

Bonny Eagle School District

## FINANCE-FACILITIES COMMITTEE MEETING MINUTES

Thursday, August 17, 2023/3:00 p.m.

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

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Present: Debra Black  
Kelley Heath  
Don Marean, Vice-Chair of Finance-Facilities  
Cindy Meserve  
Nathan Carlow, Board of Directors Chair

Excused: John Sargent

Other: Bill Brockman, Business Manager  
Clay Gleason, Superintendent  
Dawn Pooler, Finance Manager  
Sarah Marean, Director of Transportation  
Doug Havu, Head Mechanic

Meeting Packet link: [Finance-Facilities Meeting Packet 8/17/23](#)

1. Mr. Marean called the meeting to order at 3:15 p.m.

2. **Public Comments**

There were no Public Comments as this time.

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

**Moved by Ms. Black: seconded by Ms. Heath:**

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

**VOTED: "Yes," 2 with Mr. Marean abstaining as he did not attend the 7/12/23 meeting.**

**Minutes are approved by majority.**

4. **Surplus Vehicle Bids**

Mr. Marean opened the two bids received. Bidders were CIA Salvage and Ann Clukey. Bid results can be viewed here: [Surplus Vehicle Bid Results](#)

Mr. Brockman recommends awarding bus #70 to Ann Clukey and all the others to CIA Salvage.

Moved by Ms. Heath; seconded by Ms. Black

To accept the bid for bus #70 from Ann Clukey and to accept the bids for the remaining surplus vehicles from CIA Salvage.

**VOTED: "Yes" Unanimous**

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

- a. Review of the A/P and Payroll Warrants  
July warrants: [Warrant Summary July 2023](#)
- b. The Top 25 Expenditures were reviewed. [Top 25 Expenditures July 2023](#)
- c. Financial Report:  
Ms. Pooler reviewed the Financial Report: link to the report is [Financial Report Final June 2023](#)  
Ms. Pooler noted that the figures here are not the audited figures as the district is still wrapping up the audit for FY'23. All articles came in either at or below budget. Article 9 remaining balance will be put in the Facilities Capital Reserve Fund.

The FY'24 [Financial Report for July 2023](#) looks good to date noting that it is quite early in the fiscal year.

- d. Mr. Brockman shared with the committee the Dashboard for FY'23 ending balances as well as for the new fiscal year FY'24. These provide an overview of expenditures and revenues by category, which can be found on pages 17 through 23. [Meeting Packet 8/17/23](#)

Mr. Brockman reviewed Unaudited Year End balances for FY'23 for the two Capital Reserve accounts that have been established through the Referendum vote.

- Technology Capital Reserve estimated balance to go into the reserve (unaudited) is \$466,291.63
- Facilities Capital Reserve estimated balance to go into the reserve (unaudited) is \$781,430.41

Mr. Brockman reminded the committee that in order to access funds from these accounts requires a two-thirds approval vote from the Board of Directors.

Mr. Brockman reviewed Fund Balance from FY'21 through FY'23-year end (unaudited) which can be found on page 25 of the meeting packet. He anticipates ending the year at around \$10,791,842.

- Ms. Heath asked for clarification of the Warrant Summary and whether these figures (page 12 of meeting packet) included revenues. Mr. Brockman responded that the Warrant Summary is only expenditures.
  - Ms. Heath inquired what the Technology Reserve fund might be used for such as student devices. Mr. Brockman responded that there were not enough funds to accomplish that and those purchases would likely be in the form of a Lease Purchase but the capital reserve could be used to issue a lease payment in that situation. Mr. Brockman noted that these funds could be used to enhance network security as needed.
  - Both of these Reserve Accounts have their own separate bank accounts.
- e. COVID Funding Update: [July 2023 Covid Funding Update](#)  
Ms. Pooler reviewed the funding update provided in the link above Ms. Pooler noted that there is \$645,639 of available funds left to spend. There are several that will be ending as of 9/30/23. ESSER 3 will have one more year.

6. **Other Finance Discussion Items:**

- a. Discussion Item – Article: Bonny Eagle Transportation makes the Big(ger) stage with School Transportation News [STN Article](#). Mr. Gleason had been invited to speak and be on a panel at the

Reno, Nevada Expo on the integration of propane buses and creating a “green” fleet. Mr. Gleason shared some of what was discussed at the conference and felt the recognition to the district is positive.

7. **Facilities Update**

- a. Facilities Update – Mr. Thibodeau was unable to attend the meeting and the update will be reviewed at the next meeting in September.  
[Facilities Update 8/17/23](#)
- b. Mr. Brockman shared a photo of the PFAS system that has been installed at Bonny Eagle High School. As many of the school sites have not been used regularly over the summer all the systems will require a good flushing prior to start of the school year.
  - Ms. Meserve said she has received several calls in regards to the propane tanks at BEMS wondering if they could be painted in Bonny Eagle colors or some type of enhancement. Mr. Brockman said that a fence has been installed around the tanks and that they would work on making that area more aesthetically appealing.

8. **Adjournment:**

**Moved by Ms. Heath: seconded by Ms. Black**

To adjourn the meeting at 4:15 p.m.

**VOTED:** “Yes,” Unanimously