

MAINE SCHOOL ADMINISTRATIVE DISTRICT 6

FINANCE-FACILITIES COMMITTEE MEETING

November 14, 2019

Central Office

MINUTES

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

Guests: P. Penna, B. Ellis, S. Sheehan, S. Nason, C. Plummer and B. Brockman

Public: Lisa Judd and son

1. Meeting opened at 4:02 p.m.
2. Public Comments
Lisa Judd and her son, a boy scout, asked to listen in at the meeting for a citizenship in the community project. The committee welcomed them and thanked them for their interest.
3. **Moved by D. Marean; seconded by J. Sargent**
To accept the Finance-Facilities Minutes from October 10, 2019 as presented.

VOTED: "Yes", Unanimously

TRANSPORTATION

4. **Transportation Discussion/Action Items**
 - a. Bus Lease/Purchase Financing RFP Results – Mr. Brockman reported out the results of the bus Lease/Purchase bid opening that was held on September 12, 2019. The Business Office was in receipt of one bid proposal from Gorham Lease Group.

Bank	Principal Amount	Nominal Annual Rate	Interest Expense	Fees or Charges	Total Cost (includes fees & Interest)
Gorham Savings Leasing Group	\$525,000	2.74%	\$28,591.68	TBD – *Opinion of Counsel costs	\$553,591.68

Moved by J. Williams; seconded by D. Marean

To accept the lease purchase submitted by Gorham Leasing group as presented and move the bus lease purchase resolution to the full board.

VOTED: "Yes", Unanimously

5. **Facilities Updates – Discussion/Action Items:**

- a. Mr. Sheehan reviewed work orders for the month of October. He noted that annual fire inspections have been completed for each location.
 - **GEJ Water Main break** – This event occurred on Saturday, October 26th and the Maintenance department was able to locate the break quickly. Mr. Sheehan noted that the damaged pipe had been in service for over 50 years. They were able to replace the section that had been rusted away and Mr. Sheehan recommends that during the next budget cycle funding be put in place to replace

the entire pipe that runs from the school to the main line. The maintenance crew completed most of this repair work.

- b. Subsurface Disposal System Update** – Mr. Brockman reported that the State has brought another representative into the approval process, which has required Underwood Engineering to complete a Technical Memorandum. At this point the district still does not have the permit and the project has been stalled until the permit has been approved. There are only certain times of the year that you can cut and stump trees and that window of opportunity has passed by for this year.

Questions/Discussion:

- Has this delay had a negative impact on the current process? No, Underwood has recommended changes that have been implemented and allows the district to meet compliance and regulations with the current plant.
- c. Science Lab Phase II Substantial Completion** – Mr. Sheehan reported that new fume hoods have been calibrated and completed. Mr. Ellis noted that the greenhouses (plant racks) for the lab spaces have been ordered.

6. Other Discussion/Action Items

- a. PFAS** – this is an item that has been in the news recently. PFAS stands for Per-and polyfluoroalkyl substances and have been manufactured and used in a variety of industries around the world. Mr. Penna had recently done a video discussing this new concern. Mr. Brockman has compiled in the Finance-Facilities packet additional information and can be viewed at https://issuu.com/billbrockman/docs/ff_packet_-_11.14.2019?fr=sZDdkZDQ5Njk2Nw

They are only testing for 4 chemicals right now as part of the State's voluntary testing. The district has decided not to partake in the voluntary testing at this time. There are over 5,000 "forever" chemicals that can be categorized as PFAS. Currently, Maine has put together a government task force to evaluate this. The State does not have any required testing mandates in place at this time. N.H. has recently developed legislation to address this concern and Mr. Brockman suspects that the State of Maine will adopt standards similar to what N.H. has in place. It is doubtful that the State will offer any funding for remediation and/or treatment if PFAS has been identified in water sources. Mr. Brockman confirmed that the district is currently in compliance with all State required testing and that within the Federal government this listed as a health advisement, which is not enforceable. Mr. Brockman added that he would like to see further direction coming from the State.

- b.** Available for review was Maine School Management's annual risk assessment and inspections. This involves a walkthrough with their representative, Ed Antz, who then develops a report for each site to include recommendations. Mr. Penna added that there is a Google document shared with Building Principals as a way to capture their efforts to address any concerns noted for their buildings. In addition to this Mr. Sheehan has sent a letter to each notifying them that the Maintenance department will begin working on corrective actions for items listed in the report as well as to for each school to work so that they may correct any items that showed up for each site for Building Principals.

Questions/Discussion:

- Mr. Marean asked what areas is MSMA looking at. Mr. Sheehan responded that they focus on identifying safety issues such as power strips on top of power strips, non fire retardant curtains.

FINANCE ITEMS:

7. Report on Future of State of MLTI Program – Scott Nason

The Technology Director, Scott Nason, attending the meeting to report out on the future of the State's MLTI program. Mr. Nason shared that the district is in the last year of the MLTI lease for the middle school and high school cohort. The State has decided to extend it another year calling it a Bridge year for 2020-2021. This involves grades 7-12. Mr. Nason noted that the district funds K-5 and grades 6 as well as 9-12.

Mr. Nason reported that the DOE will purchase the leased devices and that districts will have the option to purchase back iPads and laptop devices in July 2020. The buy back rates are \$28 per iPad and \$48 per laptop. Currently the infrastructure is controlled by Network Maine. Mr. Nason added that through E-rate funding they have replaced the high school network and will be doing the middle school network in the near future and this will allow MSAD 6 to manage and control our infrastructure rather than be dependent on Network Maine once the MLTI 2.0 is rolled out.

Mr. Nason shared that the Apple Corporation is no longer marketing the 11" laptop and that now their base model is a 13" laptop, which costs about \$1,100 per device.

S. Nason will return at a future meeting to report out on E-Rate funding and how this has helped support and enhance infrastructure within our district without having to use general fund monies.

Questions/Discussion:

- What is the cost of the current Technology lease and MLTI payments? The lease around \$500,000 every 4 years and about \$370,000 to pay for the MLTI program every year.

8. Review FY19 Annual Post Audit

Mr. Brockman reported that the final audit for fiscal year 2018-2019 has been finalized. It has been made available to Finance-Facilities committee members and will be sent electronically to the full board prior to the 12/2/19 School Board meeting.

Mr. Brockman shared his concern with the district's year-end fund balance being at 2.42% and the need to work to bring this back up to the safe zone. Mr. Brockman reviewed page 17 of the audit with the committee, which focuses on the ending balances for the Capital Project fund noting that any funds leftover a year-end in Article 9 (Facilities) goes into the Capital Project Fund. The year-end Capital Project fund has a balance of \$1,644,207 of which \$700,000 has been appropriated for the Phase II Science Lab Renovations and \$400,000 for the Wastewater Subsurface Treatment Plant.

9. Review Budget Advisory Committee Meeting Schedule

The schedule was shared with the committee members and has been sent out to all members who were part of last year's committee. The first meeting will be Thursday, December 12, 2019 at 6:00 p.m. at Central Office.

10. Moved by J. Sargent and seconded by D. Marean

To approve the Accounts Payable and Payroll Warrants 20-06 and 20-07.

Voted Yes; Unanimous

MAINE SCHOOL ADMINISTRATIVE DISTRICT 6				
FINANCE & FACILITIES ACCOUNTS PAYABLE WARRANT SUMMARIES				
OCTOBER 2019				
Thursday, October 10, 2019				
FIRST WARRANT	Payroll	20-06	\$1,450,499.18	
	Accounts Payable Warrant	20-06	\$460,752.79	
	Food Service Warrant	20-06	\$36,994.30	
	Insurance (MePers + Ins)	20-06	\$993,266.35	\$2,941,512.62
Thursday, October 24, 2019				
SECOND WARRANT	Payroll	20-07	\$1,460,893.72	
	Accounts Payable Warrant	20-07	\$402,467.66	
	Food Service Warrant	20-07	\$35,641.75	
	Insurance (MePers + Ins)	20-07		\$1,899,003.13
TOTAL			\$4,840,515.75	

Top 25 Expenditures were reviewed.

TOP 25 ACCOUNTS PAYABLE EXPENDITURES				Maine School Administrative District No. 6
EXPENDITURE Summary Prepared for the 11/14/2019 Finance Committee Meeting		AP WARRANTS 20-06 & 20-07		\$862,419.54
		FS WARRANTS 20-06 & 20-07		\$72,636.05
		TOTAL		\$935,055.59
CHECK #	VENDOR	DESCRIPTION	AMOUNT	
1) 140193	U.S. BANK CORP TRUST BOSTON	2008 BCES BOND BANK PAYMENT	\$91,778.33	
2) 140192	U.S. BANK CORP TRUST BOSTON	2005 HIGH SCHOOL BOND BANK PAYMENT	\$83,334.00	
3) 140017	CENTRAL MAINE POWER	MONTHLY ELECTRICITY EXPENSE	\$35,675.09	
4) 140251	BEHAVIORAL LEARNING & LEADERSHIP	SP-ED CONTRACTED SERVICES	\$31,034.20	
5) 140348	MSMA WORKERS COMP TRUST	MONTHLY WORKERS COMP EXPENSE	\$29,999.00	
6) 140320	LEARNING SCIENCES	LEADERSHIP ACADEMY - FEDES GRANT	\$29,075.00	
7) 19042	SYSCO OF NORTHERN NEW ENGLAND	NUTRITION EXPENSE DISTRICT WIDE -06	\$26,149.64	
8) 19058	SYSCO OF NORTHERN NEW ENGLAND	NUTRITION EXPENSE DISTRICT WIDE -07	\$25,046.90	
9) 140205	ZONAR SYSTEMS	TRANSPORTATION SOFTWARE	\$21,114.20	
10) 140229	AMAZON.COM CORP CREDIT	MONTHLY SUPPLY EXPENSE DISTRICT WIDE	\$19,806.00	
11) 140034	DENNIS K. BURKE, INC.	MONTHLY FUEL EXPENSE	\$18,084.41	
12) 140217	AMAZON.COM CORP CREDIT	MONTHLY SUPPLY EXPENSE DISTRICT WIDE	\$18,040.77	
13) 140056	GORHAM SAVINGS LEASING GROUP, LLC.	BUS LEASE PAYMENT	\$15,403.01	
14) 140420	TRICO MILLWORK, INC.	SCIENCE LAB - PAYMENT FOR CASEWORK	\$15,160.00	
15) 140378	PINE TREE SOCIETY FOR HANDICAPPED	SP-ED CONTRACTED SERVICES 07	\$14,347.47	
16) 140279	DRUMMOND/WOODSUM/MACMAHON	LEGAL EXPENSE	\$12,846.24	
17) 140137	PINE TREE SOCIETY FOR HANDICAPPED	SP-ED CONTRACTED SERVICES 06	\$11,483.67	
18) 140245	APPLE INC.	IPADS & IPAD MINIS	\$10,506.43	
19) 140379	PINE TREE WASTE INC.	MONTHLY TRASH REMOVAL EXPENSE	\$10,420.96	
20) 140049	FRESHWORKS INC.	TECHNOLOGY SOFTWARE	\$9,906.00	
21) 140111	MSMA UC FUND	UNEMPLOYMENT EXPENSE	\$9,758.81	
22) 140421	UNDERWOOD ENGINEERS, INC.	SUBSURFACE TREATMENT SYSTEM	\$9,407.56	
23) 140369	OTELCO	MONTHLY PHONE EXPENSE	\$9,058.45	
24) 140397	QUADBRIDGE, INC.	LCD PROJECTORS	\$8,903.70	
25) 140179	SUNBELT RENTALS INC.	FORKLIFT RENTALS	\$8,859.50	
THE TOP 25 EXPENDITURES REPRESENT		61.51%	OF ALL A/P EXPENDITURES	\$575,199.34

Interim Financial Report/Dashboard:

Mr. Brockman provided an updated Financial Report, which shows in detail where the district stands as of October 31, 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.

11. Other Finance Discussion/Action Item(s):

- a. BE Youth Cheering Application – The application for this group was made available for the committee’s review and consideration.

Moved by J. Sargent; seconded by D. Marean

Motion to approve the BE Youth Cheering application request for school year 2019-2020 as presented.

VOTED: “Yes”, Unanimously

Adjournment:

Moved by Mr. Sargent; seconded by Mr. Williams

To adjourn the meeting at 6.04 p.m.

Vote Yes; Unanimous