6
TOP 25 ACCOUNTS PAYABLE EXPENDITURES**

EXPENDITURE Summary Prepared for the May 11, 2021 <u>Finance Committee Meeting</u>		AP WARRANT 21-18 & 21-19 FS WARRANT 21-18 & 21-19	\$775,906.85 \$79,933.73
		TOTAL	\$855,840.58
CHECK #	VENDOR	DESCRIPTION	AMOUNT
1)	145190 HONEYWELL INC.	CRF 2 PROJECT FINAL PAYOUT	\$74,622.36
2)	145160 CENTRAL MAINE POWER	MONTHLY ELECTRICITY PAYMENT	\$37,767.80
3)	145406 QUADBRIDGE INC	MLTI PAYMENT	\$36,167.50
4)	145182 GORHAM SAVINGS LEASING	BUS LEASE 2019	\$34,649.95
5)	19474 SYSCO OF NORTHERN N.E.	NUTRITION SUPPLIES DISTRICT	\$34,200.23
6)	145129 TD EQUIPMENT FINANCE	TECH LEASE	\$32,450.99
7)	145171 DENNIS K. BURKE	FUEL EXPENSE	\$31,667.51
8)	145391 PINE TREE SOCIETY FOR	SP-ED CONTRACTED SERVICE	\$30,878.00
9)	145221 MSMA WORKERS COMP	MONTHLY WORKERS COMP EXP.	\$30,575.00
10)	145241 PITSTOP FUELS	PROPANE EXPENSE	\$22,615.05
11)	19489 SYSCO OF NORTHERN N.E.	NUTRITION SUPPLIES DISTRICT	\$20,702.23
12)	145310 AMAZON.COM CORP CREDIT	DISTRICT WIDE SUPPLIES	\$20,211.36
13)	145309 US BANK CORP TRUST	BOND BANK INTEREST PAYMENT	\$16,715.35
14)	145183 GORHAM SAVINGS LEASING	BUS LEASE 2018	\$15,403.01
15)	145370 MANUEL CONSULTING LLC	SP-ED CONTRACTED SERVICES	\$14,800.00
16)	145337 DENNIS K. BURKE	FUEL EXPENSE	\$14,161.40
17)	145146 BEHAVIORAL LEARNING	SP-ED CONTRACTED SERVICES	\$13,869.07
18)	145230 NORTHEAST BEHAVIOR	SP-ED CONTRACTED SERVICES	\$13,666.08
19)	145184 GORHAM SAVINGS LEASING	MAINTENANCE LEASE	\$12,368.72
20)	145395 PITSTOP FUELS INC.	PROPANE EXPENSE	\$11,902.02
21)	145307 LAUREL R TINKHAM	SP-ED CONTRACTED SERVICES	\$11,250.00
22)	145393 PINE TREE WASTE INC.	WASTE REMOVAL	\$11,053.77
23)	145343 EMERY AGGREGATES	SNOW REMOVAL CONTRACT	\$10,455.62
24)	145226 NATIONAL OUTDOOR FURN	BEMS PICNIC TABLES - OUTDOOR	\$8,710.00
25)	145234 OTELCO	MONTHLY PHONE EXPENSE	\$7,644.04
THE TOP 25 EXPENDITURES		66.43% OF ALL A/P	\$568,507.06

Interim Financial Report & Dashboard:

Dashboard: Mr. Brockman reviewed the Dashboard and expenditures look good here but noted that some of the remaining salaries will be accrued for summer pay. The following percentages are remaining in Expenditures:

- General Fund 33.2%
- Payroll Accounts 29.2%
- Non-Payroll Accounts 47.1%
- Per Pupil Allocations 41.01%
- Special Ed Accounts 28.5%
- Energy Accounts 39.5%

To date, the district's revenues are in good shape. Percent received in Revenues:

- General Fund 80.6%
- Local Assessments 83.2%
- State Subsidy 76.2%
- Balance Forward 100.00%

- Misc. Revenues 85.2%

Questions/Discussion:

Mr. Carlow added that he has introduced legislature that would raise the limit of the fund balance to 15% (it is currently at 3%). The Legislature is currently in the process of amending this bill.

Mrs. Creutz asked what is included in non-payroll accounts. Mr. Brockman responded that this would include anything not related to people such as utilities, fuels, etc.

Mr. Brockman added that Miscellaneous Revenues are up as Special Education has billed for and received State Agency Client reimbursements. He feels that this is due to the Special Education Director, Katie Hawes, being on top of this and ensuring that it happens within the current fiscal year.

Other Finance Discussion/Action Items:

8. Other Discussion/Action Item(s):

- Executive Session Pursuant to 1 MRSA § 405 (6)(a) to Discuss a Personnel Matter and to Complete the Superintendent's Summative Evaluation by Board Standing Committees in Accordance to Policy Code CBI-E2

Moved by Mr. Sargent; seconded by Mr. Carlow

To move the committee to Executive Session Pursuant to 1 MRSA § 405 (6)(a) to Discuss a Personnel Matter at 4:36 p.m.

VOTED: "Yes" Unanimous

The committee moved out of Executive Session at 4:49 p.m.

Moved by Mr. Sargent; seconded by Mr. Carlow

To adjourn at 4:49 p.m.

VOTED: "Yes", Unanimous

Adjournment:

Moved by Mrs. Creutz; seconded by Mr. Sargent
To adjourn the meeting at 4:50 p.m.

VOTED: Yes, Unanimously.