

**City of Bristol
Board of Finance Meeting
January 25, 2022**

A regular meeting of the Board of Finance was held on Tuesday, January 25, 2022 at 5:30 p.m. in the City Hall Council Chambers and via Zoom. The following were in attendance: Chairperson John Smith, Mayor Jeffrey Caggiano, Commissioners Ron Burns, Orlando Calfe, Glenn Heiser, Jon Mace (5:35 pm) David Maikowski and Marie O'Brien. Also present from the Comptroller's Office: Diane Waldron and Robin Manuele.

Ladies and Gentlemen:

The regular Board of Finance Meeting will be held on Tuesday, January 25, 2022 at 5:30 p.m. in City Hall Council Chambers, 111 North Main Street, Bristol, Connecticut.

Agenda

1. Call to order

Pledge of Allegiance

2. Public Participation

3. Reorganization of the Board

4. Consent Agenda

a. Approval of Minutes:

1. Regular Meeting - December 21, 2021

2. Special Meeting - January 11, 2022

b. Approval of the 2022 Board of Finance Budget Meeting Calendar

c. Purchasing: Quarterly Update on the Local Bidding Preference- December 31, 2021

d. Various: Additional appropriations totaling \$1,600 within the Special Grants and Donations Fund

e. Energy Commission: Additional appropriation of \$5,982 within the Energy Efficiency Fund

f. ECD: Transfers totaling \$42,605 within the Community Development Block Grant Fund

g. Public Works: Additional appropriation of \$21,284 within the Special Grants and Donations Fund

h. Comptroller's Office: Transfer of \$420,000 within the General Fund

i. Police Department:

1. Transfer of \$5,101 within the Police Department's operating budget

2. Additional appropriation of \$31,400 within the Special Grants and Donations Fund

j. Board of Education:

1. Additional appropriation totaling \$705,526 within the Special Education Grant Fund

2. Additional appropriation totaling \$39,621 within the Special Grants and Donations Fund

5. Board of Education: Budget Update

6. Committee Reports:

a. Insurance Committee - January 12, 2022

b. Purchasing Committee - January 25, 2022

7. Human Resources: Transfer of \$20,000 from the General Fund Contingency account
8. Fire Department: Review of fire scheduling software and to take any action as necessary
9. Water Department: Budget Update
10. Comptroller's Office: Review and Approval of Policies: Debt & Donations Policy
11. Liaison Reports
12. Chairman's Report
13. New Business:
14. Old Business:
15. Any other matter to come before said meeting
16. Adjournment

PER ORDER OF THE CHAIRPERSON
John E. Smith

1. Call to order

Chairperson Smith called the meeting to order at 5:33 p.m.

2. Public Participation

None

3. Reorganization of the Board

Vice Chairman Calfe opened the floor for nominations for Chairman of the Board.

Commissioner Calfe made a motion seconded by Commissioner Burns

"To nominate John Smith as Chairman of the Board of Finance."

Vice Chairman Calfe called for any other nominations, hearing none, nominations were closed. Following a voice vote in which there was no opposition, the Vice Chairman declared the motion carried.

Chairperson Smith opened the floor for nominations for Vice Chairman of the Board.

Commissioner O'Brien made a motion seconded by Mayor Caggiano

"To nominate Orlando Calfe as Vice Chairman of the Board of Finance."

Chairperson Smith called for any other nominations, hearing none, nominations were closed. Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

4. Consent Agenda

- a. Approval of Minutes:

1. Regular Meeting - December 21, 2021
2. Special Meeting - January 11, 2022

- b. Approval of the 2022 Board of Finance Budget Meeting Calendar

- c. Purchasing: Quarterly Update on the Local Bidding Preference- December 31, 2021
- d. Various: Additional appropriations totaling \$1,600 within the Special Grants and Donations Fund
- e. Energy Commission: Additional appropriation of \$5,982 within the Energy Efficiency Fund
- f. ECD: Transfers totaling \$42,605 within the Community Development Block Grant Fund
- g. Public Works: Additional appropriation of \$21,284 within the Special Grants and Donations Fund
- h. Comptroller's Office: Transfer of \$420,000 within the General Fund
- i. Police Department:
 - 1. Transfer of \$5,101 within the Police Department's operating budget
 - 2. Additional appropriation of \$31,400 within the Special Grants and Donations Fund
- j. Board of Education:
 - 1. Additional appropriation totaling \$705,526 within the Special Education Grant Fund
 - 2. Additional appropriation totaling \$39,621 within the Special Grants and Donations Fund

Commissioner O'Brien made a motion seconded by Commissioner Calfe

"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.

5. Board of Education: Budget Update

Jill Browne gave the financial update via Zoom. The snapshot for FY22 shows an available balance of \$2,412,382. Expenditures for Regular Ed. Magnet Tuition have exceeded budget, causing the Regular Ed tuition area to have a negative balance of \$55K. The BOE does not foresee any additional expenditures in this area, but will continue to monitor this line. At this juncture, the BOE has frozen the budget for additional expenditures. Only items that directly support curriculum, special education requirements, or facility repairs and maintenance will be approved for expenditure from the general fund budget. Overall at the end of quarter 2, the BOE is below budget in most areas, and continues to have no budgetary concerns to report.

The Cafeteria program is successfully operating with a snapshot balance of \$431,945 as of the end of December. During 16 school days in December, a total of 33,657 breakfasts and 78,461 lunches were served. While the month was shortened due to holiday observance, participation is holding steady, exceeding our 70% daily goal. The Federal Register notified the public of the annual adjustments to the reimbursement rates for meals served in the Summer Food Service Program (SFSP). These adjustments address changes in the Consumer Price Index, as required under the Richard B. Russell National School Lunch Act. The SFSP reimbursement rates were updated effective January 1, 2022. The current SFSP rate of reimbursement is \$4.5625 per reimbursable lunch and \$2.6050 per reimbursable breakfast. For school districts such as Bristol that are approved to operate the Seamless Summer Option (SSO) for the 2021-22 school year, the adjusted

rates will appear in the CSDE's Child Nutrition Program Online Application and Claiming System with the submission of the January, 2022 SSO claim for reimbursement.

These new rates result in an increase of \$0.245 per meal for Lunch and \$0.1425 per meal for Breakfast. If these rates were applied to the number of meals served in December, the reimbursement would have increased by \$24,019 for the month.

Dr. Culkin SPED update, during the month of December 2021, 10 of 45 students newly enrolled in BPS were receiving special education services and 2 of the 10 attended out of district placements at the time of enrollment. The special education identification rate for Bristol Public School students requiring special education programming as of January 1, 2022 is 20.72 % (1,678 of 8,099).

6. Committee Reports:

a. Insurance Committee - January 12, 2022

Chairman Smith gave the report of the Insurance Committee, the Committee met with the City's insurance consultants. He shared the good news of a zero percent increase for medical insurance.

Commissioner O'Brien made a motion seconded by Commissioner Burns

"To accept the Insurance Committee report from January 12, 2022 and place on file"

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

b. Purchasing Committee - January 25, 2022

Ron Burns gave the report of the Purchasing Committee which met just prior to this meeting for a debarment hearing. The BOE has had issues with milk deliveries, not receiving what was expected, doors left open by delivery driver, cartons of milk broken with a foul odor. David Foulds, Food Services, has been in regular communication with Guida with no resolution. The hearing was held, Guida spoke, with a decision made to debar them for two years. A plan is in place for another vendor to service the Board of Education.

Commissioner Calfe made a motion seconded by Commissioner Mace

"To accept the report made by the Purchasing Committee, including its action of debarment, and place on file."

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

7. Human Resources: Transfer of \$20,000 from the General Fund Contingency account

Commissioner Burns made a motion seconded by Commissioner O'Brien

"To transfer \$20,000 from the General Fund Contingency account to the Human Resources operating budget for the Professional Fees 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.

8. Fire Department: Review of fire scheduling software and to take any action as necessary

Chief Hart explained, FireHouse software was purchased by ESO, another public safety software company last year. As a result, FireHouse will no longer exist as of December 31, 2022. This software is used by the Fire Department for time and attendance, personnel tracking, and incident reporting as required by the State of Connecticut Fire Marshal and FEMA. The Fire Department has conducted research in a suitable replacement for FireHouse over the past 2 months. We have come to the conclusion that the company First Due is more than a suitable replacement platform. The components of the platform will meet not only our statutory requirements, but all our administrative requirements. It also has modules that allow for data migration, inventory tracking, fire inspections, company surveys, and pre-planning capabilities. This will allow for a more efficient comprehensive data collection and report writing ability which will translate to a better accounting of Fire Department activities and expenditures that will benefit us for budgetary reasons and grant writing submissions.

Chief Hart stated the Fire Department is looking for a commitment from the BOF to fund this, the build out is \$1,500 for the program to start July 1, which takes 4-8 weeks to build and train the membership on how to use the various modules. A Personnel Committee is being formed to customize the software which includes software updates.

Commissioner Heiser questioned how long the contract was for. Chief Hart stated it was year to year contract with a 5% increase.

9. Water Department: Budget Update

Robert Longo, gave an update of the Water Department financials for the first six months of the year, and discussion was held. Due to the rain this summer sale of water is down. The New Britain agreement and Motor Vehicle fuels are down as well. During COVID, more vehicles were used with one person per vehicle, now driving less with 2-3 employees per vehicle.

10. Comptroller's Office: Review and Approval of Policies: Debt & Donations Policy

Diane Waldron explained over the next couple of months, the policies will be updated and presented to the Board of Finance. Marie asked if these policies follow the recommendations of

the national organization, which they do. The City's Bond Counsel and Financial Advisor reviewed these as well for minor edits.

Commissioner Heiser made a motion seconded by Mayor Caggiano.

"To accept the updates to the Debt and Donation Policies and place on file."

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

11. Liaison Reports

Commissioner Calfe gave updates from the Retirement Board, he recently inquired with Corporation Counsel who is responsible to change from a defined benefit plan to defined contribution plan, the Board recently voted to drop the interest rate from 7% to 6.5% which brings the funded ratio down to 127%. The Police and Fire contracts have language if the plan drops below 110% a plan has to be created for the City to make contributions to bring the funded ratio to a minimum of 110%. Corporation Counsel stated the issue relies with the Union, which would need to be negotiated to change the pension plan.

Commissioner O'Brien questioned if there was any opportunity for the BOF to have an Agenda item on the Retirement Board Agenda to help educate them. John Smith stated he can talk to the Chairman of the Pension Board. Commissioner Heiser stated the goal is to preserve the pension funds, and the financials of the City along with the participants in the fund. The Retirement Board and Board of Finance could have a Workshop to discuss and educate.

Diane explained she is asking the Retirement to present a budget, hopefully the Treasurer can present when he does his budget, so the Retirement Board can adhere to the City's Ordinances and budget process.

13. New Business:

Commissioner Maikowski made a motion seconded by Commissioner Calfe

"To bring the Public Works item to the table."

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

This item came up recently to acquire trucks from the state, four trucks are available, the Fire Department has taken advantage of it as well. The vehicles are 2013 with low mileage, the Fleet Manager has done a visual inspection and will benefit snow operations. Retaining contractors has been an issue with the City. Funds are available within the Public Works budget,

Commissioner O'Brien made a motion seconded by Commissioner Calfe

"To transfer \$24,000 within the Public Works operating budget to purchase four pickup trucks 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. Chairman's Report

Chairman Smith explained the NEMS Building Committee has selected an architect, any BOE project with state reimbursement needs a building committee. John discussed the project in detail, the renovation of the Heating System at Greene Hills School, six to seven years ago the pipes broke, the City did everything it was supposed to do to recoup the majority of the expenses to keep that building operational, and the BOE has spent operational costs to keep the building open. Court settled after about four years, the judge made it clear some of the claims were a contract dispute, several companies were involved in the litigation. The City only received \$1.5 million in court, with attorney expenses of \$700,000. An engineer was hired in September, and has reviewed the two ways to correct the situation, retrofit the system that is there replacing every ceiling and pipe with copper which will cost about \$10 million, or the second option is to leave the pipes, repipe with a different system, boilers, HVAC system, to heat classrooms for \$8 million as the PVC pipes are left in place. In order for the building to be operational it needs to be heated properly or the building can't function as a school, The other side of this is how the repairs will be done operationally, as renovating a school while it is in session presents challenges. The majority of the work will need to be performed in the summer, when school is not in session. John would like the Board to consider a special meeting, prior to the next Joint Meeting, to answer any questions, but the Building Committee would like to move this project along to get started.

14. Old Business:

None

15. Any other matter to come before said meeting

None

16. Adjournment

Commissioner Mace made a motion seconded by Commissioner Calfe

"To adjourn at 7:24 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

