

MAINE SCHOOL ADMINISTRATIVE DISTRICT 6

FINANCE-FACILITIES COMMITTEE MEETING March 12, 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 4:01 p.m.
2. Public Comments
No public comments at this time.
3. **Moved by Mr. Sargent; seconded by Mr. Marean**
To accept the Finance-Facilities Minutes from January 9, 2019 as presented.

Discussion – Mr. Marean requested the minutes be revised to note his late arrival to the meeting on January 9, 2020.

Motion is amended.

Moved by Mr. Sargent; seconded by Mr. Marean
To accept the Finance-Facilities minutes from January 9, 2020 as amended.

VOTED: "Yes", Unanimously

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

Project Updates:

a. Efficiency Maine Rebate:

Mr. Ellis shared with the committee that Efficiency Maine has offered a limited time rebate that would include reimbursing for updating lighting fixtures for efficiencies. The rebate would allow the district the expend up to \$100,000 and submit for reimbursement of qualifying expenditures. Rebates could be reimbursed up to 80% for funds that were expensed. Mr. Ellis has asked Bana Corp to evaluate the needs throughout the district and present recommendations for each school site. The deadline for submitting the application for the rebate program is the end of March, 2020.

Corey Randall and Dustin Atkinson attended the meeting to represent Bana Corp and shared with the committee their recommendations for either replacing or retrofitting exterior lighting in order to achieve better efficiencies. They believe that the district could recoup up to \$45,000 back through the rebate program and experience additional cost savings within two years due to greater efficiencies.

Mr. Randall also noted that in addition to a deadline for the Rebate Application there is also a deadline for the work to be completed sometime in August, 2020.

Discussion/Questions:

- Mr. Sargent – if shipment of fixtures should be delayed how will that impact deadlines for installation? Mr. Atkinson is confident that Efficiency Maine would take into consideration any implications of the virus if it should become a factor.

The Finance-Facilities Committee members are in agreement that they are in favor of supporting this initiative providing funds are available for the upfront costs.

- b. Subsurface Disposal System Update – An update from Underwood Engineers was made available in the meeting packet noting that as of March 1, 2020 they were still waiting the permit to be issued.

Discussion/Questions:

- Don Marean has offered to make an inquiry in Augusta on the district's behalf.
- c. discussed the cleaning practices in place – trouble getting product now, still receiving from not very quickly. They are also fogging the clinics every morning.

5. Other Discussion/Action Items

- a. School Resource Officer request:

Officer Rich Bradway attended the meeting to request approval for the purchase of an:

- AR-1.5 lightweight semi-automatic rifle	\$1,400 +/-
- Electronic Gun Safe Cabinet (Key Pad Lock)	<u>\$ 300</u>
	\$1,900

For the high school noting that the Electronic Gun Safe Cabinet will be permanently secured within the SRO's office and a double entry lock to be installed on the entry door to the SRO office. The installation request would be handled through the Facilities Department.

Discussion/Questions:

- Mr. Marean expressed his concern regarding the transporting of the gun into the high school.
- Mr. Sargent is not against having a gun cabinet installed but feels the cost for a rifle to high.
- After further discussion the committee felt this would be a better discussion for the full board.
- Mr. Penna recommends putting this request on hold for the time being as the State is has introduced new resources in how to manage security in schools with experienced consultants and that this group of experienced consultant are just beginning to meet.

Moved by Mr. Sargent; seconded by Mr. Marean

To table this discussion until further information and guidance is made available from the State.

VOTED: "Yes", Unanimously

FINANCE ITEMS:

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

MAINE SCHOOL ADMINISTRATIVE DISTRICT 6 FINANCE & FACILITIES ACCOUNTS PAYABLE WARRANT SUMMARIES FEBRUARY 2020			
Thursday, February 6, 2020			
FIRST WARRANT	Payroll	20-14	\$1,448,255.47
	Accounts Payable Warrant	20-14	\$313,985.67
	Food Service Warrant	20-14	\$30,110.17
	Insurance (MePers + Ins)		\$1,792,351.31
Thursday, February 20, 2020			
SECOND WARRANT	Payroll	20-15	\$1,414,822.65
	Accounts Payable Warrant	20-15	\$359,862.22
	Food Service Warrant	20-15	\$22,966.60
	Insurance (MePers + Ins)		\$1,797,651.47
TOTAL			\$3,590,002.78

- a. **Moved by N. Carlow and seconded by J. Sargent**
To approve the Accounts Payable and Payroll Warrants 20-14 and 20-15.

Voted Yes; Unanimous

The top 25 Expenditures were reviewed:

TOP 25 ACCOUNTS PAYABLE EXPENDITURES			Maine School Administrative District No. 6
EXPENDITURE Summary Prepared for the 3/12/2020 Finance Committee Meeting		AP WARRANTS 20-14 & 20-15	\$673,023.89
		FS WARRANTS 20-14 & 20-15	\$53,076.77
		TOTAL	\$726,150.66
CHECK #	VENDOR	DESCRIPTION	AMOUNT
1) 141517	DENNIS K. BURKE, INC.	MONTHLY HEATING/ FUEL EXP. WARRANT 14	\$37,761.44
2) 141481	GORHAM SAVINGS LEASING GROUP, LLC	BUS LEASE PAYMENT	\$34,649.95
3) 141645	APPLE INC.	APPLE LEASE PAYMENT	\$33,147.00
4) 141504	BANA CORP	NEW TREATMENT PLANT BUILDING	\$30,181.95
5) 141731	MSMA WORKERS COMP TRUST	MONTHLY WORKERS COMP EXPENSE FEB	\$30,000.00
6) 141575	MSMA WORKERS COMP TRUST	MONTHLY WORKERS COMP EXPENSE MAR	\$29,999.00
7) 141665	CENTRAL MAINE POWER	MONTHLY ELECTRICITY WARRANT 15	\$29,468.87
8) 141655	BEHAVIORAL LEARNING & LEADERSHIP	SP-ED CONTRACTED SERVICES	\$27,979.85
9) 141682	DENNIS K. BURKE, INC.	MONTHLY HEATING/ FUEL EXP. WARRANT 15	\$24,022.05
10) 141747	PITSTOP FUELS, INC.	MONTHLY PROPANE EXPENSE WARRANT 15	\$18,915.02
11) 141781	TREAS STATE OF ME (DEPT OF EDUCATION)	MLTI PAYMENT	\$18,042.00
12) 141745	PINE TREE SOCIETY FOR HANDICAPPED	SP-ED CONTRACTED SERVICES	\$17,568.39
13) 19163	SYSCO OF NORTHERN NEW ENGLAND	NUTRITION SUPPLIES DISTRICT WIDE 14	\$17,112.77
14) 141593	PITSTOP FUELS, INC.	MONTHLY PROPANE EXPENSE WARRANT 14	\$16,738.86
15) 19174	SYSCO OF NORTHERN NEW ENGLAND	NUTRITION SUPPLIES DISTRICT WIDE 15	\$16,466.44
16) 141519	DRUMMOND/WOODSUM	MONTHLY LEGAL EXPENSE	\$15,424.09
17) 141583	NORTHEAST BEHAVIOR CONSULT.	SP-ED CONTRACTED SERVICES	\$14,542.66
18) 141510	CENTRAL MAINE POWER	MONTHLY ELECTRICITY WARRANT 14	\$14,306.69
19) 141746	PINE TREE WASTE INC.	MONTHLY TRASH REMOVAL	\$10,734.21
20) 141522	EMERY AGGREGATES	SNOW REMOVAL CONTRACT PAYMENT	\$10,455.63
21) 141790	WHITEHEAD PSYCHOLOGICAL SERVICES	SP-ED CONTRACTED SERVICES	\$9,410.00
22) 141726	MANUEL CONSULTING LLC	SP-ED CONTRACTED SERVICES	\$9,000.00
23) 141741	OTELCO	MONTHLY PHONE EXPENSE	\$8,919.32
24) 141737	NORTHEAST BEHAVIOR CONSULTANTS	SP-ED CONTRACTED SERVICES	\$8,084.74
25) 141776	SWEETSER'S CHILDREN SERVICES	SP-ED CONTRACTED SERVICES	\$7,098.00
THE TOP 25 EXPENDITURES REPRESENT		67.48% OF ALL A/P EXPENDITURES	\$490,028.93

b. Interim Financial Report/Dashboard:

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

- a. Mascot Uniform - Eric Curtis, BEHS Athletic Director, attended the meeting to see approval for the use of Gates funds to purchase a school mascot costume. The cost of the costume \$6,000.00. Mr. Curtis is asking that the Gates funds would up front the cost and then replenish ½ of the purchase price through parent fundraising. He would provide training for a student on proper practice and safety protocols for wearing the costume. Maine School Management was also able to provide a list of safety guidelines for wearing a costume. The costume will come equipped with a ventilation system.

Motion

Moved by Mr. Sargent; seconded by Mr. Marean

To approve the purchase of a mascot costume utilizing Gates funds.

Vote Yes; Unanimous

Adjournment:

Moved by Mr. Sargent; seconded by Mr. Marean

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

Vote Yes; Unanimous