

**RSU 63**  
**Budget & Finance Committee Meeting**  
May 7, 2020  
Remotely

1. Call the meeting to Order: 5:08pm by Susan Smith. In attendance Charles Baker, & Susan Smith; John Hutchins, Jake Morgan, Gavin Robinson & Kelly Theriault via Google Meet remotely. Steve Carr absent.
2. FY20 Financials
  - a. Summary
    - i. Reviewed Summary & Details– Most cost centers are where they should be. Transportation is a little lower, but has been expected all year. We anticipate this cost center going over & will require a transfer from another cost center from the board.
  - b. Hot Lunch
    - i. Hot lunch showed a positive balance again this month. We received \$1,250 in Grants and \$500 in personal donations. The April reimbursement claim for “Emergency Summer Food Service Program” was \$15,091. We distributed the equivalent of 2,312 student meals during the month of April.
3. Susan provided the FY21 budget process upcoming dates; June 15 will be the public hearing, followed by a board meeting for the board to formally approve the budget. The budget (voting) meeting is set for July 1, with the referendum on July 14.
4. Facilities/Transportation –Susan provided bid summaries for the Eddington Roof (partial), Heating fuel, Plowing/Sanding, Trash, Fence at Holden, Carpet removal/Tile install at Holbrook (café), Copier, Flashing traffic lights (Eddington) & controls (Holden), Van, and Bus. Several RFP received only one response. The committee was made aware that the Plowing & Sanding RFP (only bidder) was connected to board member, Holly Whitmore. Susan stressed we had been happy with their service during the previous contract & the price was reasonable

compared to past contracts. The committee agreed to move forward with the apparent low bidders for each of the RFPs to the full board for approval.

5. The committee agreed to allow electronic warrant signatures temporarily to help with approval process during this “closure” time. Kelly will scan the warrants and check registers to the finance committee. Any further documentation or particular invoices the committee would like to review can also be sent. “Wet” signatures will be added as soon as possible, but this will allow us to move checks out more quickly.
6. Next meeting date: Tentatively set for Monday June 8<sup>th</sup>, Susan will connect with Steve Carr to confirm the date is acceptable to him and set a time. The meeting will be at the Holbrook Conference Room and/or Remotely.
7. Adjourn: 6:15pm