

MAINE SCHOOL ADMINISTRATIVE DISTRICT 6

FINANCE/FACILITIES COMMITTEE MEETING

December 14, 2021

Central Office

MINUTES

Present: Nathan Carlow, Kelley Heath and Don Marean

Excused: Julie Anderson

Absent: John Sargent

Guests: Paul Penna, Superintendent
Bill Brockman, Business Manager
Bill Ellis, Co-Director Facilities
Dawn Pooler, Finance Manager
Adam Thibodeau, Co-Director Facilities

Mr. Marean called the meeting to order at 4:10 p.m.

Public Comments:

There were no public comments.

Approval of Minutes:

Moved by Mr. Carlow; seconded by Mrs. Heath

To accept the Finance-Facilities Minutes from November 17, 2021 as presented.

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 November.

- Sample/Test for lead at Edna Libby – *Mr. Thibodeau noted the results were higher than State recommendations but were within Federal requirements. Drinking fountains have been removed from all the classrooms and bottled water and/or bubblers are available to students/staff.*
- Sample/Test for lead at Steep Falls – *Mr. Thibodeau reported that initial testing is showing the pipes look fine and this will allow them to narrow down to looking at fixtures.*
- Removal of classroom drinking fountains at HB Emery
- Plan to remove classroom drinking fountains at Edna Libby
- Received pricing to replace portions of the BEHS roof. *A Purchase Order has been issued to the vendor to lock in the project for June 2022*
- Received occupancy permit for the new portable at Hollis. *Students/staff are now using this space. Waiting on the intercom system but the phones are in place and are working so staff in the building can reach the office should there be a need.*
- Replaced well pump at BCES
- Continued site visit for the Facility Audit; A preliminary walkthrough has been done for the two sites added (Central Office/1912 Admin Building). A more thorough walk through will be scheduled.
- Assembled pallets of tables for Edna Libby and GEJ.
- Assembled pallets of tables for BEHS
- Prepared area for Ice Rink near BEMS tennis courts. *When the weather is conducive, Standish Fire will bring water for the rink.*
- Planning for summer 2022 projects
- Distributed sand to schools in the district

- Serviced and prepared equipment for winter

Questions/Discussion:

- What is the water source for Edna Libby and Steep Falls? These two schools are on public water. HB Emery has a well.

b. Limington Land Request

Mr. Penna shared with the committee a request that has come through to the district asking to purchase a portion of the acreage that HB Emery resides on. This will allow the requester to have a buildable lot. The amount of land that is being requested is 0.178 acres. Mr. Ellis and Mr. Thibodeau will look into this request further by checking the Town of Limington's maps and take a visual inspection of the area. The committee is not being asked to discuss or make any decisions at this time. Once the Facilities department has had an opportunity to research deeds, boundaries, etc. they will bring their findings back to the committee for future discussion. The requester may also be asked to attend a future meeting to provide additional details. This item is tabled until more information is available.

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 22-09 & 22-10

MAINE SCHOOL ADMINISTRATIVE DISTRICT 6 FINANCE & FACILITIES WARRANT SUMMARIES November-21				
WARRANT				
#	TYPE	DATE		AMOUNT
22.09	AP	11/05/21		467,995.35
22.10	PR	11/12/21	Gross Payroll	1,690,426.17
22.10	PR	11/12/21	Special Check	1,004.03
SUBTOTAL				2,159,425.55
22.10	AP	11/19/21		212,513.95
22.11	PR	11/26/21	Gross Payroll	1,555,043.28
22.11	PR	11/26/21	Insurance	835,125.28
	PR	11/26/21	MainePERS	259,469.05
SUBTOTAL				2,862,151.56
GRAND TOTAL				5,021,577.11

Moved by; Mrs. Heath seconded by Mr. Carlow to approve all warrants as presented.

VOTED: Yes, Unanimously.

Top 25 Expenditures for the Month of November 2021.

Top 25 Expenditures November 2021

Accounts Payable
Warrants 22-09 & 22-10
Total: \$680,748.35

Check #	Vendor	Description	Amount
147386	DENNIS K. BURKE, INC.	MONTHLY FUEL EXPENSE	\$74,941.80
147637	SYSCO OF NORTHERN NEW ENGLAND	NUTRITION SUPPLIES - DISTRICT WIDE	\$39,560.37
147459	SCHOOL SPECIALTY LLC	SUPPLIES - DISTRICT WIDE	\$32,630.78
147419	MARK R. HAMMOND	SPED - CONTRACTED SERVICES	\$29,511.00
147561	CENTRAL MAINE POWER	MONTHLY ELECTRICITY EXPENSE	\$28,601.84
147478	SYSCO OF NORTHERN NEW ENGLAND	NUTRITION SUPPLIES - DISTRICT WIDE	\$25,240.22
147408	LEAVITT AND PARRIS, INC.	TAKE DOWN TENTS - MULTIPLE SITES	\$22,625.00
147438	PINE TREE WASTE, INC.	TRASH REMOVAL	\$21,009.45
147383	CUMBERLAND COUNTY FINANCE	PARTIAL PAYMENT - SRO	\$20,710.70
147582	LEAVITT AND PARRIS, INC.	STORAGE OF TENTS	\$17,987.00
147379	CENTRAL MAINE POWER	MONTHLY ELECTRICITY EXPENSE	\$14,999.30
147440	PITSTOP FUELS, INC.	MONTHLY PROPANE EXPENSE	\$10,493.19
147458	SCHOOL PSYCHOLOGY ASSOC. LLC	SPED - CONTRACTED SERVICES	\$9,593.75
147437	PINE TREE SOCIETY FOR HANDIC.	SPED - CONTRACTED SERVICES	\$9,431.75
147364	AMAZON CAPITAL SERVICES, INC.	SUPPLIES - DISTRICT WIDE	\$9,262.14
147613	PITSTOP FUELS, INC.	MONTHLY PROPANE EXPENSE	\$9,254.12
147436	PINE TREE FOOD EQUIPMENT	NUTRITION - EQUIPMENT	\$9,106.45
147412	MAINE BEHAVIORAL HEALTHCARE	SPED - CONTRACTED SERVICES	\$8,106.00
147404	JAMP SOFTWARE, LLC	MAC IOS SOFTWARE RENEWAL	\$8,040.00
147369	AMN ALLIED SERVICES LLC	SPED - CONTRACTED SERVICES	\$7,350.00
147370	APPLE INC.	IPADS - TECH DEVICES	\$7,219.00
147546	AMAZON CAPITAL SERVICES, INC.	SUPPLIES - DISTRICT WIDE	\$7,210.89
147407	LEARNING SCIENCES	FEDES LEADERSHIP ACADEMY	\$7,100.00
147605	OAKHURST DAIRY	NUTRITION SUPPLIES - DISTRICT WIDE	\$6,679.70
147399	HILLYARD/NEW ENGLAND	CUSTODIAL SUPPLIES - DISTRICT	\$6,502.30
	% OF ALL AP	65.10%	\$443,166.75

Questions/Discussion on Top 25 Expenditures:

- Mr. Marean noted two charges for Leavitt and Parris in regards to expenses for tents. He asked how many tents the district has. Mr. Thibodeau responded that there are 5 tents. Mr. Brockman added that the district will try to recover the expense of taking down and storing the tents through COVID funding. ESSER 3 funds will fund a portion of a storage building for the district and once that is built he is hopeful tents can be stored within this structure when not in use. Mr. Marean noted that tents would also need to be treated to protect from mold, etc.
- What is vendor Mark R. Hammond? Mr. Penna responded that this is a Special Education contracted services vendor who provides Speech Therapy services.

Interim Financial Report:

Interim Financial Report: Ms. Pooler reviewed the Interim Financial report noting that there are no significant changes to date. Mr. Brockman added that they are estimated a year-end balance of \$1,130,159.00 overall. Special Education expenses look good at this point.

Questions/Discussion:

- Mrs. Heath was appreciative that an additional column had been added in the report – Actuals YTD 2020-2021 as this is helpful as a point of reference.

Other Finance Discussion/Action Items:**a. Auditor Bid Results:**

The bids received by the district were from two auditing firms: Wipfli and RHR Smith. RHR Smith has been the auditor that has provided auditing services to the district for many years. In year one the cost for Wipfli would be \$30,000. RHR Smith year one came in at \$21,000. Mrs. Pooler stated that she has no concerns with retaining RHR Smith as the district's auditing firm. Mr. Brockman also stated that school audits undergo peer review and has confidence in RHR Smith providing continued auditing services to MSAD 6.

Moved by Mr. Carlow; seconded by Mrs. Heath

Motion to accept the Auditing Bid submitted by RHR Smith

VOTED: Yes, Unanimous

b. COVID Funding:

Ms. Pooler provided an update on the status of Covid funding sources. CRF 1, CRF 1 Adult Ed and CRF 2 have all expired. Additional funding and reimbursement will continue for ESSER 1, ESSER 2 and ESSER 3.

COVID Funding						
Expired June 2021	Name	Fund	Award	Revenue	Expense	
	CRF1	2606	2,770,646	2,636,450	2,636,450	
	CRF1 Adult	2607	6,509	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	1,426,922	424,341
9/30/2023	ESSER3	2615	4,158,948	22,333	810,179	3,348,769
	LMS Sub-Gr	2617	73,018	15,648	15,648	57,370
			6,530,325	1,796,638	2,671,344	3,858,982

c. Policy DBA – Budget Advisory Committee:

Mr. Carlow shared with the committee that the Business Office had found a conflict in Policy DBA while reviewing in preparation of the start of the Budget Advisory Committee process. The conflict resides in the bottom of page 2 of the policy, second to the last paragraph reads *“Interested candidates will fill out an application profile and submit it to the Business Office, which will refer applications to the Finance and Facilities Committee for final consideration and appointment.”* The policy then goes into the next paragraph which states *“The Board will review all BAC applications, and prioritize candidates based solely on the membership criteria described herein”*. These two statements are at odds. Mr. Carlow stated that this was a drafting error and as such he will bring it to the next Policy meeting on December 20, 2021 to recommend an amendment correction. Mr. Carlow noted that the original intent is for the review to only be within the Finance-Facilities Committee.

Mr. Carlow also noted that he will request that the Stakeholders group language page 2, item F be revised from Four (4) *Bonny Eagle High School students* to Four (4) *Bonny Eagle Students*

Moved by Ms. Heath; seconded by Mr. Carlow

To adjourn the meeting at 4:48 p.m.

VOTED: “Yes”, Unanimous