



## 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 October 12, 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, October 12, 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**

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

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

- A. – D/   Other Discussion Items

### **FACILITIES ITEMS**

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

- A. - D/   Facilities Update/Photos – Adam Thibodeau

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

- A. – D/   SRRF Applications and Process
- B. – D/   Fuel Contracts Gas/Diesel/Propane/Fuel Oil
- C. – D/   Underground fuel storage tanks issues
- D. – D/   PFAS Update
- E. – D/   Correspondence from DWM re: John Cross Lot/Easement
- F. – D/   Other Discussion Items

#### **ITEM 8   ADJOURNMENT**

Respectfully submitted

*William Brockman*

Business Manager of Finance & Operations

# Finance & Facilities Meeting Minutes

## Item 3

**DRAFT**

Bonny Eagle School District

### FINANCE-FACILITIES COMMITTEE MEETING MINUTES

Wednesday, September 14, 2022/4:00 p.m.

Central Office Conference Room

94 Main Street, Buxton, ME 04093

Present: Lindsey Atkinson  
Don Marean  
John Sargent, Chair  
Riley McKinley, Student

Excused: Erika Creutz  
Christina Silvestri

Other: Bill Brockman, Business Manager  
Clay Gleason, Superintendent  
Dawn Pooler, Finance Manager  
Adam Thibodeau, Facilities Director

Meeting Packet link: [Finance-Facilities packet 9/14/22](#)

Mr. Sargent called the meeting to order at 3:55 p.m.

### Public Comments

No public comments.

### Approval of the previous Finance-Facilities Committee Meeting

**Minutes Moved by Ms. Atkinson seconded by Mr. Sargent:**

To approve the minutes of the August 10, 2022 Finance-Facilities Committee meeting as presented.

**VOTED:** “Yes,” 2  
“abstain” 1

# Finance & Facilities Meeting Minutes

## Item 3

**DRAFT**

### Review of A/P and Payroll Warrants and Financial Reports:

Review of the A/P and Payroll Warrants

August warrants [Warrant Summary August 2022](#)

b. The Top 25 Expenditures were reviewed

August 2022 Top 25 Expenditures: [Top 25 Expenditures August 2022](#)

Discussion:

c. Financial Report:

Mr. Brockman reviewed the Financial Reports for August 2022:

[Financial Report August 2022](#)

d. Mr. Brockman shared with the committee the Dashboard for the month of August 2022. These can be found within the meeting packet on pages 11 through 14 [9/14/22 Meeting packet](#)

There are multiple lease purchase payments due in July of each year which tends to drive the expenditures within the Debt Article higher than other times of year. Facilities expenditures are showing a bit higher due to all the summer projects that the department has worked on.

e. COVID Funding Update: [Covid Funding Update August 2022](#) Ms. Pooler reviewed the funding update provided in the link above noting that ESSER 3 funding continues to be challenging in receiving reimbursement.

### Other Finance Discussion Items:

No other Finance items for this meeting

# Finance & Facilities Meeting Minutes

## Item 3

**DRAFT**

### **Facilities Update**

Facilities Update/Photos - Mr. Thibodeau reviewed the items within the Facilities update: [Facilities Update August 2022](#) as well as review photos of summer projects that have been completed and/or close to completion.

Additional Facilities highlights:

- Mr. Thibodeau updated the committee that the district was able to lock in 20,000 gallons of gas at \$2.94 a gallon.

### **Other Facilities Discussion/Action Items**

#### **Storage Building – Revised Bid/Funding Sources**

Mr. Brockman reminded the committee of the previous bid results for the Storage Building project. PatCo Construction was the lowest bidder. Mr. Thibodeau worked with the vendor to Value Engineer the initial bid to obtain some cost savings. The project total is at \$1,378,381.40 and source of funding is as follows:

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

#### **Hollis Revolving Loan Project – Windows/ADA Update**

Mr. Thibodeau reported that this project is mostly wrapped up with a very small punch list. The district obtained the Certificate of Completion.

#### **Hollis New Parent Pickup/Parking Area Update**

Mr. Thibodeau reached out to two vendors to obtain proposals to look at updating the Hollis Parking Lot in an effort to alleviate parent parking and parent drop off/pick up congestion. Both proposals that Mr. Thibodeau received came in around \$670,000. A complete list of probable costs is available within the meeting packet on page 33.



# Finance & Facilities Meeting Minutes

## Item 3

**DRAFT**

Mr. Brockman noted that with the scope and cost of the project this would have to be requested and funded in a future budget.

### **d. PFAS Update/Poland Spring Donation of Water**

Currently Poland Spring Water is providing drinkable water for those sites that testing came in higher than State recommendation. Mr. Thibodeau is working with Maine DEP and Maine CDC Drinking Water Program. The State will be conducting additional tests. These sources will work with our District to find appropriate treatment systems and apply for funding to help offset the cost of water treatment system(s) needed to bring PFA's levels down to below the State recommendation of 20 parts per trillion.

Mr. Gleason was able to put forth a short video addressing common questions that were coming in from the community. The letters received from the Maine Drinking Water Program are available on the district website: <https://www.bonnyeagle.org/>

### **e. RFQ/RFP for Facilities Master Planning Services**

Mr. Brockman made available to the committee the Request for Qualifications Regarding Facilities Master Planning Services. Mr. Brockman will plan on issuing the RFQ on September 30, 2022 with a submission of proposal deadline of October 31, 2022. He has budgeted \$100,000 in the current year's budget for this process and he expects it will likely cost more than that and would need to be done in phases.

Mr. Brockman also noted that should the State open up funding for Capital Projects he would plan on completing the requirements to be placed on their list for funding. Committee members should email Mr. Brockman any feedback after reviewing the complete document provided in the packet before it is advertised at the end of September.

# Finance & Facilities Meeting Minutes

## Item 3

**DRAFT**

### g. Other discussion items

Mr. Gleason shared that he and Mr. Thibodeau selected new bathroom signs for Hollis Elementary and a few people felt that the signs may be controversial as far as gender. Mr. Gleason proposed that prior to replacing or adding any signs within the district that the suggested signs be brought before the Finance- Facilities Committee prior to replacement for approval. This will help in maintaining consistency in signage throughout the district as well as identify whether the language or symbols be deemed controversial.

### 8. Adjournment:

**Moved by Ms. Atkinson: seconded by Mr. Marean**

To adjourn the meeting at 5:49 p.m.

**VOTED:** “Yes,” Unanimously





## MAINE SCHOOL ADMINISTRATIVE DISTRICT #6

Finance & Facilities Committee Website

### FINANCE & FACILITIES COMMITTEE

# Finance Items

#### FINANCE ITEMS

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

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

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

- E. – D/ Other Discussion Items

## Finance & Facilities Meeting Packet

Wednesday October 12, 2022

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94 Main Street, Buxton, E 04093 Phone 207-929-3831 | Fax 866-646-9748

# Finance & Facilities Meeting Warrant Summary

## Item 4-A

**MAINE SCHOOL ADMINISTRATIVE DISTRICT 6  
FINANCE & FACILITIES  
WARRANT SUMMARIES  
September-22**

**WARRANT**

#	TYPE	DATE		AMOUNT
23.05	AP	09/02/22		\$ 508,711.88
23.05	PR	09/09/22	Gross Payroll	\$ 1,599,921.04
	PR		Insurance	
			MainePERS	
<b>SUBTOTAL</b>				<b>\$ 1,599,921.04</b>
23-06	AP	09/16/22		\$ 330,676.43
23.06	PR		Gross Payroll	\$ 1,594,707.56
	PR		Insurance	\$ 819,399.33
			MainePERS	
<b>SUBTOTAL</b>				<b>\$ 2,414,106.89</b>
23-07 3rd AP		09/30/22		\$ 563,134.33
<b>SUBTOTAL</b>				<b>\$ 563,134.33</b>
<b>GRAND TOTAL</b>				<b>\$ 4,577,162.26</b>



# Finance & Facilities Meeting Top 25 Expenditures

## Item 4-B

Top 25 Expenditures  
September 2022

Accounts Payable  
Warrants 23-05, 23-06 & 23-07  
Total: \$1,402,522.64

Check #	Vendor	Description	Amount
150576	APPLE INC.	MLTI DEVICES GRADE 9	\$181,520.00
150623	SCOTT'S WOODWORKING, INC.	HOLLIS SRRF PROJECT WINDOW WALL	\$161,685.00
150840	HONEYWELL, INC.	ANNUAL MAINTENANCE CONTRACT	\$98,336.28
150658	DIXON HEATING AND COOLING	HOLLIS SRRF ADA & BOTTLE FILLING PROJ.	\$88,070.00
150916	U.S. BANK CORP TRUST BOSTON	BCES BOND BANK PAYMENT	\$86,370.40
150729	SMR INC.	BEHS ROOF REPAIRS	\$48,966.00
150911	SYSCO OF NORTHERN NEW ENG.	NUTRITION SUPPLIES DISTRICT WIDE	\$38,888.75
150903	SMR INC.	BEMS ROOF REPAIRS	\$35,797.00
150814	BANA CORP	ELECTRICAL WORK DISTRICT WIDE	\$28,544.89
150593	MSMA WORKERS COMP TRUST	WORKERS COMP EXPENSE 23-05	\$27,638.00
150860	MSMA WORKERS COMP TRUST	WORKERS COMP EXPENSE 23-07	\$27,638.00
150631	AMAZON CAPITAL SERVICES, INC.	SUPPLIES - DISTRICT WIDE	\$23,449.99
150650	CENTRAL MAINE POWER	ELECTRICITY EXPENSE 23-06	\$22,382.22
150883	PRECISION WELDING & FABRICATION	HOLLIS SRRF ADA PROJECT	\$21,319.00
150615	SYSCO OF NORTHERN NEW ENG.	NUTRITION SUPPLIES DISTRICT WIDE 23-05	\$21,274.37
150626	APPLE INC.	ESSER 2 - DEVICES	\$19,134.00
150624	TRICO MILLWORK, INC.	HOLLIS SRRF ADA PROJECT	\$18,219.00
150584	GUILFORD PUBLICATIONS, INC.	EDUCATION SUPPLIES/ELEMENTARY - TITLE II	\$15,917.20
150736	SYSCO OF NORTHERN NEW ENG.	NUTRITION SUPPLIES DISTRICT WIDE 23-06	\$15,270.23
150887	QUADBRIDGE, INC.	IPAD CHARGING STATIONS	\$13,697.20
150804	AMAZON CAPITAL SERVICES, INC.	DISTRICT WIDE SUPPLIES	\$13,307.58
150881	PITSTOP FUELS INC.	PROPANE EXPENSE	\$13,298.34
150580	CENTRAL MAINE POWER	ELECTRICITY EXPENSE 23-05	\$11,870.30
150829	DENNIS K. BURKE, INC.	FUEL EXPENSE 23-07	\$11,658.35
150808	ANN ELISE RECORD CONSULTING	PROFESSIONAL DEVELOPMENT TITLE II	\$11,520.00
	% OF ALL AP	155.09%	\$1,055,772.10

# Finance & Facilities Meeting Interim Financial Report

## Item 4-C

## Revenues, Expenditures, and Changes in Fund Balance

General Fund Summary: Prepared for the October 12th finance committee meeting	ADOPTED / ADJUSTED BUDGET 2022-23	ACTUALS YTD 2022-23 09/30/2022	% BAL LEFT YTD	PROJECTED YEAR END TOTALS 2022-23	PROJECTED YEAR END BALANCES REMAINING	ACTUALS YTD 2021-22 09/30/2021
STATE SUBSIDY (GPA)	\$21,947,907	\$6,605,162	69.91%	\$21,947,907	\$0	\$5,430,309
BALANCE FORWARD	\$2,350,000	\$2,350,000	0.00%	\$2,350,000	\$0	\$1,375,000
SPECIAL ED REVENUES	\$200,000	\$22,775	88.61%	\$190,000	(\$10,000)	\$2,557
MISCELLANEOUS REVENUES	\$40,000	\$78,119	-95.30%	\$50,000	\$10,000	\$49,133
BUILDING USE RECEIPTS	\$0	\$0	#DIV/0!	\$0	\$0	\$0
LOCAL TAX ASSESSMENT	\$31,997,879	\$7,999,470	75.00%	\$31,997,879	\$0	\$6,377,097
<b>REVENUES OVER (UNDER) ESTIMATES</b>	<b>\$56,535,786</b>	<b>\$17,055,527</b>	<b>69.83%</b>	<b>\$56,535,786</b>	<b>A \$0</b>	<b>\$13,234,096</b>
Article 1 - REGULAR INSTRUCTION	\$21,989,114	\$1,832,546	91.67%	\$21,590,451	\$398,663	\$1,761,853
Article 2 - SPECIAL EDUCATION	\$9,712,670	\$847,698	91.27%	\$9,536,579	\$176,091	\$874,509
Article 3 - CAREER & TECH ED	\$10,000	\$0	100.00%	\$0	\$10,000	\$0
Article 4 - OTHER INSTRUCTION	\$1,002,459	\$163,799	83.66%	\$984,285	\$18,175	\$41,934
Article 5 - STUDENT & STAFF SUPPORT	\$5,570,928	\$1,183,437	78.76%	\$5,469,927	\$101,001	\$953,702
Article 6 - SYSTEM ADMINISTRATION	\$1,588,558	\$369,370	76.75%	\$1,559,757	\$28,801	\$312,182
Article 7 - SCHOOL ADMINISTRATION	\$2,815,945	\$499,721	82.25%	\$2,764,892	\$51,053	\$507,657
Article 8 - TRANSPORTATION & BUSES	\$3,866,082	\$658,986	82.95%	\$3,795,990	\$70,092	\$549,493
Article 9 - FACILITIES MAINTENANCE	\$8,159,441	\$2,229,511	72.68%	\$7,833,064	\$326,378	\$1,771,885
Article 10 - DEBT & OTHER COMMITMENTS	\$1,803,690	\$1,633,655	9.43%	\$1,803,690	\$0	\$0
Article 11 - ALL OTHER EXPENSES	\$16,900	\$500	97.04%	\$16,900	\$0	\$1,800
<b>EXPENDITURES (OVER) UNDER BUDGET</b>	<b>\$56,535,786</b>	<b>\$9,419,222</b>	<b>83.34%</b>	<b>\$55,355,534</b>	<b>B \$1,180,252</b>	<b>\$6,775,014</b>
REVENUES OVER / (UNDER) EXPENSES	\$0	\$7,636,304		A + B = C	C	\$6,459,082
As a % of Approved Budget		16.66%			2.09%	12.97%

PROJECTED CHANGE IN FUND BALANCE (FY23 YEAR END)

CHANGE IN FUND BALANCE	FUND BALANCE BEGINNING OF YEAR	\$9,395,381
	As a % of ENACTED Budget	16.62%
	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	\$7,594,255
	As a % of 22-23 Budget	13.43%
	NET CHANGE IN FUND BALANCE	(\$1,801,125)
	PROJECTED CARRY FORWARD 23-24	\$2,350,000
FUND BALANCE AVAILABLE FOR FY25	\$5,244,255	

FOOD SERVICE	ADOPTED / ADJUSTED BUDGET 2022-23	ACTUALS YTD 2022-23 09/30/2022	% BAL LEFT YTD	PROJECTED YEAR END TOTALS 2022-23	PROJECTED YEAR END BALANCES REMAINING	ACTUALS YTD 2021-22 09/30/2021
REVENUES	\$1,935,150	\$129,816	93.29%	\$1,838,393	(\$96,758)	\$96,957
EXPENDITURES	\$1,935,150	\$274,685	85.81%	\$1,896,447	\$38,703	\$222,007
BALANCE	\$0	(\$144,868)		(\$58,055)	(\$135,461)	(\$125,049)

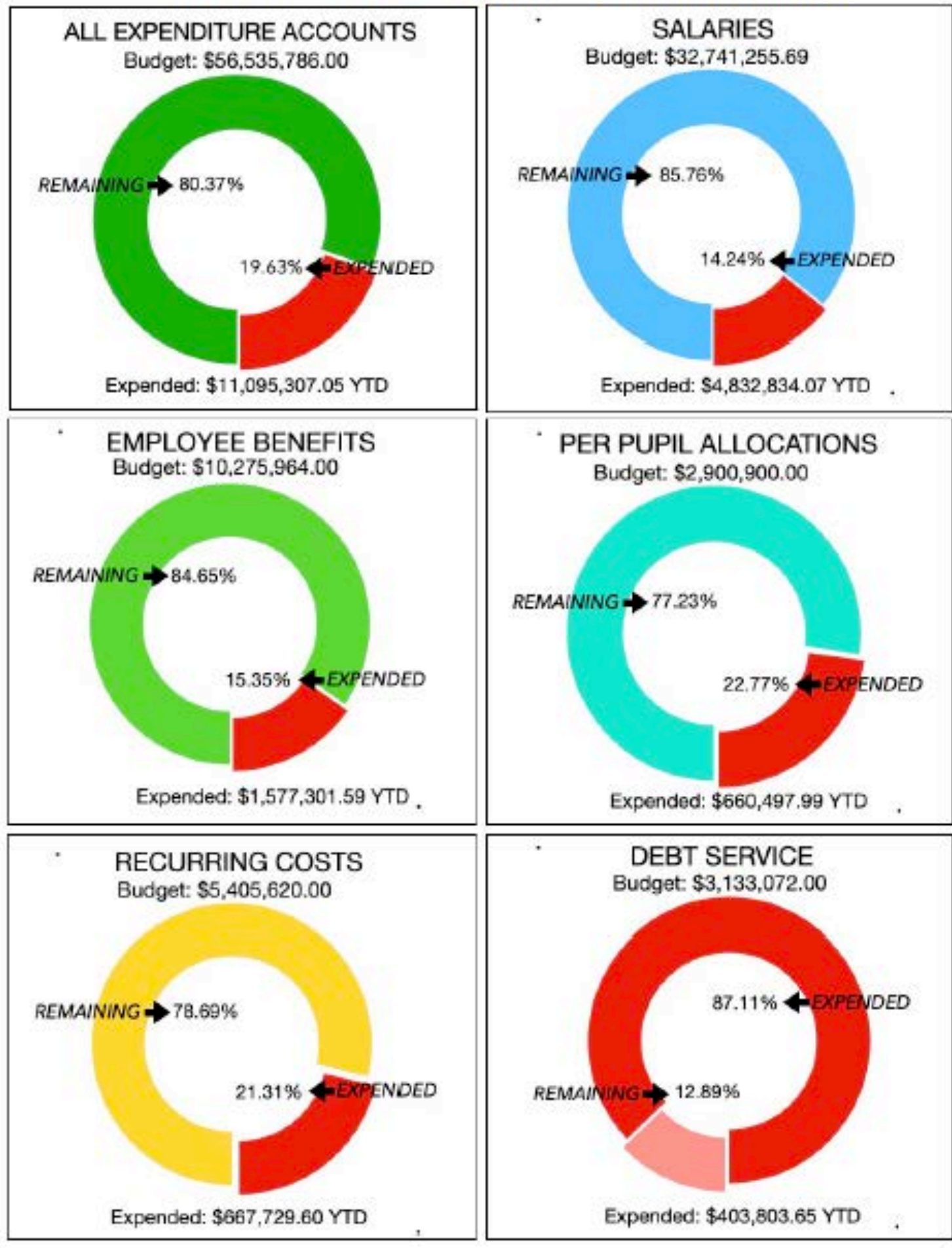


# Finance & Facilities Meeting - Financial Dashboards

## Item 4-D

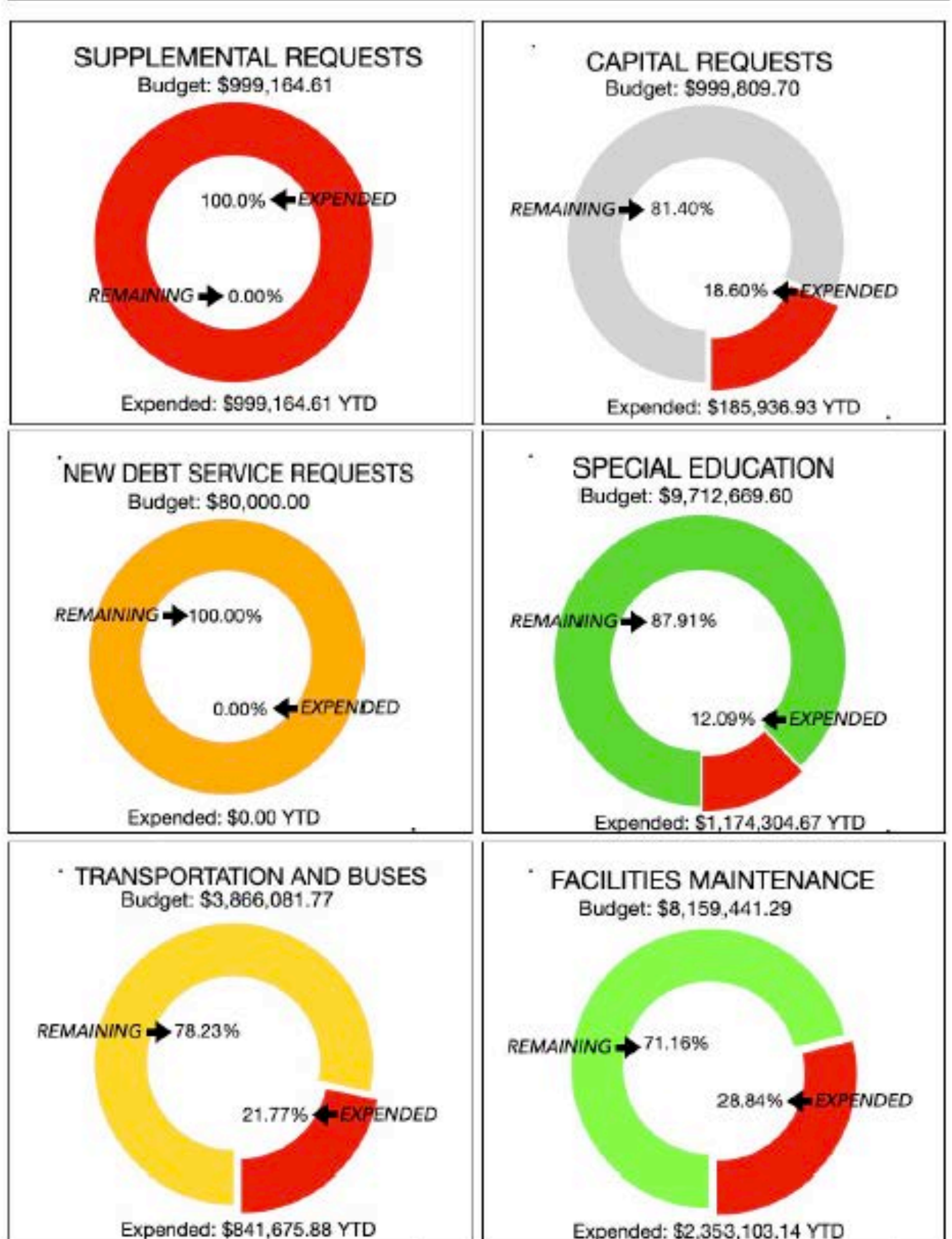
### MSAD #6 EXPENDITURE DASHBOARD

#### GENERAL FUND EXPENDITURES - AUGUST 30, 2022



# Finance & Facilities Meeting - Financial Dashboards

## Item 4-D



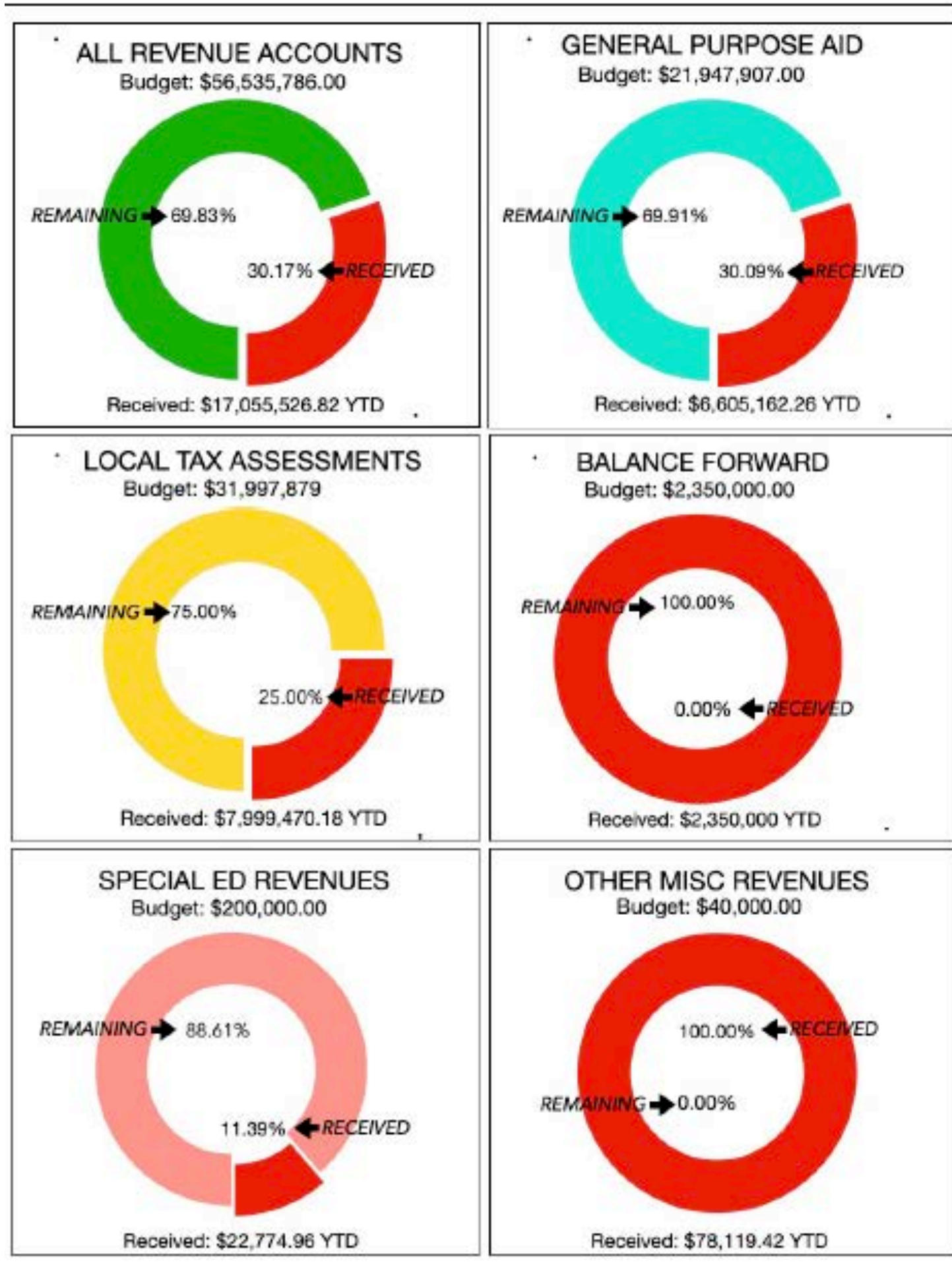


# Finance & Facilities Meeting - Financial Dashboards

## Item 4-D

### MSAD #6 REVENUE DASHBOARD

#### GENERAL FUND REVENUES - AUGUST 30, 2022





# Finance & Facilities Meeting - Covid-19 Update

## Item 4-E

COVID Funding							A/R Entries
Expires	Name	Fund	Award	Revenue	Expense	Balance	6/30/2022
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	1,605,440	245,823	51,794.21
9/30/2023	ESSER3 (ARP)	2615	4,158,948	963,179	2,723,785	1,435,163	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>4,949,851</b>	<b>1,845,456</b>	<b>1,421,650.59</b>
				43.30%	72.84%		





## MAINE SCHOOL ADMINISTRATIVE DISTRICT #6

Finance & Facilities Committee Website

### FINANCE & FACILITIES COMMITTEE

# Facilities Items

#### ITEM 6 FACILITIES DISCUSSION ITEMS

A. - D/ Facilities Update/Photos – Adam Thibodeau

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

A. – D/ SRRF Applications and Process

B. – D/ Fuel Contracts Gas/Diesel/Propane/Fuel Oil

C. – D/ Underground fuel storage tanks issues

D. – D/ H. B. Emery, Jr. Proposed conversion to Gas

E. – D/ PFAS Update

F. – D/ Other Discussion Items

## Finance & Facilities Meeting Packet

Wednesday October 12, 2022

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94 Main Street, Buxton, E 04093 Phone 207-929-3831 | Fax 866-646-9748

# Finance & Facilities Meeting - Facilities Update

## Item 6-A



### Facilities Update - 10/12/22 Meeting

- HBE Propane - Lease tanks instead.
- MS Propane - Lease tanks instead
- Warehouse Project - Photos/Contracts
- BEMS Tennis Courts - Photos
- Honeywell - SRRF Funds -

Projects identified in the FCA/List of potential projects.

- Renovation to BEMS bathrooms
- Replacement of RTU at the BEHS
- Poland Spring - 400 - 5gal bottles delivered (2nd delivery)



# Finance & Facilities Meeting - Project Photos

## Item 6-A

Trico Millwork Inc.  
P.O. Box 69, Limington, Maine 04049  
Custom Wood Fabrication and Design  
Telephone (207) 637-2711 Fax (207)  
637-2727

Date: September 28, 2022  
Re: SAD 6 Bonny Eagle Middle School  
Bathrooms

Quote for Solid Surface Countertops  
Quote based on information provided by  
SAD 6.

### Quote includes:

- Solid surface countertops with integral backsplash and plastic laminate ADA sink units
- Drop-in sink cutouts; (2) per countertop
  - o 1<sup>st</sup> Floor Boys & Girls Rooms; (2) bathrooms total
  - o Countertop size approx. 25" x 72"
  - o Shop drawing submittal

**Quote price on above items: \$3,950**  
**Add installation: \$520**

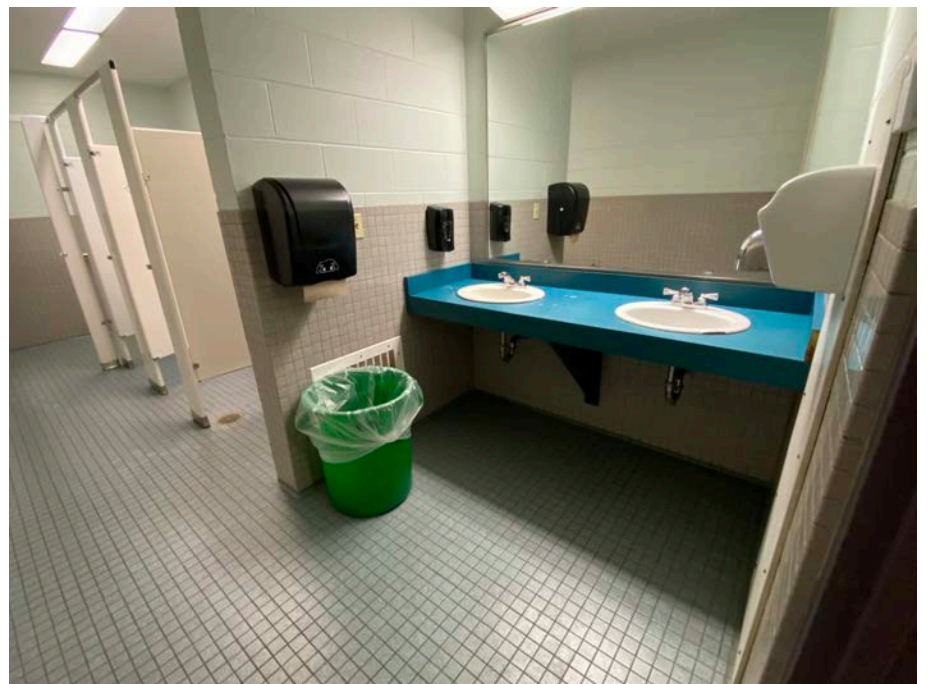
### Add Alternate quote includes:

- o Solid surface countertops with integral backsplash and plastic laminate ADA sink units
- o Drop-in sink cutouts; (2) per countertop
  - o 1<sup>st</sup> Floor Boys & Girls Rooms; (2) bathrooms total
  - o Countertop size approx. 25" x 90"
  - o Shop drawing submittal

**Quote price on above items: \$4,685**  
**Add installation: \$520**

### Exclusions:

- Finish caulking to dissimilar surfaces
- Sinks
- Off-hours installation
- Removal or disposal of existing items





# Finance & Facilities Meeting - Project Photos.

## Item 6-A



PATCO

CONSTRUCTION, INC.

SCHEDULE OF VALUES

MSAD 6 Storage Garage

715 Bonny Eagle Road

Standish, ME 04084

<b>STORAGE BUILDING</b>	
PERFORMANCE BOND	\$ 11,500.00
GENERAL CONDITIONS	\$ 31,505.00
ENGINEERING	\$ 4,200.00
SITWORK	\$ 90,000.00
ASPHALT	\$ 8,000.00
FENCING/BOLLARDS	\$ 5,264.00
FOUNDATION	\$ 68,430.00
SLAB	\$ 31,169.00
PRE-ENGINEERED BLDG	\$ 146,150.00
BUILDING LABOR & EQUIPMENT	\$ 52,000.00
INSULATION	\$ 42,912.00
DOORS/OHD	\$ 13,277.00
HVAC/PLUMBING	\$ 71,500.00
ELECTRICAL	\$ 88,000.00
-----	
CONTRACT TOTAL	\$ 663,907.00

<b>PROPANE FILLING STATION</b>	
GENERAL CONDITIONS	\$ 16,435.00
SITWORK	\$209,000.00
ASPHALT	\$ 56,802.00
STRIPING	\$ 1,779.00
FENCING/BOLLARDS	\$ 10,528.00
-----	
CONTRACT TOTAL	\$278,109.00
TOTAL PROJECT COST	\$942,016.00



In accordance with your request, we are pleased to submit this quotation on the installation of a propane storage facility at your Standish, Maine location. Based on your requirements, we propose the following:

### PRICE AND CONDITIONS

Total Price Installed **\$163,800.00**  
Terms: 60% due on acceptance of proposal 30% due on completion of substantial



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) -
	\$25,000.00	Misc. Expenses
	\$1,253,074.00	
	\$125,307.40	Contingency (10%)
	\$1,378,381.40	TOTAL



# Finance & Facilities Meeting - Project Photos.

## Item 6-A



**PATCO**  
CONSTRUCTION, INC.

**SCHEDULE OF VALUES**  
**MSAD 6 Storage Garage**  
715 Bonny Eagle Road  
Standish, ME 04084

BUILDING AND SITE	
PERFORMANCE BOND	\$11,500.00
GENERAL CONDITIONS	\$31,505.00
ENGINEERING	\$4,200.00
SITEWORK	\$90,000.00
ASPHALT	\$8,000.00
FENCING/BOLLARDS	\$5,264.00
FOUNDATION	\$68,430.00
SLAB	\$31,169.00
PRE-ENGINEERED BUILDING	\$146,150.00
BUILDING LABOR & EQUIPMENT	\$52,000.00
INSULATION	\$42,912.00
DOORS/OHD	\$13,277.00
HVAC/PLUMBING	\$71,500.00
ELECTRICAL	\$88,000.00
BLDG HEAT - PROPANE	\$10,000.00
TECH - SECURITY	\$25,000.00
BUILDING PERMIT	\$5,000.00
A/E FEES	\$34,000.00
SUBTOTAL	\$737,907.00
CONTINGENCY (7.5%)	\$55,343.03





**PATCO**  
CONSTRUCTION, INC.



**CROWN ENERGY**  
SOLUTIONS

PROPANE FILLING STATION AND SITE	
GENERAL CONDITIONS	\$16,435.00
SITEWORK	\$209,000.00
ASPHALT	\$56,802.00
STRIPING	\$1,779.00
FENCING/BOLLARDS	\$10,528.00
PROPANE TANK / STATION	\$163,800.00
MISC EXPENSE	\$30,000.00
A/E FEES	\$42,823.00
SUBTOTAL	\$531,167.00
CONTINGENCY (7.5%)	\$39,837.53

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) -
	\$25,000.00	Misc. Expenses
	\$1,253,074.00	
	\$125,307.40	Contingency (10%)
	\$1,378,381.40	TOTAL



# Finance & Facilities Meeting - Project Photos.

## Item 6-A

Photos of the revived BEMS tennis courts.





# Finance & Facilities Meeting - NEW SRRF APPLICATIONS

## Item 7-A SCHOOL REVOLVING RENOVATION FUND

A new round of SRRF applications are currently open - We are working with Honeywell to identify potential mechanical and other repairs and replacements that might qualify for funding approval through the SRRF Program. Attached you will find details of the process and the criteria for funding decisions. Below you will find the timeline for submission of applications and The tentative date for awards to be made. As you can see applications are due no Later than October 31, 2022 with awards to be made in February, 2023. This is the same Program through which the Funding for Hollis Elementary was obtained.

### Anticipated Timeline for FY 2023 SRRF Application Cycle

July 1, 2022	DOE application process begins
October 31, 2022	SAU deadline for applications to be received by DOE
November 30, 2022	DOE completes review and rating process
December 30, 2022	DOE reviews technical content and completes cost analysis
January 20, 2023	DOE prepares final priority list
February 1, 2023	DOE issues eligibility certificates (award date)
July 31, 2023	SAU deadline for MMBB loan application process to be completed
September 30, 2024	SAU deadline for SRRF project work completion and submission of final payment requisition for all projects

# Finance & Facilities Meeting - NEW SRRF APPLICATIONS

## Item 7-A      **SCHOOL REVOLVING RENOVATION FUND**

### **Purpose**

The School Revolving Renovation Fund is established to make loans for school renovation projects that contribute to safe, healthy, efficient, and adequate school facilities in which an SAU can deliver its educational program.

### **Project Type and Eligibility**

For fiscal year 2023, applications for the School Revolving Renovation Fund (SRRF) will be accepted for Priority One: health, safety, and compliance. Priority One SRRF projects include structural roof repairs, Americans with Disabilities Act compliance upgrades, indoor air quality improvements, and hazardous material abatement or removal. Retroactive projects (those that have begun work or been completed) are not eligible for funding consideration.

### **Project Loan Amount**

The maximum loan amount is \$1,000,000 per priority per building over any 5 year period. Please review your SRRF funding history to ensure your current request does not exceed the statutory limit when combined with past SRRF loans provided for your school building. School administrative units may raise additional local funds to support SRRF projects.

### **Project Budget**

The Department will not revise eligibility certificates for additional funding should conditions or estimates change during the course of a project or if the project is delayed. School administrative units are responsible for project cost overruns. The final loan amount may be adjusted downward to equal the approved costs incurred at project completion. Surplus funds from a project may not be used for another project.

### **Project Loan Deadlines**

All SAUs with approved projects must contact the Maine Municipal Bond Bank (MMBB) within 30 days of award notification to begin the loan process. Loans must be closed within 6 months of the award date of the eligibility certificate. All requisitions for loan disbursements must be submitted to the MMBB within 20 months of the award date.

### **Project Completion**

Projects must be completed within 20 months of the award date.

### **Statutory and Rule Requirements**

SAUs must comply with all applicable statutory requirements of 5 M.R.S. Chapter 153 and Rule Chapter 64: Maine School Facilities Program and School Revolving Renovation Fund. Failure to comply with statutes, rules and program requirements will result in revocation of the SRRF eligibility certificate and cancellation of any SRRF award.

# Finance & Facilities Meeting - NEW SRRF APPLICATIONS

## Item 7-A SCHOOL REVOLVING RENOVATION FUND

### Priority One

- a) Repair or replacement of a roof on a school building;
- b) Bringing a school building into compliance with the Federal *Americans with Disabilities Act*, 42 *United States Code*, Section 12101 *et seq.*;
- c) Improving air quality in a school building;
- d) Removing or abating hazardous materials in a school building;  
NOTE: Pursuant to PL 2019 Chapter 158, Sec. 2 “including, but not limited to, water lead abatement or mitigation pursuant to Title 22, section 2604-B”,
- e) Other health, safety and compliance repairs.  
NOTE: Pursuant to PL 2018 Chapter 389, Sec 1 “including installations or improvements necessary to increase school facility security.”

### Priority Two

- a) School building structures;
- b) Windows and doors; and
- c) Water and septic systems including waste disposal systems.

NOTE: Pursuant to PL 2019 Chapter 158, Sec 2 “other than water lead abatement or mitigation pursuant to Title 22, section 2604-B.”

### Priority Three

- a) Building insulation;
- b) Variable speed electric motors;
- c) Efficient lighting systems and controls;
- d) Alternative energy installations; and
- e) Other energy and water conservation projects.

### Priority Four

- a) Upgrades of learning spaces in school buildings.  
NOTE: Pursuant to PL 2019 Chapter 343, Sec. ZZZZ-1, “including renovations to retrofit learning spaces for public preschool programs.”

**Priority Five:** Other projects approved by the Commissioner.

# Finance & Facilities Meeting - NEW SRRF APPLICATIONS

## Item 7-A SCHOOL REVOLVING RENOVATION FUND

### SRRF Process

The following steps take you through the School Revolving Renovation Fund process from application submittal to project completion:

1. School Administrative Units (SAUs) procure a qualified individual or firm (for example: licensed architects, professional engineers, or industrial hygienists) to provide project budget and technical supporting documentation for applications.
2. School Administrative Units (SAUs) submit completed applications to the Maine Department of Education (DOE).
3. DOE reviews and rates applications.
4. DOE conducts a technical and cost review. The review addresses three areas:
  - Has the SAU conducted a thorough evaluation of the issue(s) to be able to identify the cause(s) and other associated issues?
  - Has the SAU identified and considered potential solutions and selected the one most appropriate for that facility and the SAU?
  - Is the cost of the solution reasonable?
5. DOE communicates with SAUs or their consultants to clarify details, request further documentation, or conduct a site visit.
6. DOE prepares a funding priority list which funds as many eligible projects as resources allow.
7. DOE provides Eligibility Certificates to SAUs with projects on the priority list.
8. SAUs contact the Maine Municipal Bond Bank (MMBB) within 30 days of award notification to begin the loan application process. The loan closing must be completed within 6 months of the date on the Eligibility Certificate or the award will be forfeited. SAUs should plan well in advance for any necessary local votes.
9. SAUs procure construction services through a competitive process.
10. SAUs may contact DOE with questions regarding procurement of professional, architectural, and engineering services; review of plans, specifications, contractor procurement and contracts; and other technical issues.
11. As projects proceed, SAUs submit requisitions for disbursement of loan proceeds and copies of paid project invoices to the MMBB. The MMBB forwards requisitions and invoices to DOE for authorization of payment.
12. All project work is completed and all requisitions for payment are submitted within 20 months of the date on the eligibility certificate. Requisitions submitted after the 20 month deadline will not be approved for payment.\_

# Finance & Facilities Meeting - NEW SRRF APPLICATIONS

## Item 7-A      **SCHOOL REVOLVING RENOVATION FUND**

### **Priority of Funding**

Approved projects must be funded based on the availability of funds and in priority order from Priority One to Priority Five. The Commissioner of Education may approve funding for renovation projects as an exception to the Priority One to Priority Five funding rule if category-specific funds become available from sources other than principal and interest received from the repayment of loans made from the fund, interest earned from the investment of fund balances and funds from school construction audit recoveries.

### **Forgiveness Rates**

- 1) The Bank will forgive a portion of the principal payments of a loan for an eligible school administrative unit determined by the Department based on the school administrative unit's State share percentage as determined in 20-A M.R.S.A. §15672, subsection 31, for the most recent year of enacted General Purpose Aid. Notwithstanding these guidelines, the loan forgiveness shall be no more than 70% and not less than 30%.
- 2) The Department will provide the Bank with the eligible administrative unit's State share percentage.
- 3) Funds allocated to an eligible school administrative unit will not be included in that unit's debt service allocation under 20-A M.R.S.A. §15683-A.

**Notification to the Bank.** The Department will develop a list of priority projects approved for funding based on the Department's application review and BGS's approval and submit it to the Bank for funding. This list will be updated annually. Each eligible school administrative unit and the Bank shall receive an eligibility certificate which shall include the following:

- 1) name of school administrative unit that is eligible;
- 2) amount of the loan;
- 3) amount and percentage to be forgiven;
- 4) length of the loan; and
- 5) time limit for completion of the project.

**Maximum Loan.** The maximum total loans for repairs, renovations, and improvement projects (for Priority One, Two, Three, Four, and Five projects as described in Section 4(B)(5) of this rule) for a school building from the fund will be \$4 million.

School administrative units may raise additional local funds to support the project. Local funds will not be subject to the forgiveness provisions and are not eligible for State participation. The maximum loan amount from the fund to address each priority in a school building will be \$1 million within any 5-year period.



# Finance & Facilities Meeting - NEW SRRF APPLICATIONS

## Item 7-A      **SCHOOL REVOLVING RENOVATION FUND**

POTENTIAL SRRF PROJECT applications to be submitted:

### BEMS

TAB Units - VAV Boxes  
Univent Replacement (1960's Wing)  
MAU - Murchie Gym  
CO2 Control - 1994 Area

### BEHS

Guidance AHU/RTU  
Athletic AHU/RTU  
Domestic Booster Pump System

### GEJ

RTU Replacement  
Upgrades to the BAS  
Replace Boiler and Hot Water Heater - LP Gas

### FJ

Steam to Hot Water Conversion  
Boiler Replacement  
Replace steam unit ventilators with hot water

### CO

RTU Refurbishment  
Replace heat exchanger  
Upgrade controls to DDC

### JM

Upgrade/replace RTU to include ventilation  
Controls upgrade to DDC  
Boiler replacement  
Water Heater replacement to Heat Pump HWH

### SF

Upgrade/Replace Unit Vents and  
RTU over Kitchen  
Replace HWH to Hybrid Heat Pump  
Controls Upgrade to DDC

### EL

Replace/upgrade (3) H&V units  
Replace Unit Vents  
Controls Upgrade to DDC

### Hollis

Replace gym AHU/ERV  
Replace boilers with LP Gas  
Controls upgrade to DDC

### HBE

Replace AHU in basement and Cafe

### Portables (All)

Replace all ERV units.

# Finance & Facilities Meeting -ENERGY CONTRACTS.

## Item 7-B



### SALES AGREEMENT CONFIRMATION

## GASOLINE

This will confirm the conversation of September 9, 2022 between seller and buyer in which the following agreement was reached.

Seller: Dennis K. Burke, Inc. 555 Constitution Drive Taunton, MA 02780

Buyer:	MSAD #6	Attention:	Adam Thibodeau
Phone:	(207)929-3831	Address:	94 Main Street, Buxton, ME 04093
Fax/Email:	athibodeau@bonnyeagle.org	Additional:	MUNI
Account:	0004589		
Contract ID:	0003607		

Product: Unleaded Gasoline (87)

Gallons	Price	Start Date	Ending Date
20,000	\$2.9400	September 9, 2022	August 31, 2023



### SALES AGREEMENT CONFIRMATION

## HEATING OIL

This will confirm the conversation of September 26, 2022 between seller and buyer in which the following agreement was reached.

Seller: Dennis K. Burke, Inc. 555 Constitution Drive Taunton, MA 02780

Buyer:	MSAD #6	Attention:	Adam Thibodeau
Phone:	(207)929-3831	Address:	94 Main Street, Buxton, ME 04093
Fax/Email:	athibodeau@bonnyeagle.org	Additional:	MUNI
Account:	0004589		
Contract ID:	0003643		

Product: 15ppm Heating Oil

Gallons	Price	Start Date	Ending Date
30,000	\$3.6300	September 26, 2022	October 31, 2023

## 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 -ENERGY CONTRACTS.

## Item 7-B



**DIESEL**

### SALES AGREEMENT CONFIRMATION

This will confirm the conversation of September 26, 2022 between seller and buyer in which the following agreement was reached.

Seller: Dennis K. Burke, Inc. 555 Constitution Drive Taunton, MA 02780

Buyer:	MSAD #6	Attention:	Adam Thibodeau
Phone:	(207)929-3831	Address:	94 Main Street, Buxton, ME 04093
Fax/Email:	athibodeau@bonnyeagle.org	Additional:	MUNI
Account:	0004589		
Contract ID:	0003644		

Product:

Clear Ultra Low Sulfur Diesel

Gallons	Price	Start Date	Ending Date
30,000	\$3.6900	September 26, 2022	October 31, 2023



**PROPANE**

## 2022 - 2025 Fixed Price Terms Contract

MAIL: PO Box 294 • Bridgton, ME • 04009

TEL: 207-352-7800 • EMAIL: pitstop@pitstopfuels.com

3. Fixed Price Terms: All contract gallons will be delivered starting July 1 2022 and expires June 30 2025

### B. Fuel Contract Information & Delivery Address

Fuel Type:	PROPANE	Gallons: 251,000 / YEAR
Delivery Address:	VARIOUS	
City:		Price per gallon: <b>\$1.915</b>
State: ME	Zip:	

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 -ENERGY CONTRACTS.

## Item 7-B

Constellation NewEnergy, Inc.  
Electricity Supply Agreement – Maine PowerOptions –  
Fixed Price Solutions

**ELECTRICITY**

Select One Option By Placing Initials Below	Option:	Energy Charge (per kWh):	Contract ID
	A – 12 months	\$.06980	278185
	B – 24 months	\$.06830	278186
	C – 36 months	\$.06780	278187
	D – months	\$	

UDC	UDC Account Number	Service Address	Start Date	Option A End Date	Option B End Date	Option C End Date	Option D End Date
CMP	035010715502	BONNY EAGLE SCHOOL, LONG PLAINS RD., BUXTON, ME 04093	11/23/20	11/24/21	11/24/22	11/24/23	
CMP	035010756647	River Rd, Hollis, ME 040420000	12/02/20	10/31/21	10/31/22	10/31/23	
CMP	035011177207	Parker Farm Rd, Buxton, ME 040930000	11/27/20	11/26/21	11/26/22	11/26/23	
CMP	035011246366	Groveville Rd, Buxton, ME 040930000	11/20/20	11/21/21	11/21/22	11/21/23	
CMP	035011520786	Main St, Buxton, ME 040930000	11/06/20	11/07/21	11/07/22	11/07/23	
CMP	035012258659	Northeast Rd, Standish, ME 040840000	11/16/20	11/17/21	11/17/22	11/17/23	
CMP	035013167891	Saco Rd, Buxton, ME 040930000	11/27/20	11/26/21	11/26/22	11/26/23	
CMP	035013371626	MSAD #6, BONNY EAGLE RD., STANDISH, ME 04084	11/27/20	11/26/21	11/26/22	11/26/23	
CMP	035013604281	Boundary Rd, Standish, ME 040840000	11/04/20	11/05/21	11/05/22	11/05/23	
CMP	035017156155	45 Fort Hill Rd, Standish, ME 040845407	11/16/20	11/17/21	11/17/22	11/17/23	

**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 - Underground Storage Tank Issues

## Item 7-C

### H.B. Emery School -

Information from: Petroleum Maintenance Systems, Inc

This is a new issue. The old Owens Corning SB0011A tank monitoring system appears to have finally stopped working properly and needs to be repaired/replaced. I have made several phone calls to suppliers, manufacturers, and other companies that we work with to see if we can get a replacement monitor/sensor system - I was not able to find any of these parts, that particular tank monitoring system has been discontinued for a long time. We cannot simply replace it with a newer/different tank monitoring system either because of how it was originally put together - substantial upgrades to the tank system would need to be made. Below are your two different options.

1. The system you have now is a 2,500 gallon double wall fiberglass fuel oil tank that has a brine interstitial with a remote monitoring box that the sensor sits in to monitor the brine level. If the brine level drops, the sensor will go into alarm indicating a possible leak. They don't make sensors or systems like this anymore. After consulting with the tank manufacturer - to make necessary repairs, you will have to upgrade your electronic monitoring system and sensor. The tank itself appears to be in good shape, but in order to repair this particular system, you will need to saw-cut some of the concrete pad, dig down to the tank top and retrofit a new fiberglass brine reservoir and bring up a riser pipe to grade level to accommodate the new sensor as well as install a new tank monitor. The issue complicating this scenario is that the fill pipe and suction/return lines run directly over this area of the tank. You will likely have to move these lines in order to accommodate the new brine reservoir and riser pipe. See attached picture for details - the tank-top interstitial access is the discontinued copper line underneath the braided remote fill pipe (For the time being, the valve for this line has been closed so that no sediment, etc. can enter this space.) **This scenario could get awfully expensive.** Unless you would really like to keep the tank in service, we recommend going with the option below as being a better long term and more cost effective option.
2. **We recommend discontinuing the tank and abandoning it in place.** I'm not sure exactly how much space you have in the boiler room, but you might be able to fit three (3) 330 gallon tanks in there to take the place of this one. The abandonment would have to be approved by the Maine DEP. We recommend abandonment rather than removal for a couple reasons. There is a transformer located directly next to the tank. The tank is also fairly close to the building foundation. Both of these are viable reasons for the DEP to potentially grant a tank abandonment. See attached picture for details.



# Finance & Facilities Meeting - Underground Storage Tank Issues

## Item 7-C H.B. Emery School -



The recommendation from Petroleum Maintenance Systems, Inc of discontinuing the fuel oil tank and abandoning it in place would be the better long term, more cost effective option. However, due to space limitations and the long term desire to switch to propane, this would be the opportune time to make the conversion. (the boilers are Relatively new and in good condition. We would need to abandon-in-place the fuel oil tank, install 4 new propane tanks, and upgrade the boilers with new propane burners (2) and a new propane hot water heater.

### Petroleum Maintenance Systems, Inc.

### PROPOSAL

Re: Cost estimate to abandon-in-place the underground fuel storage tank located at H.B. Emery School.

**Total Cost Estimate:**

**Twelve Thousand Four Hundred Dollars (\$12,400.00)**

**PitStop Fuels**  
PO BOX 1360  
Standish, ME 04084  
207-352-7800

### PROPOSAL

Sep 30, 2022

	Purchase (4) 1k Tanks	Lease (4) Tanks
PitStop - Tanks, piping, install	\$37,075.17	\$8,633.02
Petroleum Maint Systems - Disc. UG Tank	\$12,400.00	\$12,400.00
Dixon P&H (Water Heater)	\$19,475.00	\$19,475.00
Dixon P&H (Boiler Conv./Burners)	\$16,738.00	\$16,738.00
Excavation/Site Work	\$2,500.00	\$2,500.00
	<b>\$88,188.17</b>	<b>\$59,746.02</b>

### PROPOSAL

**HBE - Propane Conversion  
4-1000 gal Tanks**



# Finance & Facilities Meeting - Underground Storage Tank Issues

## Item 7-C

Total Cost Estimate:  
Twelve Thousand Four Hundred Dollars (\$12,400.00)

### Petroleum Maintenance Systems, Inc.

R  
E P.O. Box 1348, Auburn, ME 04211

(207) 777-3092  
(800) 950-PMSI



Dixon Plumbing Heating and Cooling  
PO BOX 167  
BUXTON, ME 04093  
207-727-6377  
dixonheatingandcooling@yahoo.com  
www.dixonheatingandcoolingmaine.com

## HBE Conversion To Propane - Burners/Hot Water Heater

PARTS	DESCRIPTION	QTY	RATE	AMOUNT
	HB EMERY SCHOOL			
	INSTALLATION OF TWO CARLIN PROPANE GAS BURNERS MODEL W/M99348FR8P ON THE EXISTING WEIL MCLAIN OIL FIRED BOILERS. EACH OF THESE BURNERS WILL HAVE A GAS TRAIN. NEW FRONT PLATES WILL BE INSTALLED ON THE BOILERS. I WILL CONNECT TO THE EXISTING GAS LINE THAT HAS BEEN INSTALLED BY THE GAS COMPANY. THE BURNERS WILL BE WIRED, STARTED, AND ADJUSTED. INCLUDED IS ALL MATERIAL AND LABOR TO COMPLETE THE GAS BURNER.			
TOTAL		1	16,738.00	16,738.00

**PROPOSAL 1**

4-5 WEEKS TO GET THE BURNERS

TOTAL \$16,738.00

PARTS	DESCRIPTION	QTY	RATE	AMOUNT
	HB EMERY SCHOOL			
	HOT WATER HEATER REPLACEMENT			
	INSTALLATION OF A COMMERCIAL STATE 120 GALLON HEAT PUMP WATER HEATER MODEL STACSH120. THIS WILL BE INSTALLED IN THE SAME LOCATION AS THE EXISTING WATER HEATER. THE CONDENSATE WILL BE RUN TO THE DRAIN SYSTEM WITH EITHER A PUMP OR GRAVITY DRAIN. AN ELECTRICIAN WILL NEED TO PROVIDE POWER TO THE UNIT. NEW SHUT OFFS AND VACUUM BREAKER WILL BE INSTALLED. INCLUDED IS ALL MATERIAL AND LABOR TO COMPLETE THE INSTALLATION			
TOTAL		1	19,475.00	19,475.00

**PROPOSAL 2**

TOTAL \$19,475.00



# Finance & Facilities Meeting - Underground Storage Tank Issues

## Item 7-C H.B. Emery School -

### HBE Propane Conversion

Install (4) 1,000gal tanks to serve HBE boilers, portable and kitchen.

	Purchase (4) 1k Tanks	Lease (4) Tanks
PitStop - Tanks, piping, install	\$37,075.17	\$8,633.02
Petroleum Maint Systems - Disc. UG Tank	\$12,400.00	\$12,400.00
Dixon P&H (Water Heater)	\$19,475.00	\$19,475.00
Dixon P&H (Boiler Conv./Burners)	\$16,738.00	\$16,738.00
Excavation/Site Work	\$2,500.00	\$2,500.00
	<b>\$88,188.17</b>	<b>\$59,746.02</b>

**HBE TANK ABANDONMENT & PROPANE CONVERSION Potential Cost \$60,000+**

---

### Bonny Eagle Middle School -

This has been an ongoing issue. This 12,000 gallon double wall fiberglass tank's 30 year warranty has run out. The warranty ran out on 8/1/2021. In order for it to possibly stay in the ground for an additional 10 years from the 2021 date, it would need be upgraded to current day regulatory standards. This is because the Maine DEP considers this to be a motor fuel tank because it is attached to a generator (this means that it falls under all of the same regulatory requirements as a gasoline facility.) This rule does not apply to your other tanks because they are not attached to generators. As of right now, the rule is that the other tanks can stay in the ground as long as they continue to pass yearly inspection. We have already sent in a quote to make the necessary upgrades to keep the Middle School tank in the ground and complete a warranty extension. It was determined that this option was too expensive and last I knew the plan was for that building to switch over to gas. We have a good rapport with the DEP and in the meantime we have worked out a deal with them that the tank complete an annual vacuum test on the interstitial along with the annual inspection and any other compliance testing that may apply - with the idea that the system will be switched over to gas in the near future. The tank did pass the annual inspection and vacuum test this year.

We would need to abandon-in-place the fuel oil tank, install 4 new propane tanks, The Boilers are dual fuel, so there is no boiler conversion required. However there would be Additional site work required.

**BEMS TANK ABANDONMENT & PROPANE CONVERSION Potential Cost \$35,000+**

# Finance & Facilities Meeting - Underground Storage Tank Issues

## Item 7-C

### George E. Jack School -

This has been an ongoing issue. Out of all the schools, this is the only underground steel tank you have. It is a single-wall cathodically protected steel tank. The tank did pass inspection this year. The cathodic protection is still good, but this only applies to the exterior of the tank. Cathodic protection does not protect the interior of the tank. For whatever reason, whether due to condensation, intrusion through the tank access cap, or some other means, there has been a small amount of water at the bottom of this tank throughout the course of its history. We have kept an eye on it and removed it at different periods of time. The only leak detection for this site is groundwater monitoring. It is imperative that the custodian at this site be checking the monitoring well with a bailer and filling out a log sheet once a week, per Maine DEP regulations. If a sheen or odor of fuel is detected, then we know we have an issue. This tank has been in the ground since 1989. For budgetary purposes, I would recommend removing this tank at some point in the not too distant future.

---

### Edna Libby School -

This is a new issue, but fairly minor. The spill bucket at this school is faulty - the compression ring at the base of the spill bucket is cracked and allowing liquid to escape. See attached pictures for details. We recommend installing a new 15-gallon single wall spill bucket. We are unable to pass the inspection until this has been repaired. The cost with labor to replace this spill bucket would be \$1,700.00.

---

All the tanks besides H.B. Emery School and Edna Libby School currently pass inspection. We pride ourselves on preventative maintenance at the time of inspection and helping you figure out what options make the most sense when issues and problems do arise. I know this is a lot of information, so don't hesitate to call or email with any questions or concerns. Thank you and have a good day.

Dylan Birt  
Petroleum Maintenance Systems, Inc.  
Office: 207-777-3092  
Cell: 207-740-0643



# Finance & Facilities Meeting - Underground Storage Tank Issues

## Item 7-C

Please see the attached certificate allowing Adam to act as the Class A/B Operator of the District fuel storage tanks. This is applicable for the UG oil tanks at HS, MS, GEJ and EL.



# Finance & Facilities Meeting - PFAS Update

## Item 7-D

Attached are two proposals from Sevee and Maher. One for the initial study and the second to finish the study, design and construction administration. The second is being revised to include more information that was discussed in a meeting with them today.

Additional notes:

1. Additional samples were taken last week to inform Sevee and Maher for the design of the systems.
2. Exploring using BEHS well as a source of water for both BEHS and BEMS. PFAS levels are much lower at BEHS.
3. Exploring using the old Hanson Elem well for Frank Jewett. Water samples will be taken tomorrow 10/6.
4. Exploring using BCES well for source of water to Frank Jewett.
5. MEDEP has been in the area sampling and questioning the neighboring property owners.

*In theory the State is promising to reimburse the District for PFAS engineering and treatment costs??*



Subject: Environmental Consulting Services  
Groundwater Treatment Feasibility Study  
Standish, Maine

## PROPOSAL 1

Dear Mr. Thibodeau:

In accordance with our recent discussions, Sevee & Maher Engineers, Inc. (SME) is pleased to offer this proposal to provide environmental consulting services to assist MSAD #6 in assessing options for treatment of groundwater from water supply wells serving district schools. We understand recent water quality analyses have indicated the presence of per- and polyfluorinated compounds (PFAS) at concentrations exceeding guidance established by the Maine Department of Environmental Protection (MEDEP) at four wells. We further understand that a second round of water quality analysis has been conducted as well as in-well groundwater sampling, with laboratory results pending.

# Finance & Facilities Meeting - PFAS Update

## Item 7-D

*In theory the State is promising to reimburse the District for PFAS engineering and treatment costs??*



## PROPOSAL 1

We suggest you establish a budget of \$5,000 for the initial consulting services to conduct the feasibility study. Compensation for services will be made based on time and materials in accordance with the attached Fee Schedule contained. Only those efforts actually expended will be invoiced, and the budget estimate will not be exceeded without prior authorization.

Subject: Engineering Consulting Services  
Groundwater Treatment Systems for MSAD #6 Schools  
Standish, Maine

## PROPOSAL 2

Dear Mr. Thibodeau:

Sevee & Maher Engineers, Inc. (SME) is pleased to present this proposal to MSAD #6 to provide engineering consulting services to address per- and poly-fluoroalkyl substances (PFAS) present in the drinking water supply wells serving Bonny Eagle High School, Bonny Eagle Middle School, Frank Jewett School, and Hollis Elementary.

### PROJECT UNDERSTANDING

On August 24, 2022, the Maine Center for Disease Control and Prevention Drinking Water Program (DWP) notified MSAD #6 that PFAS concentrations in drinking water samples collected at Bonny Eagle High School, Bonny Eagle Middle School, Frank Jewett School, and Hollis Elementary exceed the standard for PFAS of 20 parts per trillion (ppt or ng/L), per the State of Maine rules for safe drinking water (S.P. 64 - L.D. 129).

We understand MSAD #6 is requesting SME's assistance with planning and engineering design of groundwater treatment systems, or alternative solutions, in accordance with DWP requirements to ensure safe drinking water at each school.



# Finance & Facilities Meeting - PFAS Update

## Item 7-D

### PROPOSAL 2

#### Task 1: Engineering Study

SME will work with MSAD #6 to review information for each school's water system and complete an engineering study to evaluate groundwater treatment options at each school. The engineering study for each school will include:

#### Task 2: Engineering Design

Upon completion of the engineering study and approval by MSAD #6 and the DWP, SME will complete the engineering design for each proposed system. Engineering design will include the production of: (1) design drawings/plans and details, (2) technical specifications, and (3) Engineer's opinion of cost for construction of the project. The final plans and specifications will be suitable for preparing a construction bid package and procuring bids in accordance with DWP requirements.

#### Task 3: Engineering Construction Administration

SME will work jointly with MSAD #6 to provide engineer's construction administration and inspection services for the construction, that will include the following tasks:

#### SCHEDULE

We anticipate completing Tasks 1 and 2 (engineering study and engineering design) within 4 to 5 months. The findings and recommendations from the engineering study will determine the extent and schedule for design and project construction.

#### BUDGET

SME suggests a budget of \$95,000 for the tasks outlined above. Compensation for services will be made based on time and materials in accordance with the attached Fee Schedule. Only those efforts actually expended will be invoiced, and the budget estimate will not be exceeded without prior authorization.

We appreciate the opportunity to assist MSAD #6 with this project. Should questions arise or additional information be desired, please do not hesitate to contact Peter Mohlin at our office at 207.829.5016.

Sincerely,

SEVEE & MAHER ENGINEERS, INC.



## PFAS ENGINEERING - Potential Total Cost \$100,000+

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 - DWM Letter re: J. Cross Lot

## Item 7-E



84 Marginal Way, Suite 600  
Portland, Maine 04101-2480  
207.772.1941 Main  
207.772.3627 Fax

October 5, 2022

DELIVERY VIA EMAIL TO [jpaul@standish.org](mailto:jpaul@standish.org)

James Paul, Code Enforcement Officer Town of  
Standish  
175 Northeast Road  
Standish, ME 04084

**RE: Development Potential of the Cross Back Lot—0 Fort Hill Road (Tax Map 14, Lot 78)**

Dear Mr. Paul:

As you know, our firm represents Maine School Administrative District No. 6 (“MSAD 6”), whose property—the Edna Libby Elementary School—abuts an undeveloped parcel of land located at 0 Fort Hill Road (the “Cross Back Lot”) that is the subject of a letter from your office, dated August 31, 2022.

In that letter, you advised that the Cross Back Lot is a buildable lot that may be divided once to create an additional buildable lot, and that both lots could be accessed using a deeded easement that is located on the MSAD 6 Elementary School property (the “ROW”).

At the request of MSAD 6 and at your invitation, I am writing to provide my legal analysis regarding this matter, which leads me to conclude that the Cross Back Lot is not presently developable.

### BACKGROUND

The approximate locations of the Cross Back Lot, the MSAD 6 property, and the ROW, are shown in Figure 1, below, and, generally speaking, these locations do not appear to be in dispute as between MSAD 6 and Mr. Cross.<sup>1</sup> The Cross Back Lot is a “back lot” within the meaning of the Code of the Town of Standish (the “Code”) because it is a lot without any frontage along any public way.<sup>2</sup> See Code, § 181-3 (defining “Back Lot”). In our review of the deeds and plans related to this matter, it appears that the ROW is, at its narrowest part, 22 feet wide.

-----  
<sup>1</sup> The Town’s tax maps show that the Quail Ridge Road terminates at the boundary of the Cross Back Lot; however, MSAD 6 and Mr. Cross appear to agree that the parcel boundary of the Cross Back Lot is inaccurately shown on the tax maps and that the Quail Ridge Road actually terminates at land owned by MSAD 6. Figure 1 shows the rough boundaries of the MSAD 6 property and Mr. Cross’s property based on recent research done by surveyor Robert Yarumanian.

# Finance & Facilities Meeting - DWM Letter re: J. Cross Lot

## Item 7-E

<sup>2</sup> I understand that the Quail Ridge Road is presently not a public way, but that the Town is actively working with the lot owners of the Knight's Wood Subdivision so that the Town can accept this road as a public way, and MSAD 6 supports the Town's efforts in that regard. Should the Town accept Quail Ridge Road as a public way,

**MSAD 6 has expressed a willingness to enter into a land swap or similar legal arrangement to ensure that Mr. Cross has access to the Cross Back Lot via the Quail Ridge Road, rather than via the ROW.**

Under the Code, a back lot must, among other things, be served by a 50-foot wide access way. See Code § 181-14(C)(1) (the "50-Foot Rule"). In addition, an access way serving a back lot must be at least 16 feet wide if serving two residential dwellings and must conform to the Town's subdivision standards if serving three or more dwellings. See Code § 181-14(C)(4). The Town's subdivision standards require compliance with the street classification and design standards which, in turn, require a 50-foot right-of-way width for local streets (the most lenient category of street classifications), of which at least a 22-foot width must be paved. See Code § 252-31(B)(2). The ROW does not meet either the 50-Foot Rule or these street classification and design standards.

During our phone call several weeks ago, you explained to me that in your view the Cross Back Lot could be divided so as to create up to two residential lots because:

- (1) The ROW does not satisfy the Town's subdivision and street design standards, and therefore the Cross Back Lot may only be divided into two residential lots (and thereby not trigger subdivision review); and
- (2) The Cross Back Lot satisfies all back lot standards in Section 181-14(C) of the Code, except for the 50-Foot Rule; however, the Cross Back Lot is exempt from the 50-Foot Rule because this Rule was enacted by the Town in 1991—that is, after the ROW was created—and the Cross Back Lot is therefore "grandfathered."

While I agree with the first part of your analysis, for the reasons explained next, in my view, the Cross Back Lot must comply with the 50-Foot Rule and, because it does not, it is not currently a buildable lot.

### ANALYSIS

The longstanding policy of zoning laws in Maine is "to abolish nonconforming uses as speedily as justice will permit." *Boivin v. Town of Sanford*, 588 A.2d 1197, 1199 n.2 (quoting *Nyczepir v. Town of Naples*, 586 A.2d 1254, 1256). To achieve this policy goal, the Maine Law Court has held that zoning provisions authorizing nonconforming uses must be strictly construed, and provisions limiting nonconforming uses must be liberally construed. *Nyczepir*, 586 A.2d at 1256. In other words, a lot is only "grandfathered" if it has a nonconforming condition that strictly meets the requirements of a zoning provision that expressly authorizes that condition.

The Code includes two zoning provisions that address nonconforming conditions outside of the shoreland zone: Article V and Section 181-14(B)(1). As explained next, when these Code provisions are strictly construed (as they must), it is clear that they do not apply to the Cross Back Lot or the ROW.



# Finance & Facilities Meeting - DWM Letter re: J. Cross Lot

## Item 7-E

### —Article V: Authorizing Nonconforming Uses

Article V of the Code authorizes certain nonconforming uses. Specifically, Article V provides that “[t]he use of any building, structure or land . . . which shall be made nonconforming by reason of a subsequent amendment [to Part 1 of the Code], may be continued.” See Code § 181-36 (emphasis added.)<sup>3</sup> In other words, Article V, strictly construed, concerns solely the continuation of a nonconforming use of a lot.

— — — — —  
<sup>3</sup> The remaining provisions of Article V concern repairing or rebuilding nonconforming structures; extending a nonconforming use into other parts of a building or structure; enlarging a nonconforming use; resumption of an abandoned nonconforming use; and construction that began prior to May 26, 1976. None of these provisions are relevant here. Notably, Article V only concerns nonconforming structures and uses, not nonconforming lots.

By its plain terms, Article V does not concern nonconforming lots or nonconforming rights-of-way and therefore does not apply to the Cross Back Lot. Moreover, the current use of the Cross Back Lot is conforming. The lot is used for forestry management and timber harvesting, which are allowed uses in the Sebago Lake Village District. See Code § 181.7.1.D.(6)(h)[3][c]. Because the Cross Back Lot is not presently used for residential purposes, the division of the parcel and construction of residential dwellings on it would be a change of use from its current, conforming use. Article V therefore does not apply here. (Indeed, any proposed change of use from one conforming use to another conforming use would have to meet all requirements of the Code, including the 50-Foot Rule.)

### —Section 181-14(B)(1): Authorizing Nonconforming Lots

The Code also authorizes certain nonconforming lots to be built upon, but only in limited circumstances. Specifically, Section 181-14(B)(1) provides that a “single lot of record . . . may be built upon even though such lot fails to meet the [zoning district] requirements for area or width, or both, provided that yard dimensions and other requirements not involving area or width shall conform to the regulations for the district in which the lot is located . . . ”<sup>4</sup> (emphasis added). In other words, Section 181-14(B)(1) allows a lot to be built upon only if (1) the lot is nonconforming as to the lot area or lot width requirements and (2) the lot meets all other Code requirements.

There is no dispute that the Cross Back Lot complies with the lot area and width requirements for the Sebago Lake Village District (SLVD) where it is located. It is therefore a conforming lot, and for this reason alone Section 181-14(B)(1) does not apply to it.

## CONCLUSION

In sum, no Code provision exists that would allow a conforming back lot with a conforming use to be accessed by a nonconforming right-of-way in order to accommodate a new use. For this reason, in my view, the Cross Back Lot cannot presently be developed with any residential dwellings. In light of the foregoing analysis, I respectfully request that you reconsider your August 31, 2022 letter regarding the buildability of the Cross Back Lot.

## Item 7-E

Thank you for your time and attention to this matter. If you have any questions regarding this correspondence, please don't hesitate to contact me.

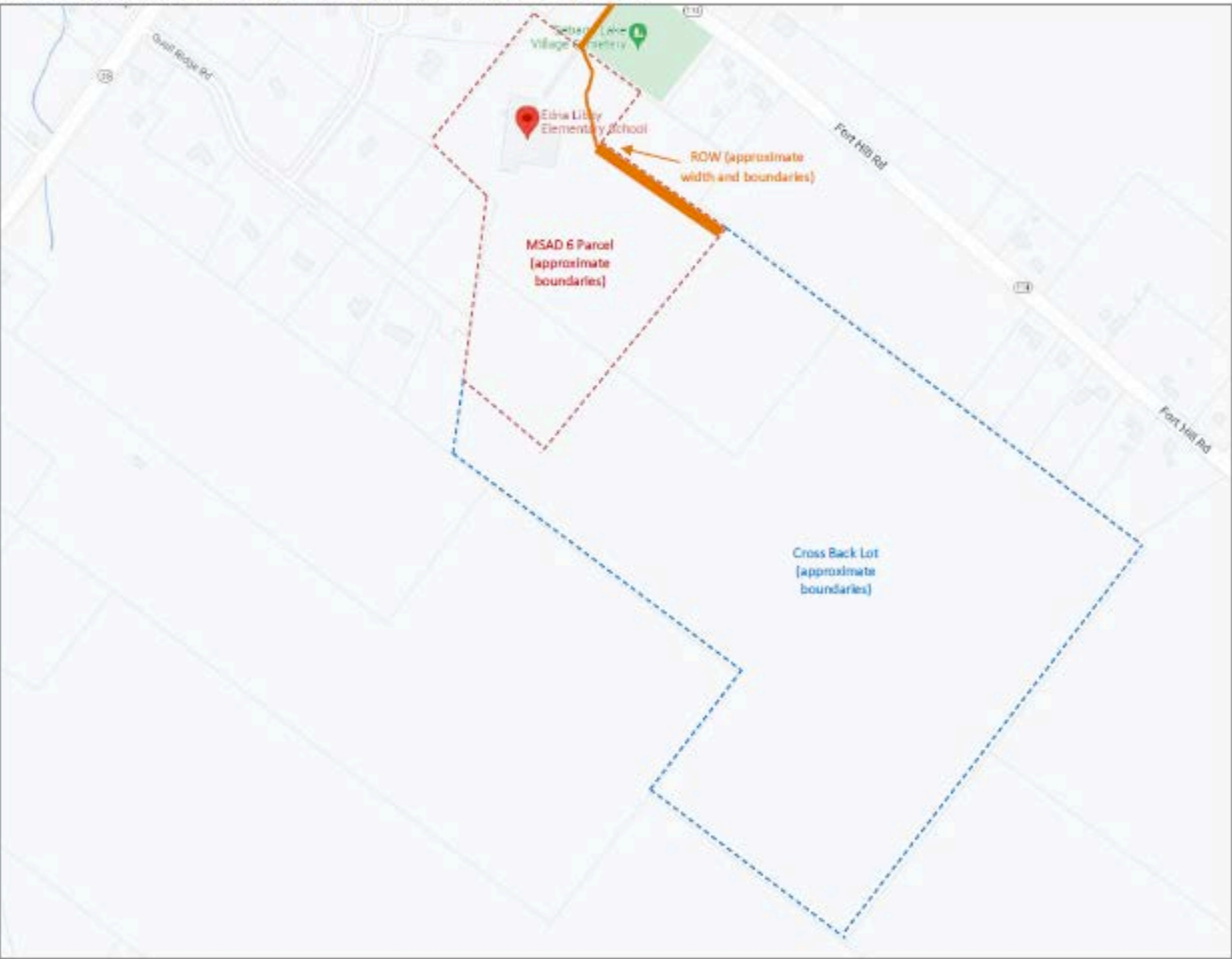
Very truly yours,  
Agnieszka A. Dixon

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4 Section 181-14(B)(1) also allows such nonconforming lots to be built upon in a more limited manner if they lack adequate road frontage, and there are two other grandfathering clauses in Section 181-14(B) of the Code. None of these provisions are relevant here.

5 Even if the Cross Back Lot were nonconforming as to lot area or width, the lot could not satisfy the second part of Section 181-14(B)(1): Since it does not meet the 50-Foot Rule, it does not meet all "other requirements not involving area or width."

Figure 1. Approximate locations of MSAD 6 parcel, Cross Back Lot, and ROW.





# 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 white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

