

MAINE SCHOOL ADMINISTRATIVE DISTRICT 6

FINANCE-FACILITIES COMMITTEE MEETING

January 9, 2020

Central Office

MINUTES

Present: Mr. Payeur, Mr. Carlow, Mr. Williams and Mr. Sargent

Guests: Mr. Ellis, Mr. Sheehan, Mr. Penna and Mr. Brockman

1. Meeting opened at 4:05 p.m.

2. Public Comments

3. **Moved by J. Sargent; seconded by N. Carlow**

To accept the Finance-Facilities Minutes from December 12, 2019 as presented.

VOTED: "Yes", Unanimously

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

Work Orders: Mr. Sheehan reported that overall the work orders for the month of December were fairly routine. Due to the winter season sanding is now part of daily custodial operations. The maintenance crew continues to address snow removal, sanding and servicing equipment as needed.

Project Updates:

- a. Subsurface Disposal System Update – Mr. Ellis reported that the building is watertight and anticipates having CMP at the site to transfer the power supply over in the next few days. Currently, there is no new information regarding the status of the Site Law Permit.
- b. PFAS – Chemical testing update: Mr. Sheehan informed the committee that BCES and Frank Jewett water samples have been sent out specifically for PFAS testing. Results have just come back and BCES tested well below the 70 parts per trillion federal guidelines. Frank Jewett was also below the guideline with one reading of 60 parts per trillion.

Discussion/Questions:

- Even though Frank Jewett is below the recommendation should the district start looking at options/treatment systems? Mr. Ellis reported that there is currently a good well located where the Hanson building was that also has better water pressure than the current Frank Jewett water source. With the current water pressure at Frank Jewett being so low it might impede a water treatment system. Mr. Ellis suggests having the water tested from the Hanson site and if it turns out to be within acceptable guidelines he could have this well connected to Frank Jewett.
- Who is using the Frank Jewett building – Alternative education is housed there as well as a special education program.
- What is the student population of Frank Jewett? – around 60 in total but they come and go throughout the day depending on morning and afternoon schedules.
- Does any current research point to drought seasons have any impact on testing results? Not that the district is aware of but they will check into this.
- Should other sites be tested now? Testing is not mandated at this time and there are no Maine regulations in place. Mr. Williams feels it would be worth testing. Mr. Sheehan believes it is premature and if tested the district may be pressured to implement specialized treatment processes that have not been proven to remediate PFAS concerns. Additionally, where to you draw the line? At the Federal recommendation or following the regulations that a handful of states have implemented as standards?

It was decided to table this discussion at this time and to place this item on the agenda for the Finance-Facilities meeting in May or sooner if the State of Maine has decided to implement any recommendations.

Other Discussion/Action Items

Facilities noted that their maintenance vehicles are aging and are requiring more and more repairs. Mr. Brockman responded that this is an area that will need to be visited this year to address the aging maintenance vehicles.

FINANCE ITEMS:

6. Review of A/P and Payroll Warrants and Financial Reports

a. Moved by N. Carlow and seconded by J. Sargent

To approve the Accounts Payable and Payroll Warrants 20-10 and 20-11.

Voted Yes; Unanimous

MAINE SCHOOL ADMINISTRATIVE DISTRICT 6				
FINANCE & FACILITIES ACCOUNTS PAYABLE WARRANT SUMMARIES				
DECEMBER 2019				
Wednesday, December 11, 2019				
FIRST WARRANT	Payroll	20-10	\$1,474,141.51	
	Accounts Payable Warrant	20-10	\$242,705.01	
	Food Service Warrant	20-10	\$42,483.50	
	Insurance (MePers + Ins)	20-10	\$788,577.02	\$2,547,907.04
Thursday, December 19, 2019				
SECOND WARRANT	Payroll	20-11	\$1,437,844.95	
	Accounts Payable Warrant	20-11	\$362,843.50	
	Food Service Warrant	20-11	\$41,828.62	
	Insurance (MePers + Ins)	20-11		\$1,842,517.07
TOTAL			\$4,390,424.11	

Data for the top 25 Expenditures were reviewed for this meeting.

TOP 25 ACCOUNTS PAYABLE EXPENDITURES			Maine School Administrative District No. 6
EXPENDITURE Summary Prepared for the 1/9/2020 Finance Committee Meeting		AP WARRANTS 20-10 & 20-11	\$605,548.51
		FS WARRANTS 20-10 & 20-11	\$84,312.12
		TOTAL	\$689,860.63
CHECK #	VENDOR	DESCRIPTION	AMOUNT
1) 141005	HONEYWELL, INC.	ANNUAL CONTRACT PAYMENT	\$43,586.02
2) 140968	CENTRAL MAINE POWER	MONTHLY ELECTRICITY EXPENSE	\$39,236.21
3) 141094	SPECIALIZED PURCHASING CONSULT.	COPIER USAGE CONTRACT PAYMENT	\$32,086.35
4) 140975	DENNIS K. BURKE	MONTHLY HEATING/FUEL EXPENSE 11	\$30,161.26
5) 140898	MSMA WORKERS COMP TRUST	MONTHLY PAYMENT	\$29,999.00
6) 19102	SYSO OF NORTHERN NEW ENGLAND	NUTRITION SUPPLIES DISTRICT WIDE 11	\$27,877.59
7) 140853	DENNIS K. BURKE, INC.	MONTHLY HEATING/FUEL EXPENSE 10	\$24,087.99
8) 19116	SYSO OF NORTHERN NEW ENGLAND	NUTRITION SUPPLIES DISTRICT WIDE 10	\$22,497.46
9) 140912	PITSTOP FUELS INC.	MONTHLY PROPANE EXPENSE 10	\$19,378.81
10) 141066	PITSTOP FUELS INC.	MONTHLY PROPANE EXPENSE 11	\$17,448.68
11) 141037	MARK R. HAMMOND ASSOC.	SP-ED CONTRACTED SERVICES	\$17,291.25
12) 141118	WHITEHEAD PSYCHOLOGICAL SERVICES	SP-ED CONTRACTED SERVICES	\$15,190.00
13) 140934	SWEETSER'S CHILDREN SERVICES	SP-ED CONTRACTED SERVICES 10	\$13,882.00
14) 140894	MANUAL CONSULTING LLC	SP-ED CONTRACTED SERVICES	\$12,281.25
15) 141064	PINE TREE SOCIETY FOR HANDICAPPED	SP-ED CONTRACTED SERVICES 11	\$11,775.90
16) 140863	GORHAM SAVINGS LEASING GROUP, LLC	BUS LEASE PAYMENT	\$11,649.85
17) 140826	AMAZON.COM CORP CREDIT	SUPPLIES DISTRICT WIDE	\$11,480.06
18) 141102	SWEETSER'S CHILDREN SERVICES	SP-ED CONTRACTED SERVICES 11	\$9,464.00
19) 140911	PINE TREE SOCIETY FOR HANDICAPPED	SP-ED CONTRACTED SERVICES 10	\$9,401.22
20) 140962	BEHAVIORAL LEARNING AND LEADERS.	SP-ED CONTRACTED SERVICES	\$9,291.69
21) 140888	MAINE BEHAVIORAL HEALTHCARE	SP-ED CONTRACTED SERVICES	\$8,974.00
22) 141056	NORTHEAST BEHAVIOR CONSULTANTS	SP-ED CONTRACTED SERVICES	\$8,501.28
23) 141029	MAINE COMMERCIAL TIRE, INC.	PARTS/SUPPLIES FOR BUSES	\$8,439.00
24) 140873	JOHN F. MURPHY HOMES, INC.	SP-ED CONTRACTED SERVICES	\$8,388.00
25) 140983	FOAM PRO, INC.	TREATMENT PLANT BUILDING - CONSTRUCT	\$8,300.00
THE TOP 25 EXPENDITURES REPRESENT		65.33% OF ALL A/P EXPENDITURES	\$450,668.87

b. Interim Financial Report/Dashboard:

Mr. Brockman reported that the district has expended less than 50% of our budget overall at this time and has collected a little more than 50% of our anticipated revenues as of December 31, 2019. Payroll accounts have around 60% of remaining funds. Per Pupil allocations has experienced about 50% of expenditures to date. Special Education accounts are in good standing at this point as well. Overall Mr. Brockman feels the current budget is in good shape.

7. **Other Finance Discussion/Action Item(s):**

a. Mr. Brockman shared with the Finance-Facilities his intent to hire a temporary accountant for the remainder of this school year and then post and fill the position in the next school year. He plans on working with an agency call Robert Half to assist in filling the temporary position. The positive is that he will have an opportunity to vet someone prior to filling a full-time permanent position.

b. Other:

- Mr. Payeur asked Mr. Brockman for an updated in the replacement of the current Financial Software system. Mr. Brockman says the district is still about a year out and it is his hope to have a permanent person in the accountant position who would then be the project manager for the implementation of new software.
- Mr. Payeur wanted to ensure that it was noted that a parent had arrived to discuss concerns around Policy KJA, specifically Administrative Rule KJA-R prior to the start of the meeting. Mr. Brockman noted that it has been some time since the Administrative rule had been reviewed and he will look it over to see if he can provide recommendations and/or revisions. The

committee wanted it noted that Administrative Rules offer guidelines to be followed and does not have to go to the Board for approval.

Adjournment:

Moved by J. Sargent; seconded by J. Williams

To adjourn the meeting at 5:16 p.m.

Vote Yes; Unanimous