

**City of Bristol
Regular Board of Finance Meeting Minutes
July 28, 2026**

A regular meeting of the Board of Finance was held on Tuesday, July 28, 2026 at 5:30 p.m. in City Hall Council Chambers and via Zoom. The following were in attendance: Chairman Dave Maikowski, Vice-Chair Marie O'Brien, Mayor Ellen Zoppo Sassu, Commissioners Bill Campion, Jon Mace, Mike Massarelli, Jane Murdock and Mark Peterson. Commissioner Dante Tagareillo was on Zoom. Also present from the Comptroller's Office: Diane Waldron and Robin Manuele.

REVISED Agenda

- 1. Call to order**
- 2. Public Participation**
- 3. Consent Agenda:**
 - a. Approval of Minutes: Regular Meeting – June 23, 2026**
 - b. Purchasing: Quarterly Update on the Local Bidding Preference- June 30, 2026**
 - c. ECD: Transfer of \$51,000 within the Community Development Block Grant Fund**
 - d. ROV: Additional appropriation totaling \$32,914 within the Special Grants and Donations Fund**
 - e. Public Works:**
 - a. Transfer of \$137,560 within the Road Improvements Fund as of June 30, 2026**
 - b. Additional appropriation of \$32,135 within the Solid Waste Disposal Fund**
 - f. Board of Education: Additional appropriation of \$32,555 within the Special Education Grant Fund as of June 30, 2026.**
 - g. Aging:**
 - a. Additional appropriation of \$1,500 within the Special Grants & Donations Fund funded by SNAP donations as of June 30, 2026.**
 - b. Additional appropriation of \$4,710 within the Special Grants & Donations Fund for the SNAP Toiletries Program funded by a grant from the Main Street Community Foundation.**
 - h. Early Childhood Collaborative: Additional appropriation of \$328,029 within the Special Grants & Donations Fund funded by grants.**
- 4. Public Works:**
 - a. Request for a bid waiver to Eurofins Drinking Water and Wastewater Central, LLC**
 - b. Request for a bid waiver to A.J. Belliveau Railroad Contracting and a transfer of \$180,000 within the Road Improvement Fund as of June 30, 2026**
- 5. City Clerk:**
 - a. Request for a bid waiver to IQS**
- 6. Board of Education:**
 - a. Budget Update**
- 7. Comptroller's Office:**
 - a. Additional appropriation of \$15,192 within the Capital Projects Fund as of June 30, 2026 to close out land purchases.**
 - b. Decrease of Appropriation within the ARPA Fund of \$10,291 as of June 30, 2026**
- 8. Subcommittee Reports –**
 - a. Banking & Audit Committee – July 9, 2026**
- 9. Liaison Reports**
- 10. Chairman's Report**

- 11. New Business**
- 12. Old Business**
- 13. Adjournment**

1. Call to order

Chairman Maikowski called the meeting to order at 5:30 p.m.

2. Public Participation

None.

3. Consent Agenda:

- a. Approval of Minutes: Regular Meeting – June 23, 2026**
- b. Purchasing: Quarterly Update on the Local Bidding Preference- June 30, 2026**
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 - b. Additional appropriation of \$4,710 within the Special Grants & Donations Fund for the SNAP Toiletries Program funded by a grant from the Main Street Community Foundation.**
- h. Early Childhood Collaborative: Additional appropriation of \$328,029 within the Special Grants & Donations Fund funded by grants.**

Commissioner O'Brien made a motion seconded by Commissioner Mace

"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. Public Works:

- a. Request for a bid waiver to Eurofins Drinking Water and Wastewater Central, LLC**

Commissioner Mace made a motion seconded by Commissioner O'Brien

"To approve a bid waiver to Eurofins Drinking Water and Wastewater Central, LLC for specialized stormwater laboratory testing."

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

b. Request for a bid waiver to A.J. Belliveau Railroad Contracting and a transfer of \$180,000 within the Road Improvement Fund as of June 30, 2026

Commissioner Mace made a motion seconded by Commissioner Massarelli

“To approve a bid waiver to A.J. Belliveau Railroad Contracting and a transfer of \$180,000 within the Road Improvement Fund as of June 30, 2026 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.

5. City Clerk:

a. Request for a bid waiver to IQS

Commissioner Campion made a motion seconded by Commissioner Massarelli

“To approve a bid waiver to IQS for the Town Clerk land records and licensing software.”

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

6. Board of Education:

a. Budget Update

Jodi Bond gave the budget update through June 30, 2026. These financial reports were run at 9:45am on 7/27/26. At this time, the FY26 shows a deficit is (\$2,889,181). There are still \$444,232 in encumbered POs. Some invoices are in process and awaiting a few, however she does anticipate the deficit will decrease even further. The Special Education deficit is (\$3,197,120), with \$52,294 still encumbered. Private & Public (outplaced) Tuitions, Professional Services, and Sub Paras are the main drivers of this deficit. Thanks to the DRIP and SEED Grants, and bringing some students back in house, the BOE was able to realize additional savings in the general fund, and reduce the originally anticipated deficit. As of today, more PO's have been closed to lower the overall deficit slightly.

Pending May and June Federal and State reimbursement, the Cafe snapshot reflects a surplus of \$124,908. This surplus will be fully expended to FY 27. 39,899 breakfast, 83,727 lunches, and 529 snacks were served in June. Chairman Maikowski questioned if there are changes going to be implemented as this was coming for a while, but Jodi Bond is not aware at this time of any.

7. Comptroller's Office:

- a. Additional appropriation of \$15,192 within the Capital Projects Fund as of June 30, 2026 to close out land purchases.**

Commissioner O'Brien made a motion seconded by Commissioner Mace

"To make an additional appropriation of \$15,192 within the Capital Projects Fund as of June 30, 2026 to close out land purchases 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.

b. Decrease of Appropriation within the ARPA Fund of \$10,291 as of June 30, 2026

Commissioner O'Brien made a motion seconded by Commissioner Mace

"To Decrease an Appropriation within the ARPA Fund of \$10,291 as of June 30, 2026 and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Diane explained the City is at the end of the ARPA funding, this is a cleanup for the project for the garage across the street and returning funds to Interest Income.

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

8. Subcommittee Reports –

a. Banking & Audit Committee – July 9, 2026

Chairman Maikowski gave the report of the Banking & Audit Committee who met with CLA, to go over their expectations and timeline. The plan is to issue the final audit report by December 15, 2026.

Commissioner Murdock made a motion seconded by Commissioner Mace

"To accept the report of the Banking & Audit Committee from July 9, 2026 and place on file."

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

Diane stated last month the Insurance Committee discussed Cyber Insurance, the recommendation was to go with a \$2 million policy, the BOF had only discussed a \$2 million policy, but the carrier only has a \$1 million, \$2.5 million and \$5 million policies, so Diane wanted to make the Board aware the City will be moving forward with a \$2.5 million policy. No action is required at this time.

9. Liaison Reports

Commissioner Peterson stated the building committee was canceled again for Edgewood as they are awaiting the maximum pricing guarantee.

Commissioner Mace stated there was a brief Animal Control Meeting, and the project is starting to move forward, all the animals at the current shelter are fine.

10. Chairman's Report

None

11. New Business

Mayor Zoppo Sassu made a motion seconded by Commissioner O'Brien to bring onto the table discussion of the UConn Internship program. Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

The City would have an Intern from August – May for a Master's Student to work under the Mayor's Office. This is a great opportunity for someone with a grant writing background and who has worked with non-profits. The City had several interns for the past eight weeks that were very beneficial for the City in various programs. Commissioner O'Brien is in support of this and would like to see a formalized program.

Mayor Zoppo Sassu made a motion seconded by Commissioner O'Brien
"To transfer \$18,250 from the General Fund Contingency account for the Uconn Internship program 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.

12. Old Business

None

13. Adjournment

Commissioner Mace made a motion seconded by Commissioner Campion

"To adjourn at 6:00 p.m."

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

Attest:



Diane M. Waldron
Board of Finance Clerk