

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

**Wednesday, January 20, 2021**

A meeting of the Bristol Warren Regional School Budget & Facilities Subcommittee was held virtually on Wednesday, January 20, 2021,, via Zoom Conferencing. Subcommittee Chairperson, Sheila Ellsworth, called the meeting to order at 5:30 p.m.

**Present:**

**Subcommittee:** Sheila Ellsworth, Chairperson; Tara Thibaudeau, and Nicky Piper  
**School Committee and Administration:** Marjorie McBride, Victor Cabral, Jonathan Brice, Ed.D., Superintendent; Diane Sanna, Ph.D., Assistant Superintendent; Diane Brennan, Temporary Chief Financial Officer; Joel Harrington, Interim Business Manager; Thomas Wood, Director of Facilities; Rose Muller, Technology Director; Kathryn Brown, Recording Secretary

**I. Approval of Minutes**

**A. August 27, 2020**

MOTION: Mrs. Piper made a motion to approve the minutes of the August 27, 2020, meeting; seconded by Mrs. Thibaudeau.

The motion passed unanimously.

**II. Discussion/Action**

**A. Budget/Facilities Subcommittee FY21 Meeting Calendar**

Chairperson Ellsworth presented the Budget/Facilities Subcommittee FY21 Meeting Calendar stating that the meetings will be held on the third Wednesday of each month unless otherwise noted, beginning at 5:30 pm. Meetings in February and March are scheduled for FY22 budget review. September's meeting will be on Tuesday, September 14, as the third Wednesday (September 15) falls on a holiday, Yom Kippur.

MOTION: Mrs. Thibaudeau made a motion to approve the 2021 Meeting Calendar for the Budget/Facilities Subcommittee; seconded by Mrs. Piper.

The motion passed unanimously.

**B. FY22 Budget Process and Timeline**

Chairperson Ellsworth stated that this Budget Process and Timeline would be presented to the Policy Subcommittee as an addendum to the current budget policy.

Dr. Brice presented the BWRSD Proposed FY22 Budget Timeline.

Discussion ensued regarding adding specific dates to the budget timeline.

This timeline will be updated and reviewed at the next Budget/Facilities Subcommittee meeting.

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**C. Finance Consultant Brief Out**

Dr. Brice gave an overview of what the financial consultant has been working on and introduced Mrs. Diane Brennan, Temporary Chief Financial Officer.

Mrs. Brennan will be working with the Business Office, and the Financial Consultant to review current accounting procedures, reviewing department efficiencies, and FY22 budget planning.

The Financial Consultant is also helping with the hiring of the Chief Financial Officer and Controller positions. The open positions for the Chief Financial Officer and the Controller closed this week. Interviews are being scheduled for the middle of next week for the Chief Financial Officer position.

Chairperson Ellsworth stated that the financial consultant has almost reached the contracted 40 hours and asked for a motion to recommend to the full School Committee to add an additional 40 hours to the Financial Consultant's contract to continue the work with the district as Dr. Brice previously discussed.

MOTION: Mrs. Thibaudeau made a motion to recommend to the full School Committee to add an extra 40 hours to the Financial Consultant's contract; seconded by Mrs. Piper.

The motion passed unanimously.

**D. Vendor Service Contracts**

Chairperson Ellsworth tabled this item and will move it for discussion at the next Budget/Facilities Subcommittee Meeting on February 3 to allow time for the consultant to review and provide feedback.

Technology contracts that need to be reviewed will be discussed at an upcoming meeting as well.

**E. School Committee Legal Services**

Mrs. Ellsworth stated that the School Committee Legal Services contract needs to be resigned as the new agreement is effective as of January 1, 2021.

Dr. Brice stated that this service is critical to the operation of the district and it is his recommendation to approve the contract and recommend to the full School Committee to approve the contract and hire the firm of Henneous Carrol and Lombardo.

Attorney Carroll stated that the last time this agreement has been signed was in 2017. The only change in this agreement since that time is the hourly rate which has changed to \$175 per hour.

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MOTION: Mrs. Piper made a motion to hire the firm of Henneous Carroll and Lombardo; seconded by Mrs. Thibaudeau.

Motion passed unanimously.

**III. Adjournment - 6:13 p.m.**

MOTION: There being no more business to discuss, a motion was made by Mrs. Thibaudeau to adjourn the meeting at 6:13 p.m.; seconded by Mrs. Piper.

The motion passed unanimously.

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

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