

City of Bristol
Regular Board of Finance Meeting Minutes
April 23, 2024

A regular meeting of the Board of Finance was held on Tuesday, April 23, 2024 immediately following the Regular Board of Finance meeting scheduled for 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 Ron Burns, Glenn Heiser, Jon Mace, Mike Massarelli, Mark Peterson, and Mark Whitford. Also present from the Comptroller's Office: Diane Waldron, Robin Manuele and Jessica Pilgrim.

Agenda

1. Call to order.
2. Public Participation
3. To adopt a single installment tax payment for motor vehicles in the 2024-2025 fiscal year payable July 1, 2024.
4. To adopt a single installment tax payment for property tax due in an amount of \$100 or less payable July 1, 2024 and two installments based on a property tax due in an amount greater than \$100 payable on July 1, 2024 and January 1, 2025.
5. To adopt the budget estimate for the Bristol Water Department Enterprise Fund for fiscal year 2024-2025.
6. To adopt the budget estimate for the Sewer Operating and Assessment Fund for fiscal year 2024-2025.
7. To adopt the budget estimate for the Solid Waste Disposal Fund for fiscal year 2024-2025.
8. To adopt the budget estimate for the Transfer Station Fund for fiscal year 2024-2025.
9. To adopt the budget estimate for the Road Improvements Fund for fiscal year 2024-2025.
10. To adopt the budget estimate for the Community Development Block Grant, appropriate the City's share and the Reprogrammed Funds of the Economic and Community Development Operating Budget for fiscal 2024-2025.
11. To adopt the budget estimate for the Pine Lake Adventure Park for fiscal year 2024-2025.
12. To adopt the budget estimate for the Arts & Culture Fund for fiscal year 2024-2025.
13. To adopt the budget estimate for the Internal Service Fund which includes the Self Insured Workers' Compensation Fund and the Health Benefits Fund for fiscal year 2024-2025.
14. To adopt the budget estimate for the School Lunch Program for fiscal year 2024-2025.
15. To adopt the budget estimate for the Police Private Duty Fund for fiscal year 2024-2025.
16. To adopt the 2024-2025 Capital Budget.
17. Discussion regarding the 2024-2025 General Fund budget.
18. To adopt the General Fund Estimated Operating Budget for fiscal year 2024-2025.
19. Adjournment.

1. Call to order

Chairman Maikowski called the meeting to order at 6:53 p.m.

2. Public Participation

None

3. To adopt a single installment tax payment for motor vehicles in the 2024-2025 fiscal year payable July 1, 2024.

Commissioner O'Brien made a motion seconded by Commissioner Burns

"In accordance with the provision of Section 12-144a of the Connecticut General Statutes, 1965 revision, the City adopts a single installment tax payment for motor vehicles in the 2024-2025 fiscal year to be payable July 1, 2024 and 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. To adopt a single installment tax payment for property tax due in an amount of \$100 or less payable July 1, 2024 and two installments based on a property tax due in an amount greater than \$100 payable on July 1, 2024 and January 1, 2025.

Mayor Caggiano made a motion seconded by Commissioner Mace

"To adopt a single installment tax payment for property tax due in an amount of \$100 or less payable July 1, 2024 and two installments based on a property tax due in an amount greater than \$100 payable on July 1, 2024 and January 1, 2025 and 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. To adopt the budget estimate for the Bristol Water Department Enterprise Fund for fiscal year 2024-2025.

Commissioner Heiser made a motion seconded by Commissioner Burns

"To adopt the budget estimate for the Bristol Water Department totaling \$11,238,899 and 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.

6. To adopt the budget estimate for the Sewer Operating and Assessment Fund for fiscal year 2024-2025.

Commissioner Burns made a motion seconded by Commissioner Mace

"To adopt the budget estimate for the Sewer Operating and Assessment Fund for fiscal year 2024-2025 totaling \$7,471,340 and recommend approval of this action to a Joint Meeting of the City Council."

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

7. To adopt the budget estimate for the Solid Waste Disposal Fund for fiscal year 2024-2025.

Commissioner Mace made a motion seconded by Mayor Caggiano

“To adopt the budget estimate for the Solid Waste Disposal Fund for fiscal year 2024-2025 totaling \$1,777,280 and 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. To adopt the budget estimate for the Transfer Station Fund for fiscal year 2024-2025.

Commissioner O’Brien made a motion seconded by Commissioner Burns

“To adopt the budget estimate for the Transfer Station Fund for fiscal year 2024-2025 totaling \$921,110 and 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.

9. To adopt the budget estimate for the Road Improvements Fund for fiscal year 2024-2025.

Mayor Caggiano made a motion seconded by Commissioner Burns

“To adopt the budget estimate for the Road Improvements Fund for fiscal year 2024-2025 totaling \$5,800,090 and 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.

10. To adopt the budget estimate for the Community Development Block Grant, appropriate the City’s share and the Reprogrammed Funds of the Economic and Community Development Operating Budget for fiscal 2024-2025.

Commissioner Mace made a motion seconded by Commissioner Massarelli

“To adopt the budget estimate for the Community Development Block Grant Fund for fiscal year 2024-2025 totaling \$1,129,090 consisting of \$588,210 in Entitlement funds, \$20,000 in reprogrammed CDBG funds, \$485,880 transferred from the General Fund, and \$35,000 in Program Income and 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.

11. To adopt the budget estimate for the Pine Lake Adventure Park for fiscal year 2024-2025.

Commissioner O'Brien made a motion seconded by Massarelli

"To adopt the budget estimate for the Pine Lake Adventure Park Fund for fiscal year 2024-2025 totaling \$51,750 and 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. To adopt the budget estimate for the Arts & Culture Fund for fiscal year 2024-2025.

Commissioner Peterson made a motion seconded by Mayor Caggiano

"To adopt the budget estimate for the Arts & Culture Fund for fiscal year 2024-2025 totaling \$299,630 and 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.

13. To adopt the budget estimate for the Internal Service Fund which includes the Self Insured Workers' Compensation Fund and the Health Benefits Fund for fiscal year 2024-2025.

Commissioner Burns made a motion seconded by Mayor Caggiano

"To adopt the budget estimate for the Internal Service Fund for fiscal year 2024-2025 totaling \$50,045,520; \$3,746,125 for the New Self-Insured Workers' Compensation Fund and \$46,299,395 for the Health Benefits Fund and 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.

14. To adopt the budget estimate for the School Lunch Program for fiscal year 2024-2025.

Commissioner Massarelli made a motion seconded by Commissioner Mace

"To adopt the budget estimate for the School Lunch Program for fiscal year 2024-2025 totaling \$5,372,630 and 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.

15. To adopt the budget estimate for the Police Private Duty Fund for fiscal year 2024-2025.

Commissioner Heiser made a motion seconded by Commissioner Caggiano
"To adopt the budget estimate for the Police Private Duty Fund for fiscal year 2024-2025 totaling \$1,897,500 and 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.

16. To adopt the 2024-2025 Capital Budget.

Mayor Caggiano made a motion seconded by Commissioner Mace
"To adopt the Capital Budget for fiscal year 2024-2025 totaling \$11,063,910 and recommend approval of this action to the Planning Commission and 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.

17. Discussion regarding the 2024-2025 General Fund budget.

Commissioner Heiser questioned the Bristol Water Department budget increase with a pricing for 100 cubic feet for water from \$2.78 to \$3.94 which represents about a 40% increase over three years, and approximately an 18% increase in one year. Diane Waldron stated the Water Board sets the rates and revenues for the Water Board, the Board of Finance is approving the expenditure budget for these funds.

18. To adopt the General Fund Estimated Operating Budget for fiscal year 2024-2025.

Commissioner O'Brien made a motion seconded by Mayor Caggiano
"To adopt the General Fund budget estimate for fiscal year 2024-2025 totaling \$229,115,085 as presented by Chairperson Maikowski and have the budget advertised in a local newspaper and 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.

Chairman Maikowski thanked everyone for their attendance at meetings, and cooperation in making decisions for this budget year. Mayor Caggiano thanked Chairman Maikowski for all his work in his first year as Chair for the Board.

19. Adjournment.

Mayor Caggiano made a motion seconded by Commissioner Burns

“To adjourn at 7:08 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".

Diane M. Waldron
Board of Finance Clerk