

MAINE SCHOOL ADMINISTRATIVE DISTRICT 6

FINANCE-FACILITIES COMMITTEE MEETING

June 11, 2020

Central Office

MINUTES

Present: Mr. Carlow via zoom, Mr. Marean, and Mr. Payeur
Mr. Sargent joined the meeting via zoom at 4:53 p.m.

Guests: Mr. Penna (via zoom), Mr. Ellis and Mr. Brockman

1. Meeting opened at 4:10 p.m.
2. Public Comments
No public comments at this time.
3. **Moved by Mr. Marean; seconded by Mr. Carlow**
To accept the Finance-Facilities Minutes from May 14, 2020

VOTED: "Yes", Unanimously

4. Facilities Updates – Discussion/Action Items:

- a. Mr. Ellis gave a summary of items that the Facilities department have been working on including routine cleaning, painting and outdoor cleanup. All the gym floors have been scheduled to be finished over the summer as well. Mr. Ellis reported that the hot water heater at Buxton Center has failed and will need to be replaced.

Mr. Penna asked Mr. Ellis to look at the high school guidance office in order to schedule painting and repairs in this area for the three returning guidance counselors.

- b. Subsurface Disposal System: Mr. Brockman reported that 5 full sets of drawings were received by the district. Three sets will go to the potential bidders. Mr. Ellis identified a couple of areas that he could take care of separately rather than including them in the bidding packet. One of these items would be wood cutting. There are three local vendors that Mr. Ellis will have bid on the project. The three vendors are Dearborn, Emery Aggregates & Excavation Inc., and C.W. Foster & Son.

Discussion/Questions

Mr. Marean asked how the three local vendors had been selected. Mr. Ellis responded that these three have the appropriate qualifications as required within the scope of the project. Mr. Marean discussed opening it up to other local bidders that may also be prequalified. Mr. Brockman shared his concern that with opening it up further it would further delay the bidding project. Mr. Brockman added that the district has worked with all three vendors and have been very pleased with their services and as such have trust that any of these three vendors can successfully complete the project.

Moved by Mr. Carlow; seconded by Mr. Payeur

To move forward with having the three prequalified contractors as recommended by the Facilities Director bid on the Subsurface Wastewater project.

VOTED:

Yes – Mr. Payeur

Yes – Mr. Carlow

Abstain – Mr. Marean

Motion carries**5. Other Discussion/Action Items**

No other items for discussion.

FINANCE ITEMS:**6. Review of A/P and Payroll Warrants and Financial Reports**

| MAINE SCHOOL ADMINISTRATIVE DISTRICT 6 | | | | |
|---|--------------------------|-------|----------------|----------------|
| FINANCE & FACILITIES ACCOUNTS PAYABLE WARRANT SUMMARIES | | | | |
| 6/11/20 | | | | |
| Thursday, May 7, 2020 | | | | |
| FIRST WARRANT | Payroll | 20-20 | \$1,434,550.99 | |
| | Accounts Payable Warrant | 20-20 | \$115,638.35 | |
| | Food Service Warrant | 20-20 | \$20,497.25 | |
| | Insurance (MePers + Ins) | 20-20 | \$1,124,587.92 | \$2,695,274.51 |
| Thursday, May 21, 2020 | | | | |
| SECOND WARRANT | Payroll | 20-21 | \$1,358,225.16 | |
| | Accounts Payable Warrant | 20-21 | \$219,281.41 | |
| | Food Service Warrant | 20-21 | \$22,999.89 | |
| | Insurance (MePers + Ins) | 20-21 | | \$1,600,506.46 |
| | | | | |
| **Third payroll in May = \$1,427,650.09 | | | TOTAL | \$4,295,780.97 |

Discussion/Questions:

Mr. Payeur asked how Special Education contracted services is looking. Mr. Brockman noted that the Accounts Payable department has been working closely with Special Education to ensure that all invoices will be received and processed by the end of the fiscal year in order to not carry any of these expenses into the following fiscal year.

a. Moved by Mr. Marean and seconded by Mr. Carlow

To approve the Accounts Payable and Payroll Warrants 20-20 and 20-21.

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 6/11/2020 Finance Committee Meeting | | AP WARRANTS 20-20 & 20-21 | \$336,492.69 |
| | | FS WARRANTS 20-20 & 20-21 | \$43,497.14 |
| | | TOTAL | \$379,989.83 |
| CHECK # | VENDOR | DESCRIPTION | AMOUNT |
| 1) 142465 | O'CONNOR GMC, INC. | 14 PASSENGER BUS PURCHASE BALANCE | \$45,544.09 |
| 2) 142477 | DENNIS K. BURKE, INC. | FUEL EXPENSE WARRANT 20-21 | \$29,126.23 |
| 3) 142473 | CENTRAL MAINE POWER | MONTHLY ELECTRICITY EXPENSE 20-221 | \$24,070.86 |
| 4) 142528 | SWEETSER'S CHILDREN SERVICES | SP-ED CONTRACTED | \$20,956.00 |
| 5) 142470 | BEHAVIORAL LEARNING & LEADERSHIP | SP-ED CONTRACTED | \$18,231.56 |
| 6) 142447 | TREAS STATE OF ME (DEPT OF EDUCAT) | MLTI PAYMENT | \$18,042.00 |
| 7) 142352 | DENNIS K. BURKE, INC. | FUEL EXPENSE WARRANT 20-20 | \$14,626.85 |
| 8) 19237 | SYSCO OF NORTHERN NEW ENGLAND | FOOD SUPPLIES DISTRICT WIDE 20-21 | \$14,093.29 |
| 9) 19227 | SYSCO OF NORTHERN NEW ENGLAND | FOOD SUPPLIES DISTRICT WIDE 20-20 | \$12,214.74 |
| 10) 142483 | GREAT SCHOOLS PARTNERSHIP | STRATEGIC PLANNING CONTRACT 2ND PYMT | \$11,000.00 |
| 11) 142510 | PINE TREE WASTE INC. | MONTHLY TRASH REMOVAL | \$9,957.27 |
| 12) 142416 | PITSTOP FUELS INC. | MONTHLY PROPANE EXPENSE | \$9,741.84 |
| 13) 142493 | MAINE BEHAVIORAL HEALTHCARE | SP-ED CONTRACTED SERVICES | \$8,008.00 |
| 14) 142396 | MARK R. HAMMOND ASSOC. | SP-ED CONTRACTED SERVICES | \$7,786.50 |
| 15) 142412 | OTELCO | MONTHLY PHONE EXPENSE | \$7,626.06 |
| 16) 142497 | MANUEL CONSULTING LLC | SP-ED CONTRACTED SERVICES | \$6,767.00 |
| 17) 142355 | DRUMMOND/WOODSUM | MONTHLY LEGAL EXPENSE | \$6,479.50 |
| 18) 142492 | LAUREL R. TINKHAM | SP-ED CONTRACTED SERVICES | \$5,890.00 |
| 19) 19224 | OAHURST DAIRY | FOOD SUPPLIES DISTRICT WIDE | \$5,796.19 |
| 20) 142509 | PINE TREE SOCIETY FOR HANDICAPPED | SP-ED CONTRACTED SERVICES | \$5,260.00 |
| 21) 142501 | NORTHEAST BEHAVIOR CONSULT., LLC | SP-ED CONTRACTED SERVICES | \$5,045.00 |
| 22) 142340 | CENTRAL MAINE POWER | MONTHLY ELECTRICITY PAYMENT 20-20 | \$4,656.89 |
| 23) 142329 | AMAZON.COM CORP CREDIT | DISTRICT WIDE SUPPLIES | \$4,505.93 |
| 24) 142427 | SAGE CONSULTING RESOURCES, LLC | FEDES GRANT LIASON | \$4,500.00 |
| 25) 142529 | THE POSITIVITY PROJECT | INITIATIVE FOR ELEMENTARY SCHOOLS | \$4,395.00 |
| THE TOP 25 EXPENDITURES REPRESENT | | 80.09% OF ALL A/P EXPENDITURES | \$304,320.80 |

c. Interim Financial Report/Dashboard:

Mr. Brockman reported that he has increased his projected year-end balance. He estimates that he will be able to increase the amount of carry forward to aid in offsetting next year's budget. Mr. Brockman noted that Payroll accounts are within their normal ranges considering that all staff have continued to be paid during the shelter at home order. There are 1 and ½ payrolls remaining for this current year as well as summer teacher accruals to be booked.

Financial Dashboard expenditures all look in good shape. Miscellaneous revenues are down as well as Special Education revenues. These include State Agency Client and Medicaid funding.

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

a. Discuss Preliminary 2020-2021 Budget Scenarios:

Mr. Brockman reviewed the BAC packet for the 6/18/20 meeting during the time remaining. Mr. Brockman recommends staying on the current proposed timeline which includes having an in person District Budget Meeting on July 30, 2020 at Bonny Eagle High School.

Discussion/Questions:

Mr. Sargent asked if there had been any requests to remove the School Resource Office in light of recent news that this is being discussed nationally. Mr. Penna responded that they have not received any requests of this nature.

Mr. Sargent shared that he felt the next BAC meeting on June 18, 2020 should be an in person meeting. Mr. Penna responded that while they would prefer having an in-person meeting, the Central

Office conference does not provide enough adequate space to meet distancing requirements. They will look at the possibility of holding the meeting in person at a different location if possible.

Adjournment:

Moved by Mr. Marean; seconded by Mr. Carlow

To adjourn the meeting at 6:02 p.m.

VOTED: "Yes", Unanimously