

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

Wednesday, September 22, 2021

A meeting of the Bristol Warren Regional School Budget & Facilities Subcommittee was held on Wednesday, September 22, 2021. Subcommittee Chairperson, Sheila Ellsworth, called the meeting to order at approximately 6:03 p.m.

Present: Subcommittee: Sheila Ellsworth, Chairperson; and Tara Thibaudeau; Nicky Piper. **School Committee and Administration:** Marjorie McBride, Chairperson of the School Committee; Victor Cabral, Secretary of the School Committee; Erin Schofield, Diane Sanna, Ph. D., Assistant Superintendent; Thomas Wood, Director of Facilities; Anthony Ferrucci, Chief Financial Officer; Mary Ann Carroll, Esq., District Solicitor; Brenna Toland, Director of Student Support Services; Rose Muller, IT Director; Guests: Tracey Donnelly AIA, RGB Architects. Diana Campbell, Recording Secretary

I. Discussion/Action

A. Approval of Minutes of Previous Meetings

Motion was made to approve the minutes of August 18, 2021, meeting by Ms. Thibaudeau; 2nd by Ms. Piper. Motion passed unanimously.

B. Update on move to Reynolds

Mr. Wood provided an update on the work being done on the Administration Office move to Reynolds building. He reported that the Town still needs about 6 weeks to complete their part of the renovations before the District can start their buildout of the space. The Town is waiting for completion of light fixtures and electrical work. He reported that the District will need an additional 6-8 weeks to complete their own renovations. In the meantime, he has been contacting moving companies to get proposals and cost estimates.

Chairperson Ellsworth asked when he expects to start the cleanup and installation of the walls. Mr. Wood responded that that work will happen at the end of October/early November. He expects that the staff will begin to sort and

shred documents currently located in the basement within the next couple of weeks.

Chairperson Ellsworth asked when he expected the actual move to happen. Mr. Wood responded that the move is likely to happen at the end of the calendar year when there will be less impact on the schools. He confirmed that the moving companies that he has contacted are able to do the move over the holiday break. He expects to have a purchase order for the moving company at the next Budget Subcommittee meeting.

Chairperson Ellsworth asked Mr. Ferrucci if he believes that the Budget is available for the move. Mr. Ferrucci responded that part of the funds will come out of the Capital Budget.

Ms. McBride stated the Technology line for the Move Budget seemed low. Mr. Ferrucci explained that some of the Technology funds had already been allocated in the Budget for the Oliver Building. The \$25K for Technology in the Move Budget is in addition to what was already allocated for Technology.

C. FY22 Budget

Chairperson Ellsworth asked about unfunded positions that were filled. Mr. Ferrucci explained that when the budget was prepared there were some positions that were not counted because they were filled by permanent substitutes, which were included under a different line item. Other positions were filled because of scheduling and student programming needs. Enrollment went up requiring additional elementary teachers. Additionally, cuts planned in custodial staff could not be implemented due to continuing COVID circumstances. He explained that Salaries increased by approximately \$697,821. There is also an increase in Purchasing Services of \$265,456. The total estimated shortfall is \$1m.

Chairperson Ellsworth asked if Mr. Ferrucci expects the same staffing requirements for next year. He responded that all positions are on the table, but that the actual number will be based on student enrollment.

Chairperson Ellsworth explained that Actuals will be reviewed in November so that the Subcommittee can see if there is a need to adjust the Fund Balance.

Ms. McBride asked about the stipend for the Title IX coordinator position. Mr. Ferrucci responded that funds were needed to pay for the management of the program and to assure compliance with federal guidelines associated with Title IX.

D. FY22 Capital Projects

Mr. Wood introduced Tracey Connelly, the RGB Architect who is overseeing the Capital Projects list. Ms. Connelly explained that to get reimbursement for capital projects, the Necessity of Construction plan needs to be approved. The current Necessity of Construction plan will expire on June 22, 2022. The District is now in Stage 3 - Design Reviews. The District will be able to get a variance to move funds to different projects, but not to increase the amount of reimbursement. Bristol Warren is eligible for a 63% reimbursement, plus additional bonus reimbursement for existing conditions, for a total of ~72% total reimbursement.

Ms. McBride reminded Ms. Connelly that the Guiteras School is historic and she should plan for additional steps in the process when planning projects for that building. Ms. Connelly stated that she is aware and has made adjustments in the planning process to accommodate the special requirements for historic buildings.

In discussing the Guiteras School roof project, Ms. Connelly stated that there is a 6-10 month lead time on the rigid insulation required. She would like to start to bid on the construction so that the contractor can order the materials soon. She suggested an extension would be approved if the District goes out for bid now, with work to be done over the summer of 2022. Mr. Ferrucci stated that the District will need an extension to September at a minimum, noting that the Capital Budget will need to be increased \$900K for roof construction. As the District moves projects up the list, they will be able to get reimbursement to add to the Capital Budget for future projects.

Ms. Connelly stated that designs will be uploaded to RIDE for review and that the District can go out to bid while they are under review. Contractors cannot be hired until the designs are approved, but by overlapping the RFP process with the design review process, the District will save some time. Ms. Connelly noted that there may need to be some short-term roof repairs over the winter. Mr. Wood stated that the roofs are monitored to ensure that everything is water tight

while waiting for the roof replacement to begin.

Ms. Connelly went on to describe the Hugh Cole roof project, stating that the Hugh Cole roof is 45 square feet. It is not the highest priority project, but the largest in terms of square footage. She suggested that the District could bid on both roofs at the same time to save money and improve the timeline.

Ms. McBride stated that she thought that the Hugh Cole roof was just replaced recently. Ms. Connelly answered that some of the roofs were replaced, but not all of them. The project design under discussion covers the oldest roofs.

Mr. Ferrucci noted that the budgeted amounts are lower than the estimated project costs. He stated that this will have to be reviewed at some point because the District does not have the funds in the bank.

Continuing on with Hugh Cole projects, Ms. Connelly spoke about the Hugh Cole bathrooms which are still the original fixtures (1962). They will need to be brought into code compliance, but the work can be done while school is in session.

The Hugh Cole repavement project will have documentation and permits completed over the winter so that the work can be done in the spring. After some discussion on the area to be paved, Mr. Wood agreed to consult with the school community and the design committee to determine how the area will be used so that it can be paved appropriately.

E. National Grid - energy efficiency project

Mr. Wood explained the National Grid Energy Efficiency project proposed by National Grid. The proposal includes substituting lighting at all the schools with more efficient LED type fixtures (a total of \$261,456). National Grid has an incentive program to encourage this type of energy savings, with a (total) of \$65,047 in rebates. Additionally, National Grid has an “On-Bill Repayment” plan where they calculate the energy savings from the new light fixtures and apply that savings to future bills to offset the cost. The bottom line is that the District will not have to front any cost for the program, including labor which will be funded by National Grid. The total savings for the District could be ~\$40,000 each year. The savings will not be reflected in the District’s utility bills, but will be used to cover the costs of the project.

MOTION: Ms Thibaudeau made a motion to send the proposal to the full School Committee for approval; 2nd by Ms. Piper.

DISCUSSION: Chairperson Ellsworth asked Mr. Ferrucci for his financial opinion on the proposal. Mr. Ferrucci agrees that it is worthwhile to pursue.

VOTE: The Motion passed unanimously.

F. Bids/Proposals Review

Mr. Wood asked for approval to replace custodial equipment which would be funded with remaining ESSER funds.

MOTION: Ms. Thibaudeau made a motion to send the request to the full School Committee for approval; 2nd by Ms. Piper. The motions passed unanimously.

G. POs/Requisitions \$5000 and over

The Subcommittee was asked to approve an requisition for two out of district placements covered under Student Support Services (!\$100K).

Attorney Carroll also mentioned that Ms. Toland is looking to bring on a person to look at all of the out-of-district placements. She pointed out that there may be some students who no longer need to be placed out-of-district and that there may be some cost savings from bringing them back into the classrooms. Ms. Toland explained that the District spends about \$2m in out-of-district placements. She is looking to reduce those costs over the next 3 years.

Chairperson Ellsworth asked for Mr. Ferrucci's opinion. Mr. Ferrucci likes the plan as a way to review all the placements, which could benefit the students as well as the District's budget.

MOTION: Ms. Thibaudeau made a motion to send the Requisitions over \$5000 to the full School Committee for approval; 2nd by Ms. Piper. The Motion passed unanimously.

II. Adjournment - 7:58 p.m.

Motion to adjourn was made by Ms. Piper; 2nd by Ms. Thibaudeau, at 7:58PM. All approved the motion. Chairperson Ellsworth adjourned the meeting at 7:58 pm.

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

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