

MAINE SCHOOL ADMINISTRATIVE DISTRICT 6

FINANCE/FACILITIES COMMITTEE MEETING

November 17, 2021

Central Office

MINUTES

Committee members: Julie Anderson (Ms. Anderson left the meeting at 5:30 p.m.)

Nathan Carlow

Don Marean, Chair

John Sargent

Excused: Kelley Heath

Guests: Bill Brockman, Business Manager

Bill Ellis, Facilities Manager

Paul Penna, Superintendent

Dawn Pooler, Business Office

Adam Thibodeau, Facilities Manager

Mr. Marean called the meeting to order at 4:02 p.m.

Public Comments:

There were no public comments.

E. William Stockmeyer/Drummond Woodsum:

Mr. Stockmeyer joined the meeting via Zoom to inform the committee of any options that may be available to support the Buxton/Hollis Historical Society's request for a lease to extend beyond its four (4) year limitation. Mr. Marean thanked Mr. Stockmeyer for attending the meeting and shared that because the Historical Society had reached out to the Finance-Facilities committee requesting a longer lease, the committee felt the need to explore options.

Mr. Stockmeyer said the district will need to determine what its need and objective of the property and what are the Historical Society's needs and objectives. Mr. Marean reported that the historical society would like to do additional building improvements and would need to apply for grant funding to do so. Mr. Stockmeyer added that there are three ways to utilize school buildings:

1. Be used by the district
2. If not by the district then used by municipality
3. Or sold to benefit tax payers i.e. sell it in open market at fair market value

Mr. Stockmeyer cited the State law which only allows for a four-year lease. When referencing the statute, the 1912 Administrative building is considered a school building. He then advised the committee of potential options.

1. Continue to hold property unused
2. Lease property for a term of up to 4 years – (continue to renew every four (4) years)
3. Offer property to the Town (Buxton)
4. If town does not accept the offer then you can sell at fair market value
5. Demolish the building

Mr. Stockmeyer noted that a three (3) party agreement may be an option which would be between the town (Buxton) the historical society and the school district) where by the Town could take ownership of the building and then deed it to the historical society.

Discussion/Questions:

- Ms. Anderson asked if State law gave guidance as to what should be asked for rent? Mr. Stockmeyer responded that you can ask for fair rental value although not required to charge rent.
- Mr. Marean has reviewed the lease and feels it is very comprehensive and well written and does not put any burden on the tax payer.
- Mr. Brockman explained that the building is not able to be split off as a separate building and sold as it is on a shared lot with the Central Office building. Additionally, shared septic and leach field also complicates the disposition of the building. The leach field is located across the street. Mr. Stockmeyer thought it might be possible to word the lease in such a way that a four-year lease would be renewed automatically for an additional four years which may give the Historical Society better chances in applying for grant funding.
- Mr. Carlow feels it should be the district's objective to see a way to work with the society. He suggests introducing legislation that would allow the district to extend its current lease for up to 10 years. He will explore the option of introducing a special bill and keep the committee apprised.
- Mr. Stockmeyer advised the committee that if they were going to consider selling the building they would first need to offer the building to the Town. If the Town does not want it then the district would need to work with the town to resolve the issues around septic easement as well as the issue of it being a non-conforming lot. Ms. Anderson reported that she and Mr. Marean had been to see the Buxton Code Enforcement officer and that to obtain approval for a non-conforming lot it would need to be presented to the Town of Buxton Appeals Board for their consideration. Ms. Anderson suggested that we invite the Town of Buxton Code Enforcement Officer to attend a future meeting for further discussion on this.

Mr. Brockman feels it should be a decision of the Board if they want to go down the road of selling the building and setting aside general fund money to pursue this option. They need to decide what is in the best interest of the district whether it be to try and extend a lease or sell the building.

Mr. Sargent feels the district should focus on the facilities audit at this point. He supports extending the four (4) year lease to eight (8) years if DrummondWoodsum can create a legal agreement to do so. He feels there is likely a need to use the land for future central office consideration adding that the 1912 Administrative building is not considered a historic landmark.

- Ms. Anderson asked if an extension for eight (8) years were allowed could it be broken if need be? Yes, any lease written for the district would include a clause to end the lease.

The committee members then indicated what they would like to see occur:

- Ms. Anderson would like to bring in the Buxton Code Enforcement officer to ask further questions on a non-confirming lot.
- Mr. Sargent would like to extend the lease if possible. He cautioned that the district should wait until the Facilities audit is done before making long-term decisions on buildings.
- Mr. Carlow would support extending the lease and would also like to see facilities audit before making any further decisions.
- Mr. Marean would like to receive facilities audit first before making any decisions.

Mr. Brockman asked Mr. Thibodeau to reach out to the firm conducting the Facilities audit to incorporate evaluating the 1912 Administrative building and the Central Office building into the original scope of work as the original requested audit targeted only the buildings occupied by students. Mr. Thibodeau will add this to the scope of the facilities audit.

Moved by Mr. Sargent; seconded by Mr. Carlow

To request that Mr. Stockmeyer of DrummondWoodsum proceed with drafting a lease contract which would allow the current lease with the Buxton Hollis Historical Society to be extended four (4) more years after 2025 and be presented to the full board for consideration.

VOTED: Yes, Unanimous

Approval of Minutes:

Moved by Mr. Sargent; seconded by Ms. Anderson

To accept the Finance-Facilities Minutes from October 13, 2021 as presented as well as the Special Finance-Facilities Committee minutes from October 25, 2021.

VOTED: Yes, Unanimous

Minutes are approved.

FACILITIES ITEMS:

Facilities Update – Discussion/Action Items:

a. Facilities Update: Mr. Thibodeau attended the meeting to provide an update on Facilities items for the month of October. Facilities items reviewed and discussed included:

- Sample/Test for lead at H.B. Emery and Steep Falls; additional testing is required at H.B. Emery and classrooms have bottled drinking water available.
- Drinking fountains removed at Steep Falls – sinks are labeled to be used as “handwashing only”. *Mr. Thibodeau is in the process of obtaining additional bottle filling stations that can be installed throughout the district.*
- In the process of removing the drinking fountains in the classrooms at H.B. Emery
- Received and installed new Portable at Hollis Elementary
- Submitted the application for SRRF funding to support Hollis Elementary. *The State has confirmed receipt of the application.*
- Ordered and received new playground equipment for BCES
- Replaced domestic booster pump at Frank Jewett
- Installed domestic water tank sensors at BCES
- Continued site visits for the facilities audit
- Began design process for new storage facility. *Anticipate plans being available in the next week.*
- Removed and stored all tents in the district
- Accepted pallets of tables and chairs for Edna Libby and G.E. Jack
- Continued bathroom repairs at BEHS due to vandalism
- Updated plowing contracts for 2021-2022
- Began planning summer 2022 projects
- Routine work orders

Other:

- New well pump was installed at BCES
- Portable at BEHS filled up with smoke due to an air exchange unit burning up. The air exchange unit has been replaced.

Other Facilities Discussion/Action Items:

No other Facilities related items at this time.

FINANCE ITEMS:

Approval of Warrants -The Finance-Facilities Committee reviewed and approved the following warrants:

- a. AP and Payroll Warrants 22-07 & 22-08**

MAINE SCHOOL ADMINISTRATIVE DISTRICT 6

FINANCE & FACILITIES ACCOUNTS PAYABLE WARRANT SUMMARIES
OCTOBER 2021

Friday, October 8, 2021			
FIRST WARRANT	Payroll 22-07	\$1,586,907.54	
	Accounts Payable Warrant 22-07	\$695,888.73	
	Food Service Warrant		
	Insurance (MePers + Ins) 22-07		\$2,282,796.27
Friday, October 22, 2021			
SECOND WARRANT	Payroll 22-08	\$1,511,530.98	
	Accounts Payable Warrant 22-08	\$467,105.80	
	Food Service Warrant		
	Insurance (MePers + Ins) 22-08	\$371,918.28	\$2,350,555.06
* Third Payroll 10/29/21 \$1,547,258.35		TOTAL	\$4,633,351.33

Moved by; Mr. Sargent seconded by Mr. Carlow to approve all warrants as presented.
VOTED: Yes, Unanimously.

Top 25 Expenditures for the Month of October 2021.

EXPENDITURE Prepared for the November 10, 2021 Finance Committee Meeting		AP WARRANT 22-07 AP WARRANT 22-08	\$695,888.73 \$467,105.80
		TOTA	\$1,162,994.53
CHECK #	VENDOR	DESCRIPTION	AMOUNT
1)	147066 VODAVI TECHNOLOGIES	TECH SUPPORT & HARDWARE	\$172,844.93
2)	146981 GORHAM SAVINGS LEASING	PAYMENTS ON 4 LEASES	\$109,932.83
3)	147233 SCHIAVI LEASING CORP.	HOLLIS PORTABLE - ESSER 3	\$98,490.00
4)	147065 US BANK CORP TRUST	MAINE BOND BANK - BCES BUILD	\$88,510.27
5)	147236 SCHOOL SPECIALTY	SUPPLIES - DISTRICT WIDE	\$63,349.80
6)	146959 APPLE INC.	IPADS AND CASES	\$42,310.00
7)	147153 CENTRAL MAINE POWER	MONTHLY ELECTRICITY EXPENSE	\$39,392.96
8)	147242 SYSCO OF NORTHERN N.E.	NUTRITION SUPPLIES - DISTRICT	\$36,705.88
9)	147059 SYSCO OF NORTHERN N.E.	NUTRITION SUPPLIES - DISTRICT	\$35,004.82
10)	146952 AMAZON CAPITAL SERVICES	SUPPLIES - DISTRICT WIDE	\$29,205.93
11)	146995 LANGUAGE CIRCLE ENTERP.	SPED - PROJECT READ	\$25,726.80
12)	147216 OTELCO	MONTHLY PHONE EXPENSE	\$21,268.60
13)	147132 BRAINPOP LLC	TECH SOFTWARE - DISTRICT WIDE	\$16,095.60
14)	146996 LEARNING SCIENCES	FEDES - LEADERSHIP ACADEMY	\$13,090.00
15)	147140 AMAZON CAPITAL SERVICES	SUPPLIES - DISTRICT WIDE	\$11,391.19
16)	146974 DENNIS K. BURKE	MONTHLY FUEL EXPENSE	\$10,824.71
17)	147251 WHALLEY COMPUTER	LAPTOP DEVICES	\$10,436.00
18)	147025 PINE TREE SOCIETY	SP-ED CONTRACTED SERVICES	\$10,220.00
19)	147177 I PHONE STORE REPAIR	SERVICE CONTRACT IPADS	\$10,000.00
20)	147011 MSMA UC FUND	MONTHLY UNEMPLOYMENT EXP.	\$9,282.12
21)	147046 SCHOOL PSYCHOLOGY	SP-ED CONTRACTED SERVICES	\$9,187.50
22)	147184 MAINE BEHAVIORIAL	SP-ED CONTRACTED SERVICES	\$8,106.00
23)	147220 PINE TREE SOCIETY	SP-ED CONTRACTED SERVICES	\$8,012.50
24)	146983 GREATER SEBAGO ED.	LEADERSHIP ACADEMY FY'22	\$7,700.00
25)	147252 WHITEHEAD PSYCHOLOGIC.	SP-ED CONTRACTED SERVICES	\$7,190.00
THE TOP 25 EXPENDITURES		76.89% OF ALL A/P	\$894,278.44

Questions/Discussion on Top 25 Expenditures:

- Anticipate increasing energy costs to impact the budget next year.
- Special Education contracted expenses appear to be down a bit. Still too early to predict if this will remain this way for the remainder of the year.

Interim Financial Report & Dashboard:

Interim Financial Report: Ms. Pooler reviewed the Interim Financial report noting year to date actuals are a little higher to date (25.53%) in comparison to year to date actuals for the end of Fiscal year 2021. Ms. Pooler noted that this is due to in person learning that is occurring this year and the requirements put in place to comply with CDC recommendations.

Other Finance Discussion/Action Items:

a. Bus Lease Cost Analysis:

Ms. Pooler provided a breakdown analysis of leasing buses or purchasing buses on a cash basis. As shown in the information provided; by doing a lease/purchase for the 8 buses there is a cost savings of \$534,362.85 as they are Stated approved buses and a percentage of reimbursement will be given to the district through State subsidy.

b. COVID Funding:

Ms. Pooler provided an update on the status of Covid funding sources. She has received notification that the ESSER 3 application was approved.

COVID Funding						
Expired June 2021	Name	Fund	Award	Revenue	Expense	
	CRF1	2606	2,770,646	2,636,430	2,636,430	
	CRF1 Adult Ed	2607	6,309	6,476	6,476	
	CRF2	2609	2,904,107	2,778,503	2,778,503	
			5,681,261	5,421,430	5,421,430	
Expires	Name	Fund	Award	Revenue	Expense	Balance
9/30/2022	ESSER1	2605	447,096	418,595	418,595	28,501
9/30/2023	ESSER2	2614	1,851,263	1,340,062	1,400,797	450,466
9/30/2023	ESSER3	2615	4,138,948	22,333	603,289	3,555,639
	LMS Sub-Grant	2617	73,018	15,648	15,648	57,370
			6,530,325	1,796,638	2,438,330	4,091,996

c. Auditor RFP:

Ms. Pooler shared with the committee the Auditing Services Request for Proposal noting that it is good practice to change auditors every few years. If approved, she would send the RFP out to three firms which are the current auditor RHR Smith, Wipfli and RKO. Ms. Pooler intends for bids to be due at the next Finance-Facilities meeting scheduled for Wednesday, December 8th.

Moved by Mr. Carlow; seconded by Mr. Sargent

To authorize the Finance Manager and Business Manager to obtain Auditing Service bids on behalf of MSAD #6.

VOTED: "Yes", Unanimous

(Mr. Marean, Mr. Carlow and Mr. Sargent)

Moved by Mr. Sargent; seconded by Mr. Carlow

To adjourn the meeting at 5:37 p.m.

VOTED: "Yes", Unanimous