



## MAINE SCHOOL ADMINISTRATIVE DISTRICT #6

Finance & Facilities Committee Website

### FINANCE & FACILITIES COMMITTEE MEMBERS



<p>Lindsey A. Atkinson At-Large Board Member; Term Expires 2023 (June) MSBA Delegate Buxton Residency <a href="mailto:latkinson@bonnyeagle.org">latkinson@bonnyeagle.org</a> 207-939-8556</p>	<p>Erika M. Creutz At-Large Board Member; Board Vice-Chair; Term Expires 2025 (June) Standish Residency <a href="mailto:ecreutz@bonnyeagle.org">ecreutz@bonnyeagle.org</a> 727-804-3171</p>	<p>Donald G. Marean At-Large Board Member; Committee Vice-Chair Term Expires 2025 (June) Hollis Residency <a href="mailto:dmarean@bonnyeagle.org">dmarean@bonnyeagle.org</a> 207-727-5527</p>	<p>John M. Sargent At-Large Board Member; Committee Chair Term Expires 2023 (June) Standish Residency <a href="mailto:jsargent@bonnyeagle.org">jsargent@bonnyeagle.org</a> 207-776-9687</p>	<p>Christina M. Silvestri At-Large Board Member; Term Expires 2025 (June) Limington Residency <a href="mailto:csilvestri@bonnyeagle.org">csilvestri@bonnyeagle.org</a> 207-749-3336</p>
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## Finance & Facilities Meeting Packet

Wednesday September 14, 2022

MAINE SCHOOL ADMINISTRATIVE DISTRICT # 6

Serving the Towns of Buxton, Hollis, Limington, Standish and Frye Island  
94 Main Street, Buxton, E 04093 Phone 207-929-3831 | Fax 866-646-9748



# Finance & Facilities Meeting Agenda

## **Finance & Facilities Meeting**

**Wednesday, September 14, 2022**

4:00 pm – 5:30 pm Central Office  
Conference Room

- ITEM 1      Call to Order
- ITEM 2      Public Comments
- ITEM 3      Approve Minutes of Previous Meeting

### **FINANCE ITEMS**

#### **ITEM 4    REVIEW OF A/P & PAYROLL WARRANTS & FINANCIAL REPORTS**

- D/A   Accounts Payable / Payroll Warrant Summary
- D/    Top 25 Expenditures
- D/    Interim Financial Report
- D/    Financial Dashboards
- D/    Covid Funding Update

#### **ITEM 5    OTHER FINANCE DISCUSSION/ACTION ITEMS**

- D/    Other Discussion Items

### **FACILITIES ITEMS**

#### **ITEM 6    FACILITIES DISCUSSION ITEMS**

- D/    Facilities Update/Photos – Adam Thibodeau

#### **ITEM 7    OTHER FACILITIES DISCUSSION/ACTION ITEMS**

- D/    Storage Building – Revised Bid /Funding Sources
- D/    Hollis Revolving Loan Project - Windows/ADA update
- D/    Hollis New Parent Pickup/Parking area Update
- D/    PFAS Update / Poland Spring Donation of Water
- D/    RFQ/RFP for Facilities Master Planning Services
- D/    Other Discussion Items

#### **ITEM 8    ADJOURNMENT**

# Finance & Facilities Meeting Minutes

Bonny Eagle School District

## FINANCE-FACILITIES COMMITTEE MEETING MINUTES

Wednesday, August 10, 2022/4:00 p.m.

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

Present: Lindsey Atkinson  
John Sargent, Finance-Facilities Committee Chair  
Christina Silvestri  
Nathan Carlow, Board Chair arrived at 4:04 p.m.  
Riley McKinley, Student Representative

Excused: Erika Creutz  
Don Marean

Other: Bill Brockman, Business Manager  
Clay Gleason, Superintendent  
Adam Thibodeau, Co-Facilities Director

Meeting Packet link: [Finance-Facilities Meeting packet 8/10/22](#)

1. Mr. Sargent called the meeting to order at 4:01 p.m.

2. **Public Comments**  
No public comments.

Mr. Sargent notified the committee that Ms. Plummer would be recording the meetings this year to assist in drafting meeting minutes.

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

**Moved by Ms. Atkinson seconded by Ms. Silvestri:**

To approve the minutes of the July 13, 2022 Finance-Facilities Committee meeting as presented.

**VOTED: "Yes," Unanimously**

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

a. Review of the A/P and Payroll Warrants  
July warrants: [Warrant Summary July 2022](#)

b. The Top 25 Expenditures were reviewed  
July 2022 Top 25 Expenditures: [Top 25 Expenditures July 2022](#)  
Final - June 2022 Top 25 Expenditures: [Top 25 Expenditures - Final June 2022](#)

Discussion:

- Estimated Carryforward for Capital Reserve fund is \$485,000 (unaudited)

# Finance & Facilities Meeting Minutes

- ESSER funds were used to purchase a cargo van which will be utilized by Maintenance.

c. **Financial Report:**

Mr. Brockman reviewed the Financial Reports for the Final Warrant of June 2022 and the July 2022 financials.

Final June 2022 Finance Report: [FY'22 Year-end Financial Report](#)

July 2022 Financial Report: [FY'23 July Interim Financial Report](#)

Special Education, which is Article 2, ended the fiscal year with a remaining balance of \$906,094.00. All other articles had remaining balances as well.

Facilities Audit preliminary reports identified approximately \$61,000,000 in need of repairs/replacement/renovation. Mr. Brockman noted that it may be more cost effective to have fewer and newer buildings. He would focus initial funds on buildings that are worth retaining. Port City Architects will attend a future Finance-Facilities meeting to present the Facilities Condition Audit.

- d. Mr. Brockman shared with the committee the Dashboard for Fiscal Year ending 2022 and the beginning of fiscal year 2023. These can be found within the meeting packet on pages 13 through 19. [8/10/22 Meeting packet](#)

e. **COVID Funding Update:** [COVID Funding Update July 2022](#)

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

5. **Other Finance Discussion Items:**

a. **Lease/Purchase Agreement – 6 buses**

The committee reviewed the presented Bus Lease/Purchase agreement that will be going before the full School Board for their consideration and approval at their next meeting.

Lease amount is \$813,000.00 over four years at an interest rate of 3.35%.

6. **Facilities Update**

a. **Facilities Update - Mr. Thibodeau reviewed the items within the Facilities update:**

[Facilities Update for July 2022](#)

Additional Facilities highlights:

- Mr. Thibodeau noted that they have had to deal with abatement concerns and supply chain issues in the Hollis project but have been working through these.
- Asphalt repairs are being done throughout the district
- Athletic pre-season sports begins August 15, 2022 and field prep is happening
- Poison Ivy application will be happening at Steep Falls, H.B. Emery and Hollis on August 16, 2022 and the 2<sup>nd</sup> application for ticks has been done.
- PFA's initial samples have been done at the 6 schools that have well water. The State recommends testing results be less than 20 parts per trillion. The Federal recommendation is 70 parts per trillion. There were four sites that came in over the State's recommended 20 parts per trillion. The district's next step is to do confirmation sampling. These have been done and submitted for processing and Mr. Thibodeau is waiting for these results. Mr. Thibodeau has been meeting and working with the State to determine next steps should further action be needed at these four sites (BEHS, BEMS,

# Finance & Facilities Meeting Minutes

Hollis and Frank Jewett). At this point in time there are only recommendations and no requirements from either Federal or State.

The committee would like to have testing results to them once the district has received them in order to keep the school board apprised.

17. **Adjournment:**

**Moved by Ms. Atkinson: seconded by Ms. Silvestri**

To adjourn the meeting at 5:20 p.m.

**VOTED:** "Yes," Unanimously

DRAFT



# MAINE SCHOOL ADMINISTRATIVE DISTRICT #6

## Finance & Facilities Committee Website

### FINANCE & FACILITIES COMMITTEE

# Finance Items

## Finance & Facilities Meeting Packet

### Wednesday September 14, 2022

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# Finance & Facilities Meeting Warrant Summary

## MAINE SCHOOL ADMINISTRATIVE DISTRICT 6 FINANCE & FACILITIES WARRANT SUMMARIES August-22

### WARRANT

#	TYPE	DATE		AMOUNT
23-03	AP	08/12/22		\$ 447,264.91
23-03	PR	08/05/22	Gross Payroll	\$ 1,311,890.89
	PR	08/05/22	Insurance	\$ 214,861.59
			MainePERS	
<b>SUBTOTAL</b>				<b>\$ 1,526,752.48</b>
23.04	AP	08/26/22		\$ 535,688.79
23-04	PR	08/19/22	Gross Payroll	\$ 1,258,652.68
	PR	08/19/22	Insurance	\$ 805,663.77
			MainePERS	
1 week payroll for hourly staff				
		08/26/22		\$ 93,669.81
<b>SUBTOTAL</b>				<b>\$ 2,693,675.05</b>
<b>GRAND TOTAL</b>				<b>\$ 4,220,427.53</b>



# Finance & Facilities Meeting Top 25 Expenditures

Top 25 Expenditures  
August 2022

Accounts Payable  
Warrants 23-03 & 23-04  
Total: \$982,953.70

Check #	Vendor	Description	Amount
150471	APPLE INC.	ESSER FUNDS - IPADS AND MAC MINI	\$89,426.00
150487	CUMBERLAND COUNTY FINANCE	SCHOOL RESOURCE OFFICER 2022-2023	\$86,356.85
150425	SCOTT'S WOODWORKING, INC	HOLLIS SRRF PROJECT	\$72,936.00
150433	TANG MATH LLC	MATH SUBSCRIPTION 2022-2023	\$33,100.00
150364	CENTRAL MAINE POWER	MONTHLY ELECTRICITY EXPENSE	\$31,915.94
150502	HAMMOND LUMBER CO	HOLLIS SRRF PROJECT	\$31,211.04
150379	GAUDET'S DOOR, INC.	HOLLIS SRRF PROJECT	\$29,797.62
150352	ADVANCED PAINTING INC.	PAINTING AT GEJ AND BEMS	\$29,730.00
150396	MSMA WORKERS COMP TRUST	MONTHLY WORKERS COMP EXPENSE	\$27,638.00
150451	ZONAR SYSTEMS, INC.	TRANSPORTATION SOFTWARE	\$21,938.40
150478	BRACKETT FLOORS, INC.	HOLLIS SRRF PROJECT	\$21,515.00
150532	PINE STATE ASPHALT, INC.	ASPHALT REPAIR BEHS, GEJ, BEMS. FACILITY	\$20,450.00
150358	AT&T MOBILITY	PHONE UPDATES - ESSER FUNDING	\$18,936.16
150474	B & H PHOTO VIDEO	LAPTOPS - ESSER FUNDING	\$18,794.98
150523	NFI NORTH, INC.	SP-ED CONTRACTED SERVICES	\$18,540.00
150466	ADVANCED PAINTING INC.	PAINTING AT HOLLIS	\$18,002.00
150500	GREAT SCHOOLS PARTNERSHIP	LEADERSHIP ACADEMY - FEDES GRANT	\$17,220.00
150508	IXL MATH, INC.	SITE LICENSE - BEMS	\$15,938.00
150524	NWEA	TESTING MATERIALS K-12	\$15,687.50
150356	AMPLIFIED IT, LLC	GOOGLE WORKSPACE SUBSCRIPTION	\$15,648.00
150361	C10 ABATEMENT, LLC	HOLLIS SRRF PROJECT	\$14,040.00
150426	SEESAW LEARNING, INC.	LICENSE RENEWAL - CURRICULUM	\$13,400.80
150369	COMPANION CORPORTATION	LIBRARY SOFTWARE RENEWEL DISTRICT	\$12,744.00
150528	OTELCO, INC.	MONTHLY PHONE EXPENSE	\$11,070.11
150570	BURGESS, DAVID	FLOORING MATERIALS HOLLIS/BEHS	\$10,961.21
	% OF ALL AP	102.39%	\$696,997.61

# Finance & Facilities Meeting FY22 Interim Financial Report

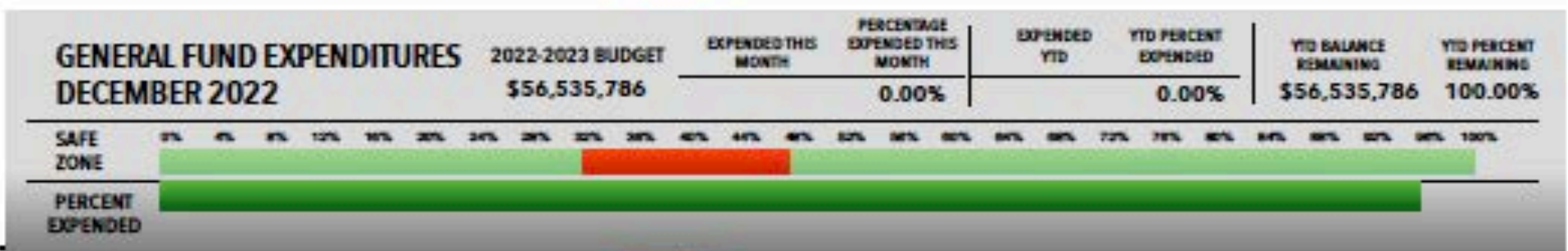
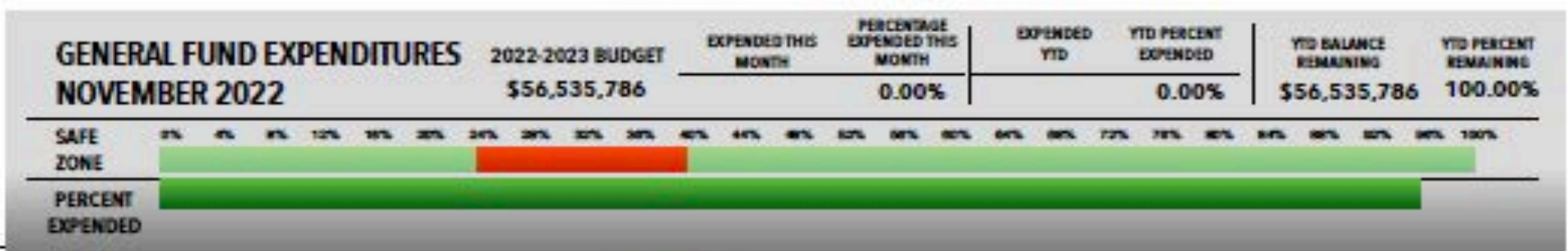
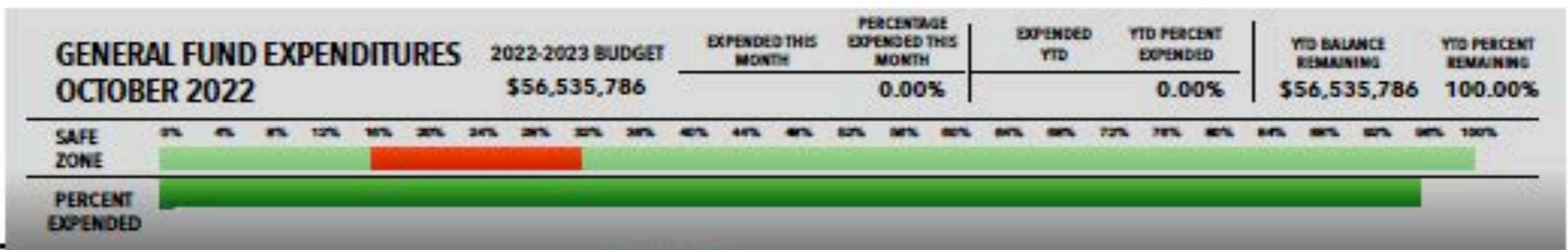
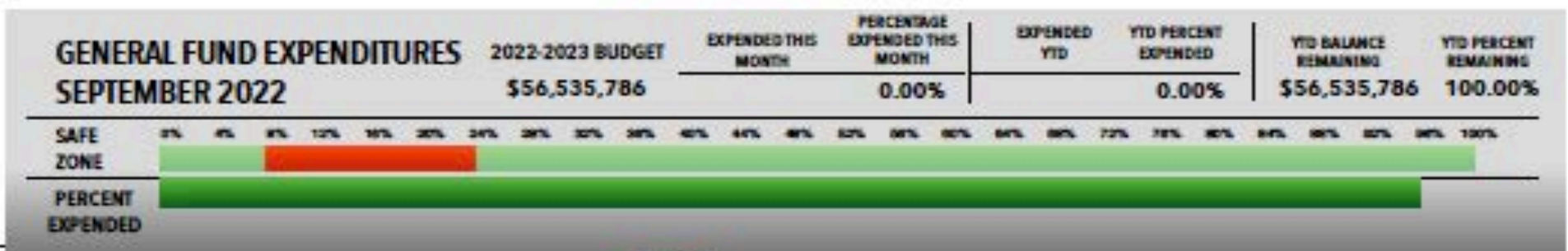
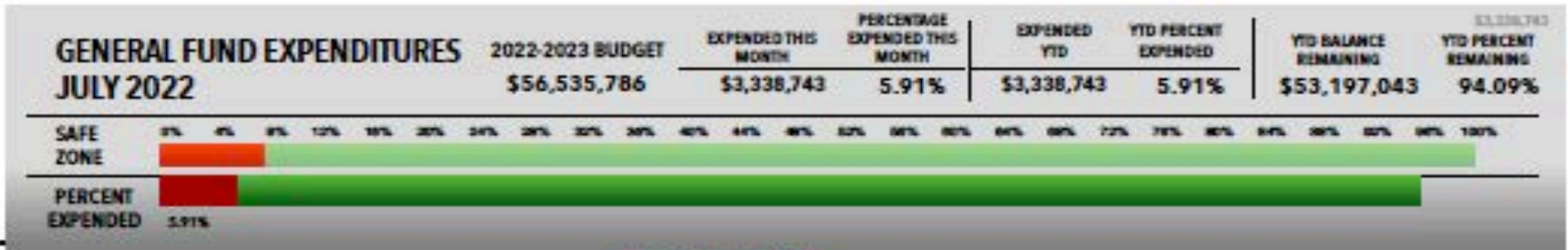
## Revenues, Expenditures, and Changes in Fund Balance

General Fund Summary: Prepared for the September 14th finance committee meeting	ADOPTED / ADJUSTED BUDGET 2022-23	ACTUALS YTD 2022-23 08/31/2022	% BAL LEFT YTD	PROJECTED YEAR END TOTALS 2022-23	PROJECTED YEAR END BALANCES REMAINING	ACTUALS YTD 2021-22 08/31/2021
STATE SUBSIDY (GPA)	\$21,947,907	\$3,371,919	84.64%	\$21,947,907	\$0	\$3,620,206
BALANCE FORWARD	\$2,350,000	\$2,350,000	0.00%	\$2,350,000	\$0	\$1,375,000
SPECIAL ED REVENUES	\$200,000	\$22,500	88.75%	\$190,000	(\$10,000)	\$378
MISCELLANEOUS REVENUES	\$40,000	\$30,240	24.40%	\$50,000	\$10,000	\$91,991
BUILDING USE RECEIPTS	\$0	\$0	#DIV/0!	\$0	\$0	\$0
LOCAL TAX ASSESSMENT	\$31,997,879	\$5,332,980	83.33%	\$31,997,879	\$0	\$4,550,227
<b>REVENUES OVER (UNDER) ESTIMATES</b>	<b>\$56,535,786</b>	<b>\$11,107,639</b>	<b>80.35%</b>	<b>\$56,535,786 A</b>	<b>\$0</b>	<b>\$9,637,802</b>
Article 1 - REGULAR INSTRUCTION	\$21,989,114	\$257,641	98.83%	\$21,590,451	\$398,663	\$282,095
Article 2 - SPECIAL EDUCATION	\$9,712,670	\$189,355	98.05%	\$9,536,579	\$176,091	\$267,336
Article 3 - CAREER & TECH ED	\$10,000	\$0	100.00%	\$0	\$10,000	\$0
Article 4 - OTHER INSTRUCTION	\$1,002,459	\$65,296	93.49%	\$984,285	\$18,175	\$17,176
Article 5 - STUDENT & STAFF SUPPORT	\$5,570,928	\$825,114	85.19%	\$5,469,927	\$101,001	\$642,947
Article 6 - SYSTEM ADMINISTRATION	\$1,588,558	\$271,710	82.90%	\$1,559,757	\$28,801	\$237,657
Article 7 - SCHOOL ADMINISTRATION	\$2,815,945	\$313,103	88.88%	\$2,764,892	\$51,053	\$322,463
Article 8 - TRANSPORTATION & BUSES	\$3,866,082	\$437,253	88.69%	\$3,795,990	\$70,092	\$341,726
Article 9 - FACILITIES MAINTENANCE	\$8,159,441	\$1,666,487	79.58%	\$7,833,064	\$326,378	\$1,415,452
Article 10 - DEBT & OTHER COMMITMENTS	\$1,803,690	\$0	100.00%	\$1,803,690	\$0	\$0
Article 11 - ALL OTHER EXPENSES	\$16,900	\$0	100.00%	\$16,900	\$0	\$900
<b>EXPENDITURES (OVER) UNDER BUDGET</b>	<b>\$56,535,786</b>	<b>\$4,025,959</b>	<b>92.88%</b>	<b>\$55,355,534 B</b>	<b>\$1,180,252</b>	<b>\$3,527,753</b>
REVENUES OVER / (UNDER) EXPENSES	\$0	\$7,081,680		A + B = C C	\$1,180,252	\$6,110,049
As a % of Approved Budget		7.12%			2.09%	6.75%
<b>PROJECTED CHANGE IN FUND BALANCE (FY23 YEAR END)</b>						
FUND BALANCE BEGINNING OF YEAR					\$9,321,949	
As a % of ENACTED Budget					16.49%	
LESS: FUND BAL Carried Forward FY22					(\$2,350,000)	
REVENUES OVER / (UNDER) EXPENSES					\$1,180,252	
LESS:						
>Article 9 BALANCE to Capital Reserve					(\$326,378)	
>Article 5 BALANCE to Capital Technology Reserve					(\$80,000)	
> PROJECTED AUDIT ADJUSTMENTS					(\$225,000)	
FUND BALANCE END OF YEAR 22-23					\$7,520,824	
As a % of 22-23 Budget					13.30%	
NET CHANGE IN FUND BALANCE					(\$1,801,125)	
PROJECTED CARRY FORWARD 23-24					\$2,350,000	
FUND BALANCE AVAILABLE FOR FY25					\$5,170,824	
FOOD SERVICE	ADOPTED / ADJUSTED BUDGET 2022-23	ACTUALS YTD 2022-23 08/31/2022	% BAL LEFT YTD	PROJECTED YEAR END TOTALS 2022-23	PROJECTED YEAR END BALANCES REMAINING	ACTUALS YTD 2021-22 08/31/2021
REVENUES	\$1,935,150	\$78,806	95.93%	\$1,838,393	(\$96,758)	\$77,795
EXPENDITURES	\$1,935,150	\$81,040	95.81%	\$1,896,447	\$38,703	\$116,330
BALANCE	\$0	(\$2,234)		(\$58,055)	(\$135,461)	(\$38,536)



# Finance & Facilities Meeting Dashboards AUGUST FY23

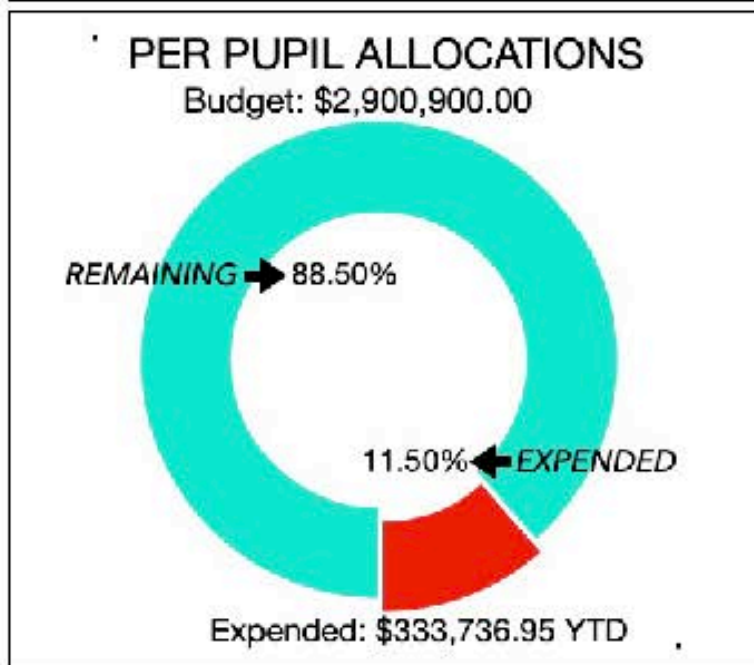
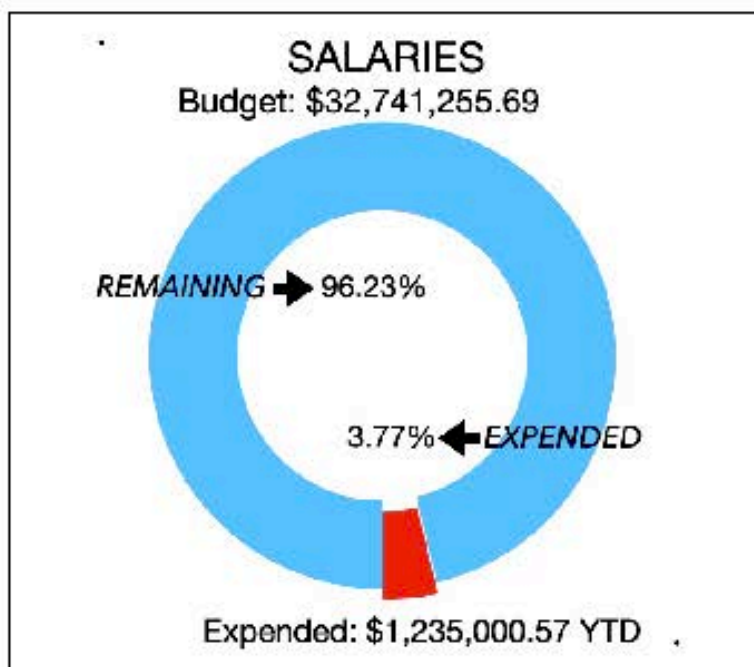
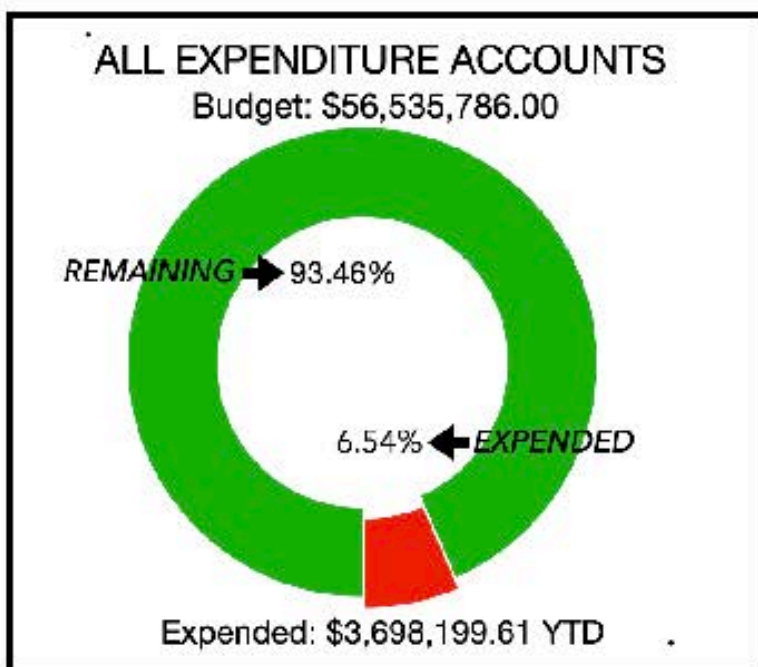
## FINANCIAL DASHBOARD - SAFE ZONES & MONTHLY EXPENDITURES FOR 2022-2023



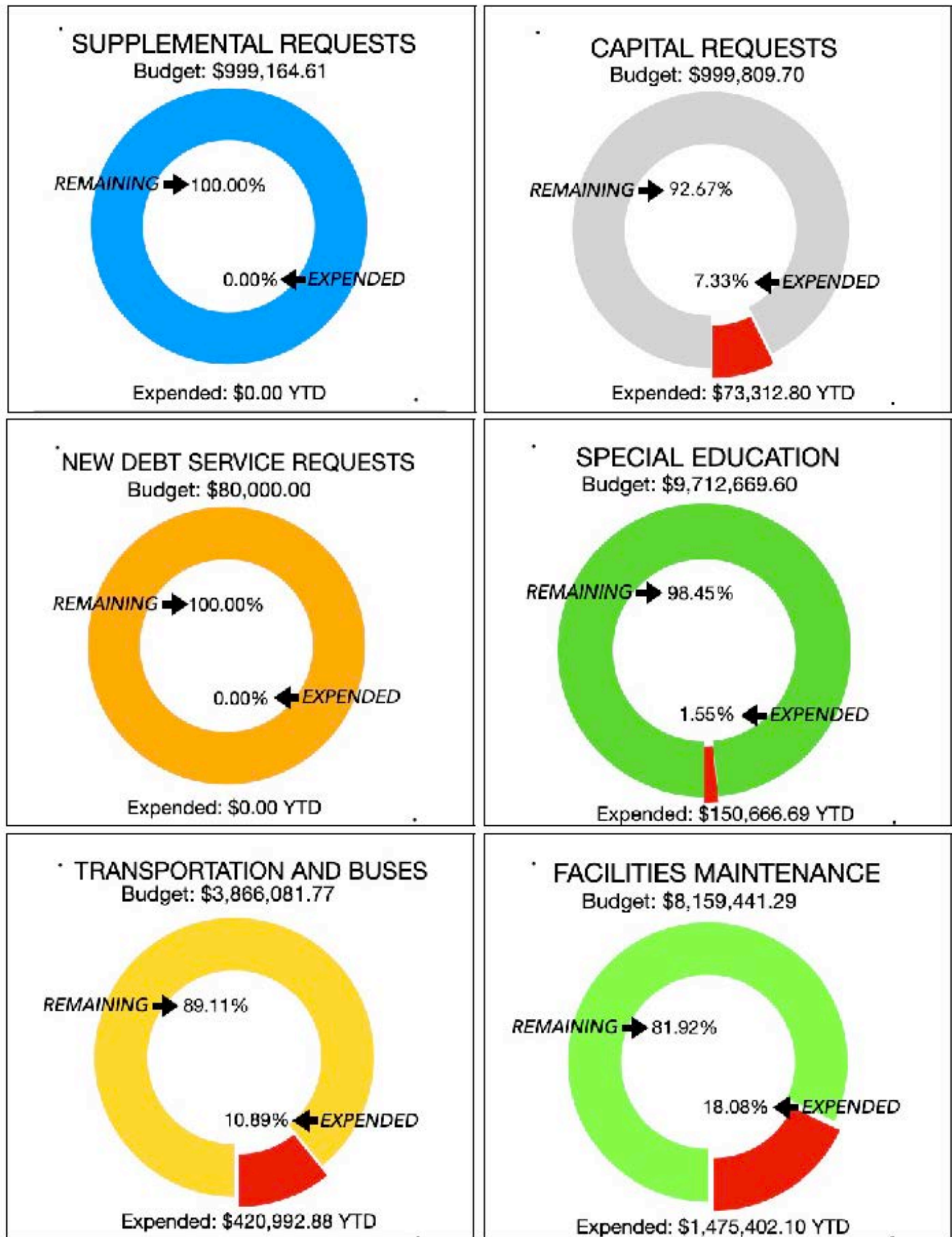


# Finance & Facilities Meeting Dashboards AUGUST FY23

## GENERAL FUND EXPENDITURES - AUGUST - FY23



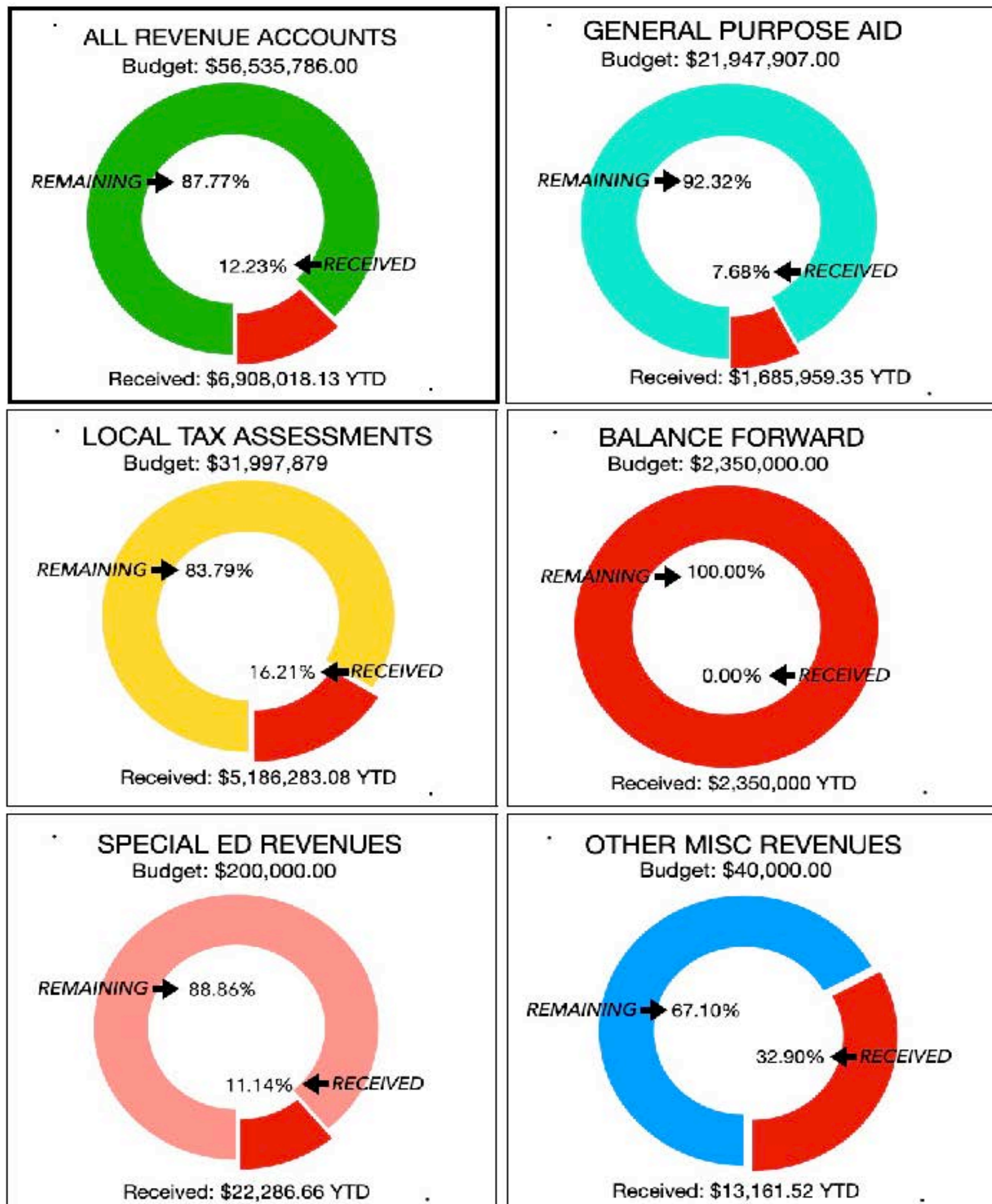
# Finance & Facilities Meeting Dashboards AUGUST FY23





# Finance & Facilities Meeting Dashboards AUGUST FY23

## GENERAL FUND REVENUES - AUGUST - FY23



# Finance & Facilities Meeting COVID-19 Update

COVID Funding							
Expires	Name	Fund	Award	Revenue	Expense	Balance	A/R Entries
9/30/2022	LE School Age (ARP)	2480	215,246	85,389	143,126	72,120	57,178.14
9/30/2022	LE Preschool (ARP)	2515	25,067	3,162	16,262	8,805	13,100.00
9/30/2022	ESSER1 (CARES)	2605	447,096	445,589	445,589	1,507	0.00
9/30/2023	ESSER2 (CRRSA)	2614	1,851,263	1,429,549	1,543,043	308,220	51,794.21
9/30/2023	ESSER3 (ARP)	2615	4,158,948	963,179	2,599,453	1,559,495	1,299,578.24
9/1/2024	LMS Sub-Grant	2617	73,018	15,648	15,648	57,370	0.00
9/30/2024	Homeless Children (ARP)	2619	24,668	0	0	24,668	0.00
			<b>6,795,307</b>	<b>2,942,516</b>	<b>4,763,122</b>	<b>2,032,185</b>	<b>1,421,650.59</b>
				43.30%	70.09%		





# MAINE SCHOOL ADMINISTRATIVE DISTRICT #6

## Finance & Facilities Committee Website

### FINANCE & FACILITIES COMMITTEE

# Facilities Items

Finance & Facilities Meeting Packet  
Wednesday August 10, 2022

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# Finance & Facilities Meeting. -FACILITIES UPDATE

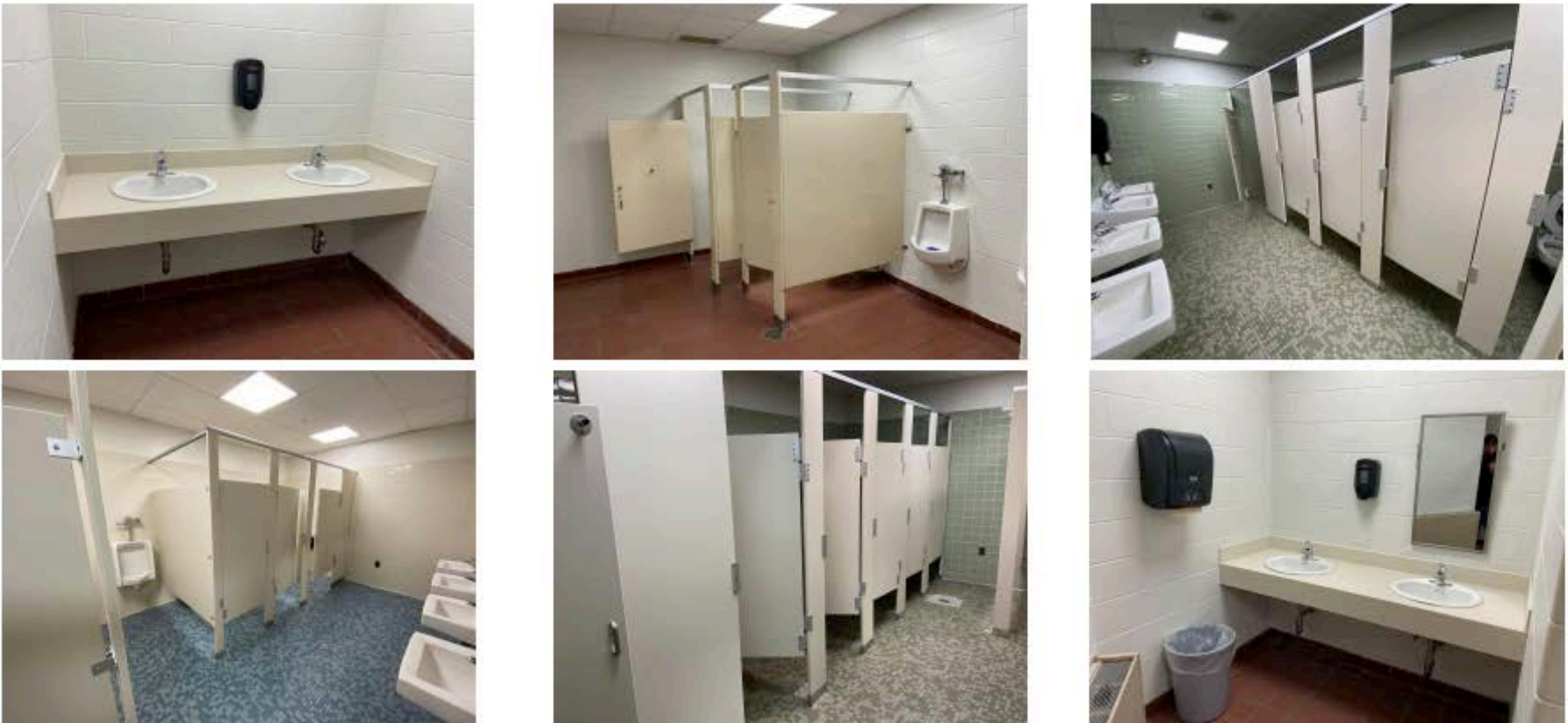
## Facilities Update - 9/14/22 Meeting

- Custodial work to get schools ready
- Field prep for fall athletic season
- Renovation to BEHS bathrooms
- Start replacement of BEMS roof - Certain areas only
- Replacement skylight at HB Emery.
- Bottle Filling Stations - Installation complete
- Hollis Window Project complete
- Hollis ADA upgrades project ongoing.
- Hollis road sign installation. Additional signage installed at BEHS and BEMS.
- Asphalt patching at HS, MS, GEJ
- Continued negotiations for gas, oil and diesel
- PFAS sampling and testing. Working with an engineering firm on mitigation solutions. Site visits from DEP and Sevee and Maher

# Finance & Facilities Meeting. -FACILITIES UPDATE



## BEHS Bathrooms - Before



## BEHS Bathrooms - After



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# Finance & Facilities Meeting. -FACILITIES UPDATE



BEHS Gymnasium - Before/After



BEHS Gymnasium - Before/After

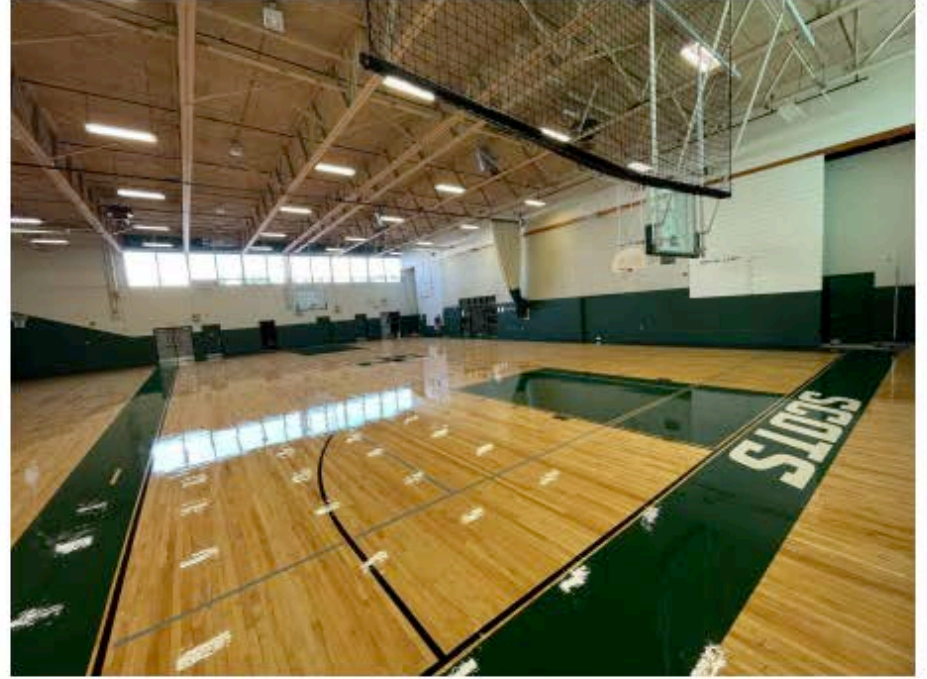
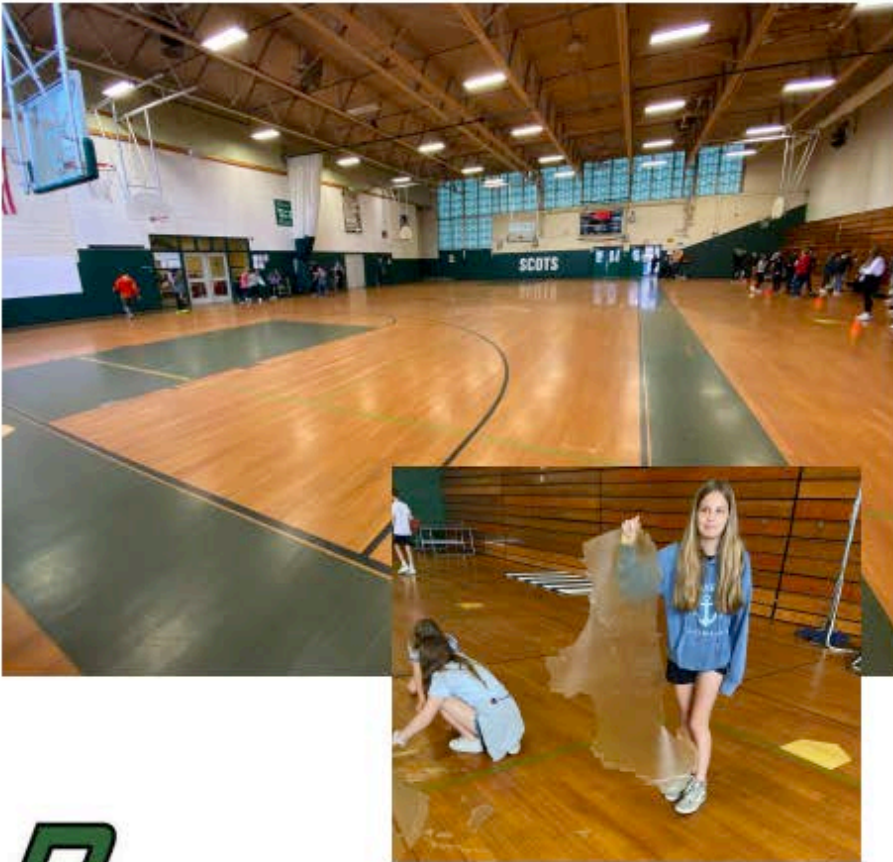


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# Finance & Facilities Meeting. -FACILITIES UPDATE



BEMS Murchie Gym - Before/After



BEMS - Signage/Murchie Gym Doors and Windows





# Finance & Facilities Meeting. -FACILITIES UPDATE



BEHS/BEMS - Pole Lights and Banners



BEHS/BEMS - Canopy Paint





# Finance & Facilities Meeting. -FACILITIES UPDATE



## BEMS Cafe Bathroom Partitions



## Hollis Elementary - Street Sign



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# Finance & Facilities Meeting. -FACILITIES UPDATE



Hollis Elementary - Window Upgrades

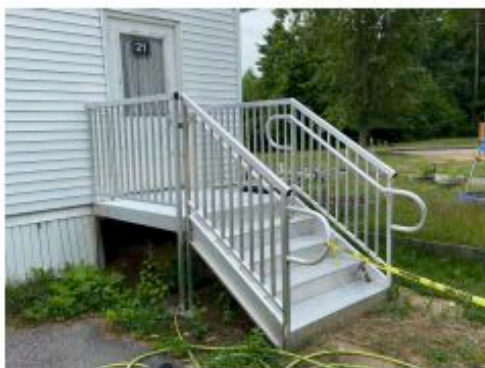


Hollis Elementary - Window Upgrades

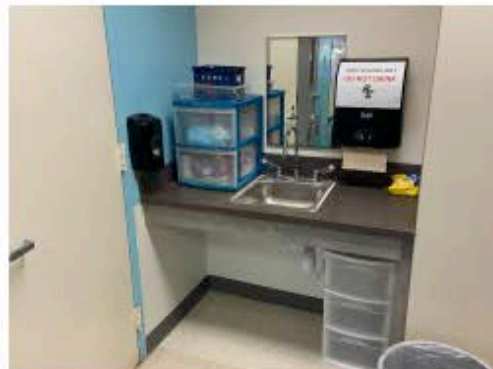
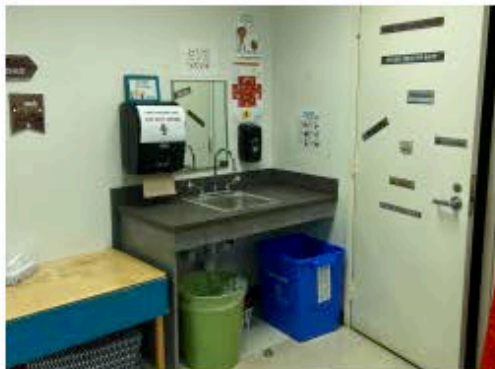
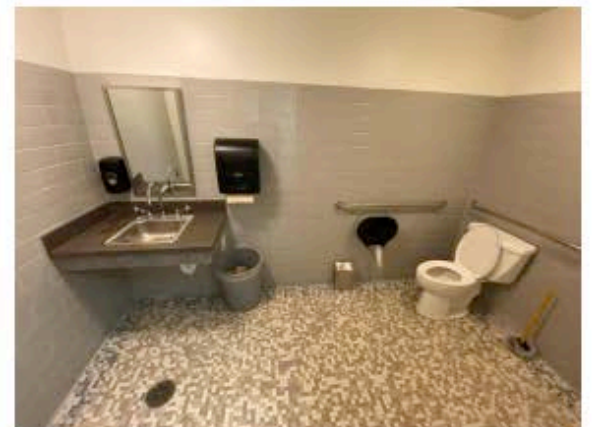
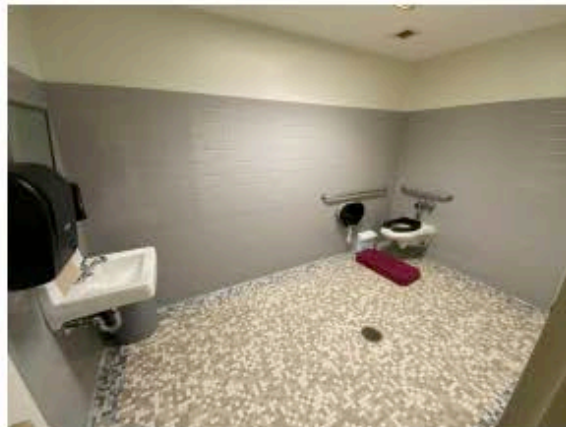




# Finance & Facilities Meeting. -FACILITIES UPDATE



Hollis Elementary - ADA Upgrades



Hollis Elementary - ADA Upgrades





# Finance & Facilities Meeting. -FACILITIES UPDATE



## BEMS Cafe Doors and Windows



## Jack Memorial - Exterior Door Replacement



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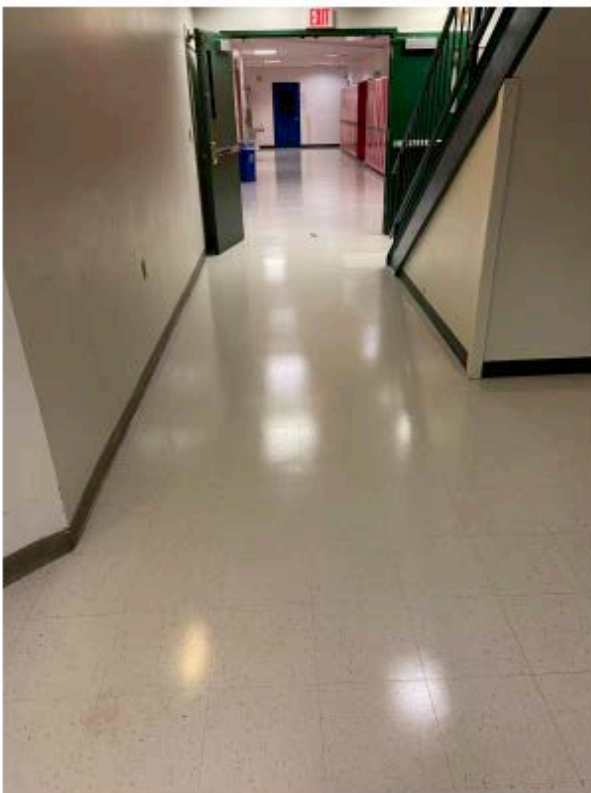
# Finance & Facilities Meeting. -FACILITIES UPDATE



HBE Chimney Repairs



EL Brick Repairs



BEMS/BEHS - Custodial



MAINE SCHOOL ADMINISTRATIVE DISTRICT # 6

Serving the Towns of Buxton, Hollis, Limington, Standish and Frye Island  
94 Main Street, Buxton, E 04093 Phone 207-929-3831 | Fax 866-646-9748



# Finance & Facilities Meeting Bid Results - Storage Bldg

## Bid Results for MSAD-6 Storage Garage

July 22, 2022

MAINE SCHOOL  
ADMINISTRATIVE  
DISTRICT #6

Contractor	Base Bid	Addendum #1	Addendum #2	Addendum #3	Alternate Insurance	Notes:
Patco Construction	1,128,560.00	✓	✓	✓	20,960.00	
H.E. Callahan Construction	1,344,000.00	✓	✓	✓	24,348.00	
Doten's Construction	1,35,850.00	✓	✓	✓	18,600.00	

Adam has met with Patco Construction to "Value Engineer" the initial Bid down to a more affordable level.

### Value Engineering

8/8/2022

Item:	Description:	Deducts
1 Sitework	Removal of waterline trenching/backfilling, 2 light pole bases, septic system	\$ 17,588.00
2 Guard Rails	Removal of guard rails from scope - 10' SECTIONS (x2) w/ 4'-0" OPENING	<del>\$ 27,008.00</del>
3 Well and Pump	Removal of well and pump from scope	\$ 9,236.00
4 Foundation	Changed from a 5'-0" FND wall to a 4'-0" FND wall	\$ 1,155.00
5 WWM	Substitute rebar in slab for WWM	\$ 1,761.00
6 Vapor Barrier	Removed 7 ply vapor barrier from under slab	\$ 1,032.00
7 Interior Framing	Interior Framing on Mech room, BR, and liner panel	\$ 9,127.00
8 Insulation	Substitute R-35 in walls for R-30	\$ 1,411.00
9 Windows	Removal of windows from scope	\$ 2,893.00
10 Int. Doors	Removal of rooms dictates removal of interior doors	\$ 3,148.00
11 Ext. Door	Removal of 6070 Exterior double door from scope	\$ 4,112.00
12 GWB/Insul	Removal of rooms dictates removal of sheetrock finish	\$ 8,389.00
13 Paint	Removal of rooms dictates removal of finish painting	\$ 1,361.00
14 Vinyl Base	Removal of rooms dictates removal of vinyl base	\$ 466.00
15 Bath Acc.	Removal of bathroom dictates removal of grab bars & mirrors	\$ 512.00
16 HVAC/Plumbing	High eff. Heaters to standard, remove fans, remove water entry, remove fixtures, delete DHW	\$ 13,444.00
17 Electrical	Removal of rooms causes electrical removal, 2 light poles, removal of Generator	\$ 61,766.00
18 Discount	Competitive Discount	\$ 8,000.00
Total Savings		\$172,409.00
<b>Option #2 (Electrical Service)</b>		
Electrical	Option to change material of electrical service from copper to aluminum	\$ 3,700.00

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# Finance & Facilities Meeting Bid Results - Storage Bldg

## TOTAL PROJECT COST (Patco)

Base Bid	\$1,128,560.00	Patco
VE	\$172,409.00	Patco
VE	\$3,700.00	Patco
	\$952,451.00	
Filling Station	\$163,800.00	Crown Energy
Security	\$25,000.00	Tech - Card Readers/Cameras
A/E	\$76,823.00	Port City / Consultants / Permitting
Bldg Heat	\$10,000.00	Propane Tank (Bldg) - Not part of Crown Energy quote
	\$25,000.00	Misc. Expenses
	\$1,253,074.00	
	\$125,307.40	Contingency (10%)
	\$1,378,381.40	TOTAL

## SOURCE OF FUNDS (Estimate)

ESSER (Federal Funds)	\$ 700,000
Facilities 22-23 General Fund	\$ 400,000
Capital Reserve Fund	\$ 275,000

**TOTAL FUNDS AVAILABLE \$1,375,000**

Punch List Inspection #1

Port City Architecture, PA, 65 Newbury Street, Portland, Maine 04101

PROJECT:  
MSAD 6 – Hollis Window Wall  
Cumberland, Maine

TYPE OF INSPECTION: BUILDING  
  
INSPECT DATE: SEPTEMBER 2<sup>ND</sup>, 2022  
  
ARCHITECT’S PROJECT #: 21513

LIST CONCERNS: ARCHITECTURAL  
  
INSPECTING: LITA SEMRAU, CURTIS ROBINSON

THE FOLLOWING IS THE ARCHITECTURAL PUNCH LIST FOR MSAD 6 – HOLLIS WINDOW WALL

DESCRIPTION OF DEFECT OR OMISSION:

Interior:

September 2, 2022 Punch

General	<div><input type="checkbox"/> General Clean</div> <div><input type="checkbox"/> Clean siding in various locations that are dirty on exterior</div> <div><input type="checkbox"/> Caulk around window trim along brick</div> <div><input type="checkbox"/> Caulk windows</div> <div><input type="checkbox"/> Second panel from the parking lot has a reveal at the top – needs caulk and paint to match</div> <div><input type="checkbox"/> Lawn needs to be re-graded and re-seeded</div> <div><input type="checkbox"/> Remove glass protection off windows</div> <div><input type="checkbox"/> Install window screens where missing</div>	
Classrooms	<div><input type="checkbox"/> Add 4" VB to base of cabinetry in all classrooms</div> <div><input type="checkbox"/> Re-install fallen off VB at corners in classrooms where cabinetry meets existing wall</div>	
Storage Room	<div><input type="checkbox"/> Remove Tools from room</div> <div><input type="checkbox"/> Vacuum and clean up debris</div>	

END OF PUNCHLIST



# Finance & Facilities Meeting HOLLIS WINDOW/ADA PROJECT

## Punch List Inspection #1

Port City Architecture, PA, 65 Newbury Street, Portland, Maine 04101

PROJECT:  
MSAD 6 – Hollis ADA Upgrades  
Cumberland, Maine

TYPE OF INSPECTION: BUILDING

INSPECT DATE: SEPTEMBER 2<sup>ND</sup>, 2022

LIST CONCERNS: ARCHITECTURAL

ARCHITECT'S PROJECT #: 21515

INSPECTING: LITA SEMRAU, CURTIS ROBINSON

THE FOLLOWING IS THE ARCHITECTURAL PUNCH LIST FOR MSAD 6 – HOLLIS ADA UPGRADES

### DESCRIPTION OF DEFECT OR OMISSION:

#### Interior:

#### September 2, 2022 Punch

General	<input type="checkbox"/> Clean <input type="checkbox"/> Multiple Lav. Guards need installation The entire drain needs to be covered	
Staff Bathroom	<input type="checkbox"/> Finish Lav. Guard installation <input type="checkbox"/> Grout at edge of wall tile needs to be sealed	
Art Room	<input type="checkbox"/> Finish Lav. Guard installation <input type="checkbox"/> Install VB at base of cabinets	
Staff Breakroom	<input type="checkbox"/> Finish Lav. Guard installation	
Classroom Sinks	<input type="checkbox"/> 4" tile backsplash needs top & bottom sealant <input type="checkbox"/> Finish Lav. Guard installation <input type="checkbox"/> Install VB at base of cabinets	
Children single use (female)	<input type="checkbox"/> Install Mirror <input type="checkbox"/> Paint door frame <input type="checkbox"/> Finish Lav. Guard installation	
Children single use (male)	<input type="checkbox"/> Install Mirror <input type="checkbox"/> Paint door frame <input type="checkbox"/> Finish Lav. Guard installation <input type="checkbox"/> Paint door	
Children Gang bathrooms (male & female)	<input type="checkbox"/> Finish Lav. Guard installation <input type="checkbox"/> Install ADA handrails / grab bars	
Concrete ramp at rear w/ stairs	<input type="checkbox"/> Install handrail/guardrail	

Concrete ramp at rear at playground	<input type="checkbox"/> Install Handrail <input type="checkbox"/> Backfill dirt against ramp	
Aluminum ramp at portable on the side	<input type="checkbox"/> Backfill base of aluminum ramp so that it meets ADA access	

END OF PUNCHLIST

# Finance & Facilities Meeting HOLLIS WINDOW/ADA PROJECT

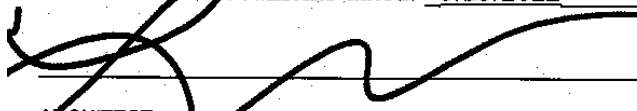


## Certificate of Substantial Completion

<b>PROJECT:</b>	<b>CONTRACT INFORMATION:</b>	<b>CERTIFICATE INFORMATION</b>
	Contract For: Hollis Window Wall	Date: 9/6/2022
<b>OWNER:</b> MSAD-6	<b>ARCHITECT:</b> Port City Architecture	<b>CONTRACTOR:</b> Scott's Woodworking Inc.

The Work identified below has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate.

Construction Documents dated: 3/23/2022

	Lita Semrau, Principal	September 2, 2022
ARCHITECT	SIGNATURE	PRINTED NAME AND TITLE
		DATE OF SUBSTANTIAL COMPLETION

### WARRANTIES

The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

### WORK TO BE COMPLETED OR CORRECTED

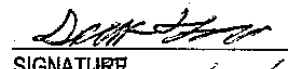
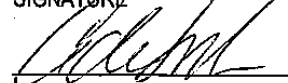
A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows:

The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of the commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever comes first. The Contractor will complete or correct the Work on the list of items attached hereto within (30) days from the above date of Substantial Completion.

Cost estimate of Work to be completed or corrected: \$12,000

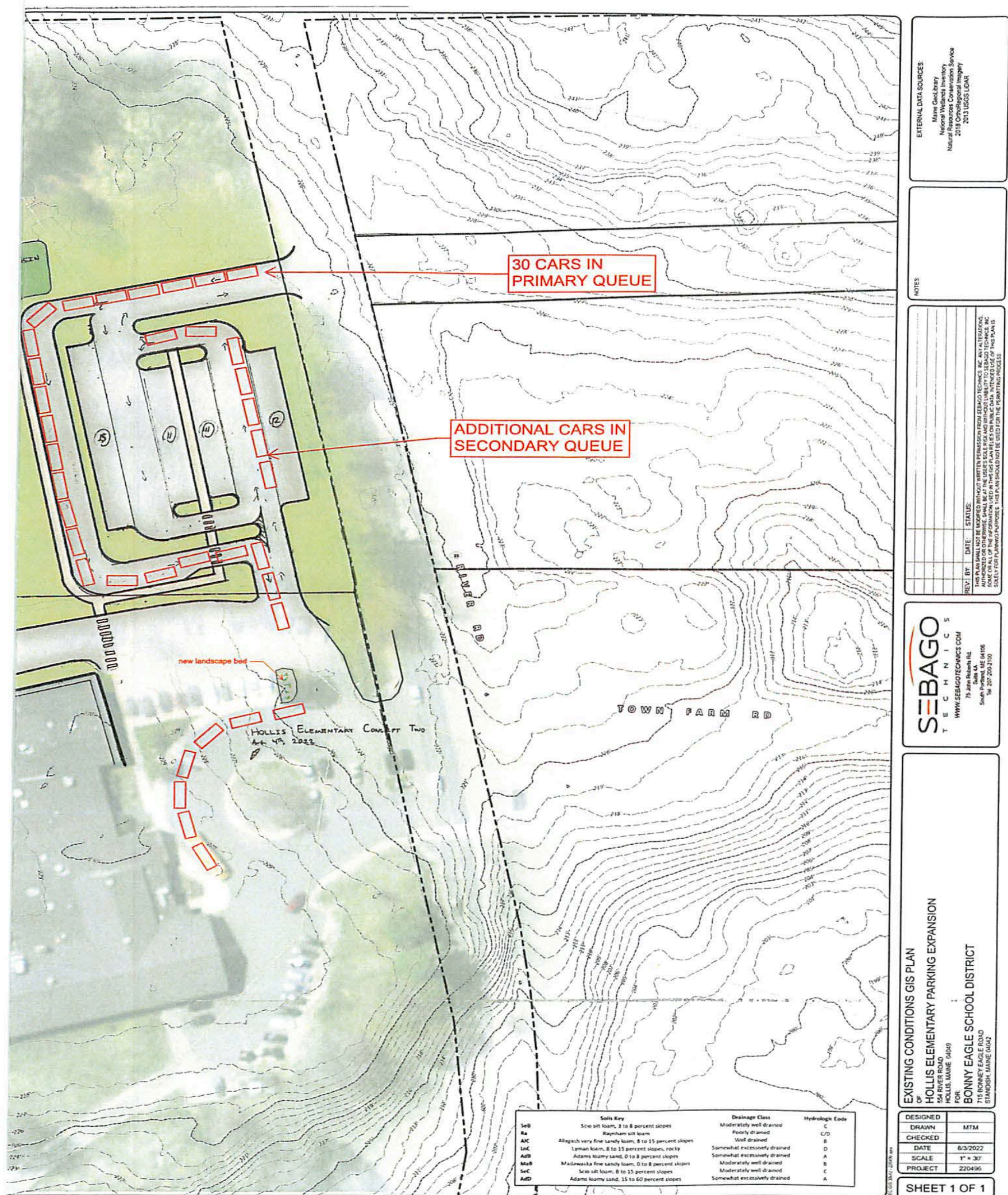
The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:

<u>SCOTT'S WOODWORKING</u>		<u>SCOTT FOSTER</u>	<u>9/7/22</u>
CONTRACTOR	SIGNATURE	PRINTED NAME AND TITLE	DATE
<u>MSAD #6</u>		<u>ADAM THIBODEAU</u>	<u>9/7/22</u>
OWNER	SIGNATURE	PRINTED NAME AND TITLE	DATE



# Finance & Facilities Meeting Hollis Parking Lot Update



## MAINE SCHOOL ADMINISTRATIVE DISTRICT # 6

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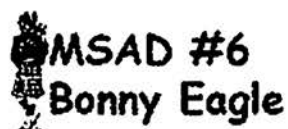
# Finance & Facilities Meeting Hollis Parking Lot Update

Sebago Technics, Inc. 8-Aug-22		OPINION OF PROBABLE COSTS HOLLIS ELEMENTARY SCHOOL (CONCEPT 2)		
Notes:				
1. The opinion of probable costs is based upon historic unit pricing, this opinion of probable cost is in no way, implied or expressed otherwise, as a warranty that the project can be constructed for the presented costs.				
2. This opinion of probable cost excludes design and permitting fees, land acquisition costs, legal costs, testing services, and/or construction phase services.				
3. This opinion of probable cost does not include any costs associated with testing and/or mitigating for environmental and/or hazardous elements associated with the proposed development site or the existing structures contained thereon.				
Item Description	U/M	Quantity	Unit Cost	Total Cost
GENERAL CONDITIONS				
Mobilization	ALLOW	1	\$ 25,000.00	\$ 25,000.00
Contractor Layout, Management & Supervision	MH	24	\$ 65.00	\$ 1,560.00
				\$ 26,560.00
SITE PREPARATION				
Clearing & Stump Removal	AC	1.6	\$ 5,000.00	\$ 8,000.00
Strip Topsoil	CY	2,580	\$ 6.00	\$ 15,480.00
				\$ 23,480.00
EARTHWORK				
Common Borrow	CY	2,750	\$ 20.00	\$ 55,000.00
				\$ 55,000.00
EROSION CONTROL				
Erosion & Sedimentation Control	ALLOW	1	\$ 5,000.00	\$ 5,000.00
Riprap Apron	EA	2	\$ 5,000.00	\$ 10,000.00
				\$ 15,000.00
ELECTRICAL SERVICE				
Secondary Underground Electric	LF	800	\$ 30.00	\$ 24,000.00
				\$ 24,000.00
STORM DRAINAGE				
Connect to Existing System	ALLOW	1	\$ 8,000.00	\$ 8,000.00
Storm Pipe	LF	400	\$ 130.00	\$ 52,000.00
Catch Basin	EA	6	\$ 4,000.00	\$ 24,000.00
Outlet Control Structure	EA	1	\$ 10,000.00	\$ 10,000.00
Stormwater Treatment/Detention BMP	EA	1	\$ 25,000.00	\$ 25,000.00
				\$ 119,000.00
LIGHTING				
Light Poles	EA	8	\$ 2,500.00	\$ 20,000.00
Light Pole Base	EA	8	\$ 2,000.00	\$ 16,000.00
				\$ 36,000.00
LANDSCAPING				
Loam, Seed & Mulch	SY	3,700	\$ 5.00	\$ 18,500.00
Landscaping Allowance	ALLOW	1	\$ 25,000.00	\$ 25,000.00
				\$ 43,500.00
ROADWAY/ PARKING				
Parking Lot/Drive Aisles	SY	3,000	\$ 43.00	\$ 129,000.00
Mill & Overlay	SY	650	\$ 20.00	\$ 13,000.00
Bituminous Walk	SY	312	\$ 27.00	\$ 8,424.00
Truncated Domes	EA	6	\$ 1,500.00	\$ 9,000.00
Striping Allowance	ALLOW	1	\$ 10,000.00	\$ 10,000.00
Slipform Concrete Curb	LF	710	\$ 20.00	\$ 14,200.00
				\$ 183,624.00
MISC. SITE FEATURES				
Signage	ALLOW	1	\$ 12,000.00	\$ 12,000.00
				\$ 12,000.00
SUB TOTAL				\$ 538,164.00
25.0% CONTINGENCY				\$ 134,541.00
ESTIMATED PROJECT COST				\$ 672,705.00

# Finance & Facilities Meeting Hollis Parking Lot Update

8/9/22, 4:24 PM

MSAD #6 Mail - Hollis elementary School information



Adam Thibodeau <athibodeau@bonnyeagle.org>

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## Hollis elementary School information

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Henry Hess <hhess@sebagotechnics.com>

Tue, Aug 9, 2022 at 4:22 PM

To: Adam Thibodeau <athibodeau@bonnyeagle.org>

Cc: "Caitlyn C. Abbott" <cabbott@sebagotechnics.com>, 220496 <220496@sebagotechnics.com>

Hi Adam,

I am following up with some more information you requested.

For permitting, I would anticipate:

- Local Hollis site plan review and application
  - Engineered plans
  - Applications (and supporting documentation)
- MDEP permitting- Tier 1 wetland permit and SLODA Permit.
  - Based on a preliminary review of the aerial imagery and previous work on the Hollis Elementary school parcel, we anticipate wetland impacts as a part of the project. Sebago strongly encourages the site to be mapped by a wetland specialist before moving into the design phase, with vernal pool mapping needing to occur between the months of April-May. As we can not determine the exact amount of wetland impact or the presence of any significant or non-significant vernal pools at this time, I would anticipate a **Tier 1 wetland permit** which may involve mitigation fees. It may not be that involved if we find there are no wetlands within the portion of the site closest to River Road, where improvements are being proposed.
  - Additionally, a **Site Location of Development Act (SLODA) Permit** may be required for the parking lot as the property development of the parking lot and the school will be considered a "common scheme of development" and the total area of development shall exceed 3 Acres (this includes the existing school).
- MDOT Permitting
  - As there is no change in use and there will not be an increase in traffic to the site, it is anticipated that only a DOT driveway permit will be required. **These permits are issued at no cost to the applicant.**

**The application materials could be completed by Sebago Technics within 2-3 months.** If it is determined that a SLODA permit is required, the **MDEP can take as long as 230 days to review plans** once they are submitted. Additionally, we can not evaluate for vernal pools until May/ April which will also affect design as well as development timelines.

**For permitting and engineering I would hold approximately \$35,000 - \$45,000 (Excludes application fees)**

- As a next step, Sebago can provide a complete proposal for services with a more exact fee that can include, permitting, engineering, survey, and wetlands delineation/ vernal pool evaluation.

<https://mail.google.com/mail/u/0/?ik=c62bf508bc&view=pt&search=all&permmsgid=msg-f%3A1740716433029854767&simpl=msg-f%3A17407164330...> 1/2



# Finance & Facilities Meeting PFAS Testing Results

Janet T. Mills  
Governor

Jeanne M. Lambrew, Ph.D.  
Commissioner



Maine Department of Health and Human Services  
Maine Center for Disease Control and Prevention  
11 State House Station  
286 Water Street  
Augusta, Maine 04333-0011  
Tel: (207) 287-8016; Fax (207) 287-9058  
TTY: Dial 711 (Maine Relay)

## Required Testing for PFAS in Drinking Water

Per- and polyfluoroalkyl substances (PFAS) are manmade chemicals that have been widely used since the 1940s in consumer products and industrial applications. Due to their widespread use and persistence in the environment, most people in the United States have been exposed to some level of PFAS. There is evidence to suggest that continued exposure above specific levels to certain PFAS may lead to adverse health effects.

With the passage of LD 129 (Resolve, To Protect Consumers of Public Drinking Water by Establishing Maximum Contaminant Levels for Certain Substances and Contaminants), the Maine Legislature has mandated that all community public water systems, and non-transient, non-community schools and childcare facilities sample their finished drinking water for PFAS. The Maine CDC Drinking Water Program (DWP) has highlighted key points from the legislation below:

- All community public water systems, and non-transient, non-community (NTNC) schools and childcare facilities must sample finished drinking water for PFAS by **December 31, 2022**. *Systems who have previously tested for PFAS are still required to re-test their water under this new legislation.*
- Any PFAS detections are to be reported to the DWP as well as to the water system's customers.
- Ongoing PFAS sampling will occur for systems with detections.
- An interim standard of **20 parts per trillion (PPT)** for six PFAS (alone or in combination) is immediately in effect.
- Treatment or other remedies must be put in place if the interim standard is exceeded.
- A rulemaking process will take place to establish PFAS MCLs.
- A report will be sent to the Legislature each January 1 detailing the DWP's progress in implementing these regulations.

The DWP is currently working on developing guidance documents, as well as a list of Frequently Asked Questions, to better help public water systems understand this new legislation. This information will be posted to the DWP's new "Testing for PFAS in Drinking Water" webpage and updated as more information becomes available.

For general questions regarding this new bill, please email Ashley Hodge at [Ashley.Hodge@maine.gov](mailto:Ashley.Hodge@maine.gov) or call (207) 822-2341. If you have system-specific inquiries, please contact your Public Water System Inspector.

### URLS

- **LD 129:**  
<http://www.mainelegislature.org/legis/bills/getPDF.asp?paper=SP0064&item=3&snum=130>
- **Maine DWP Testing for PFAS in Drinking Water webpage:**  
<https://www.maine.gov/dhhs/mecdc/environmental-health/dwp/pws/pfas.shtml>
- **Maine Drinking Water Program Homepage:**  
<https://www.maine.gov/dhhs/mecdc/environmental-health/dwp/index.shtml>
- **Maine CDC PFAS Fact Sheet:**  
<https://www.maine.gov/dep/spills/topics/pfas/Maine-CDC-PFOS-PFOA-Exposure-Factsheet-09.23.2020.pdf>
- **Maine DEP PFAS Webpage:**  
<https://www.maine.gov/dep/spills/topics/pfas/>
- **EPA Basic Information on PFAS:**  
<https://www.epa.gov/pfas/basic-information-pfas>

## Finance & Facilities Meeting PFAS Testing Results

Superintendent Gleason answers a few questions about the recent PFAS testing results for 4 schools - BEHS, BEMS, Hollis and Frank Jewett. All schools on well water were tested. Only these 4 schools had higher than allowed amounts of PFAS. For more info -

<https://www.maine.gov/dhhs/mecdc/environmental-health/dwp/pws/pfas.shtml>

View the Superintendent's video [here](#):

[https://www.youtube.com/watch?v=FAAdv\\_yXNwdk](https://www.youtube.com/watch?v=FAAdv_yXNwdk)



# Finance & Facilities Meeting PFAS Testing Results

**From:** "Tufts, Kate" <[Kate.Tufts@maine.gov](mailto:Kate.Tufts@maine.gov)>  
**Date:** July 28, 2022 at 2:31:44 PM EDT  
**To:** Tony Perkins <[tperkins@bonnyeagle.org](mailto:tperkins@bonnyeagle.org)>  
**Cc:** "Jandreau, Robert" <[Robert.Jandreau@maine.gov](mailto:Robert.Jandreau@maine.gov)>  
**Subject:** **PFAS EXCEEDANCE AT BONNEY EAGLE HIGH SCHOOL**

Good Afternoon:

The Maine CDC Drinking Water Program (DWP) has recently received data indicating that the water at Bonney Eagle High School has exceeded the interim standard for per- and polyfluoroalkyl substances (PFAS), established as 20 parts per trillion (ppt) or ng/l for six regulated PFAS compounds (PFAS6), alone or in combination. For more information on PFAS, please visit the [DWP PFAS webpage](#). The attached sample taken on July 13, 2022 shows a level of **34.2 ppt** (ng/l) for PFAS6 in the drinking water at your PWS.

Per our conversation, the following actions are **recommended**:

- Provide an alternate source of drinking water while this exceedance can be investigated further and resolved.
- Take a confirmation sample within 7 days to verify this result and submit the analysis to the DWP within 30 days of taking the sample. You may need to pay an expedited analysis fee to the lab for this analysis.
  - Maine Rural Water Association can be contacted ([pfasassistance@mainerwa.org](mailto:pfasassistance@mainerwa.org)) to assist with these samples although this is not required.
- Examine the area around your sampling port – is it possible that there are sources of PFAS contamination present in the wellhouse or treatment building or at the tap? (e.g., Teflon tape or tubing). If so, consider eliminating these prior to resampling.
- Consider sampling your source(s) (wells, surface water) at this time as well to gain information about potential contamination sources.
- Consider potential sources of PFAS contamination in the area. Are there known sludge spreading sites, industrial activity, airports, etc. present? Has your system used any potential PFAS-containing compounds in the past (e.g., school technical career workshops, etc.)?
- If only a portion of the distribution is impacted, determine if that source/treatment plant can be turned off temporarily.
- Consider potential treatment or alternate source scenarios.
- Start developing a plan for distributing public notice to customers

# Finance & Facilities Meeting PFAS Testing Results

If you do not submit a resample analysis showing that the original sample was in error, you will then receive a violation letter that outlines the steps that you will be required to take to address this interim standard exceedance. These steps will include a notification to your customers within 30 days and submittal of a certification that you have done this, as well as the development and submittal of a plan to resolve the exceedance. This can be accomplished by installing treatment, connecting to another PWS with acceptable PFAS levels, or switching to another source with acceptable PFAS limits.

There may be funds available to assist you as you address this exceedance of the PFAS interim standard. For more information, please contact Ashley Hodge at [ashley.hodge@maine.gov](mailto:ashley.hodge@maine.gov)

Again, for more information about PFAS, see: <https://www.maine.gov/dhhs/mecdc/environmental-health/dwp/pws/pfas.shtml>.

Should you have any questions please contact Kate Tuft, your public water inspector. Thank you for your time and cooperation in this matter

## **Kate Tufts**

Public Water System Inspector  
Maine Drinking Water Program  
207.215.0624

# Finance & Facilities Meeting PFAS Testing Results

## DRINKING WATER NOTICE

(with Certification)

**MSAD #6 BONNY EAGLE HIGH SCHOOL (PWSID# ME0008778)**  
**LEVEL OF PER- & POLY-FLUOROALKYL SUBSTANCES (PFAS) EXCEEDS STATE DRINKING**  
**WATER STANDARD**

Water tests recently collected for our system show that the level of PFAS in the water at this facility is **32.2** parts per trillion (ppt). This is above the State drinking water standard for PFAS which is **20 ppt (parts per trillion)**. PFAS refers to a family of chemicals that have been used for a long time in many household and industrial products. PFAS in drinking water can come from industrial or agricultural sources. We are required by State rule to inform you of these levels, let you know the health risks and let you know what is being done to address this issue.

### What You Should Do:

Consider actions that may reduce your exposure to PFAS by using either bottled water or another alternative water sources that has been verified as PFAS-free, or water that has been filtered through a device capable of reducing PFAS to non-detectable levels for drinking and cooking purposes, including food preparation. Use bottled water to prepare water, juice, and formula for children. Boiling, filtering, or letting the water stand does not reduce PFAS levels. You may continue to use water for bathing, washing clothes and dishes, etc. If you are concerned about a specific health issue, you can consult with your doctor and take any precautions your doctor advises.

### Possible Health Effects:

PFAS can build up and stay in the body for long periods of time. Scientists are still learning about the possible health effects of PFAS in drinking water. Most people have low amounts of these chemicals in their blood because the chemicals were used for several decades in many household and industrial products. Drinking water with high levels of PFAS can increase the level of these chemicals in the blood. Studies of populations with high levels of PFAS in their drinking water have reported an increased risk of kidney and testicular cancer, decreased immune system response, pregnancy-related complications, increased cholesterol levels and changes in liver enzymes.

### What is Being Done:

MSAD #6 BONNY EAGLE HIGH SCHOOL is taking the following steps to correct the problem:

We are working with the Maine Drinking Water Program to evaluate the water supply and researching options to correct the problem. These options may include treating the water to remove the contaminant or connecting to Portland Water District water supply.

We have stopped using the contaminated well for human consumption including bottle fillers, drinking fountains, etc. We are investigating drilling a new well.

We will increase the frequency at which we test the water for the contaminant.

An alternative source of water will be provided for human consumption.

MSAD #6 is working to resolve the problem by as soon as possible. We will inform you when this problem has been corrected.

For more information about PFAS and our water system, please contact:

Amy Lachance  
Drinking Water Program Manager  
Division of Environmental and Community Health  
(207) 557-2380

For general information on PFAS and the State requirements, please visit the Maine Drinking Water Program's website at: <https://www.maine.gov/dhhs/mecdc/environmental-health/dwp/pws/pfas.shtml>

# Finance & Facilities Meeting PFAS Testing Results

## DRINKING WATER NOTICE

(with Certification)

**MSAD #6 BONNY EAGLE MIDDLE SCHOOL (PWSID# ME0000147)**

**LEVEL OF PER- & POLY-FLUOROALKYL SUBSTANCES (PFAS) EXCEEDS STATE DRINKING WATER STANDARD**

Water tests recently collected for our system show that the level of PFAS in the water at this facility is **760.5** parts per trillion (ppt). This is above the State drinking water standard for PFAS which is **20 ppt (parts per trillion)**. PFAS refers to a family of chemicals that have been used for a long time in many household and industrial products. PFAS in drinking water can come from industrial or agricultural sources. We are required by State rule to inform you of these levels, let you know the health risks and let you know what is being done to address this issue.

### What You Should Do:

Consider actions that may reduce your exposure to PFAS by using either bottled water or another alternative water sources that has been verified as PFAS-free, or water that has been filtered through a device capable of reducing PFAS to non-detectable levels for drinking and cooking purposes, including food preparation. Use bottled water to prepare water, juice, and formula for children. Boiling, filtering, or letting the water stand does not reduce PFAS levels. You may continue to use water for bathing, washing clothes and dishes, etc. If you are concerned about a specific health issue, you can consult with your doctor and take any precautions your doctor advises.

### Possible Health Effects:

PFAS can build up and stay in the body for long periods of time. Scientists are still learning about the possible health effects of PFAS in drinking water. Most people have low amounts of these chemicals in their blood because the chemicals were used for several decades in many household and industrial products. Drinking water with high levels of PFAS can increase the level of these chemicals in the blood. Studies of populations with high levels of PFAS in their drinking water have reported an increased risk of kidney and testicular cancer, decreased immune system response, pregnancy-related complications, increased cholesterol levels and changes in liver enzymes.

### What is Being Done:

MSAD #6 BONNY EAGLE MIDDLE SCHOOL is taking the following steps to correct the problem:

We are working with the Maine Drinking Water Program to evaluate the water supply and researching options to correct the problem.

These options may include treating the water to remove the contaminant or connecting to Portland Water District water supply.

We have stopped using the contaminated well for human consumption including bottle fillers, drinking fountains, etc. We are investigating drilling a new well.

We will increase the frequency at which we test the water for the contaminant.

An alternative source of water will be provided for human consumption.

MSAD #6 is working to resolve the problem by as soon as possible. We will inform you when this problem has been corrected.

For more information about PFAS and our water system, please contact:

Amy Lachance

Drinking Water Program Manager

Division of Environmental and Community Health

(207) 557-2380

For general information on PFAS and the State requirements, please visit the Maine Drinking Water Program's website at: <https://www.maine.gov/dhhs/mecdc/environmental-health/dwp/pws/pfas.shtml>

*\*If you receive this notice, please share this information/notice with other people who drink this water, especially if they may not have received this notice directly. You can do this by posting this notice in a public place or distributing copies by hand or mail.*



# Finance & Facilities Meeting PFAS Testing Results

## DRINKING WATER NOTICE

(with Certification)

**MSAD #6 HOLLIS ELEMENTARY SCHOOL (PWSID# ME0000304)**

**LEVEL OF PER- & POLY-FLUOROALKYL SUBSTANCES (PFAS) EXCEEDS STATE DRINKING WATER STANDARD**

Water tests recently collected for our system show that the level of PFAS in the water at this facility is **79.2** parts per trillion (ppt). This is above the State drinking water standard for PFAS which is **20 ppt (parts per trillion)**. PFAS refers to a family of chemicals that have been used for a long time in many household and industrial products. PFAS in drinking water can come from industrial or agricultural sources. We are required by State rule to inform you of these levels, let you know the health risks and let you know what is being done to address this issue.

### What You Should Do:

Consider actions that may reduce your exposure to PFAS by using either bottled water or another alternative water sources that has been verified as PFAS-free, or water that has been filtered through a device capable of reducing PFAS to non-detectable levels for drinking and cooking purposes, including food preparation. Use bottled water to prepare water, juice, and formula for children. Boiling, filtering, or letting the water stand does not reduce PFAS levels. You may continue to use water for bathing, washing clothes and dishes, etc. If you are concerned about a specific health issue, you can consult with your doctor and take any precautions your doctor advises.

### Possible Health Effects:

PFAS can build up and stay in the body for long periods of time. Scientists are still learning about the possible health effects of PFAS in drinking water. Most people have low amounts of these chemicals in their blood because the chemicals were used for several decades in many household and industrial products. Drinking water with high levels of PFAS can increase the level of these chemicals in the blood. Studies of populations with high levels of PFAS in their drinking water have reported an increased risk of kidney and testicular cancer, decreased immune system response, pregnancy-related complications, increased cholesterol levels and changes in liver enzymes.

### What is Being Done:

MSAD #6 HOLLIS ELEMNTARY SCHOOL is taking the following steps to correct the problem:

We are working with the Maine Drinking Water Program to evaluate the water supply and researching options to correct the problem. These options may include treating the water to remove the contaminant.

We have stopped using the contaminated well for human consumption including bottle fillers, drinking fountains, etc. We are investigating drilling a new well.

We will increase the frequency at which we test the water for the contaminant.

An alternative source of water will be provided for human consumption.

MSAD #6 is working to resolve the problem by as soon as possible. We will inform you when this problem has been corrected.

For more information about PFAS and our water system, please contact:

Amy Lachance

Drinking Water Program Manager

Division of Environmental and Community Health

(207) 557-2380

For general information on PFAS and the State requirements, please visit the Maine Drinking Water Program's website at: <https://www.maine.gov/dhhs/mecdc/environmental-health/dwp/pws/pfas.shtml>

*\*If you receive this notice, please share this information/notice with other people who drink this water, especially if they may not have received this notice directly. You can do this by posting this notice in a public place or distributing copies by hand or mail.*

# Finance & Facilities Meeting PFAS Testing Results

## DRINKING WATER NOTICE

(with Certification)

**MSAD #6 FRANK JEWETT SCHOOL (PWSID# ME0093804)**

**LEVEL OF PER- & POLY-FLUOROALKYL SUBSTANCES (PFAS) EXCEEDS STATE DRINKING WATER STANDARD**

Water tests recently collected for our system show that the level of PFAS in the water at this facility is **159** parts per trillion (ppt). This is above the State drinking water standard for PFAS which is **20 ppt (parts per trillion)**. PFAS refers to a family of chemicals that have been used for a long time in many household and industrial products. PFAS in drinking water can come from industrial or agricultural sources. We are required by State rule to inform you of these levels, let you know the health risks and let you know what is being done to address this issue.

### What You Should Do:

Consider actions that may reduce your exposure to PFAS by using either bottled water or another alternative water sources that has been verified as PFAS-free, or water that has been filtered through a device capable of reducing PFAS to non-detectable levels for drinking and cooking purposes, including food preparation. Use bottled water to prepare water, juice, and formula for children. Boiling, filtering, or letting the water stand does not reduce PFAS levels. You may continue to use water for bathing, washing clothes and dishes, etc. If you are concerned about a specific health issue, you can consult with your doctor and take any precautions your doctor advises.

### Possible Health Effects:

PFAS can build up and stay in the body for long periods of time. Scientists are still learning about the possible health effects of PFAS in drinking water. Most people have low amounts of these chemicals in their blood because the chemicals were used for several decades in many household and industrial products. Drinking water with high levels of PFAS can increase the level of these chemicals in the blood. Studies of populations with high levels of PFAS in their drinking water have reported an increased risk of kidney and testicular cancer, decreased immune system response, pregnancy-related complications, increased cholesterol levels and changes in liver enzymes.

### What is Being Done:

MSAD #6 FRANK JEWETT SCHOOL is taking the following steps to correct the problem:

We are working with the Maine Drinking Water Program to evaluate the water supply and researching options to correct the problem. These options may include treating the water to remove the contaminant.

We have stopped using the contaminated well for human consumption including bottle fillers, drinking fountains, etc. We are investigating drilling a new well.

We will increase the frequency at which we test the water for the contaminant.

An alternative source of water will be provided for human consumption.

MSAD #6 is working to resolve the problem by as soon as possible. We will inform you when this problem has been corrected.

For more information about PFAS and our water system, please contact:

Amy Lachance

Drinking Water Program Manager

Division of Environmental and Community Health

(207) 557-2380

For general information on PFAS and the State requirements, please visit the Maine Drinking Water Program's website at: <https://www.maine.gov/dhhs/mecdc/environmental-health/dwp/pws/pfas.shtml>

*\*If you receive this notice, please share this information/notice with other people who drink this water, especially if they may not have received this notice directly. You can do this by posting this notice in a public place or distributing copies by hand or mail.*

## POLAND SPRING DONATION!!

Poland Spring is coming through for us! They are going to provide water to meet all of our needs at the 4 sites impacted by PFAS until we get the filtration systems installed. Water should be delivered for staff in time for Monday. More will be delivered for students on Wednesday. We have plans to recognize them in a big way for this. It would have cost thousands of dollars to sustain this.

Clay Gleason  
Superintendent of Schools  
Bonny Eagle School District  
[cgleason@bonnyeagle.org](mailto:cgleason@bonnyeagle.org)  
(207) 929-3831 (office)  
(207) 292-8646 (cell)



# Finance & Facilities Meeting Master Plan RFQ/RFP

## Maine School Administrative District No. 6

### Request for Qualifications/Proposals Regarding Facilities Master Planning Services

RFQ/RFP ISSUED: SEPTEMBER 30, 2022  
RFQ/RFP DEADLINE: OCTOBER 31, 2022

Maine School Administrative District No. 6 ("District") is soliciting proposals from experienced firms that can help with the planning, development, and related work associated with a Long-Range Facilities Master Plan for the MSAD #6 School District.

The Bonny Eagle School District provides PreKindergarten through 12th grade educational services to residents of the Towns of Buxton, Hollis, Limington, Standish and Frye Island. The District has an enrollment of 3300 students and operates eight schools Bonny Eagle High School, Bonny Eagle Middle School, Hollis Elementary, Buxton Center Elementary School, Frank Jewett School, George E. Jack Elementary School, Steep Falls Elementary School, Edna Libby Elementary School, and H.B. Emery, Jr. Elementary School.

The purpose of this Request for Qualifications/Proposals ("RFQ/RFP") is to obtain information that will enable the District to select a candidate that can effectively partner with the District to perform various components of a Facilities Master Plan. Each firm responding to this RFQ/RFP should be prepared and equipped to provide complete and detailed Facilities Master Planning Services for the District in an expeditious and timely manner.

If your firm is interested in providing Facilities Master Planning Services for the District, please submit a detailed summary of your firm's qualifications in accordance with this RFQ/RFP.

In order for the District to make an informed decision regarding selecting a firm among responsible and responsive candidates, the proposal must contain the following described elements or evidence that the candidate meets or exceeds the requirements stated in this RFQ/RFP.

As you can see, we are seeking guidance to create the Master Plan for the school district - What do we want, what's the best use of our facilities, how do we best meet the needs of our students now and in the future? This will be an extensive process that includes the schools, teachers, students, school board, and community members. This is only one step in the process.

The new Master Plan is intended to be an essential tool to help guide the School Board's decisions regarding space utilization, new construction, consolidation and/or renovation, future demographics, vehicular circulation, accessibility, parking, and land development, including athletic fields and playgrounds. The selected firm will assess the current manner in which the District's school facilities and infrastructure currently serve the District's constituent needs and how the District might better utilize, renovate,

Page 1 of 10

# Finance & Facilities Meeting Master Plan RFQ/RFP

replace or consolidate these facilities to meet present and future operational and educational needs. The plan should also assist the District to adapt to unanticipated opportunities and challenges.

***A. The District Master Plan will outline clear issues, needs and goals for the coming years. The plan will include all academic, operational, recreational, and athletic facilities. The scope of this project will include, but is not limited to a review, assessment and report on the following areas:***

1. Existing space utilization and organization of the district facilities based on actual program and administrative use.
2. Providing a vision on how the existing facilities could be modified to meet the needs of the projected student enrollments in a 21st century learning environment.
3. Grounds utilization, including pedestrian/vehicular circulation, parking, landscaping, signage and federal requirements.
4. District security, safety, accessibility and ADA needs as well as compliance with current state and federal requirements.
5. Interview of building and program administrators, teachers, community members and other key stakeholders for input on evaluation of existing conditions, use and needs.

***B. Using all available information provided and developed, produce a comprehensive District Master Plan document. The document will:***

1. Provide guidance in decisions regarding facilities, design, and land use that help meet current needs and future needs as well as enhance the quality of academic and student life.
  - a. Project short and long-range capital needs while providing a dynamic plan for continuous progress.
  - b. Point out deficiencies and outline opportunities.
  - c. Outline comprehensive solutions and present an agenda for accomplishing the required improvements.
2. Provide and or make recommendations for:
  - a. Overall campus/district design
  - b. Space allocation and utilization
  - c. District facilities, including academic, operational, athletic and recreational



# Finance & Facilities Meeting Master Plan RFQ/RFP

- d. Lifecycle costing of facilities
  - e. District safety, security and accessibility/ADA
  - f. Pedestrian and vehicular circulation, roadways and parking
  - g. Landscaping and green space, including preservation of natural areas
  - h. Signage
  - i. Identification of current and anticipated facility/capital requirements and preparation of a plan for the development of the campus to address those needs.
- 3. In addition to the written plan the selected firm will lead presentations and discussion of potential opportunities with school officials and other key stakeholders.
  - 4. Produce a digital copy of the completed report that can be accessed from the District's website
  - 5. The firm may be required to coordinate this work or additional work with other consultants contracted by the Owner.

Interested firms should submit a paper copy of a Letter of Interest which may include a summarized Statement of Qualifications. (with more detailed information to be furnished pursuant to other sections of this RFQ/RFP). This brief letter of Interest may include summaries of the firm's;

- A. Qualifications to undertake this project
- B. List of projects that demonstrate the firm's capabilities
- C. List of recently completed work of similar type and size projects, with client contact information for each project
- D. Statement of current workload and ability to absorb the project
- F. Documented experience with budgets, estimating and project cost control

**This letter of Interest should be submitted to the district under separate cover at least 10 days prior to the date full proposals are due.**

Firms responding with a complete proposal will be screened and interviewed on the basis of qualifications only. Project fees and specific design solutions for this project will not be discussed at the interview. Specific program information will not be available before the screening of qualification packages. The selection committee will rank all firms and negotiate fees with the highest ranked firm.

## **Architect-Engineer Procurement Process**

The standard procurement process of Architect and Engineer design services for public improvements is a Qualification Based Selection process per statute (Title 5, §1742)

# Finance & Facilities Meeting Master Plan RFQ/RFP

6) described briefly here.

- A. The advertisement of this Request for Qualifications (RFQ) is the initial step in the process. A clear scope of services statement is an essential component of the advertisement.
- B. Interested firms respond to the RFQ as described below, submitting first the Letter of Interest and Statement of Qualifications to the district.
- C. The Finance and Facilities Committee screens all submissions and invites the most qualified firms to interview for the project, typically three to five firms.
- D. The Facilities Master Planning Committee then interviews the firms. Second interviews may be scheduled. References are checked.
- E. The Facilities Master Planning Committee ranks all of the interviewed firms. The Committee negotiates an agreement with the highest ranked firm based on the scope of professional services identified in the RFQ/RFQ and interview.
- F. The agreement must be approved by the School Board before work commences.

## SCOPE OF SERVICES

1. Meet with Facilities Master Planning Committee ("FMPC") This task involves meeting with appropriate team members on the FMPC to obtain critical information on the existing facilities and conditions assessment. The FMPC shall meet throughout the Facilities Master Plan process. Participants in the FMPC might include members from the following groups:
  - Parent groups and
  - **community members**
  - **Municipal Officials**
  - Building-and district-level administrators
  - Certified and non-certified school District staff
  - Consultants for facilities review and enrollment specialists
  - Students
  - Board of School Directors
  - Superintendent's and Assistant Superintendent
2. Community Outreach In the light of significant community interest in the Facilities Master Plan process, this task involves the selected firm assisting with Community Input Forums allowing the community to weigh in on the Facilities Master Plan process. Community Input Forums will be held to provide community members information and seek feedback from them on facility needs. Please provide specific experience in this area with districts of similar size.
3. Develop Educational Specifications Based on the District's educational program and input from the community and the staff, the selected firm will develop educational specifications detailing the facility needs within the District. The firm is

Page 4 of 10



# Finance & Facilities Meeting Master Plan RFQ/RFP

expected to be able to identify current educational best practices, promising practices, and compare each to the District's educational programming resulting in recommendations for adjustment to the educational programming. Please provide specific experience in this area with districts of similar size.

4. **Demographics and Enrollment Projections** Perform a study of housing markets within the District and enrollment projections for the current attendance areas for 3-, 5-, and 10-year periods. Review these findings and recommend school site sizes to accommodate the projections. Please provide specific experience in this area with districts of similar size.
5. **Capacity and Utilization Study and Determination of Eligibility for State Funding** Perform a school site capacity study. Provide recommendations regarding maximum site sizes, possible school additions, new sites, or possible consolidations. Please provide specific experience in this area with districts of similar size.
6. **Facilities Equity Study** Analyze and compare teaching and support spaces between the school sites. These findings will be compared with the current state educational specifications to determine the need for changes or additions in facilities and spaces necessary to accommodate the instructional program. Please provide specific experience in this area with districts of similar size.
7. **Develop Future Facilities Needs and Alternatives** This task involves the firm assisting with prioritizing short-term and long-term needs of the School District, exploring community and joint-use needs, preparing individual site Facilities Master Plans, providing recommendations for energy savings, incorporating deferred maintenance needs into each campus, facilitating and documenting FMPC input, and assembling all material for the FMPC. Please provide specific experience in this area with districts of similar size.
8. **Cost Estimates** Identify and project all costs associated with the recommended facility additions and improvements. Also, provide your methodology into your cost estimating processes. Please provide specific experience in this area with districts of similar size.
9. **Preparation of a Final Digital Facilities Master Plan** This task involves assisting with the preparation of a final digital Facilities Master Plan (in Adobe PDF format) that can be uploaded to the School District's website and can be easily accessed by the School District's constituents.
10. **Facilitation of the FMPC Presentation** This task involves assisting with the facilitation of FMPC presentation/discussion of findings and recommendations to the School Board in a Board workshop setting.

# Finance & Facilities Meeting Master Plan RFQ/RFP

11. Presentation to the School Board After receiving feedback from the FMPC presentation described in 10, the firm will assist with the presentation of the draft Facilities Master Plan (including estimates, schedules, and possible funding scenarios) to the School Board for feedback prior to finalization and approval by the Board.

## PROPOSAL FORMAT

Proposals should be concise, straightforward, and must address each requirement and question. Submittals shall be signed by an authorized individual or officer of the firm submitting the statement. In addition, submittals should be formatted as follows:

### Table of Contents to include:

- Cover letter
- Business Information
- Project Approach
- Relevant Grade preK-12 Experience
- References
- Project Team Summary (including sub-consultants)
- Fees
- Litigation History
- Insurance
- Proposal shall be no longer than 35 pages

A firm's proposal shall at a minimum, include all of the following:

### Cover Letter

A cover letter containing an introduction, including the name, address, telephone number, and email address of the person or persons authorized to represent the institution regarding all matters related to the proposal. The cover letter should also include the number of years in business and date the firm was established. The letter shall be signed by the individual authorized to bind the respondent to all statements and representations made therein and to represent the authenticity of the information presented.

### Business Information

Provide the following information for your firm and all sub-consultants:

- Company Name
- Address
- Telephone
- Website URL
- Name and email of main contact
- Business Structure (Corporation, Partnership, etc.)
- A brief description and history of the firm
- Number of employees (licensed professionals, technical support, etc.)



# Finance & Facilities Meeting Master Plan RFQ/RFP

- Number of current projects and present workload and, where possible, projected workload for the period in question, for those individuals proposed to work the District's project
- Location of office where bulk of services solicited will be performed
- Proof of Errors and Omissions insurance and coverage amount

## Project Approach

Approach to Work This includes project management and coordination methodologies, prioritization analysis and study approaches, and ability to work cohesively with various stakeholders involved in long-term planning efforts.

## Relevant Grade preK-12 Project Experience

Provide information about prior services/designs prepared by the firm on at least three (3) or more prior Facilities Master Plans at the preK-12 level. The relevant prior work should include a substantially similar scope of services as described in this RFQ/RFP.

Include the following information:

- Briefly state the relevance for each project included for consideration in this RFQ/RFP.
  - Specify role of firm or individual if work was not exclusively completed by the firm (i.e., joint venture, etc.)
  - Provide a list of the following information for each project:
    - Project name and location
    - Beginning and end dates of project
    - Main program elements
    - Estimated cost of the project
    - School District and name of contact with contact information
    - Key individuals of the firm involved and their roles in the project
    - **Any sub-consultants that worked with the firm**
- References Provide the following reference information for your firm:**

## References

Provide five (5) K-12 references with whom you have worked in the past five (5) years. Four of the references can be for existing clients. However, one of the references must be for a client for who you no longer do work. Please provide a written explanation as to why you no longer have a relationship with that client.

- Provide authorization of the firm and all principals thereof to allow the District to make oral and/or written inquiries of all references listed regarding your qualifications, performance, reasonableness of fees and charges, and quality of final results.

## Project Team Summary

Identify your firm's project team and their specific expertise, experience, and resources to ensure suitable services. Indicate key team members, years with the firm, and resumes.

# Finance & Facilities Meeting Master Plan RFQ/RFP

## Fees

Provide your fee schedule. If you plan to propose charging any costs for additional services, describe the types of costs to be covered and a proposed fee schedule. Be sure to include overhead and other special charges. (including sub-consultants) Fees shall be submitted in a separate envelope, to be opened after interviews are conducted.

## CRITERIA FOR SELECTING QUALIFIED FIRMS

Although not necessarily exhaustive of the criteria to be utilized by the District, the District intends to use the following evaluation criteria in selecting a firm to assist with the Facilities Master Plan. The evaluation criteria are as follows:

- **Timeliness and Completeness of Proposal** To receive maximum consideration, the firm's proposal must be received by the Response Deadline. In addition, the firm's proposal will be evaluated with respect to organization, clarity, completeness, and responsiveness to this RFP.
- **Technical Qualifications and Competence** This includes experience, expertise, and familiarity with applicable laws and requirements for school facility projects in general and Facilities Master Planning in particular.
- **Records of Past Performance** This includes work quality, completion of work on schedule, cost controls, contracts held with other K-12 school Districts over the last five (5) years as well as the response of references provided by the firm or any other references identified by the District.
- **Approach to Work** This includes project management and coordination methodologies, prioritization analysis and study approaches, and ability to work cohesively with various stakeholders involved in long-term planning efforts.
- **Fees** This includes total fee amount proposed by firm, any additional costs for sub-contractors required for completion of Facilities Master Plan. Please submit all fees in a separate envelope.

## Questions regarding the RFQ/RFP process

All questions must be submitted in writing to William Brockman, District Business Manager of Finance & Operations at:

[wbrockman@bonnyeagle.org](mailto:wbrockman@bonnyeagle.org).

The deadline for receipt of questions is October 18, 2022 at 4:00 pm



# Finance & Facilities Meeting Master Plan RFQ/RFP

The deadline for receipt of proposals is October 31, 2022 at 4:00 pm

Note that proposals delivered after the Response Deadline may not be considered. A minimum of five (5) hard copies and one (1) electronic copy on a flash drive in PDF format should be submitted to:

William F. Brockman  
District Business Manager of Finance and Operations  
Maine School Administrative District No. 6  
94 Main Street  
Buxton, Maine 04093

All submittals will become the property of the District. The proposals will become public documents and subject to disclosure laws. The District reserves the right to make use of any information or ideas in the proposals, to reject any or all applicants, and to waive any irregularities or informalities in the RFQ/RFP and RFQ/RFP process. All costs associated with the preparation or submissions of qualifications for this RFQ/RFP are solely the responsibility of the candidates.

The District reserves the right to:

- Extend the Response Deadline,
- Send out additional RFPs, and
- Reject any and all submittals.

The District is not obligated to explain any deficiencies in their proposal, nor accept requests for justification from firms not selected.

Acceptance by the District of any proposals submitted pursuant to this RFQ/RFP shall not constitute any implied intent to enter into a contract for services outside the scope of this proposal. All work to be performed under any awarded contract must conform to the requirements of the District, the State of Maine, the Maine Department of Education and all other governmental agencies with jurisdiction.

NOTE: Responders are cautioned not to contact members of the District's Board of School Directors or any District staff not listed in this document. Failure to observe these criteria will result in responder disqualification.

The District thanks you for your interest in providing services to the District and invites your response hereto in accordance with the terms of this RFQ/RFP.

The deadline for receipt of proposals is October 31, 2022 at 4:00 pm





# Finance & Facilities Meeting Schedule



Maine School Administrative District 6  
 Business Office  
 94 Main Street  
 Buxton, ME 04093  
 (207) 929-2318  
 Fax 866-636-2011  
 Finance & Facilities Meeting Schedule

## MSAD #6 ~ 2022-2023 FINANCE COMMITTEE MEETINGS CONFERENCE ROOM, CENTRAL OFFICE

**All REGULAR FINANCE AND FACILITIES MEETINGS will be held at the Central Office at 4:00 pm**

MONTH	DAY	MEETING TIME	WARRANT TYPE
JULY	13	<u>FINANCE &amp; FACILITIES MEETING @ 4:00 pm (Review of Warrants for June 2022)</u>	
JULY	15	Warrant #22-27 last of 2022	
		Warrant #23-01 prepared	
	29	Warrant #23-02 prepared	
AUGUST	10	<u>FINANCE &amp; FACILITIES MEETING @ 4:00 pm (Review of FINAL Warrants for 2022)</u>	
AUGUST	12	Warrant #23-03 prepared	
AUGUST	26	Warrant #23-04 prepared	
SEPTEMBER	14	<u>FINANCE &amp; FACILITIES MEETING @ 4:00 pm (Review of Warrants August 2022)</u>	
SEPTEMBER	2	Warrant #23-05 prepared	
SEPTEMBER	16	Warrant #23-06 prepared	
SEPTEMBER	30	Warrant #23-07 prepared	
OCTOBER	12	<u>FINANCE &amp; FACILITIES MEETING @ 4:00 pm (Review of Warrants September 2022)</u>	
OCTOBER	14	Warrant #23-08 prepared	
OCTOBER	28	Warrant #23-09 prepared	
NOVEMBER	9	<u>FINANCE &amp; FACILITIES MEETING @ 4:00 pm (Review of Warrants October 2022)</u>	
NOVEMBER	10	Warrant #23-10 prepared	
NOVEMBER	25	Warrant #23-11 prepared	
DECEMBER	14	<u>FINANCE &amp; FACILITIES MEETING @ 4:00 pm (Review of Warrants November 2022)</u>	
DECEMBER	9	Warrant #23-12 prepared	
DECEMBER	23	Warrant #23-13 prepared	
JANUARY	11	<u>FINANCE &amp; FACILITIES MEETING @ 4:00 pm (Review of Warrants December 2022)</u>	
JANUARY	6	Warrant #23-14 prepared	
JANUARY	20	Warrant #23-15 prepared	
FEBRUARY	8	<u>FINANCE &amp; FACILITIES MEETING @ 4:00 pm (Review of Warrants January 2023)</u>	
FEBRUARY	3	Warrant #23-16 prepared	
FEBRUARY	17	Warrant #23-17 prepared	
MARCH	8	<u>FINANCE &amp; FACILITIES MEETING @ 4:00 pm (Review of Warrants February 2023)</u>	
MARCH	3	Warrant #23-18 prepared	
MARCH	17	Warrant #23-19 prepared	
MARCH	31	Warrant #23-20 prepared	
APRIL	12	<u>FINANCE &amp; FACILITIES MEETING @ 4:00 pm (Review of Warrants March 2023)</u>	
APRIL	14	Warrant #23-21 prepared	
APRIL	28	Warrant #23-22 prepared	

# Finance & Facilities Meeting Schedule

MAY	10	FINANCE & FACILITIES MEETING @ 4:00 pm (Review of Warrants April 2023)
MAY	12	Warrant #23-23 prepared
MAY	26	Warrant #23-24 prepared
JUNE	14	FINANCE & FACILITIES MEETING @ 4:00 pm (Review of Warrants May 2023)
JUNE	9	Warrant #23-25 prepared
JUNE	23	Warrant #23-26 prepared
JULY	12	FINANCE & FACILITIES MEETING @ 4:00 pm (Review of Warrants June 2023)
JULY	7	Warrant #23-27 prepared
		Warrant #24-01 first for 2024
JULY	21	Warrant #23-28 last of 2023
AUGUST	9	FINANCE & FACILITIES MEETING @ 4:00 pm (Review of FINAL FY23 Warrants)

Thank you for  
your participation!



Any  
Questions?

# Finance & Facilities Meeting NOTES

This image shows a full page of blank, lined paper. It features approximately 20 horizontal blue or grey lines spaced evenly apart, typical of notebook paper. The lines extend across the entire width of the page, leaving small margins at the top and bottom. There are no vertical lines, text, or other markings on the page.



