

Bonny Eagle School District

## FINANCE-FACILITIES COMMITTEE MEETING MINUTES

Wednesday, May 10, 2023/4:00 p.m.

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

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Present            Lindsay Atkinson  
                      Erika Creutz arrived at 4:05 p.m.  
                      Don Marean  
                      John Sargent, Finance-Facilities Chair  
                      Christina Silvestri

Excused:          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 5/10/23](#)

1.            Mr. Sargent called the meeting to order at 4:02 p.m.

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

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

**Moved by Ms. Silvestri seconded by Ms. Atkinson:**

To approve the minutes of the April 12, 2023 Finance-Facilities Committee meeting minutes as presented.

**VOTED: Yes - 3**

**Abstain - 1**, Mr. Marean abstained as he did not attend the April meeting.

**Minutes are approved by a majority vote.**

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

a.    Review of the A/P and Payroll Warrants  
      April 2023 warrants [Warrant Summary April 2023](#)

b.    The Top 25 Expenditures were reviewed  
      April 2023 Top 25 Expenditures: [Top 25 Expenditures April 2023](#)

-    Mr. Sargent inquired about item #5 FEDES expenditure, was this a pass-through Grant expenditure?  
      Ms. Pooler confirmed that it was.

- Mr. Sargent inquired about item #19 Tom's Water Solution, and if was this paid through a grant. Mr. Thibodeau confirmed that yes, it is a \$10,000 grant that the district had been approved for and would be getting reimbursed by the State for this expense.
- c. Financial Report:  
Ms. Pooler reviewed the Financial Reports for April 2023: [Financial Report April 2023](#)
- Mr. Sargent inquired if Ms. Pooler and Mr. Brockman felt that the estimated fund balance would remain the same at the end of the school year. Mr. Brockman responded that he was hopeful that it may be a little over the estimate but won't be able to make a final determination until the end of June.
- d. Mr. Brockman shared with the committee the Dashboard for the month of April 2023. These can be found within the meeting packet on pages 11 through 15. [Finance-Facilities meeting packet 5/10/23](#)
- Mr. Marean inquired if Capital Requests reside within Article 9. Mr. Brockman confirmed that Capital Requests that are coded as category 70 reside within Article 9.
- Ms. Creutz asked for clarification on Article 6 System Administration and what salaries reside here, as well as are salaries encumbered for summer months within this article? Mr. Brockman responded that this includes Administrative Salaries and Central Office Operations. Most salaries within this line do not need to be encumbered over the summer as their contracts end on June 30<sup>th</sup>.
- Mr. Sargent noticed that within the Transportation Article 8, there is a lesser amount remaining than other articles and does this have anything to do with the negotiated contract that required retro pay for this bargaining agreement? Mr. Brockman confirmed that yes, this has impacted this article's remaining funds.
- e. COVID Funding Update: [Covid Funding Update April 2023](#) Ms. Pooler reviewed the funding update. Ms. Pooler noted that the district must wait for network items that were ordered last year to arrive before the State will authorize reimbursement. These make up the major portion of funds not yet received.

5. **Other Finance Discussion Items**

- a. Pre-Audit begins May 15<sup>th</sup> for FY 2022-2023
- b. Focus on Finance will be delivered to residents on May 16<sup>th</sup>
- c. The District Budget Meeting is on Thursday, May 25<sup>th</sup> beginning at 6:00 p.m. at Bonny Eagle High School gym.

6. **Facilities Update**

- a. [Facilities Update/Photos](#) - Mr. Thibodeau reviewed the items within the Facilities update: [Facilities Update April 2023](#)
- b. Certificate of Occupancy for the Warehouse has been obtained
- c. Reminder of Propane Event at new Transportation Fueling Station, Thursday, May 11, 2023
- d. Central Office/Historical Society Replacement Sign has been ordered, was damaged during a recent storm.
- Mr. Marean asked why the School Board Meetings are no longer being broadcast on Saco River Television. Mr. Gleason reported that there had been some technical difficulties that were slow in getting resolved. He and Saco River Television and our Technology department have met a couple of times to work through this. He believes that Saco River Television felt it was a Spectrum issue. Mr. Gleason noted that he believes that the last Board meeting has been able to be television

through the Saco River channel. Mr. Gleason will follow up to ensure they are able to broadcast the meetings now.

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

**a. Facilities Master Planning:**

Mr. Thibodeau reported out that there have been additional meetings with Harriman; they recently met with the core Facilities Master Planning Committee and have had a second meeting with principals to begin working on Vision Boards. Mr. Gleason added that they have also met with individual Principals, Assistant Principals and Deans at each site for further information gathering.

Mr. Thibodeau added that he has begun meeting with Harriman to go through each school/site to capture additional pictures and data of the buildings. They will use this information in conjunction with the information that was done through the recent Facilities Assessment.

There will be two community forums coming up in June. These will be on June 1<sup>st</sup> and June 14<sup>th</sup> from 6:00 – 8:00 p.m. at the Bonny Eagle High School gym. Mr. Gleason also noted that they will also be working through ThoughtExchange to obtain feedback from the community.

**d. Historical Society Lease update:**

Mr. Gleason updated the committee that the Historical Society was still reviewing the latest revisions as suggested and provided by Drummond Woodsum. The Historical Society is still working through this with their legal representative and are not ready to come back before the Finance-Facilities Committee yet.

**8. Adjournment:**

The meeting adjourned at 5:07 p.m.