

Bonny Eagle School District

FINANCE-FACILITIES COMMITTEE MEETING MINUTES

Wednesday, July 13, 2022/4:00 p.m.

Central Office Conference Room
94 Main Street, Buxton, ME 04093

Present: Nathan Carlow, Board Chair
Erika Creutz
Don Marean
John Sargent
Christina Silvestri

Excused: Lindsey Atkinson

Other: Bill Brockman, Business Manager
Clay Gleason, Superintendent
Dawn Pooler, Finance Manager
Adam Thibodeau, Co-Facilities Director
Dave McCubrey, Hollis Selectman

Meeting Packet link: [Finance-Facilities Meeting Packet 7/13/22](#)

1. Mr. Marean called the meeting to order at 4:03 p.m.
2. **Public Comments**
Mr. McCubrey attended the meeting to discuss parking concerns at Hollis Elementary. Mr. Marean requested that this item be moved up on the agenda and the committee agreed.
3. **Hollis Elementary Parking**
Mr. McCubrey of Hollis attended the meeting to request that the committee consider addressing parking needs at Hollis Elementary. Currently, during parent drop off and pick up times as well as school events there are cars lined up along the road (route 35) and lining up along both sides of Town Farm Rd. This congestion impairs travel to and from the town offices as well as creating general safety concerns with cars pulling in and out of these areas.

Mr. McCubrey is requesting that the committee consider utilizing additional acreage that the district owns next to the school. He feels that utilizing this space will increase parking and improve traffic flow.

The Finance-Facilities committee agrees with Mr. McCubrey that this is an opportunity to increase much needed parking at this site. The Facilities Director will contact an engineering firm to begin the planning process. This will require obtaining appropriate town and State permits and tree removal to begin with.

Discussion:

- Are there long-term plans in place for this designated area? Mr. Brockman responded that should the district have an opportunity to expand at Hollis Elementary they would utilize the identified acreage but feels that adding parking and improving traffic flow would not impact future plans.

4. **Election of Finance-Facilities Chair/Vice Chair**

Moved by Ms. Creutz, seconded by Mr. Marean

To Nominate Mr. Sargent as Chair of the Finance-Facilities Committee for the 2022-2023 School Year.

VOTED: "Yes," Unanimously

Moved by Mr. Sargent; seconded by Ms. Creutz

To Nominate Mr. Marean as Vice Chair of the Finance-Facilities Committee for the 2022-2023 School Year.

VOTED: "Yes," Unanimously

Mr. Marean turned the meeting over to the newly elected Chair John Sargent.

5. **Meeting Dates/Time for 2022-2023**

The Finance Committee approved the following meeting dates on Wednesdays at 4:00 p.m.

August 10, 2022	January 11, 2023
September 14, 2022	February 8, 2023
October 12, 2022	March 8, 2023
November 9, 2022	April 12, 2023
December 14, 2022	May 10, 2023
	June 14, 2023

6. **Approval of the previous Finance-Facilities Committee Meeting Minutes**

Moved by Mr. Marean: seconded by Ms. Creutz:

To approve the minutes of the June 9, 2022 Finance-Facilities Committee meeting as presented.

VOTED: "Yes," Unanimously

7. **Review of A/P and Payroll Warrants and Financial Reports:**

a. Review of the A/P and Payroll Warrants

June warrants: [Warrant Summary June 2022](#)

b. The Top 25 Expenditures were reviewed. [Top 25 Expenditures June 2022](#)

Discussion:

- How are the legal fee expenses with Drummond Woodsum been this year? Mr. Brockman responded that overall they are under budget.
- Can you provide more information on what the Leadership Academy is? Mr. Brockman explained that this is an activity that is funded through a grant called FEDES. The Leadership Academy is associated with the Regional Service Center, GSEA, and is one of the areas that a district must participate in to be compliant with State requirements as being part of a service center.
- How has Special Education costs been? Mr. Brockman responded that these expenses have been within budget this year and expects them to come in under budget. He added that there does have to be increases in budgeted dollars to compliant with the State's Maintenance of Effort funding requirement.

c. **Financial Report:**

Ms. Pooler reviewed the Financial Report: link to the report is [Financial Report June 2022](#)

There is one additional warrant that will close on the fiscal year and ending balances will be available in the August report. Ms. Pooler reviewed anticipated carryforward balances for the Capital Reserve fund at approximately \$450,000 with an additional \$225,000 to be brought forward for projects currently underway such as roof repairs. She anticipates around \$120,000 for the newly voted and approved Technology Reserve.

d. **Mr. Brockman shared with the committee a Dashboard that he is developing for this year to show expenditure and revenues.** [Dashboard 7/13/22](#)

8. **Other Finance Discussion Items:**

a. **COVID Funding Update:** [June 2022 Covid Funding Update](#)

Ms. Pooler reviewed the funding update provided in the link above noting that ESSER funding has been especially challenging in receiving reimbursement.

b. **Second Life Mac:**

Mr. Brockman discussed an opportunity to the community to be able to purchase refurbished devices. These are older devices that the district has sold to the company once new devices are brought in. The district usually does a lease/purchase for devices that lasts between four and five years. The cost to the community for the purchase of a refurbished device could be a savings of up to 50% compared to the cost of a new device.

9. **Facilities Update**

a. **Facilities Update - Mr. Thibodeau reviewed the items within the Facilities update:**
[Facilities Update 7/13/22](#)

Additional Facilities highlights:

- Mr. Thibodeau added that they had several contractors show for the July 12th walk-through on the Storage Building project. Bids for this project are due July 22, 2022.
- PFA's sampling has been completed and submitted for testing.
- Honeywell annual contract has been renewed and is extended to a three-year contract rather than an annual contract.
- In reference to the new sign for Hollis Mr. Carlow thought a sample would be brought forward to the committee for review.
- Mr. Thibodeau will be having ECO Maine provide training to staff and students for the recycling program that will be district wide.

10. **Adjournment:**

Moved by Ms. Creutz: seconded by Ms. Silvestri

To adjourn the meeting at 5:38 p.m.

VOTED: "Yes," Unanimously