

MAINE SCHOOL ADMINISTRATIVE DISTRICT 6

FINANCE/FACILITIES COMMITTEE MEETING

January 12, 2022

Central Office

MINUTES

Present: Julie Anderson
Nathan Carlow
Kelley Heath
Don Marean
John Sargent

Guests: Paul Penna, Superintendent
Bill Brockman, Business Manager
Bill Ellis, Co-Director Facilities
Dawn Pooler, Finance Manager
Adam Thibodeau, Co-Director Facilities
Dottie Muchmore, Transportation Director
Doug Havu, Mechanic Foreman

Mr. Marean called the meeting to order at 4:00

Public Comments:

There were no public comments.

Approval of Minutes:

Moved by Mr. Sargent; seconded by Ms. Heath

To accept the Finance-Facilities Minutes from December 14, 2021 and the Special Finance-Facilities meeting on January 4, 2022 as presented.

VOTED: Yes 4
Abstain 1 (J. Anderson)

Minutes are approved.

Opening of Surplus Vehicle Bids:

The committee agreed to move item 7a. Surplus Vehicles as next item on the agenda to allow Ms. Muchmore and Mr. Havu to leave the meeting once bid opening was finished.

Ms. Muchmore opened the three bids received for the surplus vehicles that were advertised.
The committee agreed to award the winning bid to the highest bidder for each vehicle.

A complete listing of vehicles and the bids that were awarded are in Attachment A.

FACILITIES ITEMS:

Facilities Update – Discussion/Action Items:

a. **Facilities Update:** Mr. Thibodeau provided an update on Facilities items for the prior month.

- Sample/Test for lead at George E. Jack – *Mr. Thibodeau that one faucet will be labeled as “for handwashing only” until fixture(s) can be replaced.*
- Performed flush and confirmation sampling at Edna Libby
- Prepare for sampling at Hollis Elementary
- Removed drinking fountains from classroom sinks at Edna Libby
- Repaired water main at BCES
- Repairs to the Lochinvar gas boiler at BCES

- Repaired chimney/flue stack on gas boiler at BCES
- Cleaned grease traps in the district
- Pump Septic tanks at Central Office, GEJ, HBE, Steep Falls, Hollis and Treatment plant
- Received new heater for the bus garage
- Scheduled installation of new entry and cafeteria windows at BEMS
- Continued with the Facilities Audit at BEHS, BEMS, Frank Jewett and BCES. They will be coming back again to Central Office and the 1912 Administrative building.
- Assembled more tables for BEHS
- Contracted with SMR, Inc. for the BEHS partial roof replacement
- Contracted with Port City Architects for Hollis Window Repairs and new Storage Facility
- Reviewed Davis Martin/HBE property request. Met with Mr. Martin onsite.
- Secured quotes to finish BEHS and BEMS gym floors

Questions/Discussion:

- Mr. Thibodeau reported that they should hear back from the State in regards to the funding for the Hollis project.
- Hillyard will be conducting custodial training for all custodians during April school vacation week.
- Can you explain more about the Storage Facility project? Mr. Thibodeau reported that there is a need for additional storage in the district. Over the past eighteen months the district has had to accumulate PPE supplies as well as store classroom furniture due to spacing requirements. The purchased tents can also be stored onsite. Mr. Brockman added that this project will have very little impact on local funds as the majority of the project will be funded through ESSER funds. The building will be one story and heated.

b. Limington Land Request

Mr. Thibodeau reported that he and Mr. Ellis had an opportunity to meet with Mr. Martin who is requesting that the district allow him to obtain 0.178 acres from the school owned Limington land. This would allow Mr. Martin the ability to have the appropriate setback for a conforming lot and build a house on the land that he has purchased. Mr. Thibodeau felt that the request would have little to no impact the district's property as it is at the end of the district's lot and not being utilized.

Questions/Discussion:

- Is there any use for this portion to be used for academic purposes? Not that they are aware of.
- Has Mr. Martin offered any funds to purchase the requested area? Mr. Penna reported that Mr. Martin has not. Mr. Brockman feels that the requested area is so small that it would cost more to survey than it would to sell.
- Ms. Anderson has concerns that this section might impact future opportunities to sell a buildable lot if there is not enough road frontage. Is there potential for two building lots in this area of the property? Using Google earth maps Mr. Thibodeau roughly estimated the road frontage to be around 350 feet. Town requirements are 250 feet.
- Ms. Heath believes it would be in the best interest of the town and district to have a home in this area providing Mr. Martin can make a good faith offer.

Moved by Mr. Carlow; seconded by Ms. Heath

To authorize Mr. Thibodeau and Mr. Ellis to proceed in negotiating with Mr. Martin the value of the requested 0.178 acres to identify value of parcel as well as fees that would be involved should a sale occur. Findings are to be brought back to the Finance-Facilities committee for further consideration.

VOTED: Yes 4 (Mr. Carlow, Ms. Heath, Mr. Marean and Mr. Sargent)
No 1 (Ms. Anderson)

Motion passes by majority vote

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 22-11 & 22-12

MAINE SCHOOL ADMINISTRATIVE DISTRICT 6 FINANCE & FACILITIES WARRANT SUMMARIES December-21				
WARRANT				
#	TYPE	DATE		AMOUNT
22.11	AP	12/03/21		415,432.33
22.12	AP	12/17/21		338,213.80
22.12	PR	12/10/21	Gross Payroll	1,536,391.81
SUBTOTAL				2,290,037.94
22.13	AP	12/30/21		271,223.89
22.13	PR	12/24/21	Gross Payroll	1,526,816.61
22.11	PR	12/24/21	Insurance	41,142.42
	PR	12/31/21	MainePERS	247,936.58
	PR	12/24/21	Payroll correct	16,026.39
SUBTOTAL				2,103,145.89
GRAND TOTAL				4,393,183.83

Moved by; Mr. Sargent seconded by Ms. Anderson to approve all warrants as presented.

VOTED: Yes, Unanimously.

Top 25 Expenditures for the Month of December 2021.

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Top 25 Expenditures
December 2021

Accounts Payable
Warrants 22-11, 22-12 & 22-13
Total: \$1,031,372.33

Check #	Vendor	Description	Amount
147808	SCHOOL SPECIALTY, LLC	CLASSROOM FURNITURE DISTRICT WIDE	\$47,795.59
148004	GORHAM SAVINGS LEASING GROUP	TWO LEASE PAYMENTS BUS/VEHICLES	\$47,018.67
147884	HONEYWELL, INC.	REPAIRS/MAINTENANCE	\$46,034.45
147841	CENTRAL MAINE POWER	MONTHLY ELECTRICITY EXPENSE	\$34,487.91
147817	SYSOO OF NORTHERN NEW ENGLAND	NUTRITION SUPPLIES - DISTRICT WIDE	\$32,244.82
148051	SYSOO OF NORTHERN NEW ENGLAND	NUTRITION SUPPLIES - DISTRICT WIDE	\$30,005.84
147981	ACTEM	SOFTWARE SUPPORT - TECHNOLOGY	\$28,540.00
147774	MARK R. HAMMOND ASSOC.	SPED - CONTRACTED SERVICES	\$27,149.75
147928	SYSOO OF NORTHERN NEW ENGLAND	NUTRITION SUPPLIES - DISTRICT WIDE	\$25,911.46
147779	MSMA WORKERS COMP TRUST	MONTHLY WORKERS COMP NOVEMBER EXP.	\$24,658.00
148024	MSMA WORKERS COMP TRUST	MONTHLY WORKERS COMP DECEMBER EXP.	\$24,658.00
147920	SCHIAVI LEASING CORPORATION	FINAL PAYMENT HOLLIS PORTABLE	\$24,622.50
147820	TYLER TECHNOLOGIES, INC.	ANNUAL FINANCIAL SOFTWARE EXPENSE	\$23,339.80
147901	PITSTOP FUELS, INC.	MONTHLY PROPANE EXPENSE	\$21,975.71
147831	AMAZON CAPITAL SERVICES, INC.	SUPPLIES - DISTRICT WIDE	\$19,942.02
147784	HONEYWELL, INC.	REPAIRS/MAINTENANCE BEMS	\$19,034.22
147837	BANGOR/PORTLAND CHINESE	CHINESE LANGUAGE PROGRAM	\$19,000.00
147758	GORHAM SAVINGS LEASING GROUP	LEASE PAYMENT - BUSES	\$18,559.97
147730	AMAZON CAPITAL SERVICES, INC.	SUPPLIES - DISTRICT WIDE	\$18,042.73
148036	PITSTOP FUELS, INC.	MONTHLY PROPANE EXPENSE	\$16,803.88
147821	VERIZON WIRELESS	HOT SPOTS - STUDENTS	\$16,070.16
147794	OTELCO	MONTHLY PHONE EXPENSE	\$11,349.59
147798	PITSTOP FUELS, INC.	MONTHLY PROPANE EXPENSE	\$10,819.00
147797	PINETREE WASTE, INC.	WASTE REMOVAL	\$10,817.82
148035	PINETREE WASTE, INC.	WASTE REMOVAL	\$10,639.44
	% OF ALL AP	89.54%	\$609,520.93

Interim Financial Report:

Interim Financial Report: Ms. Pooler reported that approximately 38.18% of the budget has been expended to date. She is estimating around \$2,867,510 in carry forward at year end.

Other Finance Discussion/Action Items:

a. Surplus Bid Results:

This item was moved to the beginning of the agenda. Results are attached.

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. The proposed Storage Building will be in ESSER 3 funding.

COVID Funding						
Expired June 2021	Name	Fund	Award	Revenue	Expense	
	CRF1	2606	2,770,646	2,636,450	2,636,450	
	CRF1 Adv	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
9/30/22	ESSER1	2605	447,096	418,595	418,595	28,501
9/30/23	ESSER2	2614	1,851,263	1,340,062	1,427,432	423,831
9/30/23	ESSER3	2615	4,158,948	265,551	965,454	3,193,494
	LMS Sub	2617	73,018	15,648	15,648	57,370
			6,530,325	2,039,856	2,827,129	3,703,196

c. Additional BAC Applications

The committee reviewed the one application that came in after 1/4/22 and appointed Standish resident Margret Welch to the committee. A full listing of BAC voting members can be found in Attachment B.

Moved by Mr. Marean; seconded by Mr. Sargent

To adjourn the meeting at 5:05 p.m.

VOTED: "Yes", Unanimous