

**BRISTOL WARREN REGIONAL SCHOOL COMMITTEE BUDGET  
FACILITIES SUBCOMMITTEE MEETING  
MINUTES**

**Wednesday, August 17, 2022**

A meeting of the Bristol Warren Regional School Budget & Facilities Subcommittee was held on Wednesday, August 17, 2022. Chairperson Ellsworth called the meeting to order at approximately 6:01 p.m.

**Present:** Subcommittee: Subcommittee Members: Sheila Ellsworth; Tara Thibaudeau; Nicky Piper. District Administration: Ana Riley, Superintendent; Diane Sanna, Assistant Superintendent; Anthony Ferrucci, Chief Financial Officer; Thomas Wood, Facilities Director.

**I. DISCUSSION AND/OR POSSIBLE ACTION**

**A. Approval of the Minutes of June 15, 2022 meeting**

**MOTION:** Ms. Thibaudeau made a motion to approve the minutes of June 15, 2022; seconded by Ms. Piper. The motion was approved unanimously.

**B. Facilities Project Report**

Mr. Wood reviewed the report and highlighted projects that had been authorized. Ms. Piper asked about alarm procedures. Mr. Wood explained the security procedures. Ms. Thibaudeau asked about access for certain doors. Mr. Wood described the new fob key entry and security camera for the front office. Panic buttons are also being installed. This will initiate a 911 call to the police. Installation began yesterday at the High School. The Middle School and Elementary Schools will be done by the end next week.

Cameras are 90% complete across the district. Training will be provided. Buildings will ID staff members who will have access to security cameras. ATG support and service has been very strong. Assistant Superintendent Sanna mentioned that the Superintendent is working out an agreement with local police regarding their level of access and permissions. Mr. Wood suggested there may be a need for a policy related to this.

Emergency towers, blue light towers: 1 G, 2 HS, 1 KMS are in process. The Bristol Historic Commission is reviewing the one at Guiteras. He is still working on the timeline. Mr. Wood hopes to complete the project before the start of school or shortly after. Some locations are still being finalized.

LED site lights at Guiteras are awaiting Historic Commission approval at their September meeting. Mr. Wood will make sure that Mr. Ferrucci is aware of the date.

Vestibule hardening: Guiteras, Mt Hope, and Hugh Cole have already been approved and

materials have been ordered, some have a 12 week delivery date. It will take one week for installation. Mr. Wood has adjusted the Colt Andrews project scope. He will provide an update on the status of other locations. Vestibule doors at the Colt Building have been adjusted for increased security. Original Colt Andrews budget was \$131K but was not spent. Mr. Wood recommends reallocating funds from these savings.

Mr. Ferrucci stated that \$1.12M was the original budget. It is \$140,000 over budget. Mr. Ferrucci explained the use of contingency funds to address the overage and the reimbursement capital reimbursement process. He will continue to contact RIDE regarding additional emergency capital funds that may be available, or through the Necessity of Construction process.

Replacement doors at Reynolds. Mr. Wood, in conjunction with the Superintendent and Building Inspector, has identified the door frames that need to be replaced, especially the Gym door. Mr. Wood & Mr. Ferrucci may add them into the increased request to the state.

\$47,000 emergency generator at Middle School. Generator is at the end of life. It supports the IT hub across the district. The generator at the High School is also at end of life. Mr. Ferrucci will also consider requesting emergency funds from RIDE.

Chairperson Ellsworth asked about the progress of summer work: ceiling painting at Colt, for example. Mr. Wood went to the Town of Bristol to ask about the use of the Colt Trust Fund. The Town approved the request. The sidewalk at Colt Andrews is complete, \$3,500 over budget. Additional damaged sidewalks were also repaired.

KMS Bleachers are scheduled for delivery September 7th. Mr. Wood requested a proposal to refinish the gym floor, \$23,000 for complete sand and restore. Ms. Thibaudeau stated that it has been 30 years since it was done. The installation will mean that the Gym will not be available the first two weeks of school. Mr. Ferrucci will confirm the availability of funds and possible reimbursement for safety concerns.

Ms. Thibaudeau asks that Mr. Wood to make the Town of Warren aware of the project to determine if there is an impact on polling.

Discussion of replacement of KMS log on gym floor. Superintendent Riley will approve the design.

Ms. Thibaudeau asked about Hugh Cole bathrooms and roof. Mr. Wood explained that they have been deferred to the 5 year Capital Plan. Town has helped with patching some potholes and taking down trees. They have been very supportive.

MOTION: Ms. Piper made a motion to approve the recommended security upgrades across all schools; seconded by Ms. Thibaudeau. The motion was approved unanimously.

MOTION: Ms. Thibaudeau made a motion to approve the KMS gym floor project, including sanding, staining and line painting, contingent on available funding; seconded by Ms. Piper. The motion was approved unanimously.

### C. Annual Audit Updates

Mr. Ferrucci explained the process and who has received copies of the Audit to date. He explained that the Auditors identified two management issues. He has written a plan regarding procedures to be developed for FY22. Due to the reduction in staffing in the business office, the Accounts Receivable clerk took on some duties that should have been separate from her role. Mr. Ferrucci is reviewing the process with his staff to ensure appropriate oversight and separation.

There was some discussion of the quality of work of new auditors and the support they have provided. Mr. Ferrucci expects to be back on track. Ms. Piper asked if we have an Internal Controls policy. Mr. Ferrucci is in the process of reviewing it.

### D. Standardize Monthly Financial Reports

#### 1. Cash Disbursements

Mr. Ferrucci and Superintendent Riley explained that the breakage number was higher than anticipated. The Superintendent has recommended the reallocation of these funds. Mr. Ferrucci asked what trigger the Superintendent needs to increase other salaries. Chairperson Ellsworth believes that does not need to go before the School Committee since contracts have already been approved, as well as salary increase. Ms. Thibaudeau noted that it should have happened on July 1.

Chairperson Ellsworth asked if the funding of BWEA raise projections were accurate. Mr. Ferrucci promised to look at it. He will know more after the first payroll in October when staffing is finalized. Then he will report back to the Subcommittee in November

No action was taken.

#### 2. Monthly Financial Report

No action was taken.

#### 3. Variance Analysis Report

No action was taken.

#### 4. Budget Transfer Report

Mr. Ferrucci explained which approvals are needed. It will need to go before the full School Committee.

MOTION: Ms. Thibaudeau made a motion to approve the Budget Transfer Report and to forward it, with the recommendation of the Budget Facilities Subcommittee, to the full School Committee; seconded by Ms. Piper. The motion was approved unanimously.

#### E. FY22 Preliminary Fiscal Year Reports

Mr. Ferrucci reviewed the executive summary: \$135,000 of Fund Balance will be needed. Chairperson Ellsworth acknowledged the hard work that has been done to get this down from earlier projections of over \$1M at the start of the year.

Mr. Ferrucci also reviewed the Staffing Budget. Chairperson Ellsworth asked about the reports within IV. Mr. Ferrucci explained their limitations and the work being done. Chairperson Ellsworth asked how changes to budget processes are being received by school staff. Mr. Ferrucci explained that some schools are doing well and he will continue to support other schools.

No action was taken.

#### F. Bids / Proposals Review

1. Security Upgrades - Visitor Management System (continued from 6-15-22 Budget Facilities Subcommittee meeting)

There was a discussion of the Visitor Management System and a policy that may be needed. Mr. Wood explained how the process works. Chairperson Ellsworth asked how staff will be making decisions about this accepting the visitors. Ms. Piper explained her concerns: what if you don't have a photo ID and privacy issues regarding the background check. Ms. Thibaudeau raised her concerns about the impact on families. Ms. Piper stated that other schools should be contacted..

Assistant Superintendent Sanna suggested that the District reach out to other superintendents to see which other districts are using similar equipment. Mr. Wood anticipates that it will be about 1 month to order and implement. Superintendent Riley solicited the proposal through the Security Firm we have been working with. Ms. Thibaudeau asked if it is on the MPA list.

Chairperson Ellsworth suggested that this topic be discussed at the August 29 School Committee meeting and to have Superintendent Riley bring it to the Policy Subcommittee to begin looking at.

Mr. Ferrucci suggested that the Policy Subcommittee develop a draft policy at their next meeting, based on policy and procedures from other districts.

Ms. Piper and Ms. Thibaudeau asked about the decision making process? What are the parameters? Discussion was postponed to the next meeting.

#### G. Ground Maintenance Contract (tabled from 6-27-22 full SC meeting)

Mr. Wood reviewed the proposal for the Grounds Maintenance Contract. Only DaPonte's Landscaping Service responded to the RFP. Mr. Wood has adjusted the scope of the work to reduce the cost. Chairperson Ellsworth asked for clarification of the amounts for each year. First year is \$99,845, which is over budget. This includes athletic fields.

Daponte's revised his proposal for fertilization of athletic fields. Other possible

reductions that were discussed included removing the Warren schools from the budget and continuing having our own crew take care of their maintenance. Ms. Thibaudeau asked if the District had had conversations with the Warren Department of Public Works. Mr. Wood will continue discussions.

Mr. Wood stated that the District does not have equipment needed to fully do the work across the district with the existing staff and resources. Mr. Ferrucci described how the process worked in Warwick. Mr. Ferrucci advises the investment up front could be beneficial in the long term.

Mr. Ferrucci stated that the District needs a year to make the transition. He would like to reconsider the contract.

Chairperson Ellsworth asked for clarification on plowing. Bristol plows Bristol lots. Warren does not plow. The District pays a contractor when we are not able to do it ourselves.

Mr. Ferrucci is looking for a 1 yr contract for \$99,000. This is an \$18,000 increase from last year.

MOTION: Ms. Ellsworth made a motion to approve a one-year contract with DaPonte's Landscaping for \$99,845 for just the Bristol schools; seconded by Ms. Piper. The motion was approved unanimously.

#### H. Athletic Wrestling Mats

MOTION: Ms. Thibaudeau made a motion to approve the Wrestling Mats contract for \$20,740; seconded by Ms. Piper. The motion was approved unanimously.

- I. School District Physician
- J. School District Dentist

There was a discussion about the search for a District physician and dentist. Mr. Ferrucci requested that the Subcommittee allow him to negotiate since there has been no response to date to requests.

MOTION: Chairperson Ellsworth made a motion to authorize Mr. Ferrari to find a qualified bidder; seconded by Ms. Piper. The motion was approved unanimously.

## II. ADJOURNMENT

Motion to adjourn was made by Chairperson Ellsworth; seconded by Ms. Thibaudeau at 7:47 PM. The motion passed unanimously. Chairperson Ellsworth adjourned the meeting at 7:47 pm.

**Sheila Ellsworth, Chair  
Budget/Facilities Subcommittee**

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