

City of Bristol
Regular Board of Finance Meeting Minutes
June 25, 2024

A regular meeting of the Board of Finance was held on Tuesday, June 25, 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, Vice Chairperson Marie O'Brien (arrived 5:47 p.m.), Commissioners Ron Burns, Jon Mace and Mike Massarelli. Commissioner Glenn Heiser was on Zoom (5:37 p.m.). Commissioners Mark Peterson and Mark Whitford 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: Regular Meetings – May 28, 2024
 - b. Emergency Management: Additional appropriation of \$250 within the Special Grants and Donations Fund
 - c. ROV: Transfers totaling \$370 within the ROV's operating budget
 - d. Assessor: Transfer of \$1,000 within the Assessor's operating budget
 - e. Aging:
 - a. Transfer totaling \$9,535 within the Aging operating budget
 - b. Additional appropriation of \$2,500 within the Special Grants and Donations Fund
 - f. School Readiness:
 - a. Additional appropriation of \$1,035,224 within the Special Grants and Donations Fund
 - b. Additional appropriation of \$59,189 within the School Readiness operating budget
4. Public Works:
 - a. Transfer of \$50,000 within the Public Works operating budget
 - b. Transfer of \$7,500 within the Public Works operating budget
5. Water & Sewer:
 - a. Budget Update
6. Board of Education:
 - a. Budget Update
7. Committee Reports:
 - a. Insurance Committee – June 18, 2024
8. Liaison Reports
9. Chairman's Report
10. New Business
11. Old Business
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: Regular Meetings – May 28, 2024**
- b. Emergency Management: Additional appropriation of \$250 within the Special Grants and Donations Fund**
- c. ROV: Transfers totaling \$370 within the ROV's operating budget**
- d. Assessor: Transfer of \$1,000 within the Assessor's operating budget**
- e. Aging:**
 - a. Transfer totaling \$9,535 within the Aging operating budget**
 - b. Additional appropriation of \$2,500 within the Special Grants and Donations Fund**
- f. School Readiness:**
 - a. Additional appropriation of \$1,035,224 within the Special Grants and Donations Fund**
 - b. Additional appropriation of \$59,189 within the School Readiness operating budget**

Commissioner Massarelli made a motion seconded by Commissioner Mace

“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. Public Works:

- a. Transfer of \$50,000 within the Public Works operating budget**

Commissioner Mace made a motion seconded by Commissioner Burns

“To transfer \$50,000 within the Public Works operating budget and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance.”

Ray Rogozinski stated a memo was included to discuss the trials of mowing the lawns specifically at the landfill. The current machine is from Switzerland and parts are difficult to get, with many repairs occurring over the past several years. The most current issue is the tie rod of the machine has gone through the engine. The department is currently renting a machine on a monthly basis, and this request is to fund the purchase of a new mower.

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

b. Transfer of \$7,500 within the Public Works operating budget

Commissioner Mace made a motion seconded by Commissioner Massarelli

“To transfer \$7,500 within the Public Works operating budget 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. Water & Sewer:
a. Budget Update**

Rob Longo, stated his financials were included in the packet and indicates a rate increase is needed. His Board has approved a rate increase for the next three years effective July 1, 2024.

**6. Board of Education:
a. Budget Update**

Lynn Boisvert gave the Board of Education budget update as of May 31, 2024. The BOE available balance was (\$4,174,517) or 3.5% over budget. Compared to (\$2,415,701) 2.03% over budget last year on May 31st. As discussed in the prior month's narratives, PO closures and expenditure adjustments will continue. Most expenses are for special education tuition, services, and transportation. As of today, 6/12/2024, there are 564 open purchase orders.

Most open POs are for year-end events and the Special Education tuition and transportation, and Maintenance Departments. We are awaiting the May and June invoices.

Expenditure adjustments to various grant sources and PO closures will still be processed through the end of the year and it is anticipated continued movement closer to budgeted numbers for the remainder of the fiscal year. The BOE will do their best to forecast a year-end amount in the coming weeks.

Chairman Maikowski questioned positions being moved around in the FY25 budget, and the number of new positions. Lynn will provide that clarification.

The Cafeteria program continues to run smoothly and has just finished the Fresh Fruits and Vegetables grant for FY2024 and will be applying for funding for FY2025 in June for all elementary through grade eight schools.

As of the end of May, the snapshot balance in the Cafeteria Funds was \$930,799. The 13 cafeterias have served 62,633 breakfasts, 124,499 lunches, and 1,772 after-school snacks.

There were no transfers over \$10,000 in May.

Amy Martino reported on Special Services. As of June 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 June 1st, 120 students with disabilities required out-of-district placements at private special education school programs. There are 78 students requiring special education programming services at other public out-of-district schools, including magnet schools.

During May 2024, 4% of newly registered students were identified as students with special education programming needs at registration. One newly enrolled student received their program and services during May from an out-of-district special education school program. During May, there were 44 211 and 13 911 calls.

At the end of May, the BCHS Student Activity Fund had an opening balance of \$175,790.39, \$232,661.90 in Expenditures, and \$220,628.80 in Revenues, leaving a total balance of \$163,757.29. Bristol Central Athletics account began this year with a balance of \$48,998.45. A total of \$51,848.49 in expenses and \$40,731.11 in revenues left a balance of \$37,881.07.

The BEHS Student Activity Fund's opening balance was \$157,634.44, which included \$170,522.37 in expenditures and \$174,195.49 in Revenues, leaving a total balance of \$161,307.56.

Bristol Eastern Athletics began this year with a \$7,376.58 balance. A total of \$24,733.89 in expenses and \$21,484.34 in revenues left a balance of \$4,127.03.

A Donation was received from Bristol Arts & Culture Fund, Bristol Historical Society, D'Amato Construction, Tobacco Construction, QA&M Architecture with the approximate donation value of \$3,700 plus the cost of the plaque denoting the donors. An 8-foot framed and mounted photograph of BAIMS at night by project photographer Terry Marselle will be hung in the lobby of the Rockwell Theater across from the mounted clock.

7. Committee Reports:

a. Insurance Committee – June 18, 2024

Commissioner O'Brien gave the report of the Insurance Committee which met on June 18. Reports and proposals were received from HD Segur and Roland Dumont for the City's various insurances. The premium for Travelers is increasing slightly by 10% and the Committee approved continuation. Also approved was continuing various coverages with HD Segur. The Insurance Committee approved to continue with Travelers which includes the Sessions Building at 273 Riverside Avenue and to continue with Segur and increase excess insurance to \$15 million.

Commissioner Burns made a motion seconded by Commissioner Mace
"To accept the report of the Insurance Committee from June 18, 2024 and place on file."
Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

8. Liaison Reports

Commissioner Mace gave an updated on the Animal Control Facility Upgrade. The Construction Manager and Architect are drafting the final diagrams with state requirements. Fundraising efforts are being looked at.

Chairman Maikowski stated Firehouse 3 is moving forward with plans, and hopefully getting started soon.

Commissioner Burns stated for Green Hills there have been changes in the energy codes since the project was started, and funds are available in the Contingency funds to address this. The project is scheduled to be completed October 24, 2024

9. Chairman's Report

Chairman Maikowski noted this was Commissioner Burns last meeting.

10. New Business

Mayor Caggiano stated the City has a topsoil stock pile and St Paul has requested 80 cubic yards as a donation as they are improving their practice field. Public Works Board approved this donation, but forwarded it to the Board of Finance for their approval. Chairman Maikowski didn't see an issue with this and it's going to a non-profit. Commissioner O'Brien requested to know the value of the donation, if the purchase was made by a commercial vendor with delivery.

Commissioner O'Brien made a motion seconded by Commissioner Mace
"To donate to St. Paul 80 yards of top soil."
Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

11. Old Business

None

12. Adjournment

Commissioner OBrien made a motion seconded by Commissioner Mace

“To adjourn at 6:25 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