



Maine School Administrative District No. 6

BUDGET ADVISORY COMMITTEE



GENERAL FUND
BUDGET

FY **23**

COMMITTEE MEETING PACKET

Thursday, February 17, 2022

Buxton

Hollis

Limington

Standish

Frye Island



BUDGET ADVISORY COMMITTEE
Maine School Administrative District No. 6

AGENDA

Budget Advisory Committee Thursday, February 17, 2022

6:00 - 7:30 - Meeting will be held in CO Conference Room

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| ITEM 1 | CALL ORDER |
| ITEM 2 | Welcome - Kate McDonald, Chair/ Todd Delaney, Vice Chair
<i>WE ARE STILL SEEKING ADDITIONAL NEW MEMBERS</i> |
| ITEM 3 | Public Comments |
| ITEM 4 | Ground Rules & Norms |
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- | | |
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| ITEM 5 | Approve Minutes of Previous Meeting |
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- | | |
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| ITEM 6 | REVISED SNAPSHOT OF 2022-2023 DRAFT2 BUDGET SUMMARY>
a. REVISED Expenditure Projections
b. REVISED Revenue Projections |
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- | | |
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| ITEM 7 | REVIEW PRELIMINARY 2022-2023 70 - CAPITAL BUDGET REQUESTS |
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| ITEM 8 | GROUP QUESTIONS & DISCUSSION / NEXT STEPS |
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- | | |
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| ITEM 9 | ADJOURNMENT
William Brockman
District Business Manager of Finance & Operations
BUSINESS MANAGER OF FINANCE & OPERATIONS |
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BUDGET ADVISORY COMMITTEE

Maine School Administrative District No. 6

ITEM 3

MSAD6 Budget Advisory Committee Rules for Allowing Public Comment

Public comment from residents of MSAD6 towns will be allowed at the following times during MSAD6 Budget Advisory Committee meetings

- At the beginning of the meeting.
- At the end of the meeting before adjournment.

At other times during the meeting, usually between topics, at the discretion of the Chair. If it appears that progress on the agenda is lagging, the Chair may restrict the times when comments are allowed during the meeting. At any other time when a Committee member asks for and receives unanimous consent for a non-member to speak.

- A person who wishes to comment will be asked to state his/her name and town of residence, and the person will be asked to be concise and brief. Comments stated by others should not be repeated, except that expressing agreement is acceptable. □

At each comment opportunity, the time limit is 3 minutes per person and 10 minutes in total. The Chair will monitor and call time as may be necessary.

A comment that is a question may or may not receive a response, at the Committee's discretion. It is not the purpose of this public comment opportunity to allow a back-and-forth discussion with a commenter, unless the Committee so desires.

An attempt will be made to fairly record in the meeting minutes the substance of the public comments, but the Committee does not guarantee completeness or accuracy.

The Committee at any time may vote to modify or rescind these public comment rules.



ITEM 4

BUDGET ADVISORY COMMITTEE GROUND RULES AND NORMS

- Respect ideas/comments from all Committee members.
- Have a positive attitude.
- Trust the process - be open minded - no preconceived ideas.
- Consider the district as a whole - don't be territorial.
- Eliminate sidebars when someone has the floor
- Begin and end meetings on time.
- Communicate with the community.
- Make decisions that are in the best interest of students and learning.
- Encourage creative thinking - explore all options.
- Begin every meeting by announcing what the public comment rules are and end meeting with an opportunity for public comment.
- All questions from the group should be directed to the chairperson or the presenter.



BUDGET ADVISORY COMMITTEE
Maine School Administrative District No. 6

ITEM 5 Minutes of Previous Meeting - 02/03/2022

Budget Advisory Committee
Meeting Minutes
Thursday, February 3, 2022 at 6:00 p.m./via Zoom

Next Meeting: Thursday, February 10, 2022 @ 6:00 p.m.

Call to Order: 6:01 p.m.

Welcome:

Kate McDonald welcomed those attending the Zoom BAC meeting. Mrs. McDonald advised the committee that the next meeting would be in person on Thursday, February 10th at Central Office.

Openings on the BAC:

- 5 more openings for residents/parents/guardians
- 8 more openings for municipal representatives
- 2 more faculty/staff openings
- 3 more student openings

Email Tina Plummer (tplummer@bonnyeagle.org) if you are interested in becoming a voting member of the BAC.

Public Comments:

There were no public comments.

Ground Rules & Norms:

There were no comments or changes to the ground rules and norms.

Minutes:

Moved by Mr. Delaney; seconded by Mrs. Higgins
To approve the Budget Advisory Committee minutes of January 6, 2022 as presented.



BUDGET ADVISORY COMMITTEE

Maine School Administrative District No. 6

ITEM 5

Minutes of Previous Meeting - 02/03/2022

Voted Yes; Unanimous

Revisit Initial Snapshot:

Mr. Brockman was initially hopeful that the fiscal forecast would look promising. The district has since received the preliminary ED 279 and shows a reduction in State funding of **(\$1,561,615.15)** from the current year's subsidy. Areas that contributed to this reduction in MSAD 6 include:

- Decline in per pupil enrollment (113 students)
- Reduced State approved Debt
- Town valuation has increased

Additional information regarding the preliminary FY2022-2023 ED 279 can be found at:

<https://www.maine.gov/doe/funding/gpa/eps/22-23>

Mr. Brockman reminded the committee that the district received additional funding through the EPS subsidy for the current fiscal year, which occurred after the budget was voted on and approved in the amount of \$1,791,445.34. These additional funds are set aside and can be used to off set taxes. MSAD 6 was #2 in the list of schools that lost funding. This will result in budget reductions that need to occur that Mr. Brockman was not anticipating. Additionally, the community will need to consider if they think a larger percent increase would be acceptable. Mr. Brockman wants to protect the district's fund balance as much as possible.

Questions/Discussion:

- Mr. Marean noted that the Legislature will adjourn in April, won't that allow for revisions? Mr. Brockman feels any revisions are unlikely to be in time. State School Budget statutes required posting of warrants by a certain time. Should additional funding come through after the Budget is approved then the money would go into the fund balance account untouched. This can be used as carry forward to offset future taxes.
- Mr. Kuntz referenced the recent notice that the district is going to an early dismissal on Wednesdays' as there is not enough time for staff preparation and development. Mr. Kuntz would be interested to hear what tax rates are in our surrounding towns. He has concerns about making staff cuts moving forward. Mr. Brockman responded that he does not expect staff reductions in 2022-2023 but could potentially happen in years further out. Likely for the additional Covid positions that have been added that are currently funded by Federal Covid funds.



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ITEM 5 Minutes of Previous Meeting - 02/03/2022

- Mrs. Black noted that student enrollment been declining over the past 5 years. Mr. Brockman noted that enrollment has been decreasing Statewide. Ms. Napolitano added that the district has lost some students due to the Pandemic and the new vaccination laws. Some parents have opted not to send their child back to school. There has been an increase in homeschoolers and students transferring to the online Charter schools this year.
- Mrs. Higgins asked if the district was at 55% state funding? Mr. Brockman responded that the State maintains they are funded at 55% with the 41 million added to the formula. It depends on where the funds are going and may not flow down to K-12 schools, noting that additional funds could be going towards CTE or charter schools.
- Mr. Carlow is perplexed why the district is experiencing a decrease given the funding added to the formula. He feels that that shortage should be addressed legislatively through the State budget and will work towards this.
- Mrs. Creutz noted that the State formula is reliant on student enrollment. What would it look like if we had a big influx of students? Mr. Brockman responded that a rapid increase might negatively impact budget as well if increased populations in communities increases mill rates.
- Mrs. McDonald commented that she is assuming that the enrollment decrease is spread out throughout varying grade levels and schools which makes it difficult to reduce resources. Mr. Brockman confirmed that student reductions are spread throughout the district
- Ms. Napolitano hopes to rekindle discussions about renovation and consolidation. Our facilities needs are going to become pressing and a consolidation would increase our debt service, which in turn, will help our funding with the State. It also has the potential to reduce operational costs and improve the quality of education for our students

Next Meeting – February 10, 2022

Present expenditures at the next meeting to see about any changes that can be made. If you have any budget related questions or would like additional information presented at a future meeting please email those requests to Tina Plummer – tplummer@bonnyeagle.org

The meeting adjourned at 7:28 p.m.



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REVISED SNAPSHOT OF 2022-2023 BUDGET

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ITEM 6

DRAFT 2 - FISCAL FORECAST - Expenditures



DRAFT 2 - EXPENDITURES - by Category for 2022-2023

FISCAL FORECAST

BASELINE EXPENDITURES for 2022-2023	ADOPTED BUDGET 2021-2022	ANTICIPATED 2021-2022 YEAR END ACTUAL	ANTICIPATED 2021-2022 YEAR END OVER/(UNDER)	EXPENDITURE ASSUMPTIONS	
				BASELINE BUDGET 2022-2023	%INC(DEC)
10 SALARIES	\$30,789,491	\$30,290,000	\$499,491	\$32,628,549	6.0%
20 BENEFITS	\$9,897,502	\$9,560,333	\$337,169	\$10,205,616	3.1%
30 PP ALLOC	\$2,790,870	\$2,590,000	\$200,870	\$2,863,800	2.6%
40 RECURRING	\$5,113,889	\$4,876,000	\$237,889	\$5,405,620	5.7%
50 DEBT SERVICE	\$3,000,000	\$3,056,600	(\$56,600)	\$3,434,199	14.5%
SUPPLEMENTAL/SPECIAL 60/70/80	\$638,505	\$626,000	\$12,505	60 \$550,000 70 \$545,500 80 \$80,000	
[B] - TOTL EXPENDITURES	\$52,230,257	\$50,998,933	\$1,231,324	\$55,713,284	6.7%
ESTIMATED YEAR END OVER/(UNDER) BUDGET >				\$2,913,724	5.6%

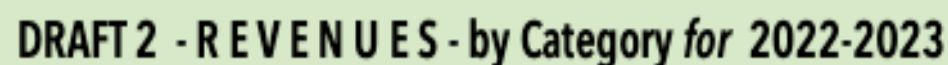
PROJECTED
BASELINES BUDGET ASSUMPTIONS
for EXPENDITURE BUDGET
10 SALARIES - Project a 6.0% or \$1,066,058 inc
20 BENEFITS - Project a 3.1% or \$263,063, inc
30 PP ALLOCATIONS - Project a 2.6% inc in allocations
40 RECURRING COSTS - Project a 5.7% inc in fixed costs
50 DEBT SERVICE - Project a 14.5% inc in leases

SUPPLEMENTAL & SPECIAL REQUESTS

60 / Special Instructional Requests: Allow \$550,000
70 / Capital Operational Requests: Allow \$545,500
80 / New Debt Service: Allow \$80,000 for
additional bus lease



DRAFT 2 - FISCAL FORECAST - Revenues



FISCAL FORECAST

February 17, 2022



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CAPITAL (FACILITIES) BUDGET REQUESTS

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BUDGET ADVISORY COMMITTEE
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ITEM 7

CAPITAL (FACILITIES) BUDGET REQUESTS

Project	Description	Estimated Cost	
BEHS Roof Replacement	Quote from SMR received	\$170,0000	21-22 GF
BEHS Auditorium Ceiling	This has been damaged due to the leaking roof and needs to be repaired once the roof is replaced.	\$15,000.00	21-22 GF
BEHS/BEMS Gym Floors	The finish on these floors is peeling off. Murchie gym is currently unusable for games. I have contacted multiple vendors for pricing to sand the floor to bare wood, restripe and recoat. I've received a quote from one vendor and am waiting for the other two to send me their quotes. We are looking at ~\$25k per floor.	\$75,000.00	21-22 GF
BEMS Windows	There are a number of windows that are vinyl clad wood that have failed. The windows, frame and trim are writing away. One window has plywood over the broken glass. I have asked Port City to give me a proposal for the design of the replacement.	\$125,000.00	22-23 GF
Jack Memorial HC Ramp	I understand that there is a request for a HC ramp at the end of the building. In order to do this we will need to replace the door and frame (current has incorrect swing and is too small), frame/insulate/finish the remaining opening and purchase a ramp with the appropriate sized landings and railing. They currently have a ramp that they use at the front door that seems to function fine.	\$12,000.00	21-22 GF
BEHS Doors leaving the auto/wood shop	EMERGENCY - There are mag locks and card readers on the interior that are against code. The doors swing in the wrong direction. This creates a dead end corridor and is a huge safety concern in the event of a fire. The door MUST swing into the corridor and be equipped with crash bars. Card readers can not be placed on the inside. This should be addressed immediately.	\$5,000.00	21-22 GF



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ITEM 7

CAPITAL (FACILITIES) BUDGET REQUESTS

Maintenance Storage Facility	We received the conceptual design drawings and estimate earlier this week which I forwarded to you. I have asked Port City to prepare a design proposal for drawings, specs, estimate and necessary planning board approval and permitting. The current estimate is well over the \$372,000 budget.	\$650,000.00	ESSER FUNDS
BEHS Portable Door Replacement	Replace exterior doors on all 3 portables	\$10,000.00	22-23 GF
BEHS Storage Portable	Add siding, replace trim, exterior upgrades	\$25,000.00	22-23 GF
District Wide - Light Fixture Upgrades	The district could benefit from a wholesale lighting upgrade project to switch from fluorescent to LED. There is a huge energy cost saving from doing this project. Efficiency Maine likely has incentives to help pay for the fixtures.	\$50,000.00	22-23 GF
Hollis Elementary	Old window and wall replacement. We have an application for a grant, but the district should be prepared in the event the grant does not get awarded. I have asked Port City to give us a proposal to prepare the design documents for this project so we can move once we hear about the grant.	\$700,000.00	STATE REVOLVING RENOVATION FUNDS
BEMS Murchie Gym Entrance	This storefront should be replaced. The windows are in terrible condition and are extremely inefficient. The lexan on the doors is not suitable for securing the facility.	\$25,000.00	21-22 GF
BEHS/BEMS Tennis courts	All need to be relined and resurfaced.	\$10,000.00	22-23 GF
BEHS Bathrooms	These are in terrible condition due to lack of proper upkeep and student vandalism. These need a serious upgrade.	\$250,000.00	CAPITAL RESERVE
District Bottle Filling Stations	COVID has identified that the use of drinking fountains is unsanitary. A project to replace the water fountains with bottle fillers should be considered.	\$75,000.00	22-23 GF
BEHS Athletic Complex	Turf field, new track, additional grandstands, locker rooms, concessions building, etc are needed. The varsity baseball field is in really bad shape and needs to be redone. All of the backstop fencing has been poorly maintained and needs repair.	\$4,000,000.00	FUTURE BOND ISSUE
Elementary school classrooms and corridors	Serious need of painting.	\$50,000	22-23 GF



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ITEM 7

CAPITAL (FACILITIES) BUDGET REQUESTS

Storage for Kubota	Roof attached to carpenter shop to store Kubota - Done	\$9,500.00	21-22 GF
Heater at Bus Garage	New heater to replace the waste oil heater	\$10,000.00	21-22 GF
Bus Propane Tank Relocation	Relocate the existing propane tanks into the open parking area for ease of filling busses. Location near new warehouse	\$50,000.00	ESSER
GEJ Water Supply	Replace water line from street to building	\$25,000.00	22-23 GF
Paint GEJ hand rails at Gym entrance		\$1,500.00	22-23 OPERATING BUDGET
Paint BEMS canopy and columns (Green)		\$4,000.00	
Recaulk column/brick base and paint columns		\$2,500.00	
BEHS Roof - Over Athletics Office		\$50,000.00	22-23 GF
BEMS Roof	Shop area, 8th grade wing, 2nd floor	\$450,000.00	FUTURE BOND
BEMS Bathrooms		\$300,000.00	FUTURE BOND
Repair Backstop Fencing - BEHS/BEMS		\$50,000.00	22-23 GF
BEHS Baseball Field Upgrades	Playing surface and dugouts	\$200,000.00	FUTURE BOND
Hollis Bathroom Reno	Bathrooms in corridor across from cafeteria	\$20,000.00	22-23 GF
HBE Chimney Repointing	Repoint Chimney and replace cap	\$5,000.00	22-23 GF
Hollis - Demo Shed	Shed is in need of major repairs	\$5,000.00	22-23 GF
Paving - District Wide		\$500,000.00	FUTURE BOND
Propane Station - BEMS		\$80,000.00	ESSER
Repair Brick @ Window Lintels	Many window lintels were not flashed correctly causing the brick to spawl and fail.	\$110,000.00	FUTURE BOND
Site Lighting	Upgrade pole lighting to LED - District Wide	\$120,000.00	FUTURE BOND
TOTAL COST ALL PROJECTS			



BUDGET ADVISORY COMMITTEE
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ITEM 7 CAPITAL (FACILITIES) BUDGET REQUESTS

Ford F550 Dump Truck	To replace F550 which is worn out	\$72,500	CAP RESERVE
Ford Transit Cargo Van	Cheaper to operate DAILY DRIVER rather than a F350 pickup	\$32,500	22-23 GF
Lease/Purchase 5 Buses	State Approved 5 Propane Buses	\$80,000	22-23 GF

CURRENT 2021-22 GENERAL FUND BUDGET:	\$ 321,500
CURRENT ESSER FEDERAL FUNDS:	\$ 780,000
STATE REVOLVING RENOVATION FUNDS	\$ 700,000

<u>70 - PROPOSED 2022-23 GENERAL FUND BUDGET:</u>	<u>\$ 545,500</u>
<u>80 - CAPITAL LEASE/PURCHASE 5 BUSES</u>	<u>\$ 80,000</u>

PROPOSED 2022-23 OPERATING BUDGET:	\$ 8,000
CAPITAL (FACILITIES) RESERVE FUND:	\$ 322,500

FUTURE BOND ISSUE	\$5,680,000
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TOTAL CAPITAL EXPENDITURES ALL SOURCES	\$8,760,000
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BUDGET ADVISORY COMMITTEE
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All recommendations emanating from the BAC shall be submitted to the Superintendent and the Finance/Budget Committee

Shall be considered advisory in nature.

The MSAD 6 School Board retains its legal responsibility to adopt the final budget.

The Superintendent and the Finance/Facilities Committee are in no way obligated to follow recommendations from individual BAC members or from the full BAC if the Superintendent and/or the Finance/Facilities Committee feels that the recommendations do not support best fiscal practices or the District's goals and priorities



BUDGET ADVISORY COMMITTEE
Maine School Administrative District No. 6

Budget Advisory Committee Meeting Dates:

1. BAC Thursday, December 17, 2021
2. BAC Thursday, January 6, 2022
3. BAC Thursday, January 20, 2022

4. BAC Thursday, February 3, 2022
5. BAC Thursday, February 17, 2022
6. ~~BAC Thursday, February 24, 2022~~

7. BAC Thursday, March 3, 2022
8. BAC Thursday, March 10, 2022
9. BAC Thursday, March 17, 2022
10. BAC Thursday, March 31, 2022

11. BAC Thursday, April 7, 2022
12. BAC Thursday, April 14, 2022



District Budget Meeting Dates:

DISTRICT BUDGET MEETING

Thursday, May 26, 2022 at BEHS Gym

BUDGET VALIDATION REFERENDUM

Tuesday, June 14, 2022 at each Town
Polling site

Questions/Discussions?





BUDGET ADVISORY COMMITTEE
Maine School Administrative District No. 6

BAC Voting Members

Parents/Guardians/Residents -

not to exceed 12 members

1 Deb Black Limington

2 Peter Burns Buxton

3 Isabel Higgins Standish

4 Eric Kuntz Hollis

5 Kate McDonald Standish

6 Shawn Sheehan Standish

7 Margret Welch Standish 1/6/22

Municipality -

not to exceed 10 with one from each town

1 Todd Delaney - Standish

2 Mary Hoffman - Hollis

Board Members -

not to exceed 2 members

Board Chair or designee

Chair of Finance-Facilities or designee

MSAD 6 Staff or Faculty -

not to exceed 4 members

1 Adam Thibodeau/Facilities Co-Director

2 Molly Mingione/BCES Assistant Principal

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 Luke Plummer BEHS

