

**City of Bristol
Board of Finance Meeting
February 22, 2022**

A regular meeting of the Board of Finance was held on Tuesday, February 22, 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, Glenn Heiser, Jon Mace, David Maikowski and Marie O'Brien. Orlando Calfe and Mark Whitford (6:30 pm) were present on Zoom. Also present from the Comptroller's Office: Diane Waldron and Robin Manuele.

The regular Board of Finance Meeting will be held on Tuesday, February 22, 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. Consent Agenda
 - a. Approval of Minutes:
 1. Regular Meeting - January 25, 2022
 2. Special Meeting - February 8, 2022
 - b. Economic and Community Development: To place on file the Economic Incentive update
 - c. Building Department: Additional appropriation totaling \$6,102 within the Special Grants and Donations Fund
 - d. Assessor: Transfers totaling \$4,500 within the Assessor and BOAA operating budgets
 - e. Public Works:
 1. Transfers totaling \$106,513 within the Public Works operating budget
 2. Transfer of \$64,567 within LoCIP Fund
4. Committee Reports: Insurance Committee - January 28, 2022
5. Board of Education:
 - a. Additional appropriation of \$272,000 and \$153,000 Transfer from Contingency within the Capital Projects - Schools Fund
 - b. Budget Update
6. Parks, Recreation, Youth and Community Services: Approval of Fund 175 - Arts & Culture Fund
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 5:33 p.m.

2. Public Participation

None

3. Consent Agenda

a. Approval of Minutes:

1. Regular Meeting – January 25, 2022
2. Special Meeting – February 8, 2022

b. Economic and Community Development: To place on file the Economic Incentive update

c. Building Department: Additional appropriation totaling \$6,102 within the Special Grants and Donations Fund

d. Assessor: Transfers totaling \$4,500 within the Assessor and BOAA operating budgets

e. Public Works:

1. Transfers totaling \$106,513 within the Public Works operating budget
2. Transfer of \$64,567 within LoCIP 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. Committee Reports: Insurance Committee – January 28, 2022

Chairman Smith gave the report of the Insurance Committee from January 28, 2022, the Committee met with the City's Workers' Compensation consultant.

Commissioner Burns made a motion seconded by Commissioner Mace

"To accept the Insurance Committee report from January 28, 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:

a. Additional appropriation of \$272,000 and \$153,000 Transfer from Contingency within the Capital Projects – Schools Fund

Commissioner Mace made a motion seconded by Mayor Caggiano

"To make an additional appropriation of \$272,000 and transfer \$153,000 from the Contingency account within the Capital Projects - Schools Fund for the Chippens Hill UST Replacement Project 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. Budget Update

Financial information was provided, no formal presentation this month.

Kimberly Culkin, Director of Special Services provided an overview of Special Education. As of February 1, 1,697 of 8,097 or 20.96% of Bristol Public School students receive special education services. Commissioner Heiser questioned if all of the 1,697 have their primary residence in Bristol. Dr. Culkin explained all except those involved in foster care situations that are state placed are Bristol residents. District wide staffing was reviewed which includes five administrators, 94.5 certified SPED teachers, 16 speech and language pathologists, four occupational therapists, 1.6 physical therapist, 19 psychologists, 215 paraeducators and six secretaries. The Special Education budget is made up of financing from the General Fund, IDEA Grant, Excess Cost and Medicaid reimbursements. The special education process includes a referral, planning and placement team meeting, evaluations, and individual education plan (IEP) development. Special Education services are provided appropriately in the least restrictive environment to the student. The IEP must be tailored to the individual student's needs. The district's priorities is in instructional practices by improving the design of the individual student programming and standards aligned instruction and professional development for teachers and para educators. The planning and placement team meets at least once a year to discuss the student's individual needs. Discussion was held regarding Special Education.

Commissioner O'Brien questioned the excess cost reimbursement, which Dr Culkin stated must be 4.5 times the per pupil expenditure threshold. Commissioner O'Brien questioned the increase in PreK students requiring services and if the BOE benchmarks with other towns similar to Bristol's size, which Dr. Carbone stated the amount of PreK students identified as SPED is foreshadowing for future needs or expenditures. Dr. Carbone stated the reimbursement rate from the state has remained the same, and needs attention from the legislators.

Commissioner Calfe questioned regardless of funding sources (General Fund, Grants, Reimbursements), how much is the total spending for Special Education. Jill Browne explained there are various sources, and not one report can be run to show this information, such as the health insurance for these teachers are in a different source. Chairman Smith stated the total cost, for items such as Workers' Compensation isn't included either, as there are many injuries within Special Education. Chairman Smith stated the focus is on the spending many times, not on the success of the scholars.

6. Parks, Recreation, Youth and Community Services: Approval of Fund 175 - Arts & Culture Fund

Commissioner Heiser made a motion seconded by Commissioner Burns

"To create a new fund - Arts & Culture Fund, Fund 175."

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

7. Liaison Reports

None

8. Chairman's Report

None

9. New Business:

None

10. Old Business:

None

11. Any other matter to come before said meeting

None

12. Adjournment

Commissioner Calfe made a motion seconded by Commissioner Maikowski

"To adjourn at 6:35 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", with a long horizontal flourish extending to the right.

Diane M. Waldron
Board of Finance Clerk