

## **Budget and Finance Committee Meeting**

### **12/15/2020**

**Called to Order:** 3:05pm

**In Attendance:** Steve Carr, Holly Whitmore, Charles Baker, Jr. (remote), Susan Smith, and Kelly Theriault

#### **Financials**

- Superintendent Smith looked closely at the financials. We are 58% of the way through the total budget with Transportation and Facilities getting closer to 58%. Facilities has \$150,000 budgeted for the generator left. Contracted services and supply costs are getting close, we will keep an eye.
- Contingency is marked for the SRRF bond council and should be reimbursed.
- Systems Admin and School Admin had upfront bigger purchases that skew the data right now. Postage increased. Holden phone and office supplies cost centers are over. Unexpected repairs were needed for phone system.
- No big picture concerns.
- Hot Lunch running a little in the red right now, but not unusual for this time of year. Some of it is due to packaging, purchase of more plastic wear, salt and pepper items (things we don't normally need). Need another staff member for food service. Breakfast at Holden has doubled. Kelly is going to write a grant through the Full Plates Grant to fund the additional staff member. Lunch at Holbrook has increased. Custodians have been helping temporarily.

#### **FY22 Budget Timeline**

- Updated timeline reviewed. Cost center sheets are due to Kelly Theriault by February from Administrators. Budget and Finance Committee would like to see a decrease to towns. Unsure on state and federal funding right now. Start building budget on necessary needs.

#### **Facilities/Transportation**

- SRRF Resolution documents have been signed, Susan will take for notary signature, and then documents will go in the mail to Greg Im, bond council. Greg Im will submit documents to Maine Municipal Bond Bank. Closing date is December 30<sup>th</sup>.
- Asbestos abatement will start Friday, December 18<sup>th</sup> at Holbrook.
- The Holbrook reconfiguration project deadline is May. The UMaine Eagle Eye Team will have a short-term design and a long-term design ready in April.
- Bus 3 (approx. 100,000 miles), broke down and needed towing back to the bus garage. The mechanics were unable to fix. The bus was towed to Daigle. The computer components need replacement, approx. \$5,000.
- RED schedule work options have been discussed with Bus drivers. They will communicate with Jake on a day-by-day basis during RED schedule days/weeks.
- The Holden back parking lot paving needs to be addressed. Difficult to plow and requires lots of fill to maintain.

#### **Other**

- Emerson's has been wonderful with helping us with winter coats, boots, etc. for Sponsor-a-Child purchases and CRF supplies. The CRF deadline has been extended into January to help with finalizing invoices and receipt of products.
- Hermon Mountain has reserved Wednesdays, starting January 6<sup>th</sup> for Holbrook Rec students (50 max).
- COVID-19 vaccination discussed. No guidance has been released yet for schools and requirements.
- Discussion on retaining COVID Technology staff.
- Discussion on teacher minimum salary increase.

#### **Next Meeting**

- Wednesday, January 20, 2021 @ 3:00pm

**Meeting Adjourned:** 3:59pm