

City of Bristol
Regular Board of Finance Meeting Minutes
May 28, 2024

A regular meeting of the Board of Finance was held on Tuesday, May 28, 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, Ron Burns, Mark Peterson, and Mark Whitford. Jon Mace was on Zoom. Commissioner Glenn Heiser and Mike Massarelli were absent. Also present from the Comptroller's Office: Diane Waldron and Robin Manuele.

1. **Call to order**
2. **Public Participation**
3. **Consent Agenda:**
 - a. **Approval of Minutes:**
 - a. **Regular Meetings – April 23 and April 23, 2024**
 - b. **Special Meeting – May 14, 2024**
 - c. **Budget Workshops – April 3 and April 17, 2024**
 - b. **Purchasing: Transfer of \$150 within Purchasing's operating budget**
 - c. **Assessor: Transfer of \$2,000 within the Assessor's operating budget**
 - d. **City Clerk: Transfer of \$2,016 within the City Clerk's operating budget**
 - e. **Comptroller's Office: Transfers totaling \$4,965 within the Comptroller's operating budget**
 - f. **ARP Task Force: To rescind appropriations of \$300 within the Coronavirus Recovery Fund**
 - g. **Building: Transfer of \$1,000 within the Building Department's operating budget**
 - h. **Police Department: Additional appropriation of \$5,000 within the Special Grants and Donations Fund**
 - i. **Code Enforcement:**
 - a. **Additional appropriation of \$2,418 within the Special Grants and Donations Fund**
 - b. **Transfers totaling \$90,000 within the Special Grants and Donations Fund**
 - j. **Library:**
 - a. **Additional appropriation of \$27,090 within the Library's operating budget**
 - b. **Transfer totaling \$4,535 within the Library's operating budget**
4. **Board of Education:**
 - a. **Budget Update**
5. **Various Department:**
 - a. **Transfers totaling \$1,108,765 within the Equipment Building Sinking Fund**
6. **Police Memorial Committee:**
 - a. **Transfer of \$6,000 from the General Fund Contingency account**
 - b. **Transfer of \$75,000 from the General Fund Contingency account**
7. **Information Technology:**
 - a. **Discussion on Network Security Software**
8. **Comptroller's Office:**
 - a. **Transfer of \$15,000 from the General Fund Contingency account**
9. **Committee Reports:**
 - a. **Purchasing Committee – April 25, 2024**

b. Banking & Audit Committee – May 10, 2024

10. **Liaison Reports**
11. **Chairman’s Report**
12. **New Business**
13. **Old Business**
14. **Any other matter to come before said meeting**
15. **Adjournment**

1. Call to order

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

2. Public Participation

3. Consent Agenda:

a. Approval of Minutes:

1. **Regular Meetings – April 23 and April 23, 2024**
2. **Special Meeting – May 14, 2024**
3. **Budget Workshops – April 3 and April 17, 2024**

b. Purchasing: Transfer of \$150 within Purchasing’s operating budget

c. Assessor: Transfer of \$2,000 within the Assessor’s operating budget

d. City Clerk: Transfer of \$2,016 within the City Clerk’s operating budget

e. Comptroller’s Office: Transfers totaling \$4,965 within the Comptroller’s operating budget

f. ARP Task Force: To rescind appropriations of \$300 within the Coronavirus Recovery Fund

g. Building: Transfer of \$1,000 within the Building Department’s operating budget

h. Police Department: Additional appropriation of \$5,000 within the Special Grants and Donations Fund

i. Code Enforcement:

1. **Additional appropriation of \$2,418 within the Special Grants and Donations Fund**
2. **Transfers totaling \$90,000 within the Special Grants and Donations Fund**

j. Library:

1. **Additional appropriation of \$27,090 within the Library’s operating budget**
2. **Transfer totaling \$4,535 within the Library’s operating budget**

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. Board of Education:
a. Budget Update

As of April 30, 2024, the available balance is \$(5,432,919). For perspective, at this time last year, the BOE was at \$(4,997,222) the current negative position is mainly due to increased tuition, transportation, and professional services expenses for students receiving special education services. As previously reported, special education expenses are unpredictable. The Board continuously monitors and reconciles all related costs and anticipates additional volatility in these lines through year-end.

As of May 3rd, there are 700 open purchase orders totaling \$12,555,808.55. The BOE continues to identify areas to reduce encumbrances and close purchase orders for non-urgent goods and services. The BOE continues to maintain a budget freeze, and monitor expenditures across all departments.

The BOE will vote on the 24-25 budget on June 6. Chairman Maikowski asked about the budget for SPED, as each year the budget isn't increasing for SPED, but the costs are increasing and this is one area that can't be cut.

The Cafeteria program continues to run smoothly. As previously reported, some of the surplus funds are being utilized to enhance kitchen facilities. They are replacing double-convection ovens in BCHS and BEHS, as well as a reach-in refrigerator at Greene-Hills School.

As of the end of April, the snapshot balance was \$944,096. The 13 cafeterias have served 42,647 breakfasts, 89,345 lunches, and 1,276 after-school snacks.

In April \$15,943.52 was transferred to Athletic supplies from various athletic lines to cover spring sports purchases. \$59,472.70 was transferred to Speech Clinician Salaries Edgewood from other locations to reallocate Speech clinician salaries to the proper location \$15,000.00 was transferred to Athletic Officials from the Field Maint Athletics Account to cover Spring Sports Officials

As of May 1, 2024, 1,845 of the 8,140 enrolled Bristol students are identified as requiring Special Education programming. This enrollment reflects 22.67% of the total BPS student population.

As of May 1st, 120 students with disabilities required out-of-district placements at private special education school programs. There are 79 students requiring special education programming services at other public out-of-district schools, including magnet schools.

During the month of April 2024, 21% of newly registered students were identified as students with special education programming needs at the time of registration. One newly enrolled student received their program and services during the month of April from an out-of-district special education school program. During the month of April, there were 28 211 and 9 911 calls.

At the end of April, the BCHS Student Activity Fund had an opening balance of \$175,790.39, a total of \$165,446.32 in Expenditures and \$191,411.70 in Revenues, leaving a total balance of \$202,755.77.

Bristol Central Athletics account began this year with a balance of \$48,998.45. A total of \$50,503.49 in expenses and \$36,805.11 in revenues left a balance of \$35,300.07.

The BEHS Student Activity Fund had an opening balance of \$157,634.44, a total of \$112,743.72 in expenditures, and \$149,668.15 in Revenues, leaving a total balance of \$194,558.87.

Bristol Eastern Athletics began this year with a \$7,376.58 balance. A total of \$23,039.61 in expenses and \$18,704.34 in revenues left a balance of \$3,041.31.

The City has recommended an FY 2025 BOE Budget of \$129,089,000, resulting in a (3,143,602) reduction to the \$132,232,602 FY2025 BOE Approved budget. Various recommendations were presented to the BOE Finance Committee from the Central Office Team, and will be voted on by the full BOE on June 6.

5. Various Department:

a. Transfers totaling \$1,108,765 within the Equipment Building Sinking Fund

Commissioner Burns made a motion seconded by Mayor Caggiano

“To make transfers totaling \$1,108,765 from the Equipment Building Sinking Fund Contingency account for the purchase of Capital Outlay for various departments 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.

6. Police Memorial Committee:

a. Transfer of \$6,000 from the General Fund Contingency account

Commissioner Peterson made a motion seconded by Mayor Caggiano

“To transfer \$6,000 from the General Fund Contingency account to Police Professional Fees and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance.”

Mayor Caggiano stated there are several things going on with the Police Memorial Committee. The first is completely funded with donations which will be built in front of the Police Complex which is on hold until the new Police Complex's future is decided. This request before the BOF is for preserving the doors that were signed while the police vehicle was displayed in front of the Police Department and mounting them on a moveable metal door stand. This appropriation would cover the cost for materials only. Melnick Metal will donate the labor.

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

b. Transfer of \$75,000 from the General Fund Contingency account

Mayor Caggiano made a motion seconded by Commissioner Burns

“To transfer \$75,000 from the General Fund Contingency account to Police Professional Fees and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance.”

Jason Morrocco, Public Works Engineering, who is also a member of the Police Memorial Committee explained the Committee has been working on a First Responders Memorial paying respect to Police, Fire and EMS which will be located at Muzzy Field. The Parks Board has approved the conceptual idea and this request is for the design of the memorial. Chairman Maikowski stated this is a large request at a time when the City just completed a very tough budget process and fundraising needs to be considered for this request. Commissioner O’Brien questioned the feasibility and interest in going digital for donations. After discussion it was suggested to see if the money can be raised.

Following a voice vote in which there was opposition, the Chairperson declared the motion failed.

7. Information Technology:

a. Discussion on Network Security Software

Eric Evans presented on the DarkTrace product, a cybersecurity system for email that acts in real time for phishing. The cost would be \$133,000 per year for the City & BOE. Diane stated the contract would need a non-appropriation agreement clause if signed for three years. Rating Agencies are also focusing on what the City is doing to protect themselves from cyber threats.

Commissioner O’Brien made a motion seconded by Mayor Caggiano

“To transfer \$133,000 from the Equipment Building Sinking Fund Contingency account for year one of DarkTrace for the City and BOE.”

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

Commissioner O’Brien made a motion seconded by Mayor Caggiano

“To approve a bid waiver for DarkTrace for the City and BOE.”

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

8. Comptroller’s Office:

a. Transfer of \$15,000 from the General Fund Contingency account

Mayor Caggiano made a motion seconded by Commissioner Burns

“To transfer \$15,000 from the General Fund Contingency account to the Unemployment account and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance.”

Robin Manuele stated the City won an appeal so there will be a refund for some prior costs, but the amount for unemployment is difficult to determine each year. Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

9. Committee Reports:

a. Purchasing Committee – April 25, 2024

Commissioner Burns gave the report of the Purchasing Committee from April 25.

Commissioner Burns made a motion seconded by Commissioner O'Brien To modify Article 3.E.4 "Prequalification" of the Purchasing Manual via inclusion of the following:

The Purchasing Department shall require State of Connecticut DAS prequalification of HVAC vendors for all projects estimated to cost greater than \$250,000, regardless of funding source, unless specifically prohibited by the funding source.

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

Commissioner O'Brien made a motion seconded by Mayor Caggiano

"To accept the report of the Purchasing Committee from April 25, 2024 and place on file."

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

b. Banking & Audit Committee – May 10, 2024

Chairman Maikowski gave the report of the Banking & Audit Committee which reviewed the Water & Sewer Accounts Receivable Process Assessment.

Commissioner Burns made a motion seconded by Commissioner

"To accept the report of the Banking & Audit Committee from May 10, 2024 and place on file."

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

10. Liaison Reports

Commissioner O'Brien gave the report of the PRYCS & Library Board. Bank of America gave the annual update of the Trusts at the last Parks meeting. Marie questioned if the Board of Finance should become more involved in the investments of the Trusts. Chairman Maikowski questioned the authority of the Board in that area. There was a meeting recently regarding a donate button on the Library website, as the Library would like one on their website.

11. Chairman's Report

Chairman Maikowski thanked everyone for their support on the budget, he is very optimistic about the future for the City.

12. New Business

None

13. Old Business

None

14. Any other matter to come before said meeting

None

15. Adjournment

Commissioner OBrien made a motion seconded by Commissioner Mace

"To adjourn at 7:05 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