

**City of Bristol
Regular Board of Finance Meeting Minutes
March 26, 2024**

A regular meeting of the Board of Finance was held on Tuesday, March 26, 2024 at 5:30 p.m. in City Hall Council Chambers and via Zoom. The following were in attendance: Chairperson David Maikowski, Mayor Jeffrey Caggiano, Marie O'Brien, Commissioners Glenn Heiser, Ron Burns, and Mike Massarelli. Commissioner Mark Peterson, Jon Mace and Mark Whitford were absent. Also present from the Comptroller's Office: Diane Waldron, Robin Manuele and Jessica Pilgrim.

REVISED Agenda

1. **Call to order**
2. **Public Participation**
3. **Consent Agenda:**
 - a. **Approval of Minutes:**
 - a. **Regular Meeting– February 27, 2024**
 - b. **Budget Hearings - February 27 & March 6, 2024**
 - b. **Building Department: Transfer totaling \$10,000 within the Building Department's operating budget**
 - c. **ARP Task Force: Transfer of \$50,000 within the Coronavirus Recovery Fund**
 - d. **Cemetery Commission: Additional appropriation of \$780 within the Special Grants and Donations Fund**
 - e. **Emergency Management: Additional appropriation of \$500 within the Special Grants and Donations Fund**
 - f. **ROV: Additional appropriation of \$10,500 within the Special Grants and Donations Fund**
 - g. **Library: Transfers totaling \$1,500 within the Library operating budget**
 - h. **Board of Education:**
 - a. **Additional appropriation totaling \$24,975 within the Special Grants and Donations Fund**
 - b. **Additional appropriation totaling \$279,843 within the Special Education Grant Fund**
 - i. **Police Department:**
 - a. **Additional appropriation of \$3,522 within the Special Grants and Donations Fund**
 - b. **Transfer of \$1,988 within the General Fund**
 - j. **Comptroller's Office:**
 - a. **Additional appropriation totaling \$31,198 within the Capital Projects Fund**
 - b. **Transfer of \$4,633 within the Capital Projects Fund**
 - c. **Transfers totaling \$30,000 within the Capital Projects Fund**
 - d. **Decrease Appropriations totaling \$345,423 within the Capital Projects Fund**
 - e. **Transfer of \$1,500 within the General Fund**
 - k. **Public Works: Transfer of \$88,000 within the Public Works operating budget**
4. **Human Resources:**
 - a. **Transfer of \$28,850 from the General Fund Contingency account**
5. **Board of Education:**
 - a. **Budget Update**

6. **Comptroller's Office:**
 - a. **Transfer of \$8,135 from the General Fund Contingency account**
7. **Liaison Reports**
8. **Chairman's Report**
9. **New Business**
10. **Old Business**
11. **Any other matter to come before said meeting**
12. **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:**
 - a. **Regular Meeting– February 27, 2024**
 - b. **Budget Hearings – February 27 & March 6, 2024**
- b. **Building Department: Transfer totaling \$10,000 within the Building Department's operating budget**
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- h. **Board of Education:**
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- i. **Police Department:**
 - a. **Additional appropriation of \$3,522 within the Special Grants and Donations Fund**
 - b. **Transfer of \$1,988 within the General Fund**
- j. **Comptroller's Office:**
 - a. **Additional appropriation totaling \$31,198 within the Capital Projects Fund**
 - b. **Transfer of \$4,633 within the Capital Projects Fund**
 - c. **Transfers totaling \$30,000 within the Capital Projects Fund**
 - d. **Decrease Appropriations totaling \$345,423 within the Capital Projects Fund**

e. Transfer of \$1,500 within the General Fund

Commissioner O'Brien made a motion seconded by Mayor Caggiano
"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. Human Resources:

a. Transfer of \$28,850 from the General Fund Contingency account

Commissioner Burns made a motion seconded by Mayor Caggiano
"To transfer \$28,850 from the General Fund Contingency account to Human Resources and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Mark Penney explained the largest portion is to cover a contract with point man security, to provide risk management services, as well as funds for employment testing and office supplies.

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

5. Board of Education:

a. Budget Update

Financial information was provided, no formal presentation this month.

6. Comptroller's Office:

a. Transfer of \$8,135 from the General Fund Contingency account

Commissioner Heiser made a motion seconded by Commissioner O'Brien
"To transfer \$8,135 from the General Fund Contingency account to the Board of Finance – 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.

5. Liaison Reports

Chairman Maikowski stated Firehouse 3 is in the design phase.

Commissioner Heiser discussed the Northeast Middle School EV stations which are cost prohibitive to install as many as desired so switch gear necessary to allow for expansion is being evaluated. It is projected that school construction will break ground in August or September 2023. Discussion followed on EV charging stations throughout the City.

Commissioner Burns provided a report on the Greene Hills Schools HVAC where work is currently being performed and will continue during April vacation. The project is moving along as scheduled.

Commissioner Mace was not in attendance but did provide the following updates from the Police Board as they did vote to accept the Chief's Retirement request and forward his pension request to the Pension Committee. The Animal Shelter Committee has selected an architectural and design group to get the process moving (RF&A Rauhaus, Freeddenfeld and Assoc.) and have started to look at fund raising for any additional need funding.

6. Chairman's Report

None

7. New Business

None

8. Old Business

None

9. Any other matter to come before said meeting

None

10. Adjournment

Commissioner OBrien made a motion seconded by Mayor Caggiano

"To adjourn at 5:46 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