City of Bristol CT
Purchasing Committee for the Board of Finance
Meeting Minutes – December 15, 2022

A Meeting of the Purchasing Committee of the Board of Finance was held on December 15, 2022 at 5:15pm in the IT Meeting Room within City Hall West (131 North Main Street).
Present: David Maikowski, Ron Burns, and Mark Whitford.
Also Present: Purchasing Agent Roger Rousseau.

Meeting was called to order at 5:19 pm.

Public Participation.

There was no public participation.

Approval of 2023 Meeting Calendar.

Motion was made by David Maikowski and seconded by Mark Whitford to approve the 2023 meeting calendar consisting of monthly meetings on the third Thursday of the month; motion was unanimously approved.

To discuss materials and services with potential impact to budget and/or delivery constraints, and to take any action as necessary.

Road Salt

Roger Rousseau discussed costs associated with road salt; costs have risen from 68.85 in the 2021-2022 winter season to 94.47 per ton in the 2022-2023 winter season; this amounts to an estimated $150,000.00 additional cost in the current fiscal year. At this time there is no known plan for Public Works to request additional appropriation for this shortfall; however, the committee discussed that the contingency account is typically considered when there are increased snow operations costs in hard winters. The Public Works Department does not provide a specific cost attributable to road salt within its snow appropriation, but preliminary conversations with Public Works staff indicate that the 2023-2024 budget will need to accommodate higher road salt costs. Assuming an increase of 5% to road salt costs for the 2023-2024 season, a cost of $99.00 per ton would be anticipated. Knowing that the 2022-2023 budget did not anticipate drastically higher costs, it is anticipated that the difference between the 2021-2022 and 2023-2024 cost per ton, times 6,000 tons, would indicate a budget impact of $182,000.00 for next year budget.

Gasoline

The cost for gasoline for this fiscal year was projected to be $2.50 per gallon. Pricing for gasoline through December 2023 has been finalized at 2.6913 per gallon; since the per gallon cost for the first six months of the fiscal year was $2.17, the overall annual cost of gasoline for this fiscal year is within budget.

The cost within the coming year economic forecast was estimated to be $2.55 per gallon based on trends at the time in the futures market. Based on the new price for the first six months of next fiscal year, and based on new trending information, the cost per gallon should be forecasted to be $2.70. The difference between the $2.50 forecast for 2022-2023 and the new $2.70 forecast for 2023-2024 represents an overall budget impact of $26,400.00, assuming the same volume of 132,000 gallons consumed annually.

Discussion was held on the impact of transition from diesel to gasoline for school transportation buses. The transportation contract provides that the Board of Education ("BOE") provide fuel, historically via the diesel tank within the bus depot. Since the bus company cannot house gasoline storage on their site and Public Works fueling stations cannot accommodate the bus company's fleet, the contract calls for the BOE to reimburse the bus company for gasoline, for the actual gallons used at the City's contracted fuel amount. Changes to fuel efficiency for the vehicles is unknown at this time; however, overall consumption of diesel will decrease, although for only a minor portion of the bus fleet.

Diesel Fuel

The 2022-2023 budgeted cost for diesel fuel was 2.41 per gallon; the actual cost per gallon is 3.78. This gap has been previously addressed by the Board of Finance via a special appropriation, which will be subsequently allocated to individual departments later during the fiscal year.

The 2023-2024 economic forecast anticipates a per gallon cost of 2.95; assuming consistent usage of 300,000 gallons annually, the increase from the 2022-2023 and 2023-2024 projections is 0.54 per gallon, or $162,000.00 overall impact.

Heating Fuel

The 2022-2023 budgeted cost for heating fuel #2 was 2.48 per gallon; the actual cost per gallon is 3.99. This gap has been previously addressed by the Board of Finance via a special appropriation, which will be subsequently allocated to individual departments later during the fiscal year.

The 2023-2024 economic forecast anticipates a per gallon cost of 3.10; assuming consistent usage of 170,000 gallons annually, the increase from the 2022-2023 and 2023-2024 projections is 0.62 per gallon, or $106,000.00 overall impact.

To discuss Public Act 22-25 ("an Act Concerning the Clean Air Act") relating to the purchase of electric vehicles and associated charging stations.

The public act contains significant changes to state government regarding requirements for purchasing "zero emission" vehicles; the act did not extend the requirements to municipalities at this time. As a representative example of fleet requirements, C.G.S. 4a-67()(2) now reads that as of January 2024, the state shall cease to procure, purchase or lease any diesel-fueled transit bus.

The more notable impact from the act relates to deployment of electric vehicle ("EV") charging stations. Any new state facility exceeding $200,000.00 shall have EV stations in at least 20% of parking spaces. Although the act specifically cites state facilities and not municipal facilities, the new garage at Meadow and Kelley Streets does include EV stations, partially due to the state's review of project designs (the project uses state funding).

The act includes revision to C.G.S. 10-291 relating to school construction projects; it reads that DAS shall not approve a school building project after July 2023 if the plans do not provide for EV charging stations in at least 20% of parking spaces. Since approval of the Northeast Middle School project is anticipated prior to July 2023, it is assumed that the act will not affect this project but will impact subsequent projects. The cost for a Level 2 EV two-head charging station is estimated to be $15,000 to 20,000. There is new incentive funding available through Eversource that currently would cover 100% of the installation and 50% of the station (i.e. roughly 75% of a station).

There is a provision within the act that impacts the site plan approval process for the Building Department and the Land Use Office; effective January 2023, a municipality shall require new construction (of commercial or multi-unit residential building with more than 30 spaces) to include EV charging stations in at least 10% of parking spaces.

Adjournment.

There being no other business, the meeting adjourned at 6:05 pm.