

**RSU 63**  
**Minutes of the Budget & Finance Committee Meeting**  
Tuesday, August 13, 2019  
Holbrook School – Conference Room

In Attendance: Charles Baker (Board), Steve Carr (Board), Gavin Robinson (Board), Superintendent Susan Smith, and Finance Manager Kelly Theriault

1. Called the meeting to Order – 3:05
2. FY19 Financials (July)
  - a. Summary
    - i. Discussed Summary report for Board and how to best present. Discussed adding notes.
    - ii. Discussed Workers Comp being higher than we estimated.
  - b. General Fund
    - i. Hampden and Dedham still have outstanding invoices. These will be booked as a receivable for FY19.
    - ii. Should not be any expenses remaining for FY19, this will be last week for any open POs.
3. Food Service Policies
  - a. Debt Collecting
    - i. Discussed adjusting FREE to 0.40 in order to meet State guidelines. Made grammatical adjustments and crossed off word ‘Alternate’ – discussed how Breakfast is implemented. Discussed whether collections services are utilized.

b. Lunch Rates

- i. Reviewed in conjunction with the above.

4. Pay Averaging

- a. Discussed the new Maine law and how we will change the Handbook and practices in order to be in compliance.

Discussed minor grammatical changes.

- b. Mr. Baker asked how the average hours worked would be calculated.

5. Sick Leave –

- a. Compliance with the new Maine law for Earned Paid Leave does not take effect until FY21, but given the minimal financial impact the Committee opted to move forward with this now.

- b. New language for Handbook was discussed.

6. Mileage Reimbursement Rate

- a. Discussed increasing the mileage from State (\$0.44) to Federal (\$0.58) given the Collective Bargaining Agreement moved mileage for Administrators to the Federal standard rate.

- b. Discussed whether paragraph IV should also be adjusted from State reimbursement standards. Committee decided to leave that language.

7. Bond Application Update

- a. Documentation from the referendum process and application is now complete. The Maine Municipal Bond Bank is taking the Application to Board August 28.

- b. We will need Board authorization for reimbursement of capital utilized for contractors and for Superintendent to act as signatory in the Bond Documents.

- c. Roof at Eddington complete, Boiler at Holden started, and Sidewalk at Holbrook complete, Controls at Holbrook being currently worked on, and Roof at Holbrook to start this week.
- 8. Other – Revolving Renovation Application due 9/30/19
  - a. Based on how the Board meeting, goes we may have a Facilities Committee to review this.
  - b. Jeff Thurlow assigned for facilities needs assessment from Carpenter Associates. Board presentation should be prepared for September meeting.
- 9. Next meeting date: Monday September 16<sup>th</sup> 3:00 p.m. at the Holbrook Conference room.
- 10. Adjourn: 4:03