



MAINE SCHOOL ADMINISTRATIVE DISTRICT #6

Finance & Facilities Committee Website

FINANCE & FACILITIES COMMITTEE MEMBERS



Lindsey A.
Atkinson
At-Large
Board Member;
Term Expires 2023 (June)
MSBA Delegate
Buxton Residency
latkinson@bonnyeagle.org
207-939-8556



Erika M.
Creutz
At-Large
Board Member;
Board Vice-Chair;
Term Expires 2025
(June)
Standish Residency
ecreutz@bonnyeagle.org
727-804-3171



Donald G.
Marean
At-Large
Board Member;
Committee Vice-Chair
Term Expires 2025
(June)
Hollis Residency
dmarean@bonnyeagle.org
207-727-5527



John M.
Sargent
At-Large
Board Member;
Committee Chair
Term Expires 2023
(June)
Standish Residency
jsargent@bonnyeagle.org
207-776-9687



Christina M.
Silvestri
At-Large
Board Member;
Term Expires 2025
(June)
Limington Residency
csilvestri@bonnyeagle.org
207-749-3336

Finance & Facilities Meeting Packet

Wednesday, December 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, DECEMBER 14, 2022

4:00 pm – 6:00 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/ Selection of Budget Advisory Committee Members

FACILITIES ITEMS

ITEM 6 FACILITIES DISCUSSION ITEMS

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

5:00 - 6:00. pm

HARRIMAN Facility Master Plan RFQ/RFP PROPOSAL
Meeting with HARRIMAN representatives to review proposal

ITEM 7 OTHER FACILITIES DISCUSSION/ACTION ITEMS

- A. – D/ Other Discussion Items

ITEM 8 ADJOURNMENT

Respectfully submitted

William Brockman

Business Manager of Finance & Operations

*Agenda Amended - 12.06.2022

Finance & Facilities Meeting Minutes

Draft

Item 3

Bonny Eagle School District

FINANCE-FACILITIES COMMITTEE MEETING MINUTES

Wednesday, November 9, 2022/4:00 p.m.

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

Present: Erika Creutz
Don Marean
John Sargent, Finance-Facilities Committee Chair
Nathan Carlow, Board Chair
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 11/9/22](#)

1. Mr. Sargent called the meeting to order at 4:03 p.m.

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

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

Moved by Ms. Creutz seconded by Mr. Marean:

To approve the minutes of the October 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
October warrants [Warrant Summary October 2022](#)

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

c. Financial Report:
Mr. Brockman and Ms. Pooler reviewed the Financial Reports for October 2022: [Financial Report October 2022](#)

d. Mr. Brockman shared with the committee the Dashboard for the month of October 2022. These can be found within the meeting packet on pages 12 through 15. [Meeting packet 11/9/22](#)

Finance & Facilities Meeting Minutes

Draft

Item 3

Mr. Brockman has revised the parameters of the Dashboard to include previous months history. This will provide a better overall view of year to date expenditures and revenues. He noted that all categories continue to in good standing. New Debt service has not had any expenditures yet as the bus lease has not been done as this point in time.

- e. COVID Funding Update: [Covid Funding Update October 2022](#) Ms. Pooler reviewed the funding update.

5. Other Finance Discussion Items:

- a. FY'22 Audit – Audit has been completed with copies being distributed to committee members. An electronic copy will be made available on the District website at: [FY'22 MSAD 6 Audit](#)

Ms. Pooler reported to the committee an audit adjustment had been made to clear out unallowed expenditures and older balances on various grant lines. Some were from FY'22 and others were from older fiscal years.

6. Facilities Update

- a. [Facilities Update/Photos](#) - Mr. Thibodeau reviewed the items within the Facilities update: [Facilities Update October 2022](#)
 - The water sample from the Hanson well came back after testing at over 20 parts per trillion which makes this not a viable source for Frank Jewett. The engineering firm the district is working with is developing treatment solutions to address a full spectrum of contaminants as well as PFAS. Mr. Thibodeau reported that it is looking like it will be closer to July of 2023 to implement system(s).

7. Other Facilities Discussion/Action Items

- a. [Facility Master Plan RFQ](#)

Mr. Brockman shared with the committee that he has received three inquiries in regards to the RFQ advertisement but only one submitted a proposal. This came from Harriman. Mr. Brockman also noted that the State is discussing creating a new list for School Construction Funding within the next couple of years. If the district wants to be considered for financing for a school construction project a comprehensive plan and application will need to be developed soon. The Business Office will schedule Harriman to attend the next Finance-Facilities meeting on Wednesday, December 14th to do a presentation for the committee. After the presentation the committee will decide whether to move forward with Harriman's proposal or go back and advertise again for other RFQ's.

Questions for Harriman will be developed by Mr. Brockman, Mr. Thibodeau, Mr. Gleason and the Finance-Facilities Committee members.

- b. [SRRF Application](#)

The application has been submitted to the State and includes HVAC upgrades at the middle school, Frank Jewett, HB Emery and Jack Memorial. Notification of awards should be announced February 1, 2023.

SRRF Grant portion of 50.84%	\$2,548,841
SRRF Local Share portion 49.16%	<u>\$2,465,516</u>
Total cost of proposed upgrades is	\$5,014,357

- c. [Warehouse and Fueling Station](#)

Construction continues with the area being cleared and propane tank has been installed.

Finance & Facilities Meeting Minutes

Item 3

Draft

d. Underground Fuel Storage Tanks

The new propane tanks have been installed at HB Emery.

e. Cross Easement Update

There is a proposed meeting that would include the Town of Standish, Mr. Cross and MSAD 6 representatives to discuss Quail Ridge becoming a public road. Mr. Gleason informed district attorneys that the district would not be attending this meeting at this point in time. It is the district's opinion that the discussion of the road becoming public is between the Town of Standish and Mr. Cross. Should Quail's Ridge becoming a public road then the district would be happy to meet with Mr. Cross to discuss land easement options.

8. **Adjournment:**

Moved by Ms. Creutz: seconded by Mr. Marean

To adjourn the meeting at 5:48 p.m.

VOTED: "Yes," Unanimously



MAINE SCHOOL ADMINISTRATIVE DISTRICT #6
Finance & Facilities Committee Website

FINANCE & FACILITIES COMMITTEE

Finance Items

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ITEM 5 OTHER FINANCE DISCUSSION/ACTION ITEMS

- A. - D/ Selection of Budget Advisory Committee Members

Finance & Facilities Meeting Packet Wednesday December 14, 2022

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Finance & Facilities Meeting Warrant/Payroll Summary

Item 4-A

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

WARRANT

#	TYPE	DATE		AMOUNT
23.10	AP	11/10/22		\$ 556,797.32
23.09	PR	11/04/22	Gross Payroll	\$ 1,844,163.11
	PR		Insurance	
			MainePERS	\$ 244,287.35
SUBTOTAL				\$ 2,645,247.78
23-11	AP	11/25/22		\$ 317,823.88
23.10	PR	11/18/22	Gross Payroll	\$ 1,573,918.37
	PR		Insurance	\$ 813,216.81
			MainePERS	
SUBTOTAL				\$ 2,704,959.06
GRAND TOTAL				\$ 5,350,206.84

Finance & Facilities Meeting Top 25 Expenditures

Item 4-B

Top 25 Expenditures
November 2022

Accounts Payable
Warrants 23-10 & 23-11
Total: \$872,365.20

Check #	Vendor	Description	Amount
151439	CROWN ENERGY SOLUTIONS	PROPANE FUELING STATION PROJECT	\$98,280.00
151492	PATCO CONSTRUCTION, INC	WAREHOUSE PROJECT - ESSER 3 FUNDS	\$50,127.31
151529	SYSCO OF NORTHERN NEW ENG.	NUTRITION SUPPLIES DISTRICT WIDE 23-10	\$45,960.71
151477	MINUTEMAN SECURITY TECH. INC.	SECURITY UPGRADES	\$42,431.72
151692	SYSCO OF NORTHERN NEW ENG.	NUTRITION SUPPLIES DISTRICT WIDE 23-11	\$42,042.74
151434	CENTRAL MAINE POWER	ELECTRICITY EXPENSE 23-10	\$36,893.55
151648	MSMA WORKERS COMP TRUST	MONTHLY WC EXPENSE	\$27,638.00
151537	TYLER TECHNOLOGIES, INC.	TYLER DETECT SOFTWARE- NETWORK	\$24,039.99
151446	DRUMMOND WOODSUM	MONTHLY LEGAL EXPENSE	\$23,406.92
151685	SPHERO, INC.	COMPUTER SCIENCE MOBILE LABS GRANT	\$22,708.00
151498	PINE TREE SOCIETY FOR HANDIC.	SP-ED CONTRACTED SERVICES	\$21,980.10
151614	CONDENSED CURRICULUM INT.	ADULT ED/CLINICAL MEDICAL ASSISTANT	\$21,692.25
151497	PINE STATE ASPHALT, INC	HOLLIS SRRF PROJECT	\$20,500.00
151664	PITSTOP FUELS, INC.	PROPANE EXPENSE 23-11	\$17,806.24
151443	DENNIS K. BURKE	FUEL EXPENSE	\$17,380.01
151680	SCOTT'S WOODWORKING	HOLLIS SRRF PROJECT	\$16,615.00
151426	BANA CORP	ELECTRICAL WORK AND UPGRADES	\$13,319.76
151594	AMAZON CAPITAL SERVICES, INC.	SUPPLIES - DISTRICT WIDE 23-11	\$12,841.77
151506	PROAV SYSTEMS INC.	GRADUATION EXP. & PROJECTOR INSTALL @ STEEP FALLS	\$12,633.87
151658	OTELCO, INC.	PHONE EXPENSE	\$12,125.71
151631	HILLYARD/NEW ENGLAND	CUSTODIAL SUPPLIES DISTRICT WIDE	\$11,290.99
151418	AMAZON CAPITAL SERVICES, INC.	SUPPLIES - DISTRICT WIDE 23-10	\$10,954.57
151499	PITSTOP FUELS, INC.	PROPANE EXPENSE 23-10	\$9,784.88
151533	THE ART OF EDUCATION UNIV.	CURRICULUM SOFTWARE	\$8,990.00
151646	MERGE LABS, INC.	COMPUTER SCIENCE MOBILE LABS GRANT	\$8,574.88
	% OF ALL AP	92.55%	\$630,018.97

Finance & Facilities Meeting Interim Financial Report

Item 4-C

Revenues, Expenditures, and Changes in Fund Balance

	General Fund Summary: Prepared for the November 9th finance committee meeting	ADOPTED / ADJUSTED BUDGET 2022-23	ACTUALS YTD 2022-23 11/30/2022	% BAL LEFT YTD	PROJECTED YEAR END TOTALS 2022-23	PROJECTED YEAR END BALANCES REMAINING	ACTUALS YTD 2021-22 11/30/2021
2022-2023 GENERAL FUND BUDGET	STATE SUBSIDY (GPA)	\$21,947,907	\$9,974,201	54.56%	\$21,947,907	\$0	\$10,571,775
	BALANCE FORWARD	\$2,350,000	\$2,350,000	0.00%	\$2,350,000	\$0	\$1,375,000
	SPECIAL ED REVENUES	\$200,000	\$95,462	52.27%	\$190,000	(\$10,000)	\$30,255
	MISCELLANEOUS REVENUES	\$40,000	\$138,236	-245.59%	\$50,000	\$10,000	\$91,538
	BUILDING USE RECEIPTS	\$0	\$0	#DIV/0!	\$0	\$0	\$0
	LOCAL TAX ASSESSMENT	\$31,997,879	\$13,332,450	58.33%	\$31,997,879	\$0	\$12,165,986
	REVENUES OVER (UNDER) ESTIMATES	\$56,535,786	\$25,890,349	54.21%	\$56,535,786 A	\$0	\$24,234,554
	Article 1 - REGULAR INSTRUCTION	\$21,989,114	\$5,066,830	76.96%	\$21,590,451	\$398,663	\$5,433,388
	Article 2 - SPECIAL EDUCATION	\$9,712,670	\$2,384,120	75.45%	\$9,536,579	\$176,091	\$2,485,934
	Article 3 - CAREER & TECH ED	\$10,000	\$0	100.00%	\$0	\$10,000	\$0
	Article 4 - OTHER INSTRUCTION	\$1,002,459	\$363,624	63.73%	\$984,285	\$18,175	\$249,693
	Article 5 - STUDENT & STAFF SUPPORT	\$5,570,928	\$1,816,631	67.39%	\$5,469,927	\$101,001	\$1,883,419
	Article 6 - SYSTEM ADMINISTRATION	\$1,588,558	\$626,096	60.59%	\$1,559,757	\$28,801	\$514,039
	Article 7 - SCHOOL ADMINISTRATION	\$2,815,945	\$894,520	68.23%	\$2,764,892	\$51,053	\$964,536
CHANGE IN FUND BALANCE	Article 8 - TRANSPORTATION & BUSES	\$3,866,082	\$1,208,958	68.73%	\$3,795,990	\$70,092	\$1,282,299
	Article 9 - FACILITIES MAINTENANCE	\$8,159,441	\$3,285,957	59.73%	\$7,833,064	\$326,378	\$2,613,685
	Article 10 - DEBT & OTHER COMMITMENTS	\$1,803,690	\$1,633,655	9.43%	\$1,803,690	\$0	\$1,614,093
	Article 11 - ALL OTHER EXPENSES	\$16,900	\$747	95.58%	\$16,900	\$0	\$2,350
	EXPENDITURES (OVER) UNDER BUDGET	\$56,535,786	\$17,281,137	69.43%	\$55,355,534 B	\$1,180,252	\$17,043,438
		\$0	\$8,609,213		A + B = C	C	\$7,191,116
	REVENUES OVER / (UNDER) EXPENSES					\$1,180,252	
	As a % of Approved Budget		30.57%			2.09%	#DIV/0!
	PROJECTED CHANGE IN FUND BALANCE (FY23 YEAR END)						
	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 11/30/2022	% BAL LEFT YTD	PROJECTED YEAR END TOTALS 2022-23	PROJECTED YEAR END BALANCES REMAINING	ACTUALS YTD 2021-22 11/30/2021
	REVENUES	\$1,935,150	\$693,534	64.16%	\$1,838,393	(\$96,758)	\$119,905
	EXPENDITURES	\$1,935,150	\$743,210	61.59%	\$1,896,447	\$38,703	\$445,194
	BALANCE	\$0	(\$49,676)		(\$58,055)	(\$135,461)	(\$325,288)

Finance & Facilities Meeting - Financial Dashboards

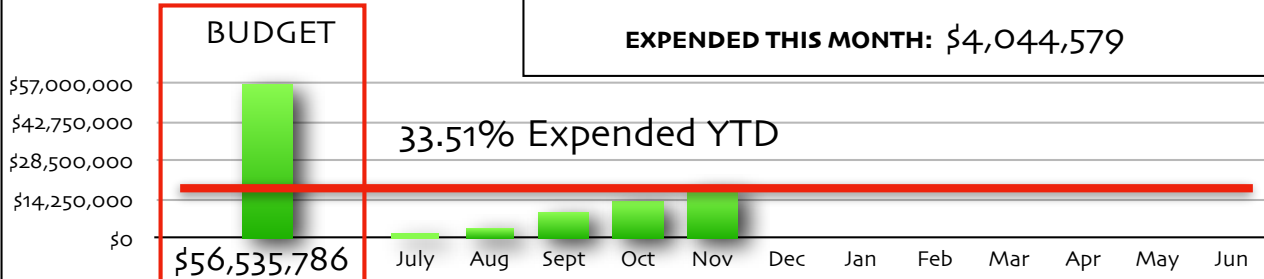
Item 4-D

EXPENDITURES - NOVEMBER

TOTAL GENERAL FUND EXPENDITURES

BUDGET	\$EXPENDED YTD	\$REMAINING	%REMAINING
\$56,535,786	\$18,946,541	\$37,589,244	66.49%

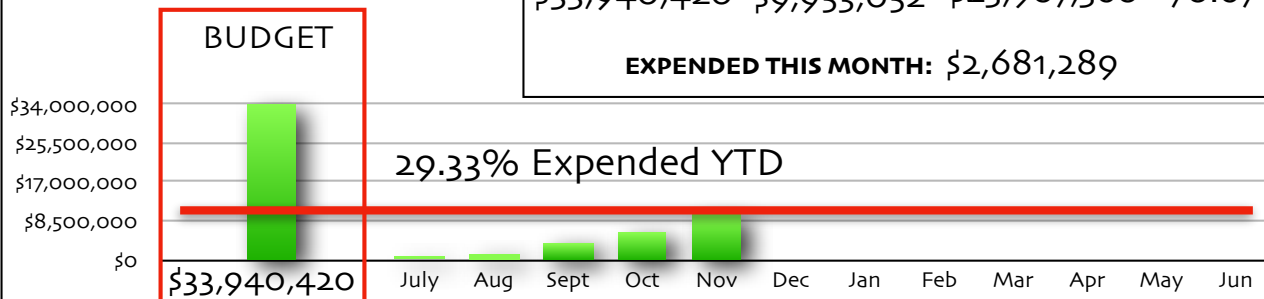
EXPENDED THIS MONTH: \$4,044,579



SALARIES (Cat 10)

BUDGET	\$EXPENDED YTD	\$REMAINING	%REMAINING
\$33,940,420	\$9,953,052	\$23,987,368	70.67%

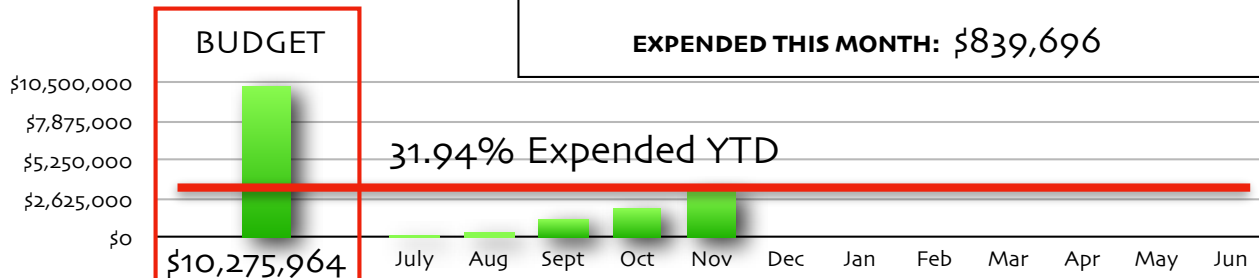
EXPENDED THIS MONTH: \$2,681,289



EMPLOYEE BENEFITS (Cat 20)

BUDGET	\$EXPENDED YTD	\$REMAINING	%REMAINING
\$10,275,964	\$3,282,648	\$6,993,316	68.06%

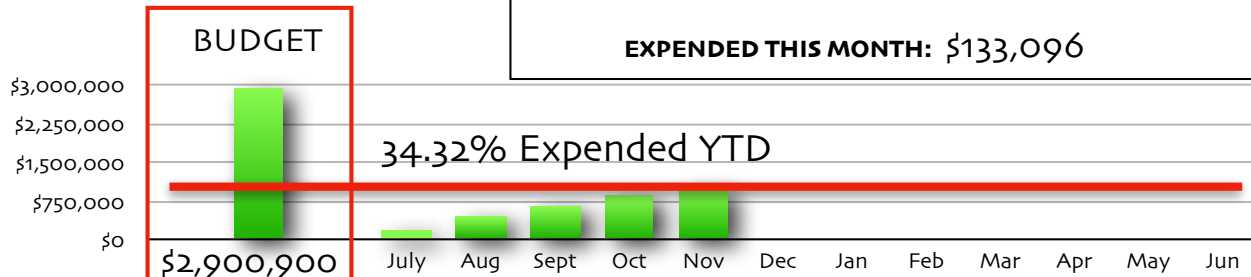
EXPENDED THIS MONTH: \$839,696



PER PUPIL ALLOCATIONS (Cat 30)

BUDGET	\$EXPENDED YTD	\$REMAINING	%REMAINING
\$2,900,900	\$995,650	\$1,905,250	65.68%

EXPENDED THIS MONTH: \$133,096



Finance & Facilities Meeting - Financial Dashboards

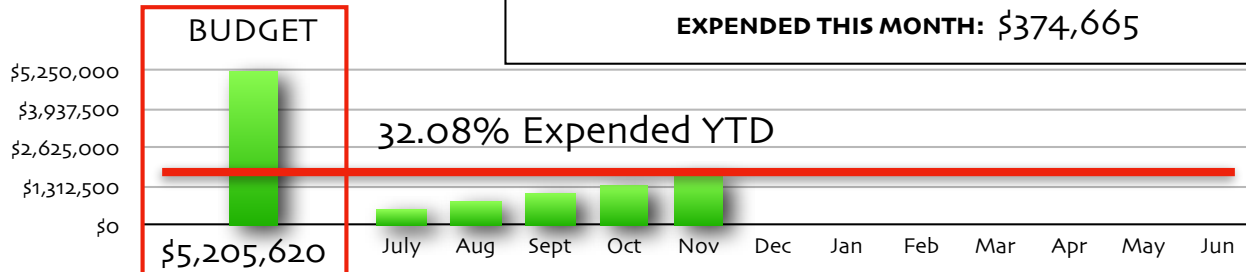
Item 4-D

EXPENDITURES - NOVEMBER

RECURRING COSTS (Cat 40)

BUDGET	\$EXPENDED YTD	\$REMAINING	%REMAINING
\$5,205,620	\$1,669,718	\$3,535,902	67.92%

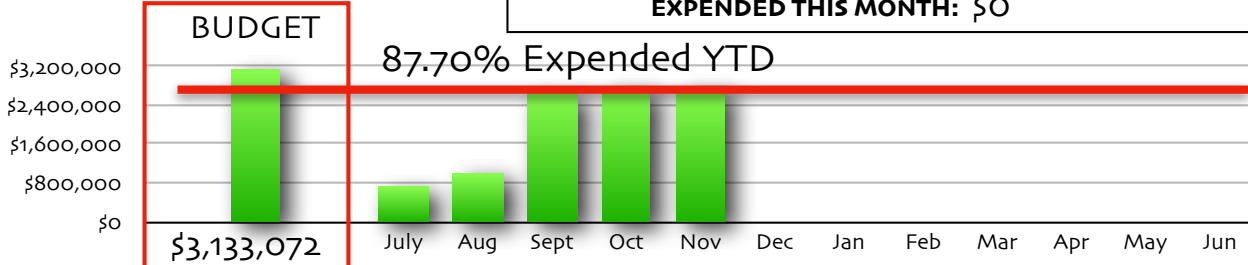
EXPENDED THIS MONTH: \$374,665



CURRENT DEBT SERV (Cat 50)

BUDGET	\$EXPENDED YTD	\$REMAINING	%REMAINING
\$3,133,072	\$2,747,828	\$385,244	12.30%

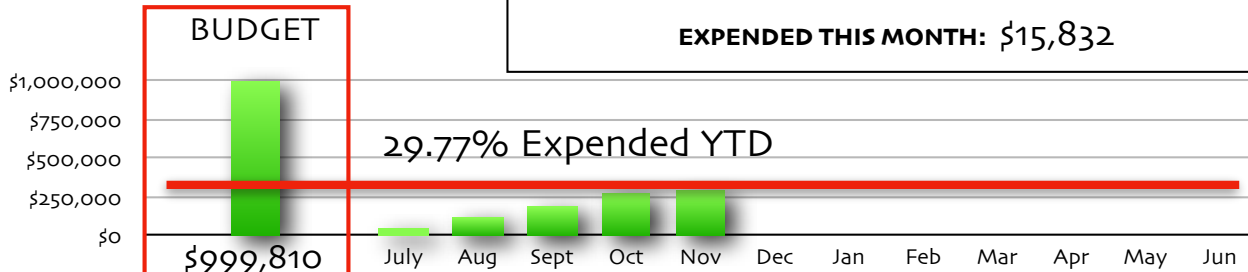
EXPENDED THIS MONTH: \$0



CAPITAL REQUESTS (Cat 70)

BUDGET	\$EXPENDED YTD	\$REMAINING	%REMAINING
\$999,810	\$297,646	\$702,164	70.23%

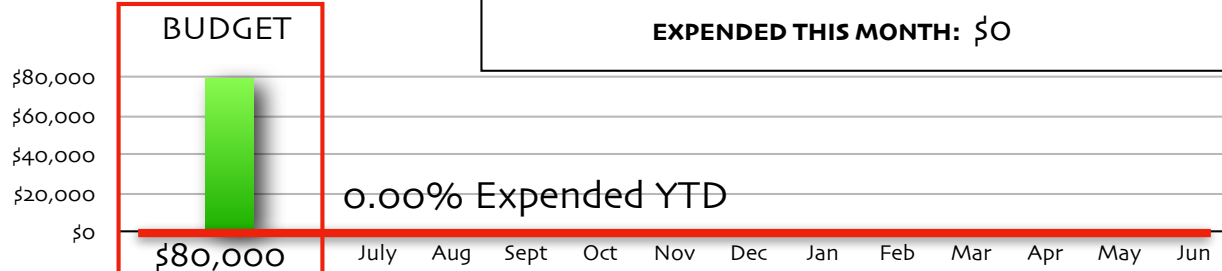
EXPENDED THIS MONTH: \$15,832



NEW DEBT SERVICE REQUESTS (Cat 80)

BUDGET	\$EXPENDED YTD	\$REMAINING	%REMAINING
\$80,000	\$0	\$80,000	100.00%

EXPENDED THIS MONTH: \$0



Finance & Facilities Meeting - Financial Dashboards

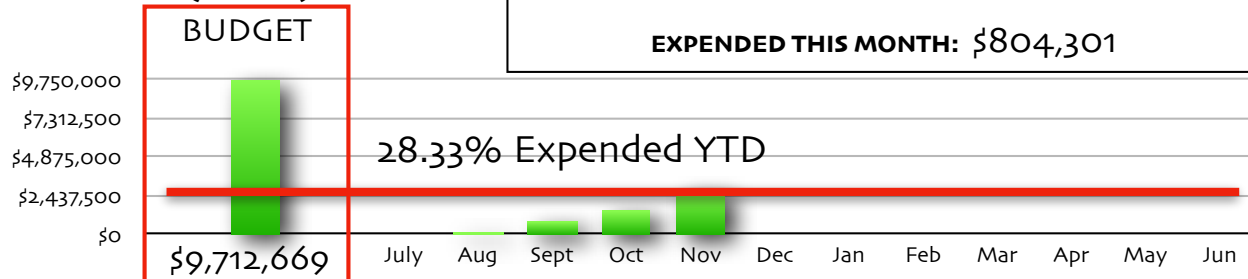
Item 4-D

EXPENDITURES - NOVEMBER

SPECIAL EDUCATION (Art 2)

BUDGET	\$EXPENDED YTD	\$REMAINING	%REMAINING
\$9,712,669	\$2,751,601	\$6,961,068	71.67%

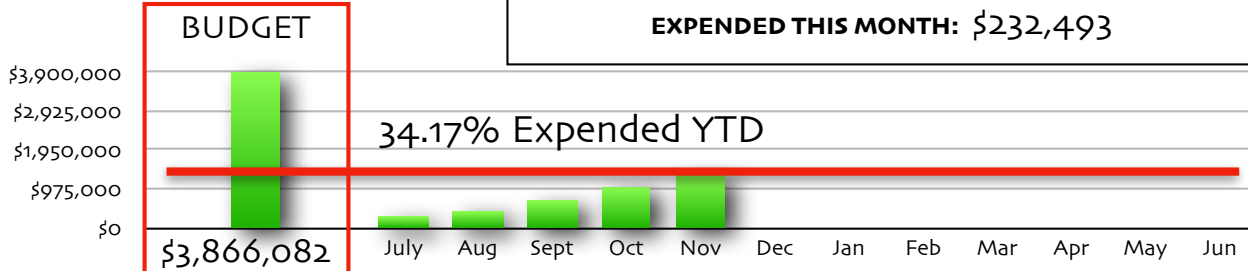
EXPENDED THIS MONTH: \$804,301



TRANSPORTATION (Art 8)

BUDGET	\$EXPENDED YTD	\$REMAINING	%REMAINING
\$3,866,082	\$1,321,227	\$2,544,855	65.83%

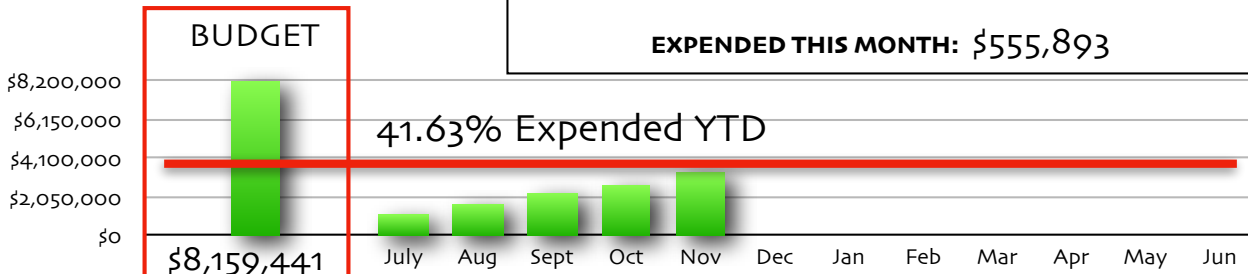
EXPENDED THIS MONTH: \$232,493



FACILITIES MAINT (Art 9)

BUDGET	\$EXPENDED YTD	\$REMAINING	%REMAINING
8,159,441	\$3,396,999	\$4,762,442	58.37%

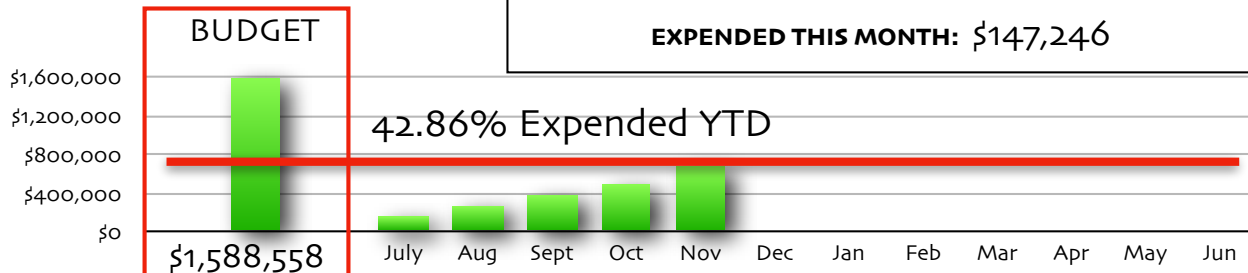
EXPENDED THIS MONTH: \$555,893



SYSTEM ADMINISTRAT (Art 6)

BUDGET	\$EXPENDED YTD	\$REMAINING	%REMAINING
\$1,588,558	\$680,899	\$907,659	57.14%

EXPENDED THIS MONTH: \$147,246



Finance & Facilities Meeting - Financial Dashboards

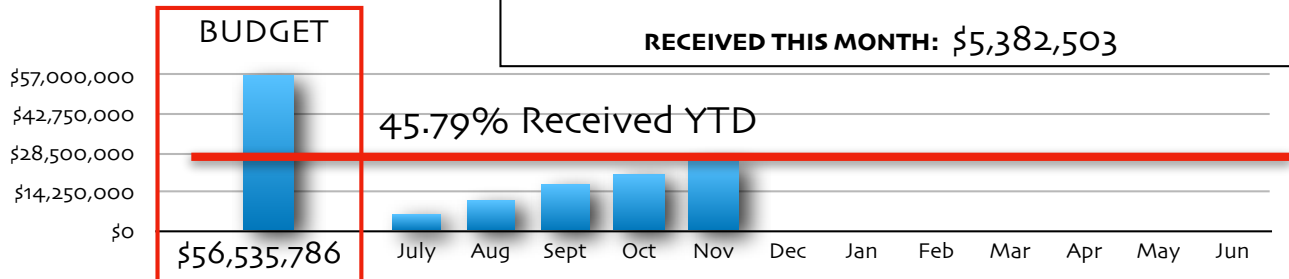
Item 4-D

REVENUES - NOVEMBER

TOTAL GENERAL FUND REVENUES

BUDGET	\$RECEIVED YTD	\$REMAINING	%REMAINING
\$56,535,786	\$25,890,349	\$30,645,437	54.21%

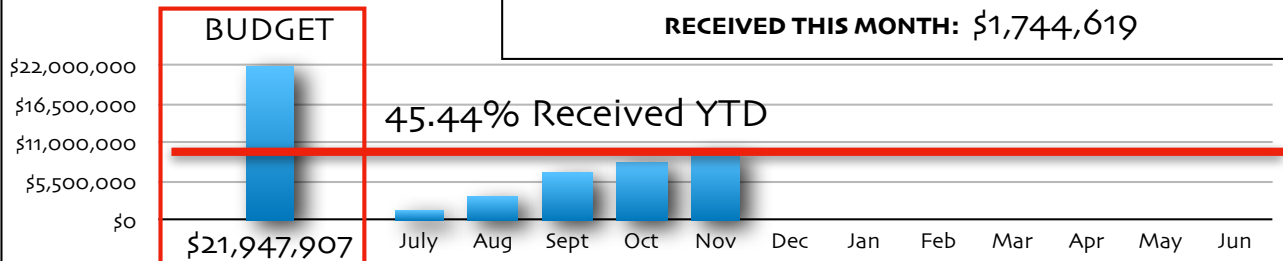
RECEIVED THIS MONTH: \$5,382,503



STATE SUBSIDY (GPA)

BUDGET	\$RECEIVED YTD	\$REMAINING	%REMAINING
\$21,947,907	\$9,974,301	\$11,973,606	54.56%

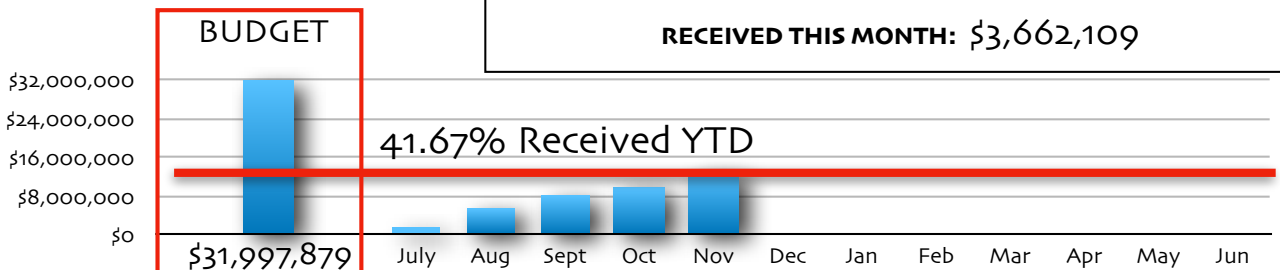
RECEIVED THIS MONTH: \$1,744,619



LOCAL ASSESSMENTS

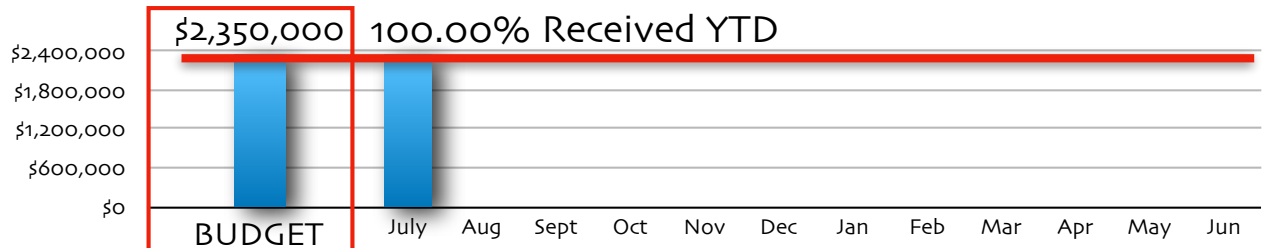
BUDGET	\$RECEIVED YTD	\$REMAINING	%REMAINING
\$31,997,879	\$13,332,450	\$18,665,429	58.33%

RECEIVED THIS MONTH: \$3,662,109



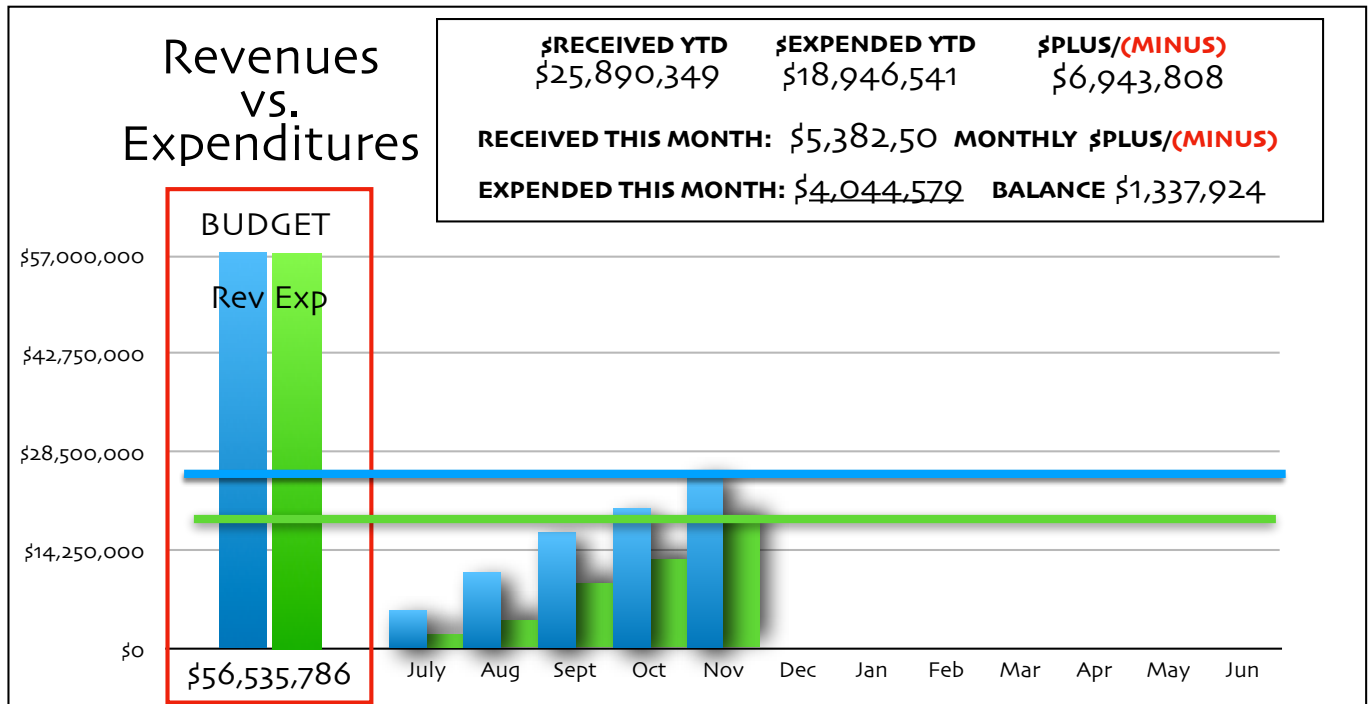
BALANCE FORWARD

BUDGET	\$RECEIVED YTD	\$REMAINING	%REMAINING
\$2,350,000	\$2,350,000	\$0.00	0.00%

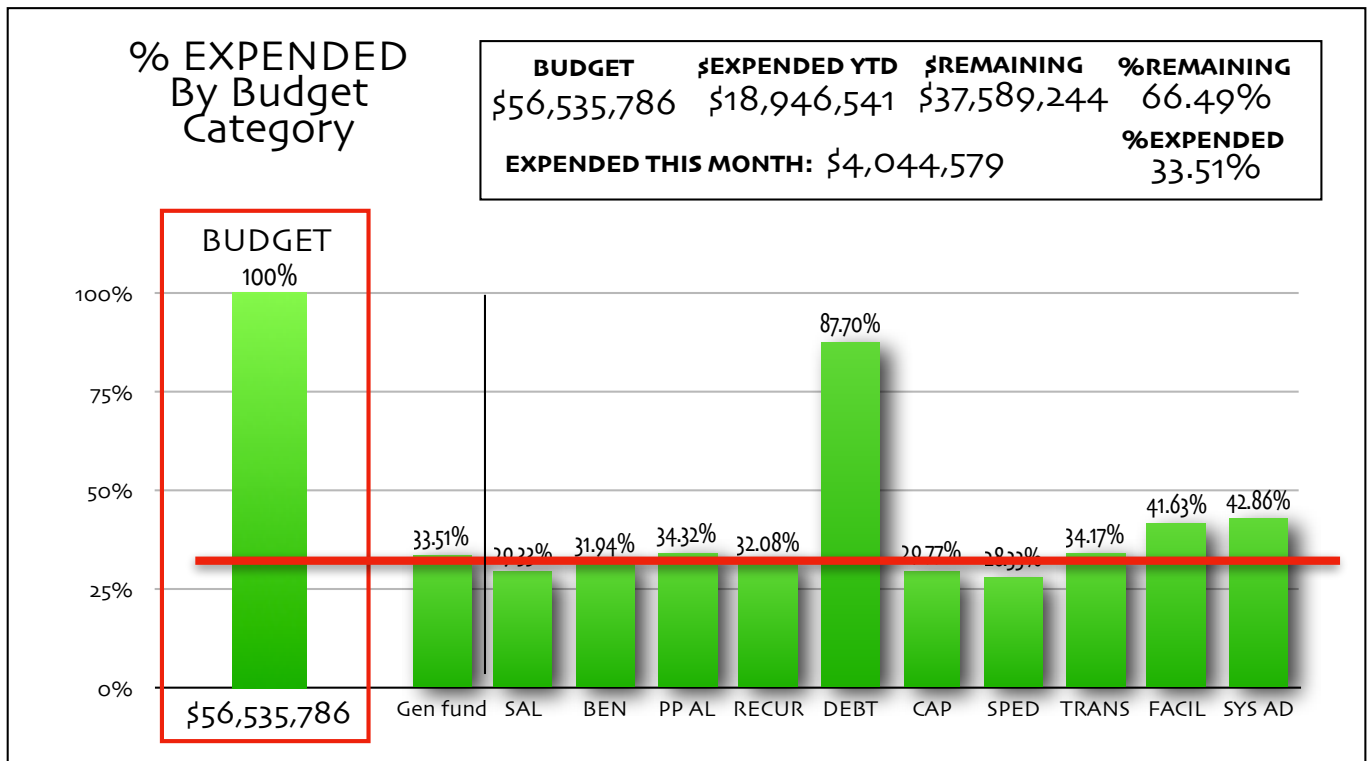


Finance & Facilities Meeting - Financial Dashboards

Item 4-D REVENUES vs. EXPENDITURES - NOVEMBER



Item 4-D EXPENDITURES - NOVEMBER YTD



Finance & Facilities Meeting Covid-19 Financial Report

Item 4-E

COVID Funding							
Expires	Name	Fund	Award	Revenue	Expense	Left to Spend	Due to MSAD 6
9/30/22	LESchool Age (ARP)	2480	215,246	85,948	159,223	56,023	73,275
9/30/22	LE Preschool (ARP)	2515	25,067	3,162	19,272	5,795	16,110
9/30/22	ESSER1 (CARES)	2605	447,096	445,589	445,589	1,507	0
9/30/23	ESSER2 (CRRSA)	2614	1,851,263	1,490,149	1,627,148	224,115	136,999
9/30/24	ESSER3 (ARP)	2615	4,158,948	1,295,925	2,811,816	1,347,133	1,515,890
9/30/23	RREV	2616	100,000	0	0	100,000	0
9/1/24	LMS Sub-Grant	2617	73,018	31,296	31,296	41,722	0
9/30/24	Homeless Children (ARP)	2618	24,668	0	4,433	20,235	4,433
			6,895,307	3,352,070	5,098,778	1,796,529	1,746,708
				48.61%	73.95%		

Finance & Facilities Meeting - BAC Member Selection

Item 5-A Composition and Selection of BAC Members

The BAC will be composed of no more than thirty-four (34) members who are stakeholders in the school district (a district resident, the parent or guardian of a district student, or a district employee.)

- A. Not more than twelve members will be parents/guardians or other community residents
- B. Not more than ten members will be municipal officials*, with at least one from each municipality.
- C. Two members will be school Board members, one member being the Board Chair or his/her designee and the other member being the Chair of the Finance & Facilities Committee, or his/her designee.
- D. Not more than four will be current MSAD 6 staff or faculty.
- E. Not more than two members will be district building/program level administrators.
- F. Not more than four members will be Bonny Eagle students.

No single member may serve concurrently in multiple categories, however, employees who serve on the BAC must also be residents of MSAD 6, and no more than four (4) members will be under the employment of MSAD 6. No School Board member, except those expressly indicated herein, may be a member of the Committee, but as a member of the public, attend meetings of the BAC.

Applicant recruitment may take place at any time for openings for which there are no applicants meeting the above guidelines. Interested candidates will fill out an application profile and **submit it to the Business Office, which will refer applications to the Finance and Facilities Committee for final consideration and appointment.**

Finance & Facilities Meeting - BAC Member Selection

Item 5-A

Budget Advisory Committee (not to exceed 34 members)

Parents/Guardians/Residents - not to exceed 12 members

- | | |
|---------------------|-------------|
| 1 Benjamin Bussiere | Limington |
| 2 Isabel Higgins | Standish |
| 3 Paul Leach | Buxton |
| 4 Eric Kuntz | Hollis |
| 5 Kate McDonald | Standish |
| 6 Reba Walton | Steep Falls |
| 7 Margret Welch | Standish |
| 8 Emily Weyrauch | Buxton |

Municipality - not to exceed 10 with one from each town

- | | |
|----------------|----------|
| 1 Mark Blier | Buxton |
| 2 Todd Delaney | Standish |
| 3 Mary Hoffman | Hollis |

Board Members - not to exceed 2

- Board Chair or designee
- Chair of Finance-Facilities or designee

MSAD 6 Staff or Faculty - not to exceed 4 members

- 1 Lindsay Havu/Teacher BCES
- 2 Molly Mingione/BCES Assistant Principal
- 3 Adam Thibodeau/Facilities Director
- 4 Sherry Zulick/Transportation Coordinator

Administrators - not to exceed 2 members

- 1 Katie Hawes - Special Education Director
- 2 Craig Pendleton/BCES Building Principal

Bonny Eagle Students - not to exceed 4 members

- 1



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

5:00 - 6:00. pm

HARRIMAN Facility Master Plan RFQ/RFP PROPOSAL
Meeting with HARRIMAN representatives to review proposal

ITEM 7 OTHER FACILITIES DISCUSSION/ACTION ITEMS

A. – D/ Other Discussion Items

Finance & Facilities Meeting Packet

Wednesday December 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 - Facilities Update

Item 6-A

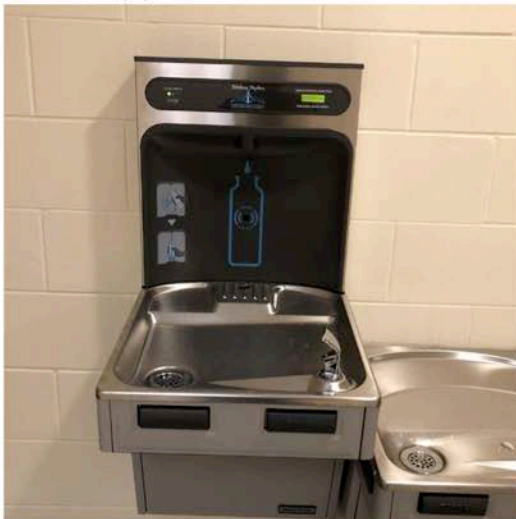


Facilities Update - 12/14/22 Meeting

- Roof Work at BEMS
- Ice Rink Installation - BEMS



- Replaced leaking skylight - HBE
- Installed (2) bottle fillers at BCES



Finance & Facilities Meeting - Facilities Update

Item 6-A

- HBE Propane Conversion Complete



- HBE Heat Pump Hot Water Heater Installation



- MS Propane - UG Tank Project - Spring 2023.
- Ongoing LED exterior light conversion
- Scheduled meeting with school Admin for BAC requests
- Jack Memorial / HBE Road Signs



Finance & Facilities Meeting - Facilities Update

Item 6-A

- Warehouse Project Update



- Winter Sports Preparation
- Continued Generosity from Poland Spring
- Custodial Supervisor Interviews

Finance & Facilities Meeting - HARRIMAN MASTER PLAN PROPOSAL

CRITERIA FOR SELECTING QUALIFIED FIRM

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.

Link to HARRIMAN proposal:

https://issuu.com/billbrockman/docs/10.31.22_msad_6_facilities_master_planning_servic?fr=sOTg3YzU2MTAzNzU

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.

Link to HARRIMAN proposal:

https://issuu.com/billbrockman/docs/10.31.22_msad_6_facilities_master_planning_servic?fr=sOTg3YzU2MTAzNzU

Finance & Facilities Meeting - HARRIMAN MASTER PLAN PROPOSAL

MSAD 6

Facilities Master
Planning Services
Buxton, Maine

Letter of Interest

October 20, 2022

Harriman



harriman.com

AUBURN



BOSTON

PORTLAND

PORTSMOUTH

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 - HARRIMAN MASTER PLAN PROPOSAL

Harriman

October 20, 2022

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

Dear William:

The proposed MSAD 6 Long-Range Facilities Master Plan presents an exciting opportunity to realign the district's educational aspirations and vision with its physical environments. The Harriman Education Studio is passionate about helping communities harness the planning process as a vehicle to clarify goals, promote fiscal responsibility and to help our clients achieve their strategic objectives.

Harriman's integrated team of Architects, Engineers and Planners brings extensive experience leading similar district-wide facility assessment and planning initiatives. As we have done over the past decade with Yarmouth, RSU21 Scarborough and other districts, we welcome the opportunity to engage your constituencies in a planning process that is inclusive, comprehensive, data-driven and forward-looking.

Master planning is a journey, and that journey is as important as the destination. We believe that such endeavors can be vital processes that help communities to coalesce around a cohesive, unified vision that defines and guides the district's future. To help establish common ground, we will choreograph an inclusive and interactive community outreach and engagement process that provides a forum for diverse constituencies to contribute to the conversation. Building on this foundation of "active listening" we will develop planning models that reflect the ethos, values and ambitions of the MSAD 6 community.

We look forward to this opportunity to continue our work in MSAD 6 and to build a strong tomorrow for your students and your communities.

Sincerely,
Harriman

Lisa D. Sawin, AIA, LEED AP BD+C
Principal, Architect
lsawin@harriman.com

https://issuu.com/billbrockman/docs/10.31.22_msad_6_facilities_master_planning_servic?fr=sOTg3YzU2MTAzNzU

Finance & Facilities Meeting - HARRIMAN MASTER PLAN PROPOSAL

Harriman

October 31, 2022

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

Dear William:

Master planning, as we noted in our earlier Letter of Interest, is a journey. That journey is as important as the destination. We want you and your community to be involved and engaged and to enjoy the ride. Our process is interactive, inclusive and transparent. We will choreograph an inclusive and interactive outreach and engagement process that provides a forum for diverse constituencies to contribute to the conversation. Building on this foundation of “active listening” we will develop planning models that reflect the ethos, values and ambitions of the MSAD 6 community.

The process should be imaginative, insightful and implementable. To achieve this, Harriman’s expansive perspective on educational facilities design is complemented by the inclusion of four consulting partners: MLP is a leader in educational facilities programming and will be a valuable resource in ensuring the process asks probative questions and exploring emerging educational models; Thornton Tomasetti’s renowned leadership in sustainable design will make resiliency and sustainability central tenants of the plan; Edvance, our trusted partner in educational technology, will take a forward-looking view of the role of technology throughout your schools and lastly PCM will help us establish an informed framework for the cost implications of planning options.

For over 150 years we have been committed to an integrated approach to design innovation. Our practice was founded in 1870 in Lewiston, Maine and schools have been an integral part of our portfolio almost from the start. The Harriman Education Studio welcomes the opportunity to expand on this legacy to help MSAD 6 craft a forward-looking vision for inspiring and uplifting places to learn, grow and discover.

I, Lisa Sawin, am a Principal and Senior Architect responsible for leading the PK-12 studio. I will also serve as the point of contact and principal in charge of the project. I can be contacted regarding all matters related to our enclosed proposal

Kind regards,

Sincerely,

Harriman

Lisa D. Sawin, AIA, LEED AP BD+C

Principal, Architect

lsawin@harriman.com\

46 Harriman Drive

Auburn, ME 0421

207-784-5100 (office) | 802-595-1525 (mobile)

Link to HARRIMAN proposal:

https://issuu.com/billbrockman/docs/10.31.22_msad_6_facilities_master_planning_servic?fr=sOTg3YzU2MTAzNzU

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

the 'information' and 'communication' fields. The 'information' field is defined as:

...the study of the nature, creation, organisation, storage, retrieval, dissemination and use of information, and the social, cultural, economic and political aspects of information systems and information science. (p. 1)

The 'communication' field is defined as:

...the study of the nature, creation, organisation, storage, retrieval, dissemination and use of communication, and the social, cultural, economic and political aspects of communication systems and communication science. (p. 1)

The 'information science' field is defined as:

...the study of the nature, creation, organisation, storage, retrieval, dissemination and use of information science, and the social, cultural, economic and political aspects of information science systems and information science. (p. 1)

The 'information systems' field is defined as:

...the study of the nature, creation, organisation, storage, retrieval, dissemination and use of information systems, and the social, cultural, economic and political aspects of information systems systems and information systems. (p. 1)

The 'information science' field is defined as:

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