

## **Budget and Finance Committee Meeting**

### **07/14/2021**

**Called to Order:** 5:01pm

**In Attendance:** Tracy Bigney, Cherie Faulkner, Holly Whitmore (Board Member), Matthew Campbell (Board Member), Susan Smith, and Kelly Theriault,

**Committee Members Absent:** Tracy Roberts

**Elect Chair/Vice-Chair** tabled until all Budget and Finance Committee members are present.

#### **FY21 Financials (June)**

- Summary is a draft right now as not all invoices/payments have been received.
- No areas of concern right now.
- Small transfer to facilities is anticipated.
- Regular instruction has summer salaries encumbered.

#### **Facilities**

- Bids
  - Indoor Air Quality Holden  
Legal counsel recommends to accept the lower bid. Carpenter Associates recommends ABM as they complete the work themselves, Devoe Construction sub-contracts out the work. Both companies do quality work, no red flags. Recommend to the Board tonight to move forward with Devoe Construction.
  - Heating Fuel Holden and Holbrook  
Fuel prices are ever changing and contingent on Thursday morning price to lock in the price. Four bids for Holbrook. Dead River and CN Brown are very close in price. K1 (Kerosene) is used in colder weather. Kelly T. advised in past two years, K1 was used more than oil. K1 lower with Dead River than CN Brown. Recommend to the Board tonight to move forward with Dead River.

Breakdown was discussed on all options provided (one year, two year, or five-year agreements). Tanks will be budgeted for next fiscal year. Supt. Smith thinks anything over two-year agreements are too long. Recommend to the Board tonight to move forward with Maine Energy Option 2 (one-year agreement).

- Propane Tanks and Fuel Eddington  
Holly Whitmore excused herself from this part of the meeting as her company has been contacted by a contractor for this project.  
Breakdown of proposals were discussed. \$25,000 budgeted for fuel and \$10,000 for tank installation. Maine Energy spreads cost out evenly over two years and allows us to own tanks at the end of second year. Paving was approx. \$12,000 less than budgeted. The Holden walkway bid came in \$4,500 less than budgeted and the Holbrook Walkway came in \$2,875 less than budgeted. The Eddington underground oil tank removal came in \$8,600 less than budgeted. Total savings \$54,775 that could be used to cover the difference for this project.  
Recommend to the Board tonight to move forward with the proposal from Maine Energy, Option 1 for two-years.

\*Holly Whitmore rejoined the Budget and Finance Committee meeting.

- Projects
  - Current Projects  
Asbestos has been removed and re-tiling is in process at Holbrook. Carpet has been removed from Holden library and retiled. Holden old generator has been removed and the new generator installation process has been started. Holbrook paving has been completed. Shingling at Eddington is on hold, bids came in far too high over budget. Field work (ticks and grubs) service agreements at Holbrook are in place with Green Thumb from August through June. Will work with Mr. Greer for the Eddington and Holden School fields.
  - Bus Garage  
Working with our lawyers through Brann and Isaacson and Chuck Lawrence's lawyers for a 60 x 80 building at cost (\$260,000) on Route 1A. He is installing larger doors, building a lounge area in the back of the building, and an office in the front of the building for Mr. Morgan. Holly Whitmore has also done some research for buildings. Mr. Morgan has talked with Mr. Jennings (current landlord under lease until July

2022) to let him know we will not be accepting his proposal to purchase the current bus garage. Superintendent Smith talked with Gavin Robinson, former Board member and current loan officer at Bangor Savings) on loan options and processes. Our lawyer is working on November referendum language for purchasing a property.

- Holbrook Reconfiguration

Superintendent Smith talked with Ed Nagy, UMaine Professor who oversaw the Capstone Project and presentation. He recommends CES, Hailey Ward in Brewer to assist with planning. Hold off on this project until the Bus Garage is finalized.

#### **Personnel**

- Still looking for Special Ed Teacher and School Counselor. Grade 5 Teacher information will be finalized and sent to the Board soon.
- Advertising for an Assistant Cook at Holden will be posted soon. Bus Driver interviews are starting next week.

#### **Support Staff Handbook**

- Draft Handbook reviewed. Language is complete, with the exception of areas in yellow. Salaries still need to be worked on. Hopeful to have this ready for Board review/approval for August 23, 2021.
- Insurance was discussed.
- Discussion took place on area salaries at different businesses. Minimum salary increase (\$16.00 per hour) has been passed at the House and Senate level. Superintendent Smith and Kelly Theriault will work on draft salary scales to gradually increase salaries over a period of time to avoid a large salary increase in one year.
- Discussion took place on Cook, Custodian, and Bus Driver salaries.
- Continue work on the Support Staff Handbook at the next meeting.

#### **Other** – None

#### **Next Meeting**

- Wednesday, August 4, 2021 at 5:00pm, Holbrook Middle School (Support Staff Handbook)
- Wednesday, August 18, 2021 at 5:00pm, Holbrook Middle School (Regular Monthly Meeting)

**Meeting Adjourned:** 6:25pm

**Approved: August 23, 2021**