

**City of Bristol
Regular Board of Finance Meeting
November 25, 2022**

A regular meeting of the Board of Finance was held on Tuesday, November 25, 2022 at 5:30 p.m. in City Hall West Meeting Room 1 and via Zoom. The following were in attendance: Chairperson John Smith, Mayor Jeffrey Caggiano, Commissioners Ron Burns, David Maikowski, Jon Mace Marie O'Brien and Mark Whitford. Craig Kazemekas was absent. Glenn Heiser via Zoom. Also present from the Comptroller's Office: Diane Waldron and Robin Manuele.

Agenda

- 1. Call to order**
Pledge of Allegiance
- 2. Public Participation**
- 3. Consent Agenda**
 - a. Approval of Minutes: Regular Meeting – October 25, 2022**
 - b. Approval of 2023-2024 Budget Calendar**
 - c. Purchasing: Quarterly Update on the Local Bidding Preference- September 30, 2022**
 - d. Assessor: Transfer of \$400 within the Assessor's operating budget**
 - e. Fire: Transfer of \$1,000 within the Fire Department's operating budget**
 - f. Emergency Management: Additional appropriation totaling \$850 within the Special Grants and Donations Fund**
 - g. ECD: Transfer of \$16,000 within the Community Development Block Grant Fund**
 - h. PRYCS: Additional appropriation totaling \$125,000 within the Special Grants and Donations Fund**
 - i. HIV Task Force: Additional appropriation of \$1,500 within the General Fund**
- 4. Subcommittee Reports: Purchasing Committee – November 17, 2022**
- 5. Board of Education: Budget Update**
- 6. Public Works: Transfer of \$20,000 within the Public Works operating budget**
- 7. Liaison Reports**
- 8. Chairman's Report**
- 9. New Business:**
- 10. Old Business:**
- 11. Any other matter to come before said meeting**
- 12. Adjournment**

**PER ORDER OF THE CHAIRPERSON
John E. Smith**

- 1. Call to order**

Chairperson Smith called the meeting to order at 5:30 p.m.

2. Public Participation

None.

3. Consent Agenda

- a. **Approval of Minutes: Regular Meeting – October 25, 2022**
- b. **Approval of 2023-2024 Budget Calendar**
- c. **Purchasing: Quarterly Update on the Local Bidding Preference- September 30, 2022**
- d. **Assessor: Transfer of \$400 within the Assessor's operating budget**
- e. **Fire: Transfer of \$1,000 within the Fire Department's operating budget**
- f. **Emergency Management: Additional appropriation totaling \$850 within the Special Grants and Donations Fund**
- g. **ECD: Transfer of \$16,000 within the Community Development Block Grant Fund**
- h. **PRYCS: Additional appropriation totaling \$125,000 within the Special Grants and Donations Fund**
- i. **HIV Task Force: Additional appropriation of \$1,500 within the General Fund**

Commissioner O'Brien made a motion seconded by Commissioner Burns

"To approve the consent agenda and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

4. Subcommittee Reports: Purchasing Committee – November 17, 2022

Commissioner Burns gave the report of the Purchasing Committee. Discussion was held on commodities which have escalated in price that may impact the budget.

Commissioner Maikowski made a motion seconded by Commissioner Mace

"To accept the Purchasing Committee report of November 17, 2022 and place on file."

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

5. Board of Education: Budget Update

6. Public Works: Transfer of \$20,000 within the Public Works operating budget

Commissioner Mace made a motion seconded by Commissioner Maikowski

"To transfer \$20,000 within the Public Works Operating Budget to purchase two mason dump trucks and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Commissioner Maikowski confirmed this was for used trucks, Ray Rogozinski reviewed the state program where these trucks have low mileage and the Fleet Manager can select which vehicles will work for the City. Commissioner O'Brien questioned the staffing issue the City is forecasting. Ray explained subcontractors are not called out for every storm and not until a storm reaches 3-4". City staff are used for all storms.

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

7. Liaison Reports

Chairman Smith stated budget season is upon us, it is important for the BOF liaison to contribute during this process with regard to their assigned board or commission.

8. Chairman's Report

Chairman Smith explained the BOF met with the Retirement Board a few months ago. He feels it may be time to have another joint session to keep the conversation going. Chairman Smith will reach out to Chairman Barnes to schedule another meeting.

9. New Business:

Mayor Caggiano stated the City Council approved the Conflict of Interest policy statement for all Board members to sign, and distributed a copy for all BOF members.

Commissioner Whitford discussed an analysis he performed on enrollment, population and immigration data. Chairman Smith stated this can be added to the December Agenda for discussion with the Superintendent.

Mayor Caggiano stated a building committee has been formed for the new Firehouse and a BOF liaison will be needed.

Commissioner Whitford asked for information on the healthcare data. Diane stated she has the information but it hasn't been reviewed by the Insurance Committee yet and it doesn't break out retirees. She has asked Lockton to present that information, including the break out of retiree information, at the next Insurance Committee meeting.

10. Old Business:

None

11. Any other matter to come before said meeting

None

12. Adjournment

Mayor Caggiano made a motion seconded by Commissioner Mace

“To adjourn at 6:24 p.m.”

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

Attest:

A handwritten signature in cursive script, appearing to read "Diane M. Waldron".

Diane M. Waldron
Board of Finance Clerk