

**City of Bristol
Regular Board of Finance Meeting Minutes
October 22, 2024**

A regular meeting of the Board of Finance was held on Tuesday, October 22, 2024 at 5:30 p.m. in 3rd Floor Meeting Room of City Hall and via Zoom. The following were in attendance: Chairperson David Maikowski, Mayor Jeffrey Caggiano, Vice Chairperson Marie O'Brien, Commissioners Bill Campion, Glenn Heiser, Mike Massarelli Nicolle Duquette and Mark Peterson. Jon Mace was on Zoom. Also present from the Comptroller's Office: Robin Manuele.

- 1. Call to order**
- 2. Public Participation**
- 3. Consent Agenda:**
 - a. Approval of Minutes:**
 - a. Regular Meeting – September 24, 2024**
 - b. Special Meeting – October 8, 2024**
 - b. Emergency Management: Additional appropriation of \$250 within the Special Grants and Donations Fund**
 - c. Police Department: Additional appropriation of \$2,500 within the Special Grants and Donations Fund**
 - d. School Readiness: Additional appropriation of \$59,189 within the School Readiness operating budget**
 - e. Public Works: Transfer of \$11,000 within the Public Works operating budget**
 - f. ARP Task Force: To rescind appropriations totaling \$217,176 within the Coronavirus Recovery Fund**
 - g. ROV:**
 - a. Transfer of \$4,000 within the ROV's operating budget**
 - b. Transfer of \$6,500 within the Special Grants and Donations Fund**
- 4. Police Department:**
 - a. Transfer of \$9,871 from the General Fund Contingency account and Additional appropriation of \$19,741 within the Special Grants and Donations Fund**
- 5. Public Works:**
 - a. Discussion on the Animal Control Facility**
- 6. Board of Education:**
 - a. Budget Update**
 - b. Discussion on CLA Digital Assessment**
 - c. Additional appropriation totaling \$3,472,811 within the General Fund as of June 30, 2024**
- 7. Comptroller's Office**
 - a. Transfer of \$1,250,000 within the General Fund and Additional Appropriation of \$1,250,000 within the Equipment Building Sinking Fund as of June 30, 2024**
 - b. Discussion of Potential Land Acquisition**
- 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:

- a. Regular Meeting – September 24, 2024**
- b. Special Meeting – October 8, 2024**

b. Emergency Management: Additional appropriation of \$250 within the Special Grants and Donations Fund

c. Police Department: Additional appropriation of \$2,500 within the Special Grants and Donations Fund

d. School Readiness: Additional appropriation of \$59,189 within the School Readiness operating budget

e. Public Works: Transfer of \$11,000 within the Public Works operating budget

f. ARP Task Force: To rescind appropriations totaling \$217,176 within the Coronavirus Recovery Fund

g. ROV:

- a. Transfer of \$4,000 within the ROV's operating budget**
- b. Transfer of \$6,500 within the Special Grants and Donations 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. Police Department:

a. Transfer of \$9,871 from the General Fund Contingency account and Additional appropriation of \$19,741 within the Special Grants and Donations Fund

Commissioner Heiser made a motion seconded by Commissioner Massarelli

"To transfer \$9,871 from the General Fund Contingency account and an Additional Appropriation of \$19,741 within the Special Grants and Donations Fund for the 2024 Bulletproof Vest Grant 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. Public Works:

b. Discussion on the Animal Control Facility

Raymond Rogozinski, stated the packet includes a Memo describing the project and timeline. One of the main cost drivers is the HVAC replacement and the impact of new state mandates. The budget was approved in July 2023, and in November 2023 new guidance and regulations were issued by the State that increase the square footage required. The City has five years to comply with the new code requirements. While the plan was to build a new facility next to the existing facility on Vincent P Kelly Road, the increase in size requirements that is no longer a viable option as a new facility would cost \$8.5 million. When the property at 30 Cross Street became available it was considered as an option as it meets the size requirements needed for the facility. Lindsey Rivers explained the City of Bristol takes in about 300 dogs a year. Plymouth already shares services with Bristol, and the City may be eligible to file for a grant with NVCOG as we are regionalized. The Mayor explained the location is ideal as well. Bristol has the most cases and would not want to travel to the other side of Plymouth or Wolcott. Commissioner O'Brien expressed her concerns that the building size exceeds the City's needs as well as there not being a solid financial plan in place for regionalization. Roger stated there are also requirements for quarantine and space needs for various animal species. Mayor Caggiano stated the City has a letter of intent with the current owner to purchase the building and has been paying rent towards the purchase price. A phase 2 study will be completed with Brownfield ARPA grant funds, to do more due diligence. There is a lot of work currently happening behind the scenes. A request for appropriation will come back before the Board the Finance.

6. Board of Education:

a. Budget Update

Lynn Boisvert gave the budget update for the Board of Education.

On September 30, 2024 the BOE FY 2025 balance was \$15,672,138. Looking into the September 30, 2024 position, Lynn noticed the BOE overspent special education lines and froze spending on 9/20/2024. The only allowed purchases will be those directly supporting the curriculum, needed paper products, emergency repairs, and grant or student activity purchases. Lynn will closely monitor FY2025 costs and inform of any areas of concern in the following months. Of note, the city increased the FY budget by \$83,313 due to a reimbursement received from one of the insurance carriers.

The Cafeteria snapshot balance shows a surplus of \$858,257 as of the end of September. 50,231 breakfasts and 112,867 lunches were served. Chairman Maikowski questioned the loss the past couple of years in the Cafeteria Fund, Lynn explained the surplus is carried over each year. Commissioner Heiser questioned without the surplus would the fund be in the negative or positive. Lynn explained they are making capital improvements in the schools and warehouse to spend down the surplus and make upgrades.

\$999,697.08 was transferred between salary and insurance lines to adjust to actuals.

As of October 1, 2024, 1,773 of the 8,001 enrolled Bristol students are identified as requiring Special Education programming. This enrollment reflects 22.16% of the total BPS student population.

As of October 1st, 114 students with disabilities required out-of-district placements at private special education school programs. There are 83 students requiring special education programming services at other public out-of-district schools, including magnet schools. During the month of September, 2024, 25% of newly registered students were identified as students with special education programming needs at the time of registration, 1 of which received their programming and services at an out-of-district special education school program. During the month of August, there were 42 211 calls and 11 911 calls.

The MTV PTA Playground Fund is seeking approval to accept donated playground equipment in excess of \$19,200. Eagle Scout Project Ryan Bogli of Troop 425 Bristol, is seeking permission to build a Gaga Ball Pit at West Bristol School.

The BCHS Student Activity Fund began the year with \$141,747.38. In September, it had \$18,354.70 in expenditures and \$5,859.66 in Revenues, leaving a month-end balance of \$129,252.34. Bristol Central Athletics began this year with a balance of \$34,589.29. A total of \$348.00 in expenses and \$261.00 in revenues left a balance of \$34,502.29. The BEHS Student Activity Fund began the year with \$147,111.89. In September, there were \$10,541.37 in expenditures and \$17,130.69 in Revenues, leaving a month-end balance of \$153,701.21. Bristol Eastern Athletics began this year with a \$2,383.04 balance. A total of \$1,025.68 in expenses and \$220.78 in revenues left a balance of \$1,578.14.

b. Discussion on CLA Digital Assessment

Commissioner O'Brien discussed the business intelligence dashboard with CLA. This would help both the BOE and BOF during the budgeting process. It would take a lot of the information and put it into a trend analysis. This is the same firm performing the audit services of the BOE, but they are separate principals performing each project. Commissioner O'Brien suggested the City fund this expense. Mayor Caggiano asked if this would be helpful to the BOE. Lynn stated with input from the BOE it should be helpful. She wanted to do a Management Summary this year.

Commissioner O'Brien made a motion seconded by Commissioner Heiser
"To move forward with the proposal of \$20,000. "

Chairman Maikowski stated he would like to see these funds come split, and Lynn stated she doesn't have a budget for it.

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

c. Additional appropriation totaling \$3,472,811 within the General Fund as of June 30, 2024

Commissioner O'Brien made a motion seconded by Mayor Caggiano

"To make an additional appropriation totaling \$3,472,811 within the General Fund as of June 30, 2024 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.

7. Comptroller's Office

a. Transfer of \$1,250,000 within the General Fund and Additional Appropriation of \$1,250,000 within the Equipment Building Sinking Fund as of June 30, 2024

Commissioner made a motion seconded by Commissioner

"To transfer \$1,250,000 within the General Fund and an Additional Appropriation of \$1,250,000 within the Equipment Building Sinking Fund as of June 30, 2024 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. Discussion of Potential Land Acquisition

Mayor Caggiano stated this has always been a problem to acquire land for City projects, as well as needing land for a new potential Police Department. The Mayor would like to set up a fund from the sale of properties such as the Wheeler property and Prospect Street. 894 Middle Street will be going up for sale, but \$2 million was spent on clean up. This is an initial discussion for consideration. Discussion was held on the pros and cons of a separate fund for this purpose. When separating out the funds it makes it known how much is available, maybe reserving it in the Capital Projects Fund is a better idea than for a specific purpose.

4. Liaison Reports

Commissioner Heiser stated the ribbon cutting was held for NEMS. There may be some savings as the price of steel has declined, which may be near \$15 million.

Commissioner O'Brien stated the Friends of the Library put on a sold out Author Luncheon. Bristol was a Gold Finalist, Top 5 Park Systems for our size through the National Parks and Recreation association.

5. Chairman's Report

Chairman Maikowski stated S&P reaffirmed AA+ with our recent rating.

6. New Business

Mayor Caggiano made a motion seconded by Commissioner O'Brien

"To make an additional appropriation of \$19,071 within the General Fund for Perm Patch as of June 30, 2024 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.

7. Old Business

None

8. Adjournment

Mayor Caggiano made a motion seconded by Commissioner O'Brien

"To adjourn at 7:10 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