

MAINE SCHOOL ADMINISTRATIVE DISTRICT 6

FINANCE-FACILITIES COMMITTEE MEETING

October 10, 2019

Central Office

MINUTES

Present: A. Payeur, N. Carlow, D. Marean

Guests: Buxton Police Chief Cline, P. Penna, J. Sargent, B. Ellis, D. Muchmore, S. Sheehan, and B. Brockman

1. Meeting opened at 4:02 p.m.
2. Public Comments
There were no public comments.
3. **Moved by N. Carlow; seconded by D. Marean**
To accept the Finance-Facilities Minutes from August 8, 2019 as presented.

VOTED: "Yes", Unanimously

TRANSPORTATION

4. **Transportation Discussion/Action Items**
 - a. Bus Bid Results – Ms. Muchmore reported on the results of the bus bid opening that was held on September 12, 2019. Results were:

Name	77 Passenger Type C conventional propane school bus (4)
1. W.C. Cressey & Sons	No Bid
2. O'Connor	(1) @ \$108,500 equipped with child safety restraint systems in all seats (2) @ \$205,000 equipped with child safety restraint systems in the first three rows and under carriage storage compartments on right and left side of bus (1) @ \$100,500 equipped with child safety restraint systems in the first three rows

Ms. Muchmore also shared that the State had approved an additional bus purchase but this information had come in after the initial approval of 4 buses. Mr. Brockman noted that when the district obtains a Lease/Purchase for these buses (now a total of 5) it will bring the total lease to \$480,000. He will have the lease payments due in two different budget cycles.

- b. Phase 2 of VW Grant for buses – Ms. Muchmore informed the committee that there is a round 2 for the VW Settlement funding. With this committee approval she will move forward in submitting an application in hopes of being awarded additional funding for the purchase of one or two buses from the settlement. The cost to the district will be approximately \$25,000 per bus, the remaining \$80,000 would come from the VW Settlement.

Moved by N. Carlow; seconded by D. Marean

To authorize the Transportation Director, Dottie Muchmore to complete and submit an application on behalf of MSAD 6 in the hopes of being awarded additional funding from the VW Settlement.

VOTED: “Yes”, Unanimously

- c. Ms. Muchmore reported that as a result of a recent bus accident that occurred on September 6, 2019 the insurance company has deemed the bus (a 14 passenger model) to be totaled and will be issuing the district a check in the amount of \$58,400. This payment will come from the motorist’s insurance company. A replacement bus will be purchased with the insurance proceeds.

Ms. Muchmore also shared concerns regarding the number of bus drivers that may retire at the end of the year which will put the district in the position of having to consider how to attract additional drivers and have them trained to obtain their CDL license. Ms. Muchmore noted that they try to provide monitor hours for those attaining their CDL license to give those employees some income through their training.

5. Facilities Updates – Discussion/Action Items:

- a. Mr. Sheehan reviewed work orders for the month of September to date which includes addressing athletic fields by overseeding as part of spring preparation.

Questions/Discussion:

- Mr. Payeur asked about the new Playsafe chips for the playground and if these efforts will continue. Mr. Sheehan responded that multiple schools have been refreshed and that work will continue and noted that this continuation will need to be accommodated within the upcoming budget development.
- b. Subsurface Disposal System Update – Mr. Brockman shared that the district has received approval for State’s OBD Grant of \$150,000 and the next step will be for the construction part of the project to go out to bid. The invitation to bid document was shared with the committee.

Construction is underway for what will be the Dosing Station Building. The Facilities Director, Bill Ellis, is acting as General Contractor for this area of the build. The building has progressed to being water-tight at this point in time and photos of work completed to date were shared with the committee. Mr. Ellis added that part of this building will house the Facilities carpenter shop.

- c. Science Lab Phase II Substantial Completion – Mr. Sheehan reported that the project is expected to be 100% complete by Monday, October 14th. There will be a couple of trades scheduled to come in to address a few minor areas. The Trades punch list will be wrapped up during this time and Mr. Sheehan added that MSAD 6’s punch list has been completed.

Mr. Elis noted that the greenhouses (plant racks) for the lab spaces have been ordered.

- d. Mr. Sheehan reported on a septic system failure at BCES. It occurred during some scheduled maintenance that involved relocating the electrical connection to outside the tank during which the system experienced an electrical shortage. Because the district has its own pump truck the Facilities department was able to keep the building open while repairs occurred.

6. Other Discussion/Action Items

Potential Donation – Standish Resident: Mr. Brockman updated the committee that the district has been contacted from a family in Standish who would like to make a donation in memory of their wife/mother. The family met with Mr. Brockman and expressed areas that they would like their donation to fund. During their conversation it was suggested that this could be used as a match

donation (\$40,000) by way of having individual schools raise funds to enhance their playgrounds and matching funds would come from this donation. The family also requested that \$1,000 go towards an agricultural or nutrition activity on an annual basis (until funds were exhausted). The family will bring these suggestions back to relatives for further consideration and reach out when they are ready to move forward. They were also given a link to the Maine Community Foundations website as a resource in managing the donation moving forward.

FINANCE ITEMS:

7. Moved by N. Carlow and seconded by D. Marean

To approve the Accounts Payable and Payroll Warrants 20-04 and 20-05.

Vote Yes; Unanimous

MAINE SCHOOL ADMINISTRATIVE DISTRICT 6			
FINANCE & FACILITIES ACCOUNTS PAYABLE WARRANT SUMMARIES			
September 2019			
Thursday, September 12, 2019			
FIRST WARRANT	Payroll	20-04	\$1,167,632.28
	Accounts Payable Warrant	20-04	\$587,942.00
	Food Service Warrant	20-04	\$33,224.62
	Insurance (MePers + Ins)		\$995,191.43
			\$2,783,990.33
Thursday, September 26, 2019			
SECOND WARRANT	Payroll	20-05	\$1,402,249.00
	Accounts Payable Warrant	20-05	\$522,252.93
	Food Service Warrant	20-05	\$33,598.02
	Insurance (MePers + Ins)		
			\$1,958,099.95
TOTAL			\$4,742,090.28

Top 25 Expenditures were reviewed.

TOP 25 ACCOUNTS PAYABLE EXPENDITURES			Maine School Administrative District No. 6
EXPENDITURE Summary Prepared for the 10/10/2019 Finance Committee Meeting		AP WARRANTS 20-04 & 20-05	\$110,144.93
		FS WARRANTS 20-04 & 20-05	\$66,822.64
		TOTAL	\$176,967.57
CHECK #	VENDOR	DESCRIPTION	AMOUNT
1) 139580	SULLIVAN AND MERRITT CONST.	SCIENCE LABS - PHASE II	\$255,067.20
2) 139830	HONEYWELL, INC.	PARTIAL PAYMENT ANNUAL CONTRACT	\$81,605.22
3) 139918	PRESENCE LEARNING, INC.	SP-ED CONTRACTED SOFTWARE	\$35,530.00
4) 139967	TD EQUIPMENT FINANCE, INC.	BUS LEASE PAYMENT	\$32,531.24
5) 139968	TD EQUIPMENT FINANCE, INC.	TECHNOLOGY LEASE PAYMENT	\$32,450.99
6) 139877	MSMA WORKERS COMP TRUST	MONTHLY WORKERS COMP PAYMENT	\$29,999.00
7) 139814	GREAT SCHOOLS PARTNERSHIP	BALANCE OF IWALKTHROUGH CONTRACT	\$28,750.00
8) 139604	CENTRAL MAINE POWER	MONTHLY ELECTRICITY PAYMENT	\$27,524.91
9) 139590	BANA CORP.	SCIENCE LABS PHASE II - ELECTRICAL	\$24,285.28
10) 19030	SYSCO OF NORTHERN NEW ENGLAND	CHILD NUTRITION PROGRAM	\$20,871.09
11) 139591	BANGOR CHINESE SCHOOL	CHINESE LANGUAGE CONTRACT PAYMENT	\$20,000.00
12) 139753	AMAZON.COM CORP CREDIT	DISTRICT WIDE SUPPLIES	\$18,040.77
13) 139951	SCHOOL SPECIALTY INC.	DISTRICT WIDE SUPPLIES	\$17,816.29
14) 139592	BEHAVIORAL LEARNING AND LEADERSHIP	SP-ED CONTRACTED SERVICES	\$16,215.13
15) 19009	SYSCO OF NORTHERN NEW ENGLAND	CHILD NUTRITION PROGRAM	\$14,701.20
16) 139833	JOHN F MURPHY HOMES, INC.	SP-ED CONTRACTED SERVICES	\$14,213.00
17) 139985	WHITEHEAD PSYCHOLOGICAL SERVICES	SP-ED CONTRACTED SERVICES	\$11,770.00
18) 139625	GORHAM SAVINGS LEASING GROUP LLC	BUS LEASE PAYMENT	\$11,649.85
19) 139596	BRAINPOP LLC	TECHNOLOGY SOFTWARE RENEWAL	\$11,386.57
20) 139974	UNIVERSITY OF MAINE 4-H CAMP	BEMS PROGRAM	\$11,128.75
21) 139614	EDUCATIONAL BUILDING CONSULTANTS	SCIENCE LABS - PHASE II FLOOR INSTALL	\$10,740.00
22) 139904	PINE TREE WASTE INC.	MONTHLY TRASH REMOVAL	\$10,693.70
23) 139606	COMPANION CORPORATION	SOFTWARE - SCHOOL LIBRARIES	\$9,560.00
24) 139692	PROAV SYSTEMS INC.	SCIENCE LABS PHASE II - TECHNOLOGY	\$9,438.86
25) 19001	HEARTLAND	NUTRITION SOFTWARE RENEWAL	\$9,098.00
THE TOP 25 EXPENDITURES REPRESENT		432.32% OF ALL A/P EXPENDITURES	\$765,067.05

Interim Financial Report/Dashboard:

Mr. Brockman provided an updated Financial Report which shows in detail where the district stands as of September 30, 2019.

Dashboard:

- General fund revenues – All anticipated revenues to date have come through.
- General fund expenditures – Expenditure accounts are moving away from the “full” side of the gauge representation but are within expected parameters. Mr. Brockman noted that overall the “non-payroll” accounts are approaching close to the 50% expended and the “per pupil” accounts have dropped to close to being 65% expended. This is to be expected as schools are purchasing materials that are needed for the school year.

8. Other Discussion/Action Item(s):

- Project Graduation Application – The application for this group was made available for the committee’s review and consideration.

Moved by N. Carlow; seconded by D. Marean

Motion to approve the Project Graduation application request for school year 2019-2020 as presented.

VOTED: "Yes", Unanimously

b. School Resource Office

Chief Cline attended to share parents' requests for a School Resource Officer at the middle school. Chief Cline reported that the Buxton Police Department had received over 400 calls over a three-year period. He feels he can provide this coverage more cost effectively than what the district is currently paying for the high school resource officer through Cumberland County. Chief Cline could place a resource officer from January 2020 through the end of this school year at no cost to the district. He would not be able to provide coverage after this period unless the district opted to continue funding for this position. Chief Cline would like the district to consider funding for the next school year at \$44,000 and does have a policy, job description and MOU prepared to share. He has agree to pay for any additional training required. Chief Cline added that this officer could also spend time at Buxton Center Elementary and would allow for flexibility in their hours to also cover school events as requested/needed.

Discussion/Questions:

- Mr. Penna asked Chief Cline if there would be an option to swearing the officer in as a Cumberland County deputy which Chief Cline is amendable to.

c. Accounting Software:

Mr. Payeur asked Mr. Brockman if the Business Office is moving forward with the purchase of a new financial software. Mr. Brockman reported that the Business Office is still exploring options noting that the estimates that have come in have been cost prohibitive.

Adjournment:

Moved by Mr. Marean; seconded by Mr. Carlow

To adjourn the meeting at 5.57 p.m.

Vote Yes; Unanimous