

MAINE SCHOOL ADMINISTRATIVE DISTRICT 6

FINANCE/FACILITIES COMMITTEE MEETING

June 9, 2021
Central Office
MINUTES

Present: Erika Creutz, Julie Anderson and John Sargent

Excused: Don Marean and Nathan Carlow

Guests: Bill Brockman, Bill Ellis, Paul Penna and Dawn Pooler

Mrs. Creutz 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 May 11, 2021 as presented.

VOTED: 2 Yes

1 Abstain (J. Anderson)

FACILITIES ITEMS:

Facilities Update – Discussion/Action Items:

- a. **Facilities Update:** Mr. Ellis reviewed the Facilities update that is available in the meeting packet.
- Servicing Sports events indoors and outdoors
 - Preparing for Graduation – this has been ongoing with chair set up and prepping the stadium field
 - Cutting grass district wide
 - Setting up additional tents; one each at BCES/EDNA/HBE
 - Work order completions - 61
 - Interviewing for maintenance and custodial staff. Potentially one for maintenance and two for custodial crew pending background checks.
 - Trash runs
 - Re-roofed (2) portables at GEJ
 - Setup for Budget Meeting that was held on 5/27/21
 - Delivered warrants for the Budget Meeting
 - Patched asphalt under the tent at BEHS for the Senior Prom and other events being held.
 - Received pump for the new Drip System and installed at the Treatment Plant. The official start date for the new treatment plant to be fully up and running is June 15, 2021
 - Repositioned transformer at BEMS
 - Jacked and leveled portable at GEJ

- Worked at BEHS kitchen per State inspection. This required thorough cleaning and replacement of ceiling tiles, which had to be accomplished by 3:00 p.m. the following day.

Discussion/Questions

- Mr. Ellis reported that Rick Perreault, Maintenance Foreman, would be retiring at the end of the school year.

b. PFAS in Maine: Mr. Brockman updated the Finance-Facilities committee on the State's task force for evaluating and implementing regulations. Currently there are no state or federal drinking water quality standards (Maximum Contaminant Level or MCL) for any chemical in the PFAS family.

There are a number of bills that have been proposed to legislation. The one Mr. Brockman feels most likely to be implemented is LD 129. LD 129 states:

Resolve, To Protect Consumers of Public Drinking Water by Establishing Maximum Contaminant Levels for Certain Substances and Contaminants.

Timeline - This bill would implement initial monitoring on or before December 31, 2022; set a proposed rule on or before December 31, 2023 with a final rule on or before June 1, 2024. This bill sets a threshold of 70 parts per trillion. Mr. Brockman recommends waiting until the State adopts a bill before implementing testing within the district.

c. Facilities Condition Assessment: Mr. Brockman shared with the committee that he has sent out a Request for Qualifications to Port City Architect. Port City Architects is the firm that completed the Science Lab renovations at the High School. Mr. Brockman expects to have their submitted response back by the next Finance-Facilities meeting. Port City will need to complete an inventory of the buildings to identify what the needs are and what that cost would be.

Questions/Discussion:

- Mr. Sargent asked if there was a Not To Exceed clause? Mr. Brockman responded that yes he has included that in the RFQ. Mr. Brockman added that he anticipates this to cost around \$100,000.
- Mrs. Creutz noted that she would have liked to see it sent to more firms but understands why Mr. Brockman chose not to go in this direction having already worked with Port City Architects.

Other Facilities Discussion/Action Items:

a. Organization Chart: Mr. Brockman discussed the new proposed organization chart that had been shared with the School Board at their previous meeting.

Some of these changes include:

- Upon Mr. Brockman's retirement to replace the Business Manager position with two positions; 1 being a Chief Financial Officer and the other being a Chief Operations Officer.
- Adding a Finance Manager position – this has been done

- Implement a Co-Facility Manager – The district would have two Co-Facilities Director positions until the current Facilities Manager retires. Upon his retirement and with the implementation of a Chief Operations Officer, there would only be one Facilities Manager. The Assistant Facilities Manager position will be eliminated at this point.
- Add a Custodial Supervisor position – to be posted soon

The Finance-Facilities committee supports the proposed organizational chart and recommends that, with the support of the Superintendent, it be moved forward to the School Board for approval at a later date.

FINANCE ITEMS:

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


a. AP and Payroll Warrants 21-20 & 21-21

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

VOTED: Yes, Unanimously.

MAINE SCHOOL ADMINISTRATIVE DISTRICT 6				
FINANCE & FACILITIES ACCOUNTS PAYABLE WARRANT SUMMARIES				
Thursday, May 6, 2021				
FIRST WARRANT	Payroll	21-20	\$1,361,871.08	
	Accounts Payable Warrant	21-20	\$166,373.61	
	Food Service Warrant	21-20	\$26,925.74	
	Insurance (MePers + Ins	21-20	\$1,144,699.78	\$2,699,870.21
SECOND WARRANT	Payroll	21-21	\$1,447,471.67	
	Accounts Payable Warrant	21-21	\$416,192.19	
	Food Service Warrant	21-21	\$29,392.83	
	Insurance (MePers + Ins	21-21		\$1,893,056.69
TOTAL			\$4,592,926.90	

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

<div>  <div> MSAD #6 TOP 25 ACCOUNTS PAYABLE EXPENDITURES </div> </div>			
EXPENDITURE Summary Prepared for the June 9, 2021 Finance Committee Meeting		AP WARRANT 21-20 & 21-21 FS WARRANT 21-20 & 21-21	\$569,783.80 \$56,318.57
		TOTAL	\$626,102.37
CHECK #	VENDOR	DESCRIPTION	AMOUNT
1)	145546 APPLE INC.	TECHNOLOGY - ESSER 2	\$164,145.00
2)	145582 CENTRAL MAINE POWER	MONTHLY ELECTRICITY EXPENSE	\$32,965.45
3)	145455 BEHAVIORAL LEARNING	SP-ED CONTRACTED SERVICES	\$23,557.13
4)	145688 PINE TREE SOCIETY	SP-ED CONTRACTED SERVICES	\$19,491.25
5)	19518 SYSCO OF NORTHERN N.E.	NUTRITION - DISTRICT WIDE #21	\$19,421.02
6)	19504 SYSCO OF NORTHERN N.E.	NUTRITION - DISTRICT WIDE #20	\$17,579.87
7)	145598 DENNIS K. BURKE	FUEL EXPENSE	\$15,675.68
8)	145495 MINUTEMAN SECURITY	CAMERAS AT BCES/TRANS/DOOR	\$14,537.07
9)	145552 AMAZON.COM CORP CREDIT	DISTRICT WIDE SUPPLIES	\$13,442.83
10)	145689 PINE TREE WASTE INC.	TRASH REMOVAL DISTRICT WIDE	\$10,184.67
11)	145503 PINE TREE SOCIETY	SP-ED CONTRACTED SERVICES	\$9,130.00
12)	145492 MARK R. HAMMOND ASSOC	SP-ED CONTRACTED SERVICES	\$9,048.00
13)	145488 MAINE BEHAVIORAL HEALTH	SP-ED CONTRACTED SERVICES	\$8,492.00
14)	145681 O'CONNOR GMC	SUPPLIES - BUS/TRANSPORTATION	\$8,484.51
15)	145506 PITSTOP FUELS	MONTHLY PROPANE EXPENSE #20	\$8,198.40
16)	145652 MAINE BEHAVIORAL HEALTH	SP-ED CONTRACTED SERVICES	\$8,106.00
17)	145538 WHITEHEAD PSYCHOLOG.	SP-ED CONTRACTED SERVICES	\$7,260.00
18)	145657 MARK R. HAMMON ASSOC.	SP-ED CONTRACTED SERVICES	\$6,960.00
19)	145677 NORTHEAST BEHAVIOR	SP-ED CONTRACTED SERVICES	\$6,894.20
20)	145692 PITSTOP FUELS	MONTHLY PROPANE EXPENSE #21	\$6,224.44
21)	145520 SPURWINK SERVICES	SP-ED CONTRACTED SERVICES	\$5,928.00
22)	145642 LAUREL R. TINKHAM	SP-ED CONTRACTED SERVICES	\$5,900.00
23)	145515 SANFORD SCHOOL DEPT	TECHNOLOGY = GRANT WRITER	\$5,600.00
24)	145602 DRUMMOND WOODSUM	LEGAL EXPENSE	\$5,531.00
25)	145458 CENTRAL MAINE POWER	MONTHLY ELECTRICITY EXPENSE	\$5,528.90
THE TOP 25 EXPENDITURES		70.00% OF ALL A/P	\$438,285.42

Interim Financial Report & Dashboard:

Interim Financial Report: Mr. Brockman has made some adjustments to year end balances based on June estimates noting that the final FY'21 warrant will be run in July to capture any late June invoices that come in. There will be a large Payroll warrant in June that will include paying out stipends and capturing summer payroll accruals. Accounts Payable is in the process of clearing out any encumbrances. Mr. Brockman reported that he expects to only have one article come in over, which is Article 10 Debt Service. This article will be over by about \$3,200.

Dashboard: Mr. Brockman reviewed the Dashboard. The following percentages are remaining in Expenditures:

- General Fund 28.1%
- Payroll Accounts 23.3%
- Non-Payroll Accounts 42.8%
- Per Pupil Allocations 31.1%
- Special Ed Accounts 20.76%
- Energy Accounts 35.8%

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

- General Fund 87.9%
- Local Assessments 90.6%
- State Subsidy 83.8%
- Balance Forward 100.00%
- Misc. Revenues 85.9%

Other Finance Discussion/Action Items:

8. Other Discussion/Action Item(s):

No other Finance discussion items.

Moved by Mr. Sargent; seconded by Mrs. Anderson

To adjourn at 5:14 p.m.

VOTED: "Yes", Unanimous