

Budget and Finance Committee Meeting 02/15/2022

Members Present In Person: Tracy Bigney and Cherie Faulkner

Members Present Remotely: Linda Graban

Also Present In Person: Susan Smith and Kelly Theriault

Also Present Remotely: Tracy Roberts and Sara Miller

Called to Order: 5:34pm

FY22 Financials:

Cost Center Summary: Facilities and Transportation are being monitored closely. 41% of the year is remaining in the budget. We anticipate being over budget in facilities, transportation, and system admin. Kelly Theriault advised having multiple people out and paying overtime or substitutes to cover is a contributing factor. Superintendent Smith advised heating fuel has also been a large increase this year. Linda Graban asked about legal fees and closing costs. Superintendent Smith advised we closed shortly after the first of February on the bus garage. Closing costs in January were \$2,500. There may be a few additional invoices coming in. Discussion took place regarding the bus garage additional costs and heating.

January FY22 Detail: No concerns or questions.

Hot Lunch: Kelly Theriault advised the new cook started and is settling in nicely at Holden. Waiting on the December payment and Kelly will submit the January invoice soon. Dishwasher at Eddington had some repairs and needs to be upgraded. The steam table at Holbrook is having problem and needs to be replaced.

Facilities: A new custodian will start at Holden vacation week and do some training with Jake. Three Point Cleaning will help with cleaning at Holbrook as we were unsuccessful finding an evening custodian. Three Point is experienced in cleaning schools and have approximately 160 staff. Linda Graban asked about fingerprinting. Supt. Smith advised they have background checks through their company and will not be working directly with students.

The Holden generator is now scheduled for April/May 2022. The Holden Indoor Air Quality (IAQ) is finishing up on schedule. They plan to have the gym and one classroom area completed over break. The Eddington IAQ will start soon. The Holbrook bid process is taking longer than anticipated. Carpenter Associates is being mindful of our budget and breaking out the bid. Bid due date is anticipated for March 24th, Superintendent Smith will ask for a March 22nd due date to coincide with the March 22nd FY23 Budget Workshop. Superintendent Smith will reach out to the state for an extension as Holbrook will not be completed by August.

FY21 Audit Review: The draft report has not been received yet. Mr. Hall is planning to attend the February Board Meeting. Once the draft is received, Kelly Theriault will send it to the full Board.

Other: Superintendent Smith advised she received a Freedom of Access Act (FOAA) request for financial records of the past two calendar years and so far this year. The report is generated in a pdf format. The person requested the document in Excel. However, our software does not generate the report in this format and is 6009 pages. Supt. Smith advised we are required to provide the information requested in the format our software generates the information. The person making the request now understands why we cannot accommodate the request in Excel. Tracy Roberts asked who the request came from. Superintendent Smith advised the request is not privileged information and it came from Jeremy Legasse. She also advised many schools are receiving FOAA requests all over the state and Maine School Management sent out a memo reminding Superintendents about how to respond to FOAA requests.

Next Meetings

- Budget and Finance Meeting: Tuesday, March 15, 2022 at 5:30pm
- Budget Workshop: Tuesday, March 15, 2022 at 6:00pm
- Budget Workshop: Tuesday, March 22, 2022 at 5:30pm (There may need to be a brief Budget and Finance Committee meeting first to discuss the Holbrook Indoor Air Quality bids.)

Adjourned: 6:18pm

APPROVED: MARCH 28, 2022