

FINANCE & FACILITIES COMMITTEE

Committee Members

Debra M. Black	Limington	Term expires June 2026
Kelley C. Heath	Hollis	Term expires June 2024
Donald G. Marean	Hollis	Term expires June 2025
(Vice-Chair)		
Cynthia J. Meserve	Buxton	Term expires June 2026
John M. Sargent	Standish	Term expires June 2026
(Chair)		

Meeting Packet
Thursday, March 14, 2024

AGENDA

Finance & Facilities Meeting

Thursday, February 14, 2024 3:00 pm – 4:30 pm/*Central Office*

Item 1	Call to Order							
Item 2	Public Comments							
Item 3	Approve Minutes of Previous Finance & Facilities 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 Reports							
	D. D/ Capital Projects (Category 70 Expenditures)							
	E. D/ Dashboard							
	F. D/ Capital Reserve Balances							
	G. D/							
Item 5	Other Finance Discussion/Action Items							
	A. D/ Special Finance-Facilities Meeting – 3/28/24							
	B. D/A Other Finance Discussion/Action items							
	FACILITIES ITEMS							
Item 6	Facilities Discussion Items							
	A. D/ Facilities Update – D. Pooler							
Item 7	Other Facilities Discussion/Action Items							
	A. D/							
Item 8	Adjournment							

RULES FOR PUBLIC COMMENT At Finance & Facilities Meetings

Public comment from residents of MSAD 6 towns will be allowed at the following times during MSAD 6 Finance & Facilities meetings in 2023 and 2024

• At the beginning of the meeting.

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 backand-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 comments.

Item 3 - Minutes

Bonny Eagle School District

FINANCE-FACILITIES COMMITTEE MEETING MINUTES

Thursday, February 8, 2024/3:00 p.m.

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

Present: Debra Black

Kelley Heath

Don Marean, Vice-Chair of Finance-Facilities

Cindy Meserve

Excused: John Sargent, Chair of Finance-Facilities

Other: Clay Gleason, Superintendent

Dawn Pooler, Business Manager Adam Thibodeau, Director of Facilities

Meeting Packet link: Finance-Facilities Meeting Packet 2/8/24

1. Mr. Marean called the meeting to order at 3:00 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. Heath: seconded by Ms. Black:

To approve the minutes of the January 11, 2024, 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 warrants: Warrant Summary January 2024
 - b. The Top 25 Expenditures were reviewed. Top 25 Expenditures January 2024
 - c. Financial Report:

Ms. Pooler reviewed the Financial Report: link to the report is <u>Financial Report January 2024</u>
Ms. Pooler shared that the 11 Articles are in good shape at this point in the school year.

- d. Ms. Pooler provided the committee detailed expenditures for Capital Projects on pages 14 of the meeting packet. To date, there is a remaining balance of approximately \$341,360.55 that will soon be encumbered for additional facility related projects.
- e. Additional Financial Documents:

Ms. Pooler reviewed the Revenue and Expense report as well at bank balances for the Facilities and Technology Capital Reserve Funds. Links to these reports can be accessed below:

Item 3 - Minutes

- Revenue and Expense
- Capital Reserve Balances as of 1/31/24

Upon review of the Revenue and Expense report, Ms. Pooler noted that Article 10 Debt & Other Commitments, reflects the principal and interest payments made in the fall for the bond for Buxton Center Elementary School. Special Education Revenues are below where they should be as the district is awaiting reimbursement from the State for MaineCare reimbursement as well as State Agency client.

f. Quarterly Covid Update – As of 1/31/24 the district has expended \$6,448,895 in total for the various Covid funding sources and have received reimbursement in the same amount. Several of the sources have already ended. Those that have not already ended will be done by September 30, 2024.

Covid Funding Update

5. Other Finance Discussion Items

a. BAC update – Ms. Pooler reported out that the Budget Advisory Committee has been meeting on a bi-weekly basis and were reviewing the baseline budget. The BAC would soon be reviewing supplemental requests and tax impacts for each town.

6. Facilities Update

a. Facilities Update – Mr. Thibodeau reviewed the Facilities update for the month of January 2024. Facilities Update January 2024

Additional information:

- BEMS new well drilling went down approximately 818 feet to reach a viable water source. The next step will be to have it tested for PFAS and any other contaminants which is standard procedure before it can be an approved water source.
- 7. Other Facilities Discussion/Action items:
 - Mr. Gleason reported that the district held a Master Facilities Plan Community Forum in January which was sparsely attended. After the Community Forum feedback was solicitated from the community through ThoughtExchange. Harriman Associates will be doing a presentation at the school board meeting scheduled for March 18, 2024.
 - Ms. Heath thanked Ms. Pooler and staff for the reassuring Auditor report that was given to the School Board at their recent meeting. The auditor, Ron Smith, reported that based on the recently competed audit, the district is in a favorable financial position.
 - Mr. Gleason shared with the committee the possibility of adding an additional Finance-Facilities meeting in the near future that would be needed to review the BAC recommended budget.

8. **Adjournment:**

Moved by Ms. Meserve; seconded by Ms. Black

To adjourn the meeting at 3:56 p.m.

VOTED: "Yes," unanimous

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 Reports
- D. D/ Capital Projects (Category 70 Expenditures)
- E. D/ Dashboard
- F. D/ Capital Reserve Balances
- G. D/

Item 5. Other Finance Discussion/Action Items

- A. D/ Special Finance-Facilities Meeting 3/28/24
- B. D/A Other Finance Discussion/Action items

Item 4-A Warrant Summaries

MAINE SCHOOL ADMINISTRATIVE DISTRICT 6 FINANCE & FACILITIES WARRANT SUMMARIES February-24

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#	TYPI	E DATE		AM	OUNT
24.16	AP	02/02/24	AP	\$	384,695.62
24.16	PR	02/09/24	Gross Payroll	\$	1,664,531.99
	PR		Insurance		
			MainePERS	\$	262,146.86
SUBTOTAL				\$	2,311,374.47
24.17	AP	02/16/24	AP	\$	416,800.64
24.17	PR	02/23/24	Gross Payroll	\$	1,683,103.09
	PR		Insurance	\$	849,741.68
				\$	-
SUBTOTAL				\$	2,949,645.41

GRAND TOTAL

\$ 5,261,019.88

Item 4-B Top 25 Expenditures

Top 25 Expenditures	
February 2024	

Accounts Payable Warrants 24-16 & 24-17 Total: \$801,496.26

Check #	Vendor	Description	Amount
156802	SYSCO OF NORTHERN NEW ENG	NUTRITION SUPPLIES 24-17	\$ 49,259.21
156620	SYSCO OF NORTHERN NEW ENG	NUTRITION SUPPLIES 24-16	\$ 42,297.69
156599	PITSTOP FUELS INC.	PROPANE EXPENSE 24-16	\$ 41,801.77
156773	PITSTOP FUELS INC.	PROPANE EXPENSE 24-17	\$ 40,860.92
156695	CENTRAL MAINE POWER	ELECTRICITY EXPENSE 24-17	\$ 40,672.05
156581	MSMA WORKERS COMP	MONTHLY WORKERS COMP EXPENSE	\$ 36,738.00
156717	HEGARTY PLUMBING & HEAT	WELL TANKS - BEMS	\$ 27,947.00
156808	TYLER TECHNOLOGIES, INC.	TYLER DETECT SOFTWARE MONITOR	\$ 25,241.99
156544	CENTRAL MAINE POWER	ELECTRICITY EXPENSE 24-16	\$ 22,573.79
156566	HOPE KING TEACHING RESOURCE	ROFESSIONAL DEVELOPMENT - TITLE II 1/2 PYMT	\$ 22,500.00
156722	HOPE KING TEACHING RESOURCE	ROFESSIONAL DEVELOPMENT - TITLE II 1/2 PYMT	\$ 22,500.00
15655	DENNIS K. BURKE, INC.	FUEL EXPENSE 24-16	\$ 21,353.98
156596	PINE TREE SOCIETY FOR HAND.	SP-ED CONTRACTED SERVICES 24-16	\$ 18,066.00
156527	AMAZON CAPITAL SERVICES	SUPPLIES DISTRICT WIDE 24-16	\$ 15,142.07
156705	EDUPOINT EDUCATIONAL SYST.	STUDENT SOFTWARE	\$ 13,870.00
156679	AMAZON CAPITAL SERVICES	SUPPLIES DISTRICT WIDE 24-17	\$ 13,631.26
156541	CAMFIL USA, INC	*COLLECTOR & DUCTING INSTALL	\$ 13,484.65
156597	PINE TREE WASTE INC.	MONTHLY TRASH REMOVAL	\$ 12,756.81
156704	DENNIS K. BURKE, INC.	FUEL EXPENSE 24-17	\$ 12,703.63
156707	EMERY AGGREGATES &	SNOW REMOVAL CONTRACT	\$ 11,292.08
156593	OTELCO, INC.	MONTHLY PHONE EXPENSE	\$ 10,617.37
156731	LEARNING SERVICES INTERNAT.	IOBSERVATION SOFTWARE	\$ 9,158.00
156794	SCHOOL PSYCHOLOGY ASSOC.	SP-ED CONTRACTED SERVICES	\$ 8,750.00
156741	MINUTEMAN SECURITY TECHN.	ACCESS CONTROL LICENSE RENEWAL	\$ 8,619.33
156651	MUSIELAK-HANOLD, JESSICA	SP-ED CONTRACTED SERVICES	\$ 8,312.50
	% OF ALL AP	68.64%	\$550,150.10

Item 4-C Interim Financial Report

Revenues, Expenditures, and Changes in Fund Balance							
General Fund Summary: ADOPTED)	Fund Balance	aes in F	and Chan	kpenditures.	Revenues, Ex
Prepared for the	A OTHALO					•	<u> </u>
March 14th BUGET 2023-24 YTD TOTALS BALANCES FREMINITED TOTALS STATE SURSIDY (GPA) S22375,038 516,309 31 6,394 522,223,24 S223,046 S43,477,372 S22,808,624 S32,000 S445,000				% BAL			•
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ADJUSTED YTO LEFT YEAR END YEAR END BUILDGET 2023-24 LEFT TOTALS BALANCES) ACTUALS	PROJECTED	PROJECTED	0/ DAI	ACTUALS	ADOPTED /	
BUDGET 2023-24 LEFT TOTALS BALANCES	YTD	YEAR END			YTD	ADJUSTED	
VTU	2022-23	BALANCES					
ADULT EDUCATION 2023-24 02/29/2024 YTD 2023-24 REMAINING	02/29/2023	REMAINING		YTD			ADULT EDUCATION
		(\$6,829)		41.47%			
EXPENDITURES \$376,650 \$196,198 47.91% \$369,821 \$6,829	-						
BALANCE \$0 \$24,245 \$0 \$0		\$0	\$0		•	\$0	BALANCE

Item 4-C Financial Report / General Fund without Encumbrances

	Last Year Period	Enacted Budget	Current Period	Reported Period	Amount Remaining	Percent Remaining
Account Number / Description	7/1/2022 - 2/28/2023	7/1/2023 - 6/30/2024	2/1/2024 - 2/29/2024	7/1/2023 - 2/29/2024		
01 Article 1 - REGULAR INSTRUCTION	\$10,788,871.08	\$22,631,418.49	\$1,682,138.33	\$10,955,770.30	\$11,675,648.19	51.59%
02 Article 2 - SPECIALEDUCATION	\$4,973,881.17	\$10,765,716.74	\$777,994.24	\$5,351,084.03	\$5,414,632.71	50.30%
03 Article 3 - CAREER & TECH ED	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.00%
04 Article 4 - OTHER INSTRUCTION	\$509,011.41	\$1,079,035.34	\$63,691.24	\$560,824.51	\$518,210.83	48.03%
05 Article 5 - STUDENT & STAFF SUPPORT	\$2,540,914.07	\$5,594,708.23	\$337,512.29	\$3,303,798.37	\$2,290,909.86	40.95%
06 Article 6 - SYSTEM ADMINISTRATION	\$975,733.11	\$1,674,399.72	\$117,636.50	\$1,001,453.55	\$672,946.17	40.19%
07 Article 7 - SCHOOL ADMINISTRATION	\$1,533,523.54	\$2,510,736.66	\$197,554.07	\$1,571,811.11	\$938,925.55	37.40%
08 Article 8 - TRANSPORTATION & BUSES	\$2,349,713.74	\$4,509,084.10	\$302,953.49	\$2,651,720.64	\$1,857,363.46	41.19%
09 Article 9 - FACILITIES MAINTENANCE	\$5,302,693.64	\$9,229,054.73	\$590,911.87	\$5,810,688.89	\$3,418,365.84	37.04%
10 Article 10 - DEBT & OTHER COMMITMENTS	\$1,575,069.92	\$1,726,610.00	\$0.00	\$1,595,551.38	\$131,058.62	7.59%
11 Article 11 - ALL OTHER EXPENSES	\$1,496.75	\$18,000.00	\$0.00	\$724.25	\$17,275.75	95.98%
GRAND TOTAL	\$30,550,908.43	\$59,748,764.01	\$4,070,392.03	\$32,803,427.03	\$26,945,336.98	45.10%

Item 4-C Financial Report / General Fund with Encumbrances

	Last Year Period	Enacted Budget	Current Period	Reported Period	Encumbrances	Amount Remaining	Percent Remaining
Account Number / Description	7/1/2022 - 2/28/2023	7/1/2023 - 6/30/2024	2/1/2024 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024		7/1/2023 - 2/29/2024
01 Article 1 - REGULAR INSTRUCTION	\$10,788,871.08	\$22,631,418.49	\$1,682,138.33	\$10,955,770.30	\$9,830,545.58	\$1,845,102.61	8.15%
02 Article 2 - SPECIALEDUCATION	\$4,973,881.17	\$10,765,716.74	\$777,994.24	\$5,351,084.03	\$4,150,071.50	\$1,264,561.21	11.74%
03 Article 3 - CAREER & TECH ED	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	100.00%
04 Article 4 - OTHER INSTRUCTION	\$509,011.41	\$1,079,035.34	\$63,691.24	\$560,824.51	\$215,151.77	\$303,059.06	28.08%
05 Article 5 - STUDENT & STAFF SUPPORT	\$2,540,914.07	\$5,594,708.23	\$337,512.29	\$3,303,798.37	\$1,933,159.88	\$357,749.98	6.39%
06 Article 6 - SYSTEM ADMINISTRATION	\$975,733.11	\$1,674,399.72	\$117,636.50	\$1,001,453.55	\$386,365.54	\$286,580.63	17.11%
07 Article 7 - SCHOOLADMINISTRATION	\$1,533,523.54	\$2,510,736.66	\$197 <i>,</i> 554.07	\$1,571,811.11	\$898,390.89	\$40,534.66	1.61%
08 Article 8 - TRANSPORTATION & BUSES	\$2,349,713.74	\$4,509,084.10	\$302,953.49	\$2,651,720.64	\$1,047,483.90	\$809,879.56	17.96%
09 Article 9 - FACILITIES MAINTENANCE	\$5,302,693.64	\$9,229,054.73	\$590,911.87	\$5,810,688.89	\$1,716,779.52	\$1,701,586.32	18.43%
10 Article 10 - DEBT & OTHER COMMITMENTS	\$1,575,069.92	\$1,726,610.00	\$0.00	\$1,595,551.38	\$0.00	\$131,058.62	7.59%
11 Article 11 - ALLOTHER EXPENSES	\$1,496.75	\$18,000.00	\$0.00	\$724.25	\$0.00	\$17,275.75	95.97%
GRAND TOTAL	\$30,550,908.43	\$59,748,764.01	\$4,070,392.03	\$32,803,427.03	\$20,177,948.58	\$6,767,388.40	11.32%

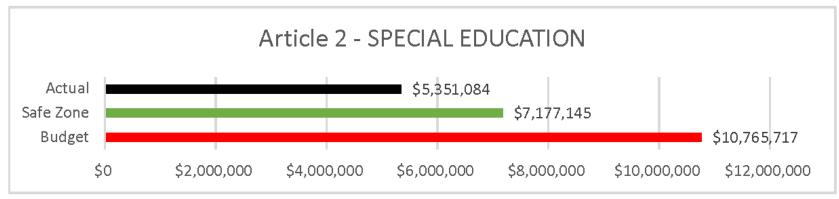
Item 4-D Capital Expenditures / Category 70

		Enacted Budget	Current Period	Reported Period	Amount Remaining	Percent Remaining
Account Number / Description		7/1/2023 - 6/30/2024	2/1/2024 - 2/29/2024	7/1/2023 - 2/29/2024		7/1/2023 - 2/29/2024
1000-70-0000-2690-54300-010-22-09 SUPPL	EMENTAL MAINT CMP HBE	199,500.00	0.00	89,524.43	5,490.57	2.75%
1000-70-0000-2690-54300-020-22-09 SUPPL	EMENTAL MAINT CMP HOLLIS	88,500.00	0.00	47,919.61	40,580.39	45.85%
1000-70-0000-2690-54300-060-22-09 SUPPL	EMENTAL MAINT CMP BCES	81,900.00	0.00	23,497.00	58,403.00	71.31%
1000-70-0000-2690-54300-080-22-09 SUPPL	EMENTAL MAINT CMP EDNA	114,000.00	0.00	11,139.66	102,860.34	90.22%
1000-70-0000-2690-54300-090-22-09 SUPPL	EMENTAL MAINT CMP GEJ	105,771.33	0.00	632.43	105,138.90	99.40%
1000-70-0000-2690-54300-100-22-09 SUPPL	EMENTAL MAINT CMP SF	95,500.00	0.00	0.00	1,275.00	1.33%
1000-70-0000-2690-54300-110-22-09 SUPPLI	EMENTAL MAINT CMP BEMS	379,600.00	16,759.02	378,166.97	1,433.03	0.37%
Current Period						
Posting Date Batch # Docu	ument Type Document #	Doc. Code	Reference		Debit	Credit
02/02/2024 90418 Vouc		59616	59616-CAMFIL USA, I	NC	13,484.65	0.00
02/16/2024 90594 Vouc	ther 19114/166398	1939	1939-BANA CORP		3,274.37 16,759.02	0.00
1000-70-0000-2690-54300-300-22-09 SUPPL	EMENTAL MAINT CMP BEHS	204,528.67	4,880.00	193,908.67	1,120.00	0.54%
Current Period			,		,	
	iment Type Document #	Doc. Code	Reference		Debit	Credit
02/02/2024 90418 Vouc	her 0000868/166384	11091	11091-ADVANCED PA	INTING INC.	4,880.00	0.00
					4,880.00	0.00
1000-70-0000-2690-54300-915-22-09 SUPPL	EMENTAL CENTRAL OFFICE	22,200.00	0.00	22,082.50	117.50	0.52%
1000-70-0000-2690-54300-925-22-09 SUPPL	EMENTAL JACK MEMORIAL	88,400.00	0.00	88,387.84	12.16	0.01%
1000-70-0000-2690-54300-930-22-09 SUPPL	EMENTAL MAINT CMP TRANSPOR	61,500.00	5,410.00	39,507.42	11,702.58	19.02%
Current Period						
_	ument Type Document #	Doc. Code	Reference		Debit	Credit
02/02/2024 90418 Vouc	ther 19111/166092	1939	1939-BANA CORP		5,410.00 5,410.00	0.00
1000-70-0000-2690-54300-940-22-09 SUPPL	EMENTAL FI	18,000.00	0.00	14,000.00	4,000.00	22.22%
1000-70-0000-2690-54300-945-22-09 SUPPLI		40,600.00	0.00	40,147.29	452.71	1.11%
1000 10000 2000 2000 2000 2000 2001 2000 2001 2000 2	The same of the sa	,		10,171.22		
GRAND TOTAL		\$1,500,000.00	\$27,049.02	\$948,913.82	\$332,586.18	22.17%

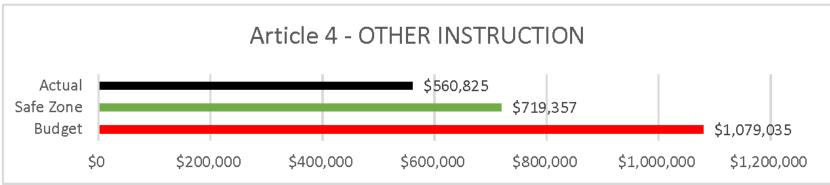
Item 4-F Dashboard Expenses

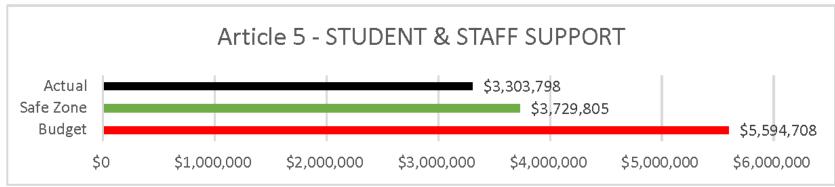






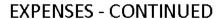


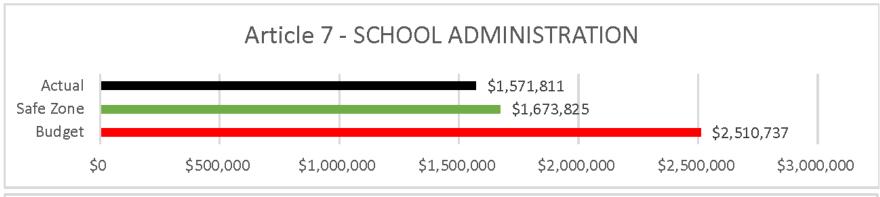






Item 4-F Dashboard Expenses







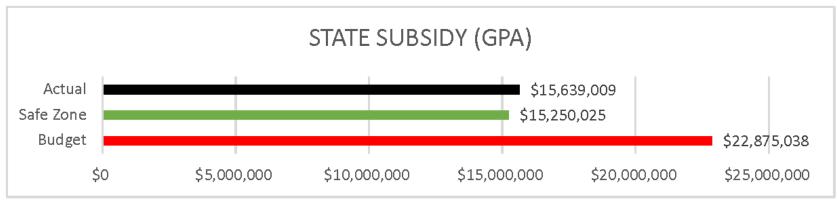


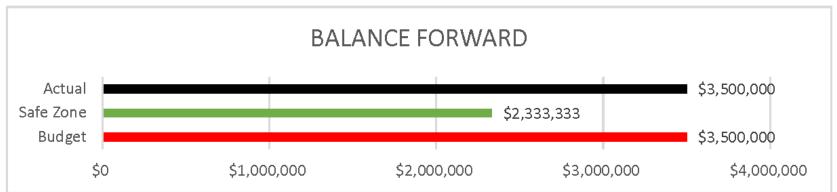


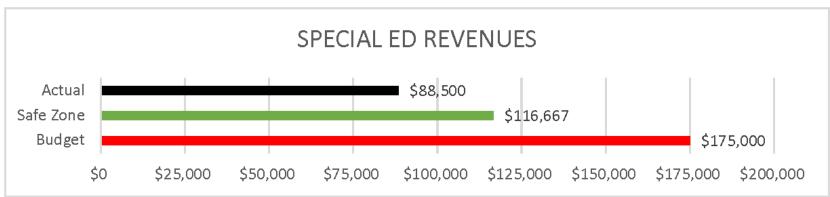


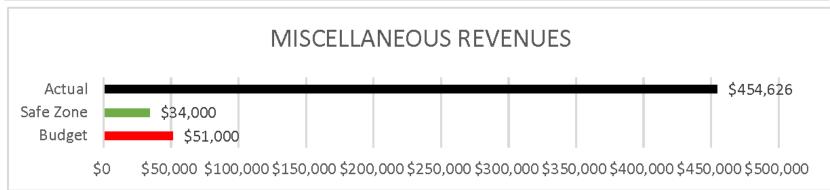
Item 4-F Dashboard Revenues



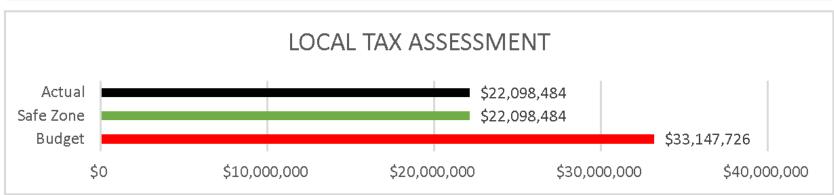




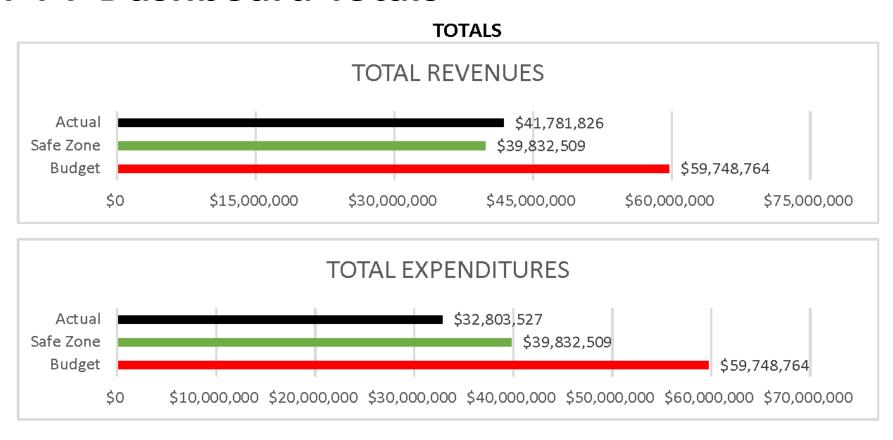








Item 4-F Dashboard Totals



Item 4-E Capital Reserve Balances

Facilit	ies Ca	pital Re	eserve	as of 2/29/24		
				\$2,361,196.45		
Techr	ology	Capita	I Rese	rve as of 2/29/2	4	
				\$1,097,833.66		

FACILITIES ITEMS

Item 6 Facilities Discussion Items

A. D/ Facilities Update

B. D/

Item 7 Other Facilities Discussion/Action Items

A. D/

B. D/A Other Finance Discussion/Action items

FACILITIES UPDATE - 3/14/24

- BEHS Removed old lockers from corridor Art Dept/Mural
- BEHS Stadium Removed old dead pine and oak trees behind Stadium home bleachers
- BEHS Repaired leaking hot water main in kitchen storage room
- BEMS Removed leaning pine tree from soccer field area. Wind storm damage.
- BEMS New well drilled. Water @ 818'. O&M sample taken-PFAS Free. Sample results indicate the presence of Radon and slight presence of PFAS (well below the EPA and State reg).
- BEMS/BEHS/BCES Continued design of next phase for PFAS after drilling is complete.
- BEHS Epoxy floor of (2) classrooms in shop area.
- BEHS Installation of new discuss ring/net system
- 2023 Waste Diversion Grants Program Starts first week of Feb @ BCES
- Continued event set-up
- Continued storm clean-up
- Spring Sports Season prep.

FACILITIES UPDATE – 3/14/24



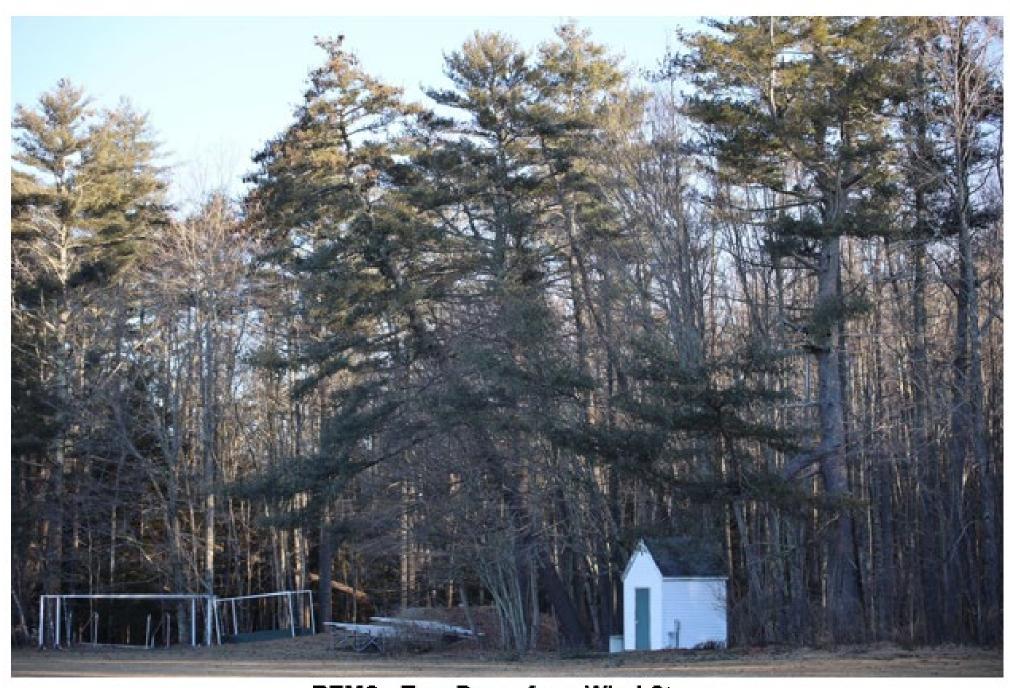
BEHS Room 4 Classroom - Epoxy Floor (Denico Classroom Similar)



FACILITIES UPDATE – 3/14/24



BEHS Demo Lockers - Wall space for Art Dep't Mural



BEMS - Tree Demo from Wind Storm

FACILITIES UPDATE – 3/14/24



BEHS Stadium - Tree Demo at Press Box/Seating

Adjournment

- Item 5 D / A Other Finance Discussion/Action items
- Item 7 D / A Other Facilities Discussion/Action Items
- Item 8 Adjournment

Meeting Dates and Times: 3:00 pm – 4:30 pm at Central Office

- 1. Thursday, July 12, 2023
- 2. Thursday, August 17, 2023
- 3. Thursday, September 14, 2023
- 4. Thursday, October 12, 2023
- 5. Thursday, November 9, 2023
- 6. Thursday, December 14, 2023
- 7. Thursday, January 11, 2024
- 8. Thursday, February 8, 2024
- 9. Thursday, March 14, 2024
- 10. Thursday, April 11, 2024
- 11. Thursday, May 9, 2024
- 12. Thursday, June 13, 2024
- 13. Thursday, July 11, 2024

THANK YOU FOR PARTICIPATING!

