

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

Wednesday, June 15, 2022

A meeting of the Bristol Warren Regional School Budget & Facilities Subcommittee was held on Wednesday, June 15, 2022. Committee member Tara Thibideau called the meeting to order at approximately 6:03 p.m.

Present: **Subcommittee:** Tara Thibaudeau; Nicky Piper. **School Committee and Administration:** Victor Cabral; Sarah Bullard, Diane Sanna, Ph.D., Assistant Superintendent; Anthony Ferrucci, Chief Financial Officer; Thomas Wood, Director of Facilities

Absent: Sheila Ellsworth

I. DISCUSSION AND/OR POSSIBLE ACTION

A. Approval of the Minutes of May 9, 2022 meeting

MOTION: Ms. Piper made a motion to approve the Minutes of May 9, 2022; seconded by Ms. Thibaudeau. The motion was approved unanimously.

B. FY22 Capital/Facility Projects

The Subcommittee reviewed the FY22 Capital Project Report.

Thom Wood reviewed the Capital Project report and highlighted the potential shortfall if all projects are completed. Savings identified at the previous meeting would be applied to address some of the over runs, such as the security projects and KMS HVAC.

Mr. Ferrucci stated that we will also consider use of ESSER III funds, an estimated \$80,000 will be needed.

DISCUSSION:

Mr Cabral asked about the bleachers in the KMS gym and the status of the Colt Elementary exterior doors. Mr. Wood confirmed that he was aware that the Colt exterior doors would have to go before the Town's Historical District Commission. He explained that he has had conversations with a local contractor with historical building experience, to discuss rebuilding the doors. Mr. Wood stated that he will discuss the reimbursement process from the Colt fund with Mr. Ferrucci.

Ms. Thibideau confirmed there are no funds included for Andrews Elementary doors. Mr. Wood explained that the Andrews doors would be part of routine repairs. This year

will focus on exterior doors for all schools. He also confirmed that these projects could come out of ESSER III.

Mr. Ferrucci asked for a timeline for approving bids in light of the changes to the School Committee summer meeting schedule. Ms. Thibideau said they could have a subcommittee meeting or have a special School Committee meeting if needed.

Mr. Ferrucci asked if the item should be included on the next School Committee agenda for approval on the process for the summer. Ms. Piper stated this should be approved by the Superintendent first.

Mr. Wood will need approval for two items: quotes for anticipated Colt project for historic work and RFP for lawn care contract that expires June 30.

DECISION: This item will go to the full School Committee with historical work and lawn care to get a number for approval so business can continue through the summer.

C. FY21 Annual Audit Update

Mr. Ferrucci reported that the Auditors have completed the audit and will do a presentation at an upcoming SC meeting. Tony recommended they come to a meeting in August. He has shared the reports. He would also like to introduce the new Accounting Manager, who will begin Aug 1st. She will be charged with closing out FY22. The FY22 Audit will take place in October through December.

D. Standardize Monthly Financial Reports

- Cash Disbursements

The Subcommittee reviewed the cash disbursements report.

- Monthly Financial Report

Mr. Ferrucci reviewed the report and stated that the District budget is still tracking well. He has done some work on healthcare for retirees which is now showing a surplus. Additionally, fraudulent unemployment claims made during the transition in Bristol Warren Regional School District leadership were inaccurate. Mr. Ferrucci recommends making the payment and appealing for inaccuracies. Ms. Piper asked about tuition to out-of-state overage. Mr. Ferrucci explained that this is due to another student. Other tuitions are in good shape. Ms. Bullard asked about the number of fraudulent claims, Mr. Ferrucci reported that there were approximately 60-65 claims.

- Variance Analysis Report

Mr. Ferrucci provided a summary and highlighted some of the items that are currently over budget: substitutes, events coverage, and custodial overtime. He and Mr. Wood are reviewing schedules and staffing and will work with the Athletic Director and Principal to confirm staffing needs for next year.

- Budget Transfer Report

Mr. Ferrucci asked the committee to allow him to make two adjustments for supplies for ESY that will be taken from the Transportation line and for funds for tutoring to be taken from an unspent tuition line.

MOTION: Ms. Piper made a motion to approve the Budget reports, with the two additional items requested by the Financial Director, and to move them to the full School Committee for their approval; seconded by Ms. Thibideau. Motion was approved unanimously.

E. Bids/Proposals Review

- KMS Bleachers Replacement

Mr. Wood described issues related to the bleachers and stated that an RFP has been put out. The District has received just 1 proposal, due to concerns with the material supply chain. The design will be similar to the high school bleachers.

Ms. Thibideau asked about the seating capacity and the timeline. Mr. Wood will get that information for the Subcommittee. The contractor will remove existing bleachers once the new ones have been delivered. He noted that the work will be completed during the second shift if school is already in session. Mr. Cabral asked if the new bleachers will be ADA compliant. Mr. Wood responded that the new bleachers will be ADA compliant.

MOTION: Ms. Piper made a motion to approve the KMS Bleachers Replacement proposal and to move it to the full School Committee for approval; seconded by Ms. Thibideau. The motion was approved unanimously.

- Security project - Legacy General Contracting
- Security Upgrades - Vestibule Hardening Updates

Mr. Wood described the work planned based on the recommendations of the Security Consultant and the estimate received from the contractor for security of school vestibules. Mr. Wood explained the different components- scope of the project and budget. The scope was begun with the previous facilities director. He described the plan for each school.

Mr. Wood explained that the Colt Andrews historic doors would be done separately, but all locks and security devices would be updated. Ms. Piper asked if there were any concerns about moving forward with this work if we do not know the requirements for state reimbursement for security projects that are still under discussion. Mr. Ferrucci concurred with the concern.

For Hugh Cole, there was discussion of the vestibules in both entrances being updated. Mr. Wood stated that was not the initial plan, but he will look into it. This would impact the COZ program. Mr. Wood reported that the IT Department is confident that the existing network will be adequate.

MOTION: Ms. Piper made a motion to approve the proposal with the changes to the bottom line, not to exceed \$267,031; seconded by Ms. Thibideau. The motion was approved unanimously.

- Security project - Visitor Management System

Mr. Wood described the proposed system that would be connected to the Bristol and Warren Police Departments. Ms. Piper asked if there were options for visitors that do not have a photo ID. Mr. Ferrucci stated that we will need to look at the exceptions available. Ms. Piper suggested that families be informed of the requirements. Ms. Thibideau raised concerns that the procedures may be too restrictive for school events with a large number of visitors. Mr. Wood will follow up for questions related to assemblies, if visitors do not have a photo ID, protocol if someone can't enter.

Mr. Ferrucci will confirm that the funding will come from ESSER III.

No action taken. Will wait for additional information and continue the discussion at the next meeting on August 17, 2022.

F. RIDE Memorandum of Agreement for Arts Initiative SBA CAPITAL FUND

Mr. Ferrucci explained the state allocation process. A Memo of Agreement (MOA) is needed to pursue this opportunity and access funding. The Superintendent will initiate a discussion of how the funds can be used.

MOTION: Ms. Piper made a motion to forward the MOA to the full school committee for approval; seconded by Ms. Thibideau. Motion was approved unanimously.

G. RI Unemployment Past Due Claims

There was no discussion.

MOTION: Ms. Piper made a motion to accept the report and to send it to full committee for approval; seconded by Ms. Thibaudeau. Motion was approved unanimously.

II. ADJOURNMENT

Motion to adjourn was made by Ms. Piper and seconded by Ms. Thibaudeau at 7:49 PM. The motion passed unanimously. Ms. Thibideau adjourned the meeting at 7:49 pm.

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

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