

**Budget and Finance Committee Meeting**  
**November 5, 2025**  
**Holbrook Middle School**

**In Attendance:** Members – Cherie Faulkner, Rachel Downs, Heather Lander

**RSU 63 Staff in Attendance:** Sheila Caldwell, Interim Superintendent

**Members of the Public in Attendance:** Linda Graban and Heather Grass

**Call Meeting to Order:** 3:45pm

**Election of Officers:** Motion was made by Heather Lander to elect Cherie Faulkner as chair of Budget and Finance with a second by Cherie Faulkner. With a Unanimous Vote of Yes by all 3 committee members. Cherie Faulkner made a motion to elect Heather Lander as the Vice Chair of Budget and Finance with a second by Rachel Downs. Unanimous Vote of Yes by all 3 committee members.

**FY26 Financials:**

Warrant Summary - Discussion about Sped wages, oil costs, and legal costs and fees and why it was changed from Brann& Isaacson to Drummond & Woodsum and why our legal fees have exceeded the budget this early. Further discussion was made that if the board has questions on policies and board governance that MSMA should be contacted instead of legal as there is a yearly due that is paid for questions pertaining to the board. The recommendation was made to bring this to the attention of the board.

A Motion was made by Rachel Downs to change the agenda format to make 4. a discussion about the business manager opening and adjusting the number of the remaining agenda items to fall within the correct number sequence. A second was made by Cherie Faulkner with a unanimous Yes vote by the entire committee to adjust the agenda.

**Business Manager Opening:** Significant discussion took place on the importance of finding a qualified business manager to carry out the district's business. Interim Superintendent, Sheila Caldwell had a lengthy discussion and voiced her concerns and what she plans to do moving forward.

**Gloria MacKenzie Grant Options:**

ADA Compliance/School Safety and Security - Discussion took place on which area the grant is eligible for. The areas discussed were the entry way at Holbrook, changing the principal's office location, water filtration system at Eddington, school playground equipment, or safety and security. Following discussion by the committee and the Interim Superintendent, the committee thought it would be best used for security and safety measures such as adding additional security cameras to the Holbrook school. The committee recommended to bring this to the board.

Committee member Rachel Downs had to leave the meeting early due to work and left around 4:35pm.

**Paper Bid:** Discussion regarding cost and B & F recommends accepting the bid from CPG at \$39.20/case and this will delivered per pallet load.

**Electricity Supply Quote:** The quotes were discussed and following discussion by the committee they recommend bringing the Constellation 36mth from Nov 25-28 quotes to the board at \$0.11/kwh

**Support Staff Salary:** Discussion about bringing the support staff to the level of 125% of minimum wage for academic support staff and 115% for non-academic support staff to reflect state law.

**FY27 Budget Process and Planning:** Discussion took place to table this as without a business manager this would be difficult to move forward. Will re-address this at the next budget meeting.

**Facilities and transportation:**

**Bus Repair Update:** Discussion took place in regards to the bus repair that is currently happening and the cost was \$13,000, but it should not disrupt the current bus routes. It was also discussed by the Interim Superintendent to have an Ed Tech help transport a student on a bus. Discussion took place between the committee and the recommendation would be to inquire if a van would be available for transport of this student if this Staff member is able to be a Van Driver.

**Other F & T Issues:** It was brought to the attention of the committee that the roof above the Library at Holden continues to leak and that the Holden school needs a new AED machine. Holbrook school has a rotted drain pipe that needs to be addressed but will require the plumbers to drill a hole in the cement floor and use a camera to see where the problem is. The Interim Superintendent and Facilities Director are in communication to hopefully wait till summer to get this addressed. After discussion the committee recommended getting quotes for the roof and for the Holbrook drain and recommended moving forward with replacing the AED immediately.

**Other:**

It was brought to the attention of the committee the need to get a scissor lift to assess the integrity of the rope swings at all three schools so the kids could utilize them again as they have to be inspected before they can be used. Discussion took place and the overall thought was to see if we could rent one for the day and do all three schools with one rental day.

**Next Meeting:** TBD

**Adjourned:** 5:24pm

**ACCEPTED: March 23, 2026**