

**City of Bristol  
Board of Finance Meeting  
April 26, 2022**

A regular meeting of the Board of Finance was held on Tuesday, April 26, 2022 immediately following the regular Board of Finance held at 5:30 p.m. in the City Hall Council Chambers and via Zoom. The following were in attendance: Chairperson John Smith, Mayor Jeffrey Caggiano, Commissioners Ron Burns, Glenn Heiser, Jon Mace, David Maikowski, Marie O'Brien and Mark Whitford. Commissioner Calfe was present on Zoom. 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 2022-2023 fiscal year payable July 1, 2022.**
- 4. To adopt a single installment tax payment for property tax due in an amount of \$100 or less payable July 1, 2022 and two installments based on a property tax due in an amount greater than \$100 payable on July 1, 2022 and January 1, 2023.**
- 5. To adopt the budget estimate for the Bristol Water Department Enterprise Fund for fiscal year 2022-2023.**
- 6. To adopt the budget estimate for the Solid Waste Disposal Fund for fiscal year 2022-2023.**
- 7. To adopt the budget estimate for the Sewer Operating and Assessment Fund for fiscal year 2022-2023.**
- 8. To adopt the budget estimate for the Transfer Station Fund for fiscal year 2022-2023.**
- 9. To adopt the budget estimate for the Road Improvements Fund for fiscal year 2022-2023.**
- 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 2022-2023.**
- 11. To adopt the budget estimate for the Pine Lake Adventure Park for fiscal year 2022-2023.**
- 12. To adopt the budget estimate for the Arts & Culture Fund for fiscal year 2022-2023.**
- 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 2022-2023.**
- 14. To adopt the budget estimate for the School Lunch Program for fiscal year 2022-2023.**
- 15. To adopt the 2022-2023 Capital Budget.**
- 16. Discussion regarding the 2022-2023 General Fund budget.**
- 17. To adopt the General Fund Estimated Operating Budget for fiscal year 2022-2023.**
- 18. Adjournment.**

**1. Call to order**

Chairperson Smith called the meeting to order at 6:55 p.m.

**2. Public Participation**

*None*

**3. To adopt a single installment tax payment for motor vehicles in the 2022-2023 fiscal year payable July 1, 2022.**

Commissioner O'Brien made a motion seconded by Commissioner Mace

"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 2022-2023 fiscal year to be payable July 1, 2022 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, 2022 and two installments based on a property tax due in an amount greater than \$100 payable on July 1, 2022 and January 1, 2023.**

Commissioner Mace made a motion seconded by Commissioner Burns

"To adopt a single installment tax payment for property tax due in an amount of \$100 or less payable July 1, 2022 and two installments based on a property tax due in an amount greater than \$100 payable on July 1, 2022 and January 1, 2023 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 2022-2023.**

Commissioner Heiser made a motion seconded by Commissioner Maikowski

"To adopt the budget estimate for the Bristol Water Department totaling \$9,775,483 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 Solid Waste Disposal Fund for fiscal year 2022-2023.**

Commissioner Mace made a motion seconded by Commissioner Burns

"To adopt the budget estimate for the Solid Waste Disposal Fund for fiscal year 2022-2023 totaling \$1,359,240 and recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

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

**7. To adopt the budget estimate for the Sewer Operating and Assessment Fund for fiscal year 2022-2023.**

Commissioner Burns made a motion seconded by Mayor Caggiano

“To adopt the budget estimate for the Sewer Operating and Assessment Fund for fiscal year 2022-2023 totaling \$7,290,000 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.

**8. To adopt the budget estimate for the Transfer Station Fund for fiscal year 2022-2023.**

Commissioner O’Brien made a motion seconded by Mayor Caggiano

“To adopt the budget estimate for the Transfer Station Fund for fiscal year 2022-2023 totaling \$854,390 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 2022-2023.**

Mayor Caggiano made a motion seconded by Commissioner Mace

“To adopt the budget estimate for the Road Improvements Fund for fiscal year 2022-2023 totaling \$4,663,205 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 2022-2023.**

Mayor Caggiano made a motion seconded by Commissioner Maikowski

“To adopt the budget estimate for the Community Development Block Grant Fund for fiscal year 2022-2023 totaling \$1,166,476 consisting of \$663,594 in Entitlement funds, \$23,422 in reprogrammed CDBG funds, \$444,460 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.”

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Commissioner O'Brien stated the CDBG projects are in addition to the ARPA Funds these organizations may be receiving. Robin also mentioned that the ECD budget presented are preliminary estimates, not approved by the ECD Board or City Council.

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 2022-2023.**

Commissioner Maikowski made a motion seconded by Commissioner Burns

"To adopt the budget estimate for the Pine Lake Adventure Park Fund for fiscal year 2022-2023 totaling \$53,195 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 2022-2023.**

Commissioner Heiser made a motion seconded by Mayor Caggiano

"To adopt the budget estimate for the Arts & Culture Fund for fiscal year 2022-2023 totaling \$743,565 and recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Mayor Caggiano stated due to delays that included delivery of the seats for the theater this year's season may be shorter than anticipated so this fund will need to be watched carefully.

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 2022-2023.**

Commissioner Mace made a motion seconded by Mayor Caggiano

"To adopt the budget estimate for the Internal Service Fund for fiscal year 2022-2023 totaling \$44,961,130; \$3,476,660 for the New Self-Insured Workers' Compensation Fund and \$41,484,470 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 2022-2023.**

Commissioner Burns made a motion seconded by Mayor Caggiano

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“To adopt the budget estimate for the School Lunch Program for fiscal year 2022-2023 totaling \$3,733,570 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 2022-2023 Capital Budget.**

Commissioner Maikowski made a motion seconded by Commissioner

“To adopt the Capital Budget for fiscal year 2022-2023 totaling \$117,957,965 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.

**16. Discussion regarding the 2022-2023 General Fund budget.**

Diane reviewed the General City budget. At the March 30 workshop the budget was \$215,219,150. The BBHD and BOE budgets were discussed at the 4/20 workshop. There are a few minor recommended changes to the Mayor’s HIV Task Force, Police Admin Regular Wages, and Sewer User Fees to get where the City is today at \$215,253,250 for a zero mill rate increase and keeping the mill rate at 38.35 mills. Interest and Liens revenues were increased by \$35,000 to bring the proposed General Fund Revenues to \$55,559,265.

The Motor Vehicle Cap legislation is still pending. Suggested changes were presented that may need to be made at the Joint Meeting if this legislation is passed including reductions to BOE and PW Fleet and increasing Tax Prior Levy and Building Permits.

**17. To adopt the General Fund Estimated Operating Budget for fiscal year 2022-2023.**

Commissioner O’Brien made a motion seconded by Mayor Caggiano.

“To adopt the General Fund budget estimate for fiscal year 2022-2023 totaling \$215,253,250 as presented by Chairperson Smith 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.

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**18. Adjournment.**

Commissioner Burns made a motion seconded by Commissioner Maikowski

“To adjourn at 7:25 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