May 16, 2022

The Joint Meeting of the City Council and Board of Finance was held on Monday, May 16, 2022 in the Board of Education Auditorium, 129 Church Street at 5:42 p.m. Present: Mayor Caggiano; Council Members Howe, Olsen, and Tyler; Commissioners Heiser, Mace, Maikowski, O'Brien, and Smith. Present by videoconference: Council Member Thibeault; Commissioners Burns and Whitford. Absent: Council Members Lusitani and Panioto.

1. ADOPTION OF CAPITAL BUDGET FOR FISCAL YEAR 2022-2023 TOTALING $117,957,965.

Board of Finance approval presented.

On motion of Council Member Olsen and seconded by Commissioner Maikowski, it was voted: To adopt the Capital Budget for fiscal year 2022-2023 totaling $117,957,965.

A roll call vote was taken.

YES		NO	ABSTAIN
Council Member	Howe		
" "	Olsen		
" "	Thibeault		
" "	Tyler		
Commissioner	Burns		
" "	Heiser		
" "	Mace		
" "	Maikowski		
" "	O'Brien		
" "	Smith		
" "	Whitford		
	Mayor Caggiano		

CAPITAL BUDGET ADOPTED: *YES – 12; NO – 0; ABSTAIN – 0.*

2. ADOPTION OF BUDGET ESTIMATE FOR 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.

Board of Finance approval presented.

On motion of Council Member Howe and seconded by Commissioner O'Brien, it was unanimously voted: 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.

3. ADOPTION OF BUDGET ESTIMATE FOR BRISTOL WATER DEPARTMENT FOR FISCAL YEAR 2022-2023 TOTALING $9,775,483.

Board of Finance approval presented.

On motion of Commissioner O'Brien and seconded by Commissioner Smith, it was unanimously voted: To adopt the budget estimate for the Bristol Water Department for fiscal year 2022-2023 totaling $9,775,483.

4. ADOPTION OF BUDGET ESTIMATE FOR SOLID WASTE DISPOSAL FUND FOR FISCAL YEAR 2022-2023 TOTALING $1,359,240.

Board of Finance approval presented.

On motion of Council Member Olsen and seconded, it was unanimously voted: To adopt the budget estimate for the Solid Waste Disposal Fund for fiscal year 2022-2023 totaling $1,359,240.

5. ADOPTION OF BUDGET ESTIMATE FOR SEWER OPERATING AND ASSESSMENT FUND FOR FISCAL YEAR 2022-2023 TOTALING $7,290,000.

Board of Finance approval presented.

On motion of Commissioner Smith and seconded, it was unanimously voted: To adopt the budget estimate for the Sewer Operating and Assessment Fund for fiscal year 2022-2023 totaling $7,290,000.

6. ADOPTION OF BUDGET ESTIMATE FOR 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.

Board of Finance approval presented.

On motion of Council Member Tyler and seconded, it was unanimously voted: 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.

7. ADOPTION OF BUDGET ESTIMATE FOR PINE LAKE CHALLENGE COURSE FUND FOR FISCAL YEAR 2022-2023 TOTALING $53,195.

Board of Finance approval presented.

On motion of Commissioner Smith and seconded, it was unanimously voted: To adopt the budget estimate for the Pine Lake Challenge Course Fund for fiscal year 2022-2023 totaling $53,195.

8. ADOPTION OF BUDGET ESTIMATE FOR ARTS & CULTURE FUND FOR FISCAL YEAR 2022-2023 TOTALING $743,565.

Board of Finance approval presented.

On motion of Commissioner O'Brien and seconded, it was unanimously voted: To adopt the budget estimate for the Arts & Culture Fund for fiscal year 2022-2023 totaling $743,565.

9. ADOPTION OF BUDGET ESTIMATE FOR SCHOOL LUNCH PROGRAM FOR FISCAL YEAR 2022-2023 TOTALING $3,733,570.

Board of Finance approval presented.

On motion of Council Member Howe and seconded, it was unanimously voted: To adopt the budget estimate for the School Lunch Program for fiscal year 2022-2023 totaling $3,733,570.

10. ADOPTION OF BUDGET ESTIMATE FOR TRANSFER STATION FUND FOR FISCAL YEAR 2022-2023 TOTALING $854,390.

Board of Finance approval presented.

On motion of Commissioner Mace and seconded, it was unanimously voted: To adopt the budget estimate for the Transfer Station Fund for fiscal year 2022-2023 totaling $854,390.

11. ADOPTION OF BUDGET ESTIMATE FOR ROAD IMPROVEMENTS FUND FOR FISCAL YEAR 2022-2023 TOTALING $4,663,205.

Board of Finance approval presented.

On motion of Council Member Tyler and seconded, it was unanimously voted: To adopt the budget estimate for the Road Improvements Fund for fiscal year 2022-2023 totaling $4,663,205.

12. ADOPTION OF AMENDED GENERAL FUND BUDGET ESTIMATE FOR FISCAL YEAR 2022-2023 ENDING JUNE 30, 2023 TOTALING $215,183,250.

Board of Finance approval presented.

May 16, 2022

Board of Finance Chairperson John Smith presented the following budget message:

"To the Mayor, City Council, Citizens and Taxpayers of Bristol:

On behalf of the members of the Bristol Board of Finance, I present its recommended budget for the 2022-2023 fiscal year for adoption by the Joint Meeting of the City Council and Board of Finance as mandated by Section 25(l) of the Charter of the City of Bristol.

This budget represents a 2.67% increase above the City's 2021-2022 budget with a zero mill tax increase. Expenditure changes from 2021-2022 are as follows:

- *General City increased $1.97 million or 2.56%.*
- *Debt Service and Capital Transfers increased $941 thousand or 8.52%*
- *Education increased $2.678 million or 2.20%*

Revenue estimates remain relatively constant with 2021-2022 with the exception of Investment Income, which is estimated to be reduced by $129,500. In light of current economic conditions resulting from the COVID 19 pandemic, interest rates plummeted the last year and it is highly unlikely the City will be able to invest its cash balances at rates available prior to the pandemic. However, estimated increases in Prior Year Taxes ($20,000) and Building Permits ($75,000) help to offset this reduction. In addition, State Grants increased approximately $3.4 million which represents primarily the Transition Grant for the Motor Vehicle mill rate cap. In addition the City's Grand List increase from $4.076 billion to $4.240 billion will generate an estimated $6.222 million in new tax revenue at the current mill rate.

The November 9, 2021 Joint Meeting set aside $1.6 million in a Mill Rate Stabilization Fund to be used to offset anticipated increases in future debt service costs as well as other increased expenses. Of this amount $1,000,000 will be used to help avoid a tax increase.

Department requests addressed both immediate needs as well as future goals and objectives. Having information regarding future expenditure requirements is an absolute necessity from a budgetary and planning perspective. In total, department requests for the 2022-2023 fiscal year represented an increase of $8.5 million (4.06%) over the existing 2021-2022 budget which would have equated to a tax increase of approximately 4.6%.

Additionally, capital outlay requests totaled $2.7 million and there was no increase in employee health insurance.

As has been past practice departmental budget requests are scrutinized by the Comptroller's Office as well as the Board of Finance. This effort results in all parties having an understanding of the economic impact of budget requests causing, in most instances, a reduction in projected expenditures. 20-21 was driven by varying degrees of the unknown requiring the City to initiate new and different modes of operation. Many of those that were initiated in 2021 continued in 2022 and will do so again in 2023.
Combining the operations of the Water and Sewer Department into one entity has proven to be successful and may continue to develop cost avoidance procedures in the future. The most visible capital project for 2022-2023 will be the complete renovation of Bristol's City Hall. Built in the 1960's the facility has had minor changes to date. The building's infrastructure has exceeded its useful life, the exterior is in need of repair and spacial adjacencies and

access make it difficult to navigate for both the public and staff. Work on the project has begun with a scheduled completion date in 2024.

The 2022-2023 budget totaling $215,183,250 is a result of consultation, collaboration, and coordination among the operational and governance sections of the City. The future will mandate that all levels of public sector government function as a cohesive unit. It would appear that we, in Bristol, are continuing to work towards that process.

Additionally, the American Rescue Plan Task Force comprised of municipal leaders and Bristol citizens have approved $24.7 million worth of transformational projects. Additionally, the Memorial Boulevard School Renovation Project is scheduled for completion in June 2022.

The Board wishes to acknowledge those who played a significant role in the budgetary process beginning with City department heads and Board of Education Administrators who were asked to submit not only financial data for 2022-2023 but also goals and objectives for the long term.

To Diane Waldron, Comptroller, and her staff: Robin Manuele, Assistant Comptroller, Jodi McGrane, Assistant to the Comptroller, Jessica Pilgrim, Senior Accountant and JoAnn Martin, Budget & Accounting Assistant -- Thank you for your leadership, for providing current information, for expressing notes of caution when necessary and for your sage advice and counsel throughout the process.

A personal thank you to the members of the Board of Finance who continue to give freely of their time and talents throughout the entire year attending meetings, listening to and reviewing data, participating in discussions and making difficult decisions regarding the City's finances. Additionally, a thank you to the Mayor's Capital and Strategic Planning Committee for its work reviewing major capital requests, financing alternatives for the development of the Capital Budget, and presenting recommendations to be included in the capital budget.

Just as 2021-2022 was a very good year the expectation is that 2022-2023 will follow a similar course. Operational and fiscal management is intuitive and proactive. The pandemic proved that the City and Board of Education employees are committed to doing what needs to be done. However, a word of caution. Having significant growth in the Grand List may not be a continual occurrence. Grants from the State and Federal Governments may become scare. To continue to provide the essential services and to initiate new programs will require city leaders to be extremely vigilant of the governance environment to be prepared to change course when necessary as well as to initiate changes that will not only enhance the status quo but also develop new programs to benefit those who live and work here. To continue to be successful, operational silos must be eliminated and communication, cooperation and collaboration must continue to be the order of the day.

Respectfully submitted,
John Smith
Board of Finance Chairperson"

On motion of Commissioner O'Brien and seconded by Commissioner Mace, it was unanimously voted: To amend the General Fund budget for fiscal year 2022-2023 reducing the budget by $70,000.

May 16, 2022

A roll call vote was taken.

YES	NO	ABSTAIN
Council Member Howe		
“ ” Olsen		
“ ’’ Thibeault		
“ ’’ Tyler		
Commissioner Burns		
“ ” Heiser		
“ ” Mace		
“ ’’ Maikowski		
“ ” O’Brien		
“ ” Smith		
“ ” Whitford		
Mayor Caggiano		

BUDGET AMENDMENT ADOPTED: *YES – 12; NO – 0; ABSTAIN – 0.*

On motion of Commissioner Maikowski and seconded by Council Member Tyler, it was unanimously voted: To adopt the General Fund budget for the fiscal year 2022-2023 ending June 30, 2023, as amended, totaling $215,183,250.

A roll call vote was taken.

YES	NO	ABSTAIN
Council Member Howe		
“ ” Olsen		
“ ’’ Thibeault		
“ ’’ Tyler		
Commissioner Burns		
“ ” Heiser		
“ ” Mace		
“ ’’ Maikowski		
“ ” O’Brien		
“ ” Smith		
“ ” Whitford		
Mayor Caggiano		

GENERAL FUND BUDGET ADOPTED: *YES – 12; NO – 0; ABSTAIN – 0.*

The Mayor declared the budget adopted.

The following Proclamation was read by Mayor Caggiano:

“WHEREAS, Section 25(l) of the City Charter provides that upon completion of the budget by the Board of Finance, the same shall be submitted to a joint meeting of the City Council and the Board of Finance; and

WHEREAS, the budget as prepared and passed by the Board of Finance was presented to a joint meeting duly called and;

WHEREAS, Revisions were made and approved in the budget at said Joint Meeting;

THEREFORE, the budget as prepared by the Board of Finance, as revised, is the budget of the City of Bristol for the fiscal year beginning July 1, 2022 and ending June 30, 2023."

13. TAX RATE SET AT 38.35 MILLS FOR PERSONAL PROPERTY AND REAL ESTATE, AND 32.46 MILLS FOR MOTOR VEHICLES AS RECOMMENDED BY BOARD OF FINANCE.

Board of Finance approval presented.

On motion of Commissioner O'Brien and seconded by Council Member Howe, it was unanimously voted: That a tax rate of 38.35 mills for personal property and real estate, and a mill rate of 32.46 for motor vehicles be laid on the Grand List of 2021 for the General City to wit: \$215,183,250 with the first payment due and collectible the 1st day of July, 2022 and the second payment to be due and collectible on the 1st day of January, 2023.

A roll call vote was taken.

YES		NO	ABSTAIN
Council Member	Howe		
" "	Olsen		
" "	Thibeault		
" "	Tyler		
Commissioner	Burns		
" "	Heiser		
" "	Mace		
" "	Maikowski		
" "	O'Brien		
" "	Smith		
" "	Whitford		
	Mayor Caggiano		

TAX RATE ADOPTED: *YES – 12; NO – 0; ABSTAIN – 0.*

14. MAYOR OR ACTING MAYOR AND CHAIRPERSON OF BOARD OF FINANCE AUTHORIZED TO SIGN NECESSARY RATE BOOKS.

Board of Finance approval presented.

On motion of Council Member Tyler and seconded by Commissioner Mace, it was unanimously voted: That the Mayor or Acting Mayor and the Chairperson of the Board of Finance be authorized to sign the necessary rate books for the Tax Collector.

A roll call vote was taken.

YES		NO	ABSTAIN
Council Member	Howe		
" "	Olsen		
" "	Thibeault		
" "	Tyler		
Commissioner	Burns		
" "	Heiser		
" "	Mace		
" "	Maikowski		
" "	O'Brien		
" "	Smith		
" "	Whitford		
	Mayor Caggiano		

MOTION ADOPTED: *YES – 12; NO – 0; ABSTAIN – 0.*

15. ADOPTION OF SINGLE INSTALLMENT TAX PAYMENT FOR PROPERTY TAX DUE IN AN AMOUNT OF $100 OR LESS PAYABLE JULY 1, 2022 AND TWO INSTALLMENTS BASED ON PROPERTY TAX DUE IN AN AMOUNT GREATER THAN $100 PAYABLE ON JULY 1, 2022 AND JANUARY 1, 2023.

Board of Finance approval presented.

On motion of Commissioner Smith and seconded by Council Member Howe, it was unanimously voted: To adopt a single installment tax payment for property tax due in an amount of $100 or less payable on 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.

16. ADOPTION OF SINGLE INSTALLMENT TAX PAYMENT FOR MOTOR VEHICLES IN 2022-2023 FISCAL YEAR TO BE PAYABLE JULY 1, 2022.

Board of Finance approval presented.

On motion of Council Member Howe and seconded, it was unanimously voted: To adopt a single installment tax payment for motor vehicles in the 2022-2023 fiscal year to be payable July 1, 2022.

17. ADJOURNMENT.

At 6:05 p.m., on motion of Council Member Olsen and seconded, it was unanimously voted: To adjourn.

ATTEST:______________________________________
Therese Pac
Town and City Clerk