

Bonny Eagle School District

## FINANCE-FACILITIES COMMITTEE MEETING MINUTES

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

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

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Present: Lindsay Atkinson  
Erika Creutz  
John Sargent, Finance-Facilities Chair  
Christina Silvestri  
Nathan Carlow, Board Chair  
Riley McKinley, Student Representative

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

Excused: Don Marean

Meeting Packet link: [Finance-Facilities Meeting packet 12/14/22](#)

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 Ms. Atkinson:**

To approve the minutes of the November 9, 2022 Finance-Facilities Committee meeting as presented.

**VOTED: "Yes," Unanimous**

4. **Other Finance Discussion Items**
  - a. Selection of Budget Advisory Committee Members

The committee agreed to adjust the agenda lineup to move this item up prior to reviewing other Finance items

The committee had been given a listing of Budget Advisory Committee membership applications that had been received at the Business Office up until the time of the meeting. Copies of individuals applications were made available to the committee through a shared google folder.

The current policy (DBA) states that there can only be 12 members in the category of Parent/Resident and 14 applications had been submitted. The committee was charged with having to reduce the number down to 12 voting members for this category. After discussing and finding no clear indication through the applications of who should not be approved, the committee decided to go by the numbered listing and pull two numbers

out of a hat to determine the voting members within this category. Upon further discussion the committee agreed that revisions should be made to the current policy and would recommend it go before the policy committee for further review and discussion.

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

- a. Review of the A/P and Payroll Warrants  
November warrants [Warrant Summary November 2022](#)
- b. The Top 25 Expenditures were reviewed  
November 2022 Top 25 Expenditures: [Top 25 Expenditures November 2022](#)
- c. Financial Report:  
Mr. Brockman and Ms. Pooler reviewed the Financial Reports for November 2022: [Financial Report November 2022](#)
- d. Mr. Brockman shared with the committee the Dashboard for the month of November 2022. These can be found within the meeting packet on pages 11 through 15. [Meeting Packet 12/14/22](#)
- e. COVID Funding Update: [Covid Funding Update November 2022](#) Ms. Pooler reviewed the funding update.

**6. Facilities Update**

- a. [Facilities Update/Photos](#) - Mr. Thibodeau reviewed the items within the Facilities update: [Facilities Update November 2022](#)

Additional notes:

- LED lighting upgrades continue to happen within the district. Efficiency Maine has offset costs with refunds.
- Mr. Thibodeau is meeting with Administrators and Managers to capture any requests they have that would fall under the Supplemental request category in the budget building process.
- Poland Spring has been very generous in their support of providing water to those sites that are unable to use onsite drinking water due to PFAS levels. Mr. Thibodeau noted that the district will have to begin paying for potable water at these sites. Mr. Thibodeau is expecting to receive the results of the study done to remediate PFAS at these sites.

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

- a. [Facility Master Plan – Harriman](#)

Representatives from Harriman attended the meeting to present their Facilities Master Plan proposal. A copy of their presentation may be accessed here: [Harriman Presentation slides](#)

A voice recording of the presentation may be accessed [Harriman Presentation voice recording 12/14/22](#)

Harriman representatives included:

- Mark Lee, Chief Executive Officer, Architect
- Lisa Sawin, Principal-In-Charge, Architect
- Wendi Holden, Project Manager, Architect

After the Harriman presentation the committee was able to ask additional questions, some of which had been covered within the presentation. Questions included:

1. In forming a district master planning committee, who should be included? When and how will they be involved in the process?
2. What kinds of data and resources are needed from our district in order to get started with the process? If we don't have a particular set of data, such as drawings of similar, how do you mitigate that?
3. We have had an FCA completed this year by Port City Architects. How would you incorporate this assessment into your planning process?
4. Community input is an important component to master planning. Explain how you would go about involving community members to gain community understanding/support.
5. We understand that the State is planning to open up construction applications in the near future. Do you think you have sufficient time to finish the planning process "concept" and prepare an application if we find that new construction is desirable?
6. What is your most recent school project?
7. How many long-range plans have you done for similar sized districts?
8. Can You outline for us a general overview of the steps you use in long range planning?
9. Is your company rated by the Better Business Bureau? Rating?

Upon completion of the presentation the committee decided to meet again briefly the following evening, Thursday, December 15, 2022 at 5:30 p.m., to review next steps in regards to the Harriman proposal/contract.

8. **Adjournment:**

The meeting adjourned at 6:46 p.m.