

MAINE SCHOOL ADMINISTRATIVE DISTRICT 6

FINANCE-FACILITIES COMMITTEE MEETING

April 13, 2020

Via Zoom

MINUTES

Present: Mr. Carlow, Mr. Marean, and Mr. Sargent
Mr. Williams joined at 4:17 p.m.
Mr. Payeur joined at 4:19 p.m.

(Mr. Sargent left the meeting at 5:08 p.m. due to loss of power)

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

1. Meeting opened at 4:14 p.m.

2. Public Comments
No public comments at this time.

3. **Moved by Mr. Carlow; seconded by Mr. Sargent**
To accept the Finance-Facilities Minutes from March 12, 2020

Mr. Marean requested the minutes be revised to note his late arrival to the meeting.
Motion is amended.

Moved by Mr. Carlow; seconded by Mr. Sargent
To accept the Finance-Facilities minutes from March 12, 2020 as amended.

VOTED by roll call: "Yes", Unanimously

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

Updates:

- a. Mr. Penna shared with the committee that the Facilities department has staggered their staff to come into buildings on scheduled days that buildings have occupants to conduct thorough cleanings. Facilities staff continues to do scheduled building checks throughout the district.
- b. Subsurface Disposal System:
Mr. Brockman shared the most recent update from Valerie Giguere, Engineer for Underwood Engineers; outlining dates of recent communication(s) she has conducted with Maine DEP in attempts to finalize the required site permit. Within this communication she noted concerns with the delay and the impact this will have on finding available contractors and to conduct tree clearing. Ms. Giguere is hopeful the site permit will be approved within the next couple of weeks. Once received there is hope that some work may be done this summer.

Discussion/Questions:

- In regards to the OBD \$150,000 grant - are there restrictions within the grant parameters? Mr. Brockman responded that once the district receives the site permit there are no additional restrictions within the grant funding.

5. **Other Discussion/Action Items**

- a. Plan for the Replacement of Assistant Facilities Manager Position:
Mr. Brockman shared a copy of the job description for the Assistant Facilities Manager's position as well as his plan to bring in Mr. Stephen Heroux to operate in this role as an independent contractor

for the next 90 days. Mr. Heroux's resume and consulting agreement were also shared with the committee. Mr. Brockman further explained his plans for revising the current organizational structure for the future, which would include a Chief Operations Officer who would be responsible for the Nutrition, Facilities and Transportation departments. The current Assistant Facilities Manager's position would eventually go away and become the new COO. Once the Stay At Home order has been lifted Mr. Brockman will set up an interview with the Finance-Facilities committee and Mr. Heroux and bring Mr. Heroux over to a full time position.

The new model would also apply to the Business Manager, which would then evolve into becoming a Chief Financial Officer who would oversee the Business Office, Human Resources and Technology departments. Mr. Brockman feels that with the addition of an Accountant/CPA he can then work with that person to eventually become his replacement as a CFO.

Discussion/Questions:

- How long is the current contract with the Facilities Manager? There is one year left on the current contract.
- How long has it been since Mr. Heroux was a school board member? Mr. Heroux has not been on the school board since 2015.

FINANCE ITEMS:

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

MAINE SCHOOL ADMINISTRATIVE DISTRICT 6				
FINANCE & FACILITIES ACCOUNTS PAYABLE WARRANT SUMMARIES				
MARCH 2020				
Thursday, March 5, 2020				
FIRST WARRANT	Payroll	20-16	\$1,555,045.88	
	Accounts Payable Warrant	20-16	\$271,645.69	
	Food Service Warrant	20-16	\$21,359.44	
	Insurance (MePers + Ins)	20-16	\$1,996,287.18	\$3,844,338.19
Thursday, March 19, 2020				
SECOND WARRANT	Payroll	20-17	\$1,461,352.32	
	Accounts Payable Warrant	20-17	\$401,748.35	
	Food Service Warrant	20-17	\$27,900.17	
	Insurance (MePers + Ins)	20-17	\$1,022,391.80	\$2,913,392.64
TOTAL			\$6,757,730.83	

- a. **Moved by Mr. Sargent and seconded by Mr. Carlow**
To approve the Accounts Payable and Payroll Warrants 20-16 and 20-17.

Voted Yes by roll call; Unanimous

The committee was asked to email their approval of the Accounts Payable and Payroll warrants for this meeting to Tina Plummer. Once in-person meetings can be conducted again the warrants will have physical signatures.

b. The top 25 Expenditures were reviewed:

TOP 25 ACCOUNTS PAYABLE EXPENDITURES			
		Maine School Administrative District No. 6	
EXPENDITURE Summary Prepared for the 4/9/2020 Finance Committee Meeting		AP Warrant 20-16 & 20-17	\$672,363.55
		FS Warrant 20-16 & 20-17	\$49,259.61
		TOTAL	\$721,623.16
CHECK #	VENDOR	DESCRIPTION	AMOUNT
1) 141954	CUMBERLAND COUNTY FINANCE	2019-2020 SCHOOL RESOURCE OFFICER	\$70,630.90
2) 141978	HONEYWELL, INC.	QUARTERLY CONTRACT PAYMENT	\$45,863.61
3) 141826	DENNIS K. BURKE, INC.	FUEL EXPENSE WARRANT 20-16	\$39,710.62
4) 142008	MSMA WORKERS COMP TRUST	MONTHLY W.C. PAYMENT	\$29,999.00
5) 141948	CENTRAL MAINE POWER	ELECTRICITY EXPENSE WARRANT 20-17	\$27,590.94
6) 141927	RAYMOND, JAMES W.	SETTLEMENT - LEGAL	\$26,000.00
7) 141850	JOBS FOR MAINE GRADUATES	ANNUAL CONTRACT	\$25,000.00
8) 141958	DENNIS K. BURKE, INC.	FUEL EXPENSE WARRANT 20-17	\$21,598.59
9) 19197	SYSCO OF NORTHERN NEW ENGLAND	NUTRITION SUPPLIES - DISTRICT WIDE 20-17	\$17,123.26
10) 141818	CENTRAL MAINE POWER	ELECTRICITY EXPENSE WARRANT 20-16	\$14,756.67
11) 19185	SYSCO OF NORTHERN NEW ENGLAND	NUTRITION SUPPLIES - DISTRICT WIDE 20-16	\$14,580.90
12) 141885	PITSTOP FUELS INC.	PROPANE EXPENSE WARRANT 20-16	\$14,436.46
13) 141883	PINE TREE SOCIETY FOR HANDICAPPED	SP ED CONTRACTED SERVICES	\$13,428.72
14) 141941	BEHAVIORAL LEARNING & LEADERSHIP	SP ED CONTRACTED SERVICES	\$12,247.50
15) 141873	O'CONNOR GMC	TRANSPORTATION - SUPPLIES/LABOR	\$11,960.25
16) 141837	GORHAM SAVINGS LEASING GROUP, LLC	BUS LEASE PAYMENT	\$11,649.85
17) 142025	PINE TREE WASTE INC.	TRASH REMOVAL	\$11,595.22
18) 142027	PITSTOP FUELS INC.	PROPANE EXPENSE WARRANT 20-17	\$10,816.12
19) 141830	EMERY AGGREGATES	SNOW REMOVAL CONTRACT PAYMENT	\$10,455.63
20) 141828	DRUMMOND/WOODSUM/MACMAHON	LEGAL EXPENSE	\$9,952.42
21) 141865	MARK R. HAMMOND ASSOC.	SP ED CONTRACTED SERVICES	\$9,744.00
22) 142003	MANUAL CONSULTING LLC	SP ED CONTRACTED SERVICES	\$9,500.00
23) 141801	AMAZON.COM CORP CREDIT	SUPPLIES - DISTRICT WIDE	\$9,322.88
24) 141858	MAINE BEHAVIORAL HEALTHCARE	SP ED CONTRACTED SERVICES	\$7,644.00
25) 141892	PSAT/NMSQT	STUDENT TESTING	\$7,556.40
THE TOP 25 EXPENDITURES REPRESENT		66.96% OF ALL A/P EXPENDITURES	\$483,163.94

c. Interim Financial Report/Dashboard:

Mr. Brockman reported that current year to date totals look pretty good. He anticipates having about 3% of the total annual budget left at the end of June 2020. He is concerned about Nutrition expenses due to the continuation of feeding students and is not sure what funding the CARE act will provide for this endeavor. If the district does receive additional funding it is likely to come in during the next year's budget cycle.

Currently the district has many schools operating as feeding sites that pick ups can be made twice weekly. Mr. Penna estimates that they are producing around 1600 meals a day with 2 days worth of meals available on Mondays and 3 days worth of meals available on Wednesdays. The Nutrition staff has also planned on providing meals for the week of April vacation.

Mr. Brockman also noted that he feels revenues will likely come up a little short in Miscellaneous and Special Education due to distance learning being implemented.

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

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

Mr. Brockman is recommending that the current budget process be delayed until after July 1, 2020 in order to be in compliance with Executive Order(s) and based on recommendations from Drummond Woodsum (*included in Finance-Facilities meeting packet*).

Legislative Document No. 2167 – S.P. 789:

An Act To Implement Provisions Necessary to the Health, Welfare and Safety of the Citizens of Maine in Response to COVID-19 Public Health Emergency.

Part E authorizes a school board, if, due to the state of emergency declared by the Governor, the level of state subsidy for the 2020-2021 school year is not finalized in accordance with Title 20-A, chapter 606-B before June 1, 2020 or if school board meetings are delayed, to delay a school budget meeting otherwise required to be held before July 1, 2020 to a date on or after July 1, 2020. If a school board elects to delay a school budget meeting, the meeting must be held and the budget approved within 30 days of the date the Commissioner of Education notifies the school board of the amount allocated to the school administrative unit under Title 20-A, section 15689-B or following the end of the state of emergency.

Part E applies retroactively to March 1, 2020 and is repealed January 15, 2021.

Mr. Brockman feels that by pushing this process out the district will be able to have a firmer number of what fund balance will be and as such may be able to contribute more towards carry forward in hopes of offsetting potential tax increases. A concern is when will the towns' need to make their tax commitments for the district during their municipal budget process.

Motion to bring the Recommendation for suspending 2020-2021 Budget Development Process to the School Board for their consideration

Moved by Mr. Marean; seconded by Mr. Payeur

Vote by roll call - Yes; Mr. Payeur, Mr. Carlow, Mr. Marean and Mr. Williams

- b. Mr. Payeur would like the committee to consider purchasing caps and gowns for this year's graduating seniors recognizing the impact that COVID-19 has had on their graduation ceremony. Mrs. Napolitano reported that the caps and gowns have already been ordered but seniors have not been charged any costs at this time. Mr. Penna would like to wait until a recognition ceremony can be developed and scheduled and at this point decide on best ways to acknowledge their success.
- c. Mr. Penna shared with the committee that he will be discussing with the full board at their next meeting a recommendation to pay out partial spring stipends.

Adjournment:

Moved by Mr. Marean; seconded by Mr. Carlow

To adjourn the meeting at 5:39 p.m.

Vote by roll call - Yes; Mr. Payeur, Mr. Carlow, Mr. Marean and Mr. Williams