



BRISTOL BOARD OF EDUCATION
REGULAR FINANCE/OPERATIONS COMMITTEE MEETING MINUTES
Wednesday, February 14, 2024

The regular meeting of the Bristol Board of Education Finance/Operations Committee was held on Wednesday, February 14, 2024, at 6:00 p.m. in Room 36 of the Bristol Board of Education and via the Zoom meeting platform.

PRESENT: Commissioners: Eric Carlson (virtual) and Shelby Pons, **ALSO PRESENT:** Maria Simmons (virtual), Jennifer Van Gorder (virtual); Lynn Boisvert, Dr. Catherine Carbone, Dr. Michael Dietter, Amy Martino, Marie O'Brien, Peter Fusco, Tara Landon and Iris White (virtual)

EXCUSED: Commissioner Russell Anderson

Call to Order:

1. Call to Order:

Commissioner Eric Carlson called the meeting to order at 6:02 p.m. and attendees stood for the Pledge of Allegiance.

2. Approval of Minutes: January 10, 2024 – Regular Finance Committee Minutes

Approval of the January 10, 2024 – Regular Finance Committee Minutes will remain in DRAFT format as the commissioners present at that meeting are no longer members of the current committee.

Approval of Minutes: December 12, 2023 – Regular Operations Committee Minutes

Approval of the December 12, 2023 – Regular Operations Committee Minutes will remain in DRAFT format as the commissioners present at that meeting are no longer members of the current committee.

3. Public Comment

Will Cushing – 214 Brentwood Drive – addresses the committee regarding new band uniforms for Bristol Eastern and Bristol Central.

4. FY 25 Superintendent's Recommended Budget – Updated

Lynn Boisvert presented the FY 25 Superintendent's Recommended Budget – Update. An overview was given which included a change that has been made since the January budget presentation. We have been notified by the City that our Workmen's Compensation numbers have decreased; resulting in a decrease of our requested budget total to \$5,243,602 which is a 4.13% increase.

On a motion by Shelby Pons, seconded by Eric Carlson;

The Finance Operations Committee voted to approve the Updated FY 25 Superintendent's Recommended Budget with the revised numbers of \$5,243,602 which is a 4.13% increase and send it to the full board for approval.

Discussion followed regarding the sinking fund and prior deficits.

5. Update of 23-24 Budget

Mrs. Boisvert provided the 23-24 Budget Update. The financial snapshot for January FY24 indicates an available balance of \$(8,615,353). As is typical for this time of year, our budget balance is affected by the expenses of Special Education. We will receive the first installment of the Excess Cost grant this month. Bristol's Excess Cost Reimbursement was based on the Governor's Biennial budget allocating 91% to the least wealthy districts. The actual reimbursement rate for February 2024 came through at 72.86%, leaving us with an unanticipated deficit of (\$1,335,599). This is even lower than the 78.92% received in 22-23. The transportation lines will stabilize once we receive corrected invoices from our vendors. Housing-insecure student transportation is a volatile line and is being carefully monitored. While the deficit at this time is large, this trend of increased expenses at this time of year has been observed in previous years. We continue to operate under a budget freeze and will continue to scrutinize all expenditures and open purchase orders across all departments.

6. Cafeteria Report

Mrs. Boisvert provided the Cafeteria Report. The cafeteria is successfully operating with a snapshot balance of \$1,048,292 dollars as of the end of the month. In January, we served 40,835 breakfasts, 95,383 lunches, and 1,368 afterschool program snacks.

7. Appropriations Transfers

Mrs. Boisvert reported that we re-appropriated \$60,700.57 between salary lines in January to adjust to actual expenditures. We also transferred \$42,000 From the DW Athletic stipends line to DW HS Athletic supplies to purchase Esports start-up supplies.

8. Special Education Update

Amy Martino presented the monthly Special Education Report. Tonight, I will be reporting on the special education enrollment count. As of February 1, 2024, 1820 of the 8100 enrolled Bristol students are identified as requiring Special Education programming. This enrollment reflects 22.47% of the total BPS student population. As of February 1st, 122 students with disabilities required out-of-district placements at private special education school programs. There are 81 students requiring special education programming services at other public out-of-district schools, including magnet schools. During the month of January 2024, 21.8% of newly registered students were identified as students with special education programming needs at the time of registration. One newly enrolled student during the month of January received their program and services at an out-of-district special education school program. During January, there were (25) 211 and (8) 911 calls.

9. City and School Building Projects Update – Presented by Peter Fusco

a. Greene-Hills HVAC

- Hot water piping has been installed on the 2nd floor from the boiler room to the new unit locations.
- The gas line for the 2nd floor boilers has been run to the mechanical room from the first floor
- The soffits have been installed and painted on the first floor
- Ceiling grid has been installed on the first floor (ceiling tiles will be installed after the sprinkler system has been installed on the grid)
- Sav-Mor is installing the refrigeration piping from the first-floor units to the roof
- All new hot water piping on the first floor has been insulated.
- Our electrician is currently installing the new panels and transformers for the new equipment.

b. New NEMS

- Design Development Estimate review with D'Amato Downes and third-party estimator, Clough Harbour is scheduled for tomorrow
- We met with QAM for the initial review of interior finishes today
- The Design Development Review with the state is being scheduled
- The site plan review was continued to the March Zoning Committee meeting

10. Finance & Operations Committee Acting Building Committee

a. ESSER/ARP

- Designs are being received and these projects are scheduled to go out to bid by the end of February
- Once bids are back we will bring the estimates back to this committee to review
- There is anticipation this committee will need to decide what projects will get done based on the available ESSER funds. We will know more once the bids are in.
- These projects are contingent on funding and availability of equipment
- SNE is working on the building management system districtwide and continue to work through design and installation

b. CHMS Underground Storage Tank

- No Changes - Installation of the new tank is still scheduled for spring

c. BOE UST

- The 30-day permanent closure notification was sent to the state
- Construction will begin in early spring

d. BC & BE Culinary Arts Culinary Arts

- No Changes - Still waiting for state approval; the project has made it to the priority list.

A question followed regarding when the funds will expire.

11. Building Rental Fees

Dr. Dietter presented the Building Rental Fees item for discussion. Commissioners were provided with documents regarding the fee changes. The fee schedule has not been revised in

six years. There is a specific carve-out for BAIMS. This is an informational item. The fee schedule will take effect July 1, 2024.

Questions followed regarding usage by Parks and Recreation, afterschool programs, and grant programs.

12. BAIMS – Lower Level Water Intrusion

Peter Fusco reported on the BAIMS – Lower Level Water Intrusion.

- We canceled the January building committee meeting at BAIMS due to the water infiltration in the lower level.
- Conducted two walkthroughs with the insurance carrier and are awaiting approval to proceed with remediation and restoration
- Review of the change orders for redundant heat and air curtain have been put on hold until remediation is complete

13. Old Business

There was no Old Business to come before the committee.

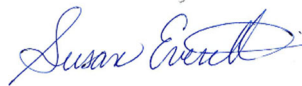
14. New Business

There was no New Business to come before the committee.

15. Adjournment

With no other business before the committee, the meeting was adjourned. (6:45 p.m.)

Respectfully Submitted:



Susan Everett
Recording Secretary
Bristol Board of Education