

MAINE SCHOOL ADMINISTRATIVE DISTRICT 6

FINANCE-FACILITIES COMMITTEE MEETING

May 14, 2020

Via Zoom

MINUTES

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

Guests: Mr. Heroux, Mr. Hustus, Mrs. Napolitano, Mr. Penna and Mr. Brockman

1. Meeting opened at 4:04 p.m.

2. Public Comments
No public comments at this time.

3. **Moved by Mr. Carlow; seconded by Mr. Marean**
To accept the Finance-Facilities Minutes from April 13, 2020

VOTED: "Yes", Unanimously

4. Facilities Updates – Discussion/Action Items:

- a. Mr. Brockman reported that the Facilities Director, Bill Ellis, has begun increasing the hours of his custodial staff for each building to continue routine cleaning as well as take on other projects that normally would have been put off till summertime. Mr. Brockman and Mr. Penna will meet with Mr. Ellis to discuss in more detail what type of projects will be able to be addressed.
- b. Subsurface Disposal System:
Mr. Brockman shared that the district has finally received the permit for the Subsurface Waste Disposal project. One of the concerns will be in being able to cut timber to make the road into the site as there is a small window of opportunity to do this and we will not be able to accomplish this until the fall per regulations. With the delay in receiving the permit it has pushed this project out further. Underwood Engineers has notified the DEP to inform them that due to the delay in receiving the required permit the new completion date is likely to be in the Fall of 2021. Mr. Heroux added that he has had a discussion with other professionals in this type of industry and have heard positive feedback in regards to the firm and the subsurface system chosen.

5. Other Discussion/Action Items

- a. Assistant Facilities Manager Position:
Mr. Brockman shared that due to his surgery and recovery as well as the development of COVID-19 they were not able to conduct a regular interview process with board members. Mr. Brockman added that an interview took place that included the Facilities Director, Maintenance Foreman and the Facilities Administrative Secretary. Mr. Brockman wanted to give the Finance committee an opportunity to ask Mr. Heroux questions during this meeting. Mr. Heroux's background and qualifications had been provided to the committee at the meeting in April and was again made available for this meeting.

Mr. Heroux gave a brief background on his work history noting that he does have some commercial construction experience but the bulk of it is residential. Mr. Heroux is a former school board member and has served on the Budget Advisory Committee for several years. He has already been out within the district touring all the schools and will be inspecting fields with Rick Perrault, Maintenance Foreman. Mr. Heroux volunteers for the Town of Buxton and has served on the appeals committee for close to 20 years.

Discussion/Questions:

- What do you feel is the biggest need in the district? Mr. Heroux feels the interior of the buildings are in good shape but notes that refreshing paint inside buildings as well as the exteriors will help.
- Mr. Penna shared that the Standish planner has informed him that they are looking at a 100-unit subdivision going into their town.

Future change in organizational structure:

Mr. Brockman shared his vision for changing the organization structure which will include splitting his position into two positions;

- Chief Financial Officer to over see Business Office, Human Resources and Technology
- and the other position would be a Chief Operating Officer who would oversee Food Service, Facilities and Transportation departments.

Mr. Brockman feels with Mr. Heroux's extensive background and time spent on the school board which includes serving as the chair of the Facilities committee provides him a great understanding of the district and it's needs. Mr. Brockman feels that with Mr. Heroux's leadership skills this would make him a great fit for this position. This would happen after Mr. Ellis retires and would likely eliminate the Assistance Facilities position.

Mr. Brockman added that with his plan to bring in an Accountant for the Business Office he can then groom this person to take over the in the Chief Financial Officer position.

Discussion/Questions:

- What will this cost? Mr. Brockman does not expect it to increase as the Chief Operating Officer would likely not make more than Mr. Ellis currently does and elevating an accountant to replace Mr. Brockman would be an increase over what he makes currently.
- Mr. Marean believes this to be a good plan. Mr. Sargent agrees that this is good future planning.

Both job descriptions will be developed and presented to the Negotiations committee in a year.

FINANCE ITEMS:

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

MAINE SCHOOL ADMINISTRATIVE DISTRICT 6				
FINANCE & FACILITIES ACCOUNTS PAYABLE WARRANT SUMMARIES				
APRIL 2020				
Thursday, April 9, 2020				
FIRST WARRANT	Payroll	20-18	\$1,433,046.14	
	Accounts Payable Warrant	20-18	\$393,468.73	
	Food Service Warrant	20-18	\$34,056.31	
	Insurance (MePers + Ins)		\$2,584.19	\$1,863,155.37
Thursday, April 23, 2020				
SECOND WARRANT	Payroll	20-19	\$1,426,270.73	
	Accounts Payable Warrant	20-19	\$153,656.16	
	Food Service Warrant	20-19	\$32,046.55	
	Insurance (MePers + Ins)		\$1,020,414.53	\$2,632,387.97
TOTAL			\$4,495,543.34	

Mr. Payeur asked Mr. Brockman if there would be an upcoming reimbursement through the CARES Act for COVID-19 related expenditures, specifically for Nutrition costs. Mr. Brockman has not seen the application yet and is unable to determine if it can be specifically used for Nutrition losses. Mr. Brockman believes that in additional relief phases there may be funding forthcoming specific to help the expenses incurred in the continuation to feed students while remote learning.

Mr. Brockman noted that If there should be a deficit in food service at year-end it would involve doing a transfer from fund balance to cover this but it is too early to tell right now.

- a. **Moved by Mr. Sargent and seconded by Mr. Carlow**
To approve the Accounts Payable and Payroll Warrants 20-18 and 20-19.

VOTED: "Yes", Unanimously

- b. **The top 25 Expenditures were reviewed:**

TOP 25 ACCOUNTS PAYABLE EXPENDITURES			Maine School Administrative District No. 6
EXPENDITURE Summary Prepared for the 5/14/2020 Finance Committee Meeting		AP WARRANTS 20-18 & 20-19	\$547,124.89
		FS WARRANTS 20-18 & 20-19	\$66,102.86
		TOTAL	\$613,227.75
CHECK #	VENDOR	DESCRIPTION	AMOUNT
1) 142129	GORHAM SAVINGS LEASING GROUP LLC	BUS LEASE PAYMENT (2019)	\$34,649.95
2) 142084	TD EQUIPMENT FINANCE, INC.	BUS LEASE PAYMENT (2017)	\$32,531.24
3) 142083	TD EQUIPMENT FINANCE, INC.	TECH LEASE PAYMENT (2017)	\$32,450.99
4) 19217	SYSCO OF NORTHERN NEW ENGLAND	NUTRITION SUPPLIES DISTRICT WIDE 20-19	\$27,179.57
5) 142249	CENTRAL MAINE POWER	ELECTRICITY EXPENSE 20-19	\$25,734.99
6) 19211	SYSCO OF NORTHERN NEW ENGLAND	NUTRITION SUPPLIES DISTRICT WIDE 20-18	\$25,291.71
7) 142222	US BANK CORP TRUST BOSTON	BOND PAYMENT	\$18,804.77
8) 142121	DRUMMOND/WOODSUM/MACMAHON	LEGAL EXPENSE	\$15,811.14
9) 142109	CENTRAL MAINE POWER	ELECTRICITY EXPENSE 20-18	\$15,647.04
10) 142130	GORHAM SAVINGS LEASING GROUP LLC	BUS LEASE PAYMENT (2018)	\$15,403.01
11) 142181	PITSTOP FUELS INC.	MONTHLY PROPANE EXPENSE	\$14,503.20
12) 142179	PINE TREE SOCIETY FOR HANDICAPPED	SP-ED CONTRACTED SERVICES	\$12,924.86
13) 142119	DENNIS K. BURKE INC.	MONTHLY FUEL EXPENSE	\$12,019.43
14) 142296	PINE TREE WASTE INC.	MONTHLY TRASH REMOVAL	\$10,539.46
15) 142167	NORTHEAST BEHAVIOR CONSULT,	SP-ED CONTRACTED SERVICES	\$10,524.68
16) 142315	SWEETSER'S CHILDREN SERVICES	SP-ED CONTRACTED SERVICES	\$10,478.00
17) 142255	EMERY AGGREGATES	SNOW REMOVAL CONTRACT PAYMENT	\$10,455.61
18) 142160	MSMA UC FUND	QUARTERLY PAYMENT	\$9,758.81
19) 142157	MANUEL CONSULTING LLC	SP-ED CONTRACTED SERVICES	\$9,312.50
20) 142172	OTELCO	MONTHLY PHONE EXPENSE	\$9,166.17
21) 142277	MAINE BEHAVIORAL HEALTHCARE	SP-ED CONTRACTED SERVICES	\$9,128.00
22) 142240	BANA CORP	FINAL PAYMENT - TREATMENT PLANT BLDG.	\$8,731.66
23) 142085	WHITEHEAD PSYCHOLOGICAL SERVICES	SP-ED CONTRACTED SERVICES	\$8,710.00
24) 142117	DAIGLE & HOUGHTON, INC.	BUS REPAIRS	\$8,701.28
25) 142144	JOHN F. MURPHY HOMES, INC.	SP-ED CONTRACTED SERVICES	\$8,388.00
THE TOP 25 EXPENDITURES REPRESENT		64.71% OF ALL A/P EXPENDITURES	\$396,846.07

c. Interim Financial Report/Dashboard:

Mr. Brockman reported that Food Service will be a concern as we are not taking in any revenues for meals and the district is serving about 4,000 meals a week.

How are we doing with Special Education budget. Mr. Brockman reported that at this point in time it is good.

Financial Dashboard expenditures all look in good shape with percentages remaining averaging between 25% and 38%. Revenues are in good standing with anticipated revenues come in as predicted. Mr. Brockman is hoping for more to come in through Miscellaneous revenue before year end. State Agency client has not been received and unlikely if it will come by year end.

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

a. Recommendation for Suspending the 2020-2021 Budget Development Process:

Mr. Brockman reviewed the timeline that was shared at the previous meeting noting that we have not yet heard from the State in how to proceed with having a District Budget meeting. Further information will be shared as it comes in.

- b. Mr. Payeur asked Mr. Penna if anything extra was being done for graduating seniors. Mr. Penna responded that they are working on graduation signs and creating plans for a type of parade for staff on buses to go by the graduating seniors' homes. They will be videoing each student receiving his or her diploma as well as recording speeches so that the ceremonies can be pulled together into one recording and given to each senior as a graduation keepsake.
- c. Mr. Penna shared with the committee that he will be discussing with the School Board at their next meeting his recommendation to pay out partial spring stipends.

Adjournment:

Moved by Mr. Marean; seconded by Mr. Carlow

To adjourn the meeting at 5:10 p.m.

VOTED: "Yes", Unanimously