

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

**Wednesday, August 18, 2021**

A meeting of the Bristol Warren Regional School Budget & Facilities Subcommittee was held on Wednesday, August 18, 2021. Subcommittee Chairperson, Sheila Ellsworth, called the meeting to order at approximately 6:00 p.m.

**Present: Subcommittee:** Sheila Ellsworth, Chairperson; and Tara Thibaudeau; **School Committee and Administration:** Marjorie McBride, Chairperson of the School Committee; Victor Cabral, Secretary of the School Committee; Robert Hicks, Ed. D., Interim Superintendent; Diane Sanna, Ph. D., Assistant Superintendent; Thomas Wood, Director of Facilities; Lee-Ann Beaupre, Human Resources Manager; Anthony Ferrucci, Chief Financial Officer; Guests: Liza Olson and Amy Bratsos, COZ Childcare Coordinator.

**I. Discussion/Action**

- A. Motion was made to approve the minutes of May 6, 2021, July 27, 2021, July 29, 2021 meetings by Ms. Thibaudeau; 2nd by Chairperson Ellsworth. Motion passed unanimously.

B. FY21 Fiscal Year End

CFO Ferrucci provided an overview of the FY21 Budget and Fund Balance. The Fund Balance, based on revenue, has a shortfall of \$395,894. He provided a breakdown of projected costs versus actual costs. Mr. Ferrucci noted that Salaries and Benefits, as well as Purchased Services were under budget. He projected an overall surplus for FY22 of \$338,000.

Chairperson Ellsworth asked for clarification on Revenue shortfalls. Mr. Ferrucci responded that the shortfalls are the result of less funds received from Medicaid reimbursement, interest income, and re-appropriated Fund Balance and other revenue.

No vote was taken.

### C. FY 22 Administration Budget

CFO Ferrucci provided an overview of the FY22 Budget Process, describing the analysis of budget projects and a State Aid adjustment, due to a reduction of \$96,800 in State Aid. He noted cost increases in Salaries of \$697,000 and an explanation of these increases.

There was a discussion of FTE breakdown by school on May 15, 2021, confirmed school by school to determine staffing changes.

Ms. McBride asked if all positions that need to be filled are included in the Budget. Interim Superintendent Hicks responded, "Yes."

Mr. Ferrucci requested a rollforward of the re-appropriated fund balance of last year.

Chairperson Ellsworth recapped that a \$1m shortfall is due to \$97K shortfall in revenue, \$255K chromebook lease, and \$697K salary increase

A motion was made to approve the FY22 Budget by Ms. Thibaudeau; 2nd by Chairperson Ellsworth. The motion was approved, 2-0.

### D. FY 22 COZ Budget

CFO Ferrucci provided an overview of the FY22 COZ Budget and comparison to the previous year. Staffing is the biggest expense with \$446,000, slightly less than prior year. There was a discussion of the breakdown of Full Time Equivalent positions and hourly rates.

He further reviewed the projected enrollment for next year and proposed a fee increase, based on a review of prior years. Chairperson Ellsworth asked what the impact of an increase in fees on families. Ms. Bratsos noted that some families qualify for DHS support. Fees are based on staffing requirements and there has already been an increase in enrollment -- similar to 2019, when it went from \$3.50/hour to \$5.00/hour based on the number of children enrolled in COZ. Staffing is based on required Student Teacher ratios. The increase covers the increased staffing.

Chairperson Ellsworth asked if the four locations are still sustainable. Ms. Bratsos responded that Guiteras was lower, but has not increased significantly;

Rockwell and Colt-Andrews are similar to last year. Chairperson Ellsworth asked if DHS will reimburse for those eligible students. Ms. Bratsos responded that the reimbursement will be factored into the Budget. Ms. McBride asked if there are other projected increases for the following year. Ms. Bratsos is not anticipating any. Ms. McBride asked if there was a connection to the PAT program. Chairperson Ellsworth suggested that PAT expenses be taken out of the COZ budget. Mr. Ferrucci will look into it.

Ms. Bratsos stated that she attended a statewide COZ Directors' meeting. She learned that programs across the state are different in set up with childcare and PAT.

Motion was made to approve the COZ Budget by Ms. Thibaudeau; 2nd by Chairperson Ellsworth. The motion passed unanimously.

#### E. FY 22 Capital Projects Budget

Facilities Manager Woode explained the Necessities of Construction process and the list of projects approved by RIDE, \$11.7M, with 60% reimbursement. The reimbursement goes into the School Capital account, reducing the amount the community has to pay.

Several projects need to be completed by June 30, 2021. To date the District has completed \$7.7M in projects.

Mr. Wood has prioritized the remaining projects, based on student health and safety concerns, recommending \$2.6M in projects be undertaken this year. He noted that some estimated costs for projects are for design only, such as the Hugh Cole bathroom and that the District will need to get approval from RIDE for the full project.

Concurrent to this, Mr. Ferrucci did a Fund Balance analysis and reported that the Capital Reserve accounts are clustered together, with State and Federal grants shown separately. The Capital Reserve School Improvement fund needs to be adjusted to reflect a \$600,000 shortfall, due for costs not part of RIDE approved projects.

Mr. Ferrucci asked for approval of projects already approved and approval of additional projects, contingent upon:

- RIDE approval of additional projects

- Every \$ from RIDE will go right into Capital Reserve to supplement the existing 2.7M in that fund

Chairperson Ellsworth asked if \$1.4M that the District will not be using, can be carried forward to the next NOC plan? Mr. Ferrucci and Mr. Wood will research this question with RIDE.

Ms. McBride asked if security cameras (\$500K) and the Security/Network costs, included in the plan, are reimbursable? Mr. Wood stated that the amount is the cost of the project, not just the cameras.

Ms. McBride also mentioned prior concerns with ADA compliance. And Mr. Cabral reminded the committee that there is a special approval project for projects at Colt Andrews and Guiteras because they are historic buildings.

After further discussion, Mr. Wood explained the timeline challenges and the current status. There is an RFP for RGB as Architectural and Engineering Services, 2 for Project Managers, \$300K in construction, and \$205K for technology.

The Capital Budget goes back to the Financial Services and then to the Building Committee. Mr. Ferrucci will submit the plans to RIDE, then will work with the Building Committee to prioritize the projects, working with the Architect and Project Manager.

There was further discussion of the approval process. Mr. Ferrucci and Mr. Wood will pursue RFPs and quotes and will brief the Budget and Facilities Subcommittee before the School Committee approves the contracts. Mr. Ferrucci will provide a spreadsheet of projects, with completion and funding status.

Motion was made to approve the use of \$2.6M and \$1.1M for the projects discussed, contingent upon RIDE approval for additional projects, by Ms. Thibaudeau; 2nd by Chairperson Ellsworth. Motion was approved.

## F. Bid Review

The Subcommittee reviewed the following projects:

- **Athletic Training Services** - stay with same company
- **Architectural & Engineering Services**
  - Mr. Wood described 4 projects used for a Scope of Work RFP: roof replacements Hugh Cole and Guiteras, bathroom and repaving at Hugh Cole. Would like to add security camera project, based on priority and ability to complete within timeline
  - RGB was the successful bidder, BWRSD has worked with them in the past.
  - Mr. Ferrucci is comfortable with RFB for these initial projects and then the District can determine if it wants to continue with them in the future
  - Superintendent Hicks has also worked with them before and supports the recommendation, noting that there is also a benefit that they have already been involved with these projects.
- **Owner's Project Management Services**
  - The Subcommittee reviewed the bid responses. Mr. Wood has checked references and stated that the successful bidder was M&J
  - Mr. Wood's recommendation is based on the Scope of work - relocation, manage architectural firm, and supporting the following projects: bleachers at KMS, roof replacements, HVAC, boiler at Rock, bathroom renovation design at HC
  - Mr. Wood also explained that RIDE prefers that an OPM be involved in hiring of and management of Architectural Services
- **Moving Services to Reynolds**
  - RFP for moving company and demountable partitions- no bids received
  - Mr. Wood reached out to local companies and will get 3 quotes
  - Mr. Wood stated that the Town is looking to turn over the building to the School Department by the end of Oct
  - Mr. Wood will have contracts ready for the full School Committee approval in September.

Ms. Thibaudeau made a motion to accept the bids for:

- Athletic Training Services: Successful bidder Pappas/OPT
- Architectural and Engineering Services: Successful bidder RGB Architects
- Owner's Project Management Services: M & J Construction

The motion was seconded by Chairperson Ellsworth. The motion was approved.

**II. Adjournment - 8:08 p.m.**

Motion to adjourn was made by Ms. Thibaudeau; 2nd by Chairperson Ellsworth, at 8:08PM.

Chair Ellsworth adjourned the meeting at 8:08 pm.

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

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