

**RSU 63**  
**Budget & Finance Committee**  
**Meeting Minutes**  
June 14, 2023  
Holbrook Middle School  
**5:15 p.m.**

**Members Present in Person:** Tracy Bigney and Linda Graban

**Also Present In-Person:** Kelly Theriault, RSU 63 Business Manager and Jared Fulgoni, RSU 63 Superintendent of Schools

**Call the meeting to Order:** 5:22pm

**FY23 Financials**

Kelly Theriault advised facilities and transportation cost centers will be close. We will need to do a cost center transfer for system admin. All other cost centers look good. Hot lunch year to date will be in the black again this year. Discussion on LD974 (support staff salary increases) took place.

**Bids**

Plowing: One bid was received. We sent the Request for Proposal out to multiple businesses. Whitmore Contracting was the only bidder and it came back at \$21,540.00. We budgeted \$18,500.00. This is a 3-year bid and it does increase each year. This recommendation will go on the June agenda for the Board.

Fleet Fuel: Two bids were received. They were close in price. The low bidder was RH Foster at .075 over rack price. This recommendation will go on the June agenda for the Board.

**RSU 63 Support Staff Handbook**

Kelly Theriault advised we should look at the handbook, especially with the new bill (LD974) going through legislature right now. Ms. Theriault gave a few options for salary step/tier changes for the committee to consider. She will bring some different options to the committee at the next meeting.

Discussion on the mechanic salary increase. The committee agrees a change is needed. Recommend a tiered salary scale versus a flat rate.

Discussion on removing central office from the hourly support staff handbook. Discussion regarding changing the Superintendent's Administrative Assistant position to a salaried position and create an employment contract. The committee recommends this change and leave all other hourly staff in the Support Staff Handbook.

**Facilities & Transportation**

Discussion on separation of the Facilities and Transportation Director position and options to fill those positions. Recommend to make the Transportation Coordinator a stipend position. Recommend to make the Facilities and Maintenance Manager a salaried position with a mandatory building check rotation.

**Other**

**Next Meeting Date:** August 8, 2023 at 5:15pm, Holbrook Middle School

**Adjourn:** 6:07pm

**APPROVED:** June 26, 2023