

Bonny Eagle School District

FINANCE-FACILITIES COMMITTEE MEETING MINUTES

Wednesday, October 12, 2022/4:00 p.m.

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

Present: Lindsey Atkinson
Erika Creutz
Don Marean
John Sargent, Finance-Facilities Committee Chair
Christina Silvestri
Riley McKinley, Student Representative

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

Meeting Packet link: [Finance-Facilities Meeting Packet 10/12/22](#)

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

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

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

Moved by Mr. Marean seconded by Ms. Atkinson:

To approve the minutes of the September 12, 2022 Finance-Facilities Committee meeting as presented.

VOTED: "Yes," Unanimous

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

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

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

Discussion:

- Are all staff covered under MSMA Workers Compensation? Yes, although there are different rates depending on job category i.e. bus driver, custodian, teacher.

c. Financial Report:
Mr. Brockman reviewed the Financial Reports for September 2022: [Financial Report for September 2022](#)

- d. Mr. Brockman shared with the committee the Dashboard for the month of September 2022. These can be found within the meeting packet on pages 13 through 15. [10/12/22 Meeting Packet](#)

Supplemental requests are mostly expended. Positions that were approved within the Supplemental budget have been moved into the correct article that they will reside in to ensure appropriate payroll process is followed.

Mr. Brockman noted that revenues are a little bit ahead of where he anticipated

- e. COVID Funding Update: [Covid Funding Update September 2022](#) Ms. Pooler reviewed the funding update. The district has received reimbursement for ESSER 3 through June 2022.

5. **Other Finance Discussion Items:**

Mr. Brockman reported that the Audit Draft is under review by himself and Ms. Pooler noting that there are a few areas that they need to clarify before signing off on the draft.

There is a tour of Hollis Elementary for School Board Members scheduled for Monday, October 24th at 10:00 a.m. to view the renovations made over the summer.

6. **Facilities Update**

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

7. **Other Facilities Discussion/Action Items**

a. SRRF Application and Process

Mr. Brockman shared with the committee that a new round of SRRF applications are currently open. The district is working with Honeywell to identify qualifying needs in the district. The deadline for submitting an application is October 31, 2022. Notice of award date is February 1, 2023. If awarded funding the district will bring this before the full School Board for their consideration to accept the SRRF funding.

Moved by Ms. Creutz seconded by Ms. Silvestri:

Approval for the Facilities Manager, Adam Thibodeau, to work with Honeywell in order to submit an application should qualifying projects be identified during Honeywell's evaluation.

VOTED: "Yes," Unanimous

b. Fuel Contracts Gas/Diesel/Propane/Heating Oil

Mr. Brockman informed the committee that the district has purchased fuels from Dennis K. Burke.

- Gas 20,000 gallons at \$2.94/gallon effective 9/9/22
- Heating oil 30,000 gallons at 3.63/gallon effective 9/26/22
- Diesel 30,000 gallons at 3.69/gallon effective 9/26/22
- Propane has an existing contract through June 2025 at a cost of \$1.915/gallon
- Electricity has an existing contract through the fall of 2023 at \$.06780/kWh

Discussion:

- The district will need to begin looking at renewing the electricity contract. Ms. Creutz shared that she has been contacted by a representative of Revision Energy in regards to solar option. Mr. Brockman believes it would be appropriate to begin looking at solar energy options/incentives.

Ms. Creutz will reach out to the Revision Energy representative and give him Mr. Brockman's and Mr. Thibodeau's contact information to begin discussions.

c. Underground Fuel tank storage

The heating oil tank at HB Emery failed its required inspection. In response to this it was decided it would be better to convert this site to propane gas burners and a heat pump hot water heater. The new propane tanks to be installed at HBE will not be purchased and will be owned by the supplier, PitStop Fuels. The breakout of approximate expense of the project is as follows:

PitStop – tanks, piping install	\$ 8,633.02
Petroleum Maint Systems – Disc. UG Tank	\$12,400.00
Dixon P&H Water Heater	\$19,475.00
Dixon P&H Boiler Conversion/Burners	\$16,738.00
Excavation/Site work	<u>\$ 2,500.00</u>
	\$59,746.02

- What are we using for a vaporizer? HBE does not need one for the size of the tank, however, a new tank at the middle school will require one.
- Will the existing heating oil tank need to be removed? Mr. Thibodeau responded that it does not need to be removed. It can remain underground as long as it has a treatment that is sprayed inside the tank the DEP will allow it to remain in place.

In addition to the HBE failing inspection, the tank at BEMS 10-year warranty has expired. It must be upgraded in order to obtain another 10-year warranty. Due to the expense of upgrades the district is looking at installing propane tanks to be used for heating. The existing boiler at BEMS is dual fuel so a conversion is not needed. Potential cost is around \$35,000.

Through the inspection of tanks the Mr. Thibodeau has obtained a Certificate of Training in Oil Storage Tank Class A/B Operator. It is required that the district have someone with these credentials.

d. PFAS Update

The district continues to utilize water donated from Poland Spring at those sites previously deemed to have higher than recommended levels. Mr. Thibodeau is working with the State and the engineering firm of Sevee & Maher Engineers to find best solutions to mitigate PFAs levels. Although the State has said there is funding available for treatment systems, most of the treatment systems would have on-going costs to the district. The district would be required to up front all expenses prior to receiving any type of reimbursement from the State.

e. Other discussion items

Edna Libby Easement

On behalf of the district, Drummond Woodsum has submitted a letter to the Town of Standish Code Enforcement Officer informing the Town that the district does not see Mr. Cross's easement as a viable access to develop his property adjacent to Edna Libby as it is non-conforming and does not

meet the requirements of a 50-foot-wide access way. A full copy of the letter sent to the town is in the meeting packet on pages 41-44.

8. **Adjournment:**

Moved by Ms. Creutz: seconded by Ms. Silvestri

To adjourn the meeting at 5:37 p.m.

VOTED: "Yes," Unanimously