

Bonny Eagle School District

FINANCE-FACILITIES COMMITTEE MEETING MINUTES

Thursday, January 11, 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
Nathan Carlow, Chair of Board
Bill King, York County Sheriff
Robert Pellagrin, SRO MSAD 57

Meeting Packet link: [Finance-Facilities Meeting Packet 1/11/24](#)

1. Mr. Marean called the meeting to order at 3:05 p.m.
2. **Public Comments**
There were no Public Comments as this time.
5. **Other Finance Discussion Items:** Mr. Marean made a recommendation to move items 5a Bill King and item 5b Apple Lease/Scott Nason to the beginning of the agenda. The committee is in agreement.
 - b. Apple Lease: Ms. Pooler, Business Manager and Mr. Nason, Technology Director, provided information in regards to a \$1,000,000.00 Apple Lease with a 4-year term. The lease offers 0% financing with a \$1.00 buyout at the end of the lease. Mr. Nason shared that this would be phase 1 in an effort to re-establish a device recycle process. He would anticipate entering into 2 more leases in the future in order for the district to be able to refresh all devices. This initial lease would focus on a high school refresh which will allow them to update Principal, Program Directors and student devices.

Discussion/Questions:

- Does this lease use Capital funds? No, it does not. It would be part of the general fund budget with an annual cost of \$250,000.

Moved by Ms. Heath; seconded by Ms. Meserve

To approve entering into the proposed 4-year Apple Lease for a total expense of \$1,000,000.00.

VOTED: "Yes," unanimous

- a. Bill King, Sheriff – Proposed School Resource Officer (SRO) for York County schools
Mr. King is proposing that with the aid of a COPS Grant, the district enter into an agreement for an additional School Resource Officer to provide support for MSAD 6 schools that are located in York County. Mr. King believes that students having access to an SRO helps build positive relationships with law enforcement. Mr. King invited Officer Pellagrin to speak to his current role as SRO at Massabesic and the positive interactions and support he is able to have with students.

The COPS Grant would provide approximately \$41,000 per year for three years which would cover 3 months of the year and the district would need to cover the costs for the other nine months of each of those three years. The District's cost could range between \$85,000 – \$108,000 per year. Mr. King noted that this would be a new position and would need to have an interview process of which the district would be able to participate in.

Mr. Gleason is in support of adding this position to be an added resource and support at the elementary school level. Mr. Gleason and Ms. Pooler are looking at the financial impact and how this additional expense can be absorbed within the current baseline budget without having to add to it.

Discussion/Questions:

- Ms. Heath inquired as to what the current SRO position provides. Mr. Gleason responded that currently, there is one SRO at the High School which is located in Cumberland County. There is an agreement in place with York County which allows the SRO to go to York County school sites should there be a need i.e. at the middle school or BCES. An additional SRO would allow for support at other sites such as HB Emery and Hollis Elementary.

The Finance-Facilities Committee is in support of adding an additional SRO through the COPS Grant and recommends this item be presented to the full School Board.

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

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

To approve the minutes of the December 14, 2023, 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 December 2023](#)
- b. The Top 25 Expenditures were reviewed. [Top 25 Expenditures December 2023](#)
- Mr. Marean inquired the Bus Purchase item listed in the Top 25 for \$280,500.00. Ms. Pooler responded that the district took ownership of buses prior to closing of the Lease and now that the lease documents are finalized Gorham Savings Lease will now reimburse the district those funds.
- c. Financial Report:
Ms. Pooler reviewed the Financial Report: link to the report is [Financial Report December 2023](#)

Ms. Pooler noted that the Year-to-Date report shows that the district is in good standing at this point in the fiscal year.

- d. Ms. Pooler provided the committee detailed expenditures for Capital Projects on pages 15-16 of the meeting packet.
- e. Additional Financial Documents:
Ms. Pooler created additional financial documents that will be shared with the committee at each meeting. These include Revenue and Expense report as well as bank balances for the Facilities and Technology Capital Reserve Funds. Links to these reports can be accessed below:

- [Revenue and Expense](#)
- [Capital Reserve Balances as of 12/31/23](#)

Upon review of the Revenue and Expense report, Ms. Pooler noted that Special Education Revenues are below where they should be. Ms. Pooler added that reimbursement is slow for MaineCare reimbursement as well as State Agency client reimbursement.

5. continued:

- c. Draft Audit:
An electronic copy of the FY'23 Audit was provided to Finance-Facilities committee members and hard copies were made available at the meeting. The auditor, Ron Smith of RHR Smith, will present an Audit overview at the School Board meeting in February.

Ms. Pooler shared the overall the district is in good standing. The auditor has issued a Management Letter noting that bid and contract documentation for the Warehouse Storage facility did not contain the full language required by federal regulations. This is noted because funding for the warehouse constructions came from ESSER grant funding. Ms. Pooler provided a correction action plan to the auditor so that these specific requirements would be captured moving forward.

The correction action includes:

- All construction proposals and contracts more than \$2,000 will be reviewed by the Business Manager to determine if the prevailing wage rate clause is needed.
- Each project will be reviewed along with the grant application to determine if there is a need to include a prevailing wage rate clause.
- MSAD 6 will add the "Davis-Bacon Prevailing Wage Law and Federal Grants: Quick Reference Guide" to its Federal Procurement Documentation Form to ensure that all criteria and requirements are met for future purchases using federal grants.

Other Finance:

Ms. Heath would like to discuss Technology needs and uses for student devices in a future meeting.

6. **Facilities Update**

- a. Facilities Update – Mr. Thibodeau reviewed his Facilities update for the month of December 2023. [Facilities Update December 2023](#)

Additional information:

- No significant damages sustained from the wind storm other than loss of power at many of the sites and with the heavy rain there were quite a few leaks throughout the district.

- New custodial supply vendor will be Clean-O-Rama which is a local company located in Westbrook. Mr. Thibodeau expects to see costs savings from this transition.
- New software will streamline the building use process. The software is called Event Manager and will allow users to request building use all online. Mr. Thibodeau will be working with the company to get the software up and running as well as training staff and users and hopes to have it operating for the start of the next school year.
- PFAS – Mr. Thibodeau reported that are currently out to bid for well drilling at BEHS/BEMS. Once the new well is drilled test results will determine if this can be the primary source of water. Mr. Thibodeau added that Buxton Center will also receive a PFAS remediation system.
- Mr. Thibodeau reported that the district was able to negotiate a favorable electricity contract that will begin in November of 2024 and will be locked in for two years at .095/kilowatt. Once the district begins using the new contract he anticipates a cost savings of approximately \$30,000.

7. Other Facilities Discussion/Action items:
No other Facilities item discussion at this time.

8. **Adjournment:**

Moved by Mr. Marean; seconded by Ms. Black
To adjourn the meeting at 4:28 p.m.

VOTED: "Yes," unanimous