

## **Budget and Finance Committee and Facilities Advisory Committee Meeting**

### **05/12/2021**

**Called to Order:** 5:02pm

**In Attendance:** Steve Carr, Holly Whitmore, Cherie Faulkner, Robin James, Linda Graban (arrived at 5:22pm), Susan Smith, Jake Morgan, Kelly Theriault, and Tracy Bigney (community member, arrived at 5:25pm)

#### **Bids**

- Holly Whitmore excused herself from this part of the meeting as Whitmore Contracting, Inc. submitted bids on some of the projects.
- Holbrook Walkway – 2 bids were received. Lowest bid was Whitmore Contracting, Inc. in the amount of \$8,000.00. The committee recommends to move forward with Whitmore Contracting, Inc.
- Eddington Oil Tank Removal and Paving – 3 bids were received. One bid did not include the cost of paving. The committee recommends to move forward with Whitmore Contracting, Inc as the lowest bid in the amount of \$8,600.00.
- Holden Paving – 1 bid was received from Hopkins Paving, LLC. This company is new to our District, but a local company from Hermon, Maine. The committee recommends to move forward with Hopkins Paving, LLC in the amount of \$5,500.00.
- Eddington Burner Conversion – One bid was received. Mechanical Services, Inc is familiar with our District. The committee recommends to move forward with Mechanical Services, Inc in the amount of \$28,250.00. Superintendent Smith noted the propane will need to go to bid and this cost does not include the installation of a new tank at the Eddington School. Jake is working on specs for the propane tank piece.

#### **Facilities**

- Holly Whitmore re-joined the meeting.
- Robin James asked Jake Morgan if he reached out to anyone regarding potential Bus Garage locations. Mr. Morgan responded he has not reached out to anyone.
- Supt. Smith shared an email from Mr. Jennings (current landlord of Bus Garage location). We have one year left on the lease with Mr. Jennings. Mr. Jennings would like us to purchase the building for \$615,000 by June 15<sup>th</sup>. Discussion took place on monthly cost of lease versus cost of owning building. Supt. Smith advised the towns must vote on any acquired buildings for the District. We have \$2,000 in FY22 for appraisal of a bus garage building. Kelly Theriault reached out to the towns for tax acquired properties. They had nothing. Discussion took place on other options for locations and funding sources. Agreed to have the Facilities Advisory Committee and Holbrook Reconfiguration work on these projects.
- Quotes on fields have been received from Green Thumb (Mr. Legasse) and Lakeside (Mr. Greer). Agreements have been worked out with each company for this spring and into next school year. Mr. Legasse will do the work at Holbrook and Mr. Greer will handle Holden and Eddington.
- Since March, electricity prices have increased by 9%. Maine Power Options is through the Maine Municipal Bond Bank and a company used by many Maine Schools for Electricity supply. Maine Power Options provided a quote Supt. Smith shared with the committee. The committee agreed the quote for July 2021- November 2023 at \$0.06400 is the recommendation.
- The hard copy of the final Holbrook traffic/entrance reconfiguration was received from the UMaine Eagle Eye Team. Supt. Smith shared with the committee. Supt. Smith will reach out to the UMaine professors and Randy Bragg (Carpenter Associates) for advice on next steps and possible Engineering firms to work with.

#### **FY22 Budget**

- Draft Warrant Articles were shared with the committee.
- Adult Education costs were updated in the Draft budget. It did not change the bottom line.
- Life Skills Program was discussed. Jesse Gauthier spoke with the families affected by the proposed change. Two of the families would like their students to stay at the Eddington School and two would like their students to move to the Holden School. These accommodations will be made.

#### **Personnel**

- New posting will go out tomorrow and positions will be posted on Serving Schools.
- Discussion took place on adding a staff member to aid the health department. With the addition of pool testing, BiNax testing, and contact tracing to the normal Nurse duties, the addition of a staff member would be helpful. Funding for this position is included and approved in the ESSER II application.
- Discussion took place on handling payment for staff who are on quarantine for different scenarios.

#### **Transportation**

- Kudos to the transportation dept for their quick processing of seating charts for contact tracing to another school district we provide transportation for.

- One bus has a manifold issue. The part has been purchased and labor will be done next fiscal year.

#### **FY21 Financials (April)**

- Facilities has 11% of the budget left.
- A few custodians are out on medical leave and a custodian on light duty. This caused increase in hours for substitutes. This line will need a cost center transfer.
- Transportation cost center is close to budgeted amount.
- Quotes for dishwasher have been received. A few issues were discovered with set up, hood, and grease trap placement. Need to stay with the same type of dishwasher. \$5,300 for a low temp machine, \$9,700 for a higher temp machine (electrical upgrade would be needed). Current machine is 15+ years old. Committee approved higher temp machine. Under \$10,000 so doesn't require bid process.
- Nutri-Kid program needs an upgrade. Prefer tablet system rather than current touch screen. \$ 949-\$1400. \$1400 comes with 3-year warranty and charging station. Moving forward with \$1400 system, one for each school from the School Nutrition account.
- "Seamless Summer" has been extended. Qualifications have been changed so Kelly Theriault is going to complete the application. We hope breakfast and lunch will be free to all students next school year.
- Kelly Theriault recommends having a second cook at Holden. Breakfast and lunch counts increased this year and are anticipated to stay that way in the fall. The position was originally advertised as a temporary position. Kelly recommends to readvertise the position for the 2021-2022 school year.
- Activity accounts were discussed. Statements will be ready for June Budget and Finance Committee meeting. Each school has several sub accounts (yearbook, library, etc.). Each account is audited.

#### **Handbook**

- Supt. Smith advised the Support Staff Handbook has been uploaded to Google Drive and will share with the committee. She suggested to have a workshop to discuss and work on the changes for the Support Staff Handbook.
- Earned paid leave is an area that needs updating.
- Kelly provided an Annual Salary and Benefits Study handout for Support Staff from Maine School Management. This will be a helpful tool when determining pay scale changes.
- Workshop scheduled for Thursday, June 3, 2021 at 3:30pm at Holbrook.

#### **Other** - None

#### **Next Meeting**

- Monday, June 7, 2021 at 3:30pm

#### **Meeting Adjourned:** 7:00pm