

MAINE SCHOOL ADMINISTRATIVE DISTRICT 6

FINANCE-FACILITIES COMMITTEE MEETING

July 11, 2019

Central Office

MINUTES

Present: D. Marean, A. Payeur and J. Williams

Guests: T. Hustus, B. Ellis, S. Sheehan, and B. Brockman

1. Meeting opened at 4:15 p.m.
2. Public Comments
There were no public comments.
3. **Moved by J. Williams; seconded by D. Marean**
To accept the Finance-Facilities Minutes from June 20, 2019 as presented.

VOTED: "Yes", Unanimously

FACILITIES

4. **Facilities Updates – Discussion/Action Items:**
S. Sheehan reviewed the routine maintenance and work orders completed over past month totaling 208 work orders with 700 total man hours. At this point in the summer work orders deemed emergency are being addressed due to the major project occurring with Phase II of the Science Labs. Additional work continuing through the summer includes:
 - Summer equipment servicing & equipment repairs
 - Summer sports program preparations & daily activities
 - Mowing, trimming and clean-up
 - Maintenance fleet repairs
- a. Science Lab Phase II – New photos of the work completed to date were shared with the committee. Progress is moving forward in a timely manner. The three roof top units were recently installed utilizing a crane. S. Sheehan reported that they have had very few change orders to date. At this time, they don't feel these are billable change orders. Sheet rock is scheduled to be installed shortly and floor tiles are available and ready to be installed once the project has reached this point. Barring unforeseen issues, the project continues to progress as expected and will be ready for students when school is back in session.
- b. BCES Boiler Replacement – Both of the boilers at BCES have been replaced with multi-fuel boilers. Additional propane tanks were installed with a vaporized barrier.
- c. Treatment Plant Update – B. Brockman shared new correspondence from Underwood Engineering in regards to the Site Law Application and potential deed restrictions. B. Brockman discussed that the district had wished to cut off a portion of the purchased property that would meet house lot requirements to allow the district to sell a house lot at a later date. J. Williams agreed that this

makes sense and should have this done prior to any restrictions being placed on the property. Bill Ellis will follow up with putting this in place.

Moved by Art Payeur and seconded by Jeff Williams.

To authorize the district to revise the deed in order to section off a parcel that can be sold at a later date.

VOTED: "Yes", Unanimously

Other/Treatment Plant: The resident that owns the property in which the district has right of way access has requested that the district give up the right of way as they feel with the implementation of the new subsurface drip disposal system it will no longer be needed. Underwood Engineers has advised the district to not give up the right of way as it would be prudent to keep all options available for the future. Jeff Williams suggested having the owner utilize an air bridge if they want to go over the right of way section of the property.

- d. Central Office renovation – There are some minor renovations taking place in the Superintendent's area which will re-distribute space between two offices, repainting and moving personnel into other spaces. Additionally, an office is being installed in the Business Office to allow for the future addition of a Finance position to support the Business Manager.
- e. Kid Safe Chips – 300 cubic yards have been dispersed throughout the district's playgrounds and there is another 300 cubic yards that will be done by the end of the week.
- f. Transportation Propane Upgrade – With the addition of new propane buses to the district's fleet it is necessary to increase the propane fueling capacity. This also includes enlarging the canopy over the fueling station. The expense for this project was taken from the 2018-2019 budget.

5. Other Discussion/Action Items

- a. Contracts for Fuel, Diesel and Gasoline with Dennis K. Burke
B. Brockman shared with the committee new fuel contracts recently negotiated with Dennis K. Burke. Rates are as follows:

- Heating Oil 120,000 gallons at \$2.2769 per gallon (previous year was \$2.490)
- Diesel 30,000 gallons at \$2.3767 per gallon (previous year was \$2.4929)
- Gasoline Still have remaining gallons available at a cost of \$1.98 per gallon. As such, there was no need to purchase additional gallons at this time.

FINANCE ITEMS:

6. Moved by A. Payeur and seconded by J. Williams

To approve the Accounts Payable and Payroll Warrants 21 and 22.

Vote Yes; Unanimous

MAINE SCHOOL ADMINISTRATIVE DISTRICT 6				
FINANCE & FACILITIES ACCOUNTS PAYABLE WARRANT SUMMARIES				
7/11/19				
Thursday, June 6, 2019				
FIRST WARRANT	Payroll	21	\$1,683,505.37	
	Accounts Payable Warrant	21	\$271,205.34	
	Food Service Warrant	21	\$35,925.91	
	Insurance (MePers + Ins)	21	\$1,083,507.53	\$3,074,144.15
Thursday, June 27, 2019				
SECOND WARRANT	Payroll	22	\$1,519,453.77	
	Accounts Payable Warrant	22	\$545,082.90	
	Food Service Warrant	22	\$33,008.66	
	Insurance (MePers + Ins)	22	\$1,004,397.80	\$3,101,943.13
TOTAL			\$6,176,087.28	

Top 25 Expenditures were reviewed.

MSAD #6 TOP 25 ACCOUNTS PAYABLE EXPENDITURES			
EXPENDITURE Summary Prepared for the July 11, 2019 Finance Committee Meeting		AP WARRANT 21 & 22	\$816,288.24
		FS WARRANT 21 & 22	\$68,934.57
		TOTAL	\$885,222.81
CHECK #	VENDOR	DESCRIPTION	AMOUNT
1) 138725	A-COPY IMAGING SYSTEMS	PAPERCUT LICENSING AND SOFTWARE	\$32,483.82
2) 138761	CENTRAL MAINE POWER	ELECTRICITY DELIVERY EXPENSE 22	\$27,152.21
3) 138785	DENNIS K. BURKE	MONTHLY FUEL EXPENSE	\$26,576.81
4) 18935	SYSO OF NORTHERN NEW ENGLAND	NUTRITION SUPPLIES DISTRICT WIDE	\$26,574.93
5) 138707	WHALLEY COMPUTER ASSOC. INC.	SOFTWARE LICENSES	\$24,400.00
6) 138906	PINE TREE SOCIETY FOR HANDIC.	SP-ED CONTRACTED SERVICES	\$22,874.63
7) 18964	SYSO OF NORTHERN NEW ENGLAND	NUTRITION SUPPLIES DISTRICT WIDE	\$22,536.15
8) 138981	TYLER TECHNOLOGIES, INC.	ACCOUNTING SOFTWARE ANNUAL	\$21,584.63
9) 138971	SWEETSER'S CHILDREN SERVICES	SP-ED CONTRACTED SERVICES	\$18,821.00
10) 138856	MARK R. HAMMOND ASSOC.	SP-ED CONTRACTED SERVICES	\$17,917.00
11) 138925	QUILL CORP.	DISTRICT WIDE SUPPLIES	\$17,916.48
12) 138788	DRUMMOND/WOODSUM	LEGAL EXPENSE	\$16,403.58
13) 138559	CENTRAL MAINE POWER	ELECTRICITY DELIVERY EXPENSE 21	\$14,580.26
14) 138620	MARK R. HAMMOND ASSOC.	SP-ED CONTRACTED SERVICES	\$14,063.00
15) 138732	ACTEM	SOPHOS LICENSING RENEWAL	\$12,835.00
16) 138542	BEHAVIORAL LEARNING & LEADERS.	SP-ED CONTRACTED SERVICES	\$11,680.02
17) 138997	WHITEHEAD PSYCHOLOGICAL SERV.	SP-ED CONTRACTED SERVICES	\$11,550.00
18) 138660	PROAV SYSTEMS INC.	PROJECTORS @ HBE & HOLLIS	\$11,314.23
19) 138555	CARDINAL PRINTING COMPANY	PRINTING AND MAILINGS - FOCUS	\$11,269.63
20) 138814	HEINEMANN	BOOKS - READING MULTI GRADES	\$10,487.44
21) 138855	MANUEL CONSULTING LLC	SP-ED CONTRACTED SERVICES	\$10,170.00
22) 138910	PIONEER VALLEY BOOKS	BOOKS - CLASS PACKS MULTI GRADES	\$10,034.50
23) 138908	PINE TREE WASTE INC.	MONTHLY TRASH REMOVAL	\$10,013.63
24) 138924	QUADBRIDGE INC.	LCD PROJECTORS	\$9,770.40
25) 138638	NORTHEAST BEHAVIOR CONSULT.	SP-ED CONTRACTED SERVICES	\$9,716.52
THE TOP 25 EXPENDITURES REPRESENT		47.75% OF ALL A/P EXPENDITURES	\$422,725.87

Financial Dashboard:

- General fund revenues – All anticipated revenues were received for the fiscal year. These included State Subsidy, Town Assessments and Miscellaneous revenues. Miscellaneous revenues came in slightly more than anticipated.
- General fund expenditures – All expenditure accounts finished the fiscal year with a percentage remaining within the budget allocation. The general fund dashboard is broken out by payroll accounts, non-payroll accounts, per-pupil allocations, special education accounts and energy accounts.

Question/Discussion:

- How do you decide what each school is allocated for a per-pupil allocation? B. Brockman responded that he has a formula that he utilizes to calculate this. He will include further detail at the next meeting but in general he takes into consideration each schools free and reduced eligibility, grade level, size of school, and technology needs which is also based on grade level. The committee discussed how important it is for parents to complete the Free and Reduced eligibility forms each year as it may give the district more funding through Federal funds.

Interim Financial Report:

B. Brockman provided an updated Financial Report which shows in detail where the district stands at close to the end of our fiscal year. There will be one more final Financial Report for this fiscal year (2018-2019). He has provided estimates on anticipated year-end amounts for the 11 articles as well as a projected carry forward of \$539,000.00 for FY'20 and an available fund balance for the 2020-2021 school year expected at around \$1,222,546.00.

7. Other Discussion/Action Item(s):

Enacted ED279 review – B. Brockman reported that the difference between the preliminary ED279 released earlier in the year and the Enacted ED279 is a minimal reduction of \$250.00. He advised the committee that looking forward this district can anticipate the possibility of losing the Regional Adjustment (LD309) which will be a loss of approximately 1.2 million. A new Legislative Bill will be introduced based on a report from the MDOE due in January 2020. This will be an on-going item for the committee as further information is released by the State.

Adjournment:

Moved by J. Williams; seconded by D. Marean
To adjourn the meeting at 6.03 p.m.

Vote Yes; Unanimous