

City of Bristol
Regular Board of Finance Meeting
May 24, 2022

A regular meeting of the Board of Finance was held on Tuesday, May 24, 2022 at 5:30 p.m. in City Hall West Meeting Room 1 and via Zoom. The following were in attendance: Chairperson John Smith, Mayor Jeffrey Caggiano, Commissioners David Maikowski, Jon Mace, Marie O'Brien. Commissioner Glenn Heiser, Ron Burns and Mark Whitford was present on Zoom. Also present from the Comptroller's Office: Diane Waldron and Robin Manuele.

May 17, 2022

Ladies and Gentlemen:

The regular Board of Finance Meeting will be held on Tuesday, May 24, 2022 at 5:30 p.m. in City Hall West Meeting Room 1, 111 North Main Street, Bristol, Connecticut.

Agenda

- 1. Call to order**
Pledge of Allegiance
- 2. Public Participation**
- 3. Reorganization of the Board – Vice Chairman**
- 4. Consent Agenda**
 - a. Approval of Minutes:**
 - 1. Regular Meetings – April 20, April 26, April 26, 2022**
 - 2. Special Meeting – April 20, 2022**
 - b. ECD: To place on file the Economic Incentive updates**
 - c. Police Department: Additional appropriation of \$37,883 within the Special Grants and Donations Fund**
 - d. Fire Department: Transfers totaling \$9,356 within the Fire Department's operating budget**
 - e. Public Works: Transfers totaling \$15,356 within the Public Works operating budget**
 - f. Library:**
 - 1. Additional appropriation of \$285 within the Special Grants and Donations Fund**
 - 2. Additional appropriation of \$2,000 within the Special Grants and Donations Fund**
 - g. PRYCS:**
 - 1. Additional appropriation of \$37,000 within the Special Grants and Donations Fund**
 - 2. Additional appropriation of \$13,225 within the PRYCS operating budget**
 - h. Comptroller's Office:**
 - 1. Additional appropriation of \$87,505 within the General Fund**
 - 2. Additional appropriation of \$1,146,630 within the Road Improvements Fund**
- 5. Tax Collector: Transfer of \$1,705,722 of uncollectible taxes to the Municipal Suspense List**
- 6. Assessor: Transfer totaling \$23,925; \$17,667 from the General Fund Contingency account and \$6,258 within the Assessor's operating budget**

7. **Various Departments: Transfers totaling \$1,385,605 within the Equipment Building Sinking Fund**
8. **Board of Education:**
 - a. **Additional appropriation of \$185,025 within the Capital Projects – Schools Fund**
 - b. **Transfer of \$185,025 within the Equipment Building Sinking Fund**
 - c. **Budget Update**
9. **ARP Task Force: Additional Appropriation totaling \$1,500,000 within the Coronavirus Relief Fund**
10. **Liaison Reports**
11. **Chairman’s Report**
12. **New Business:**
13. **Old Business:**
14. **Any other matter to come before said meeting**
15. **Adjournment**

PER ORDER OF THE CHAIRPERSON
John E. Smith

1. **Call to order**

Chairperson Smith called the meeting to order at 5:32 p.m.

2. **Public Participation**

None.

3. **Reorganization of the Board – Vice Chairman**

Mayor Caggiano made a motion seconded by Commissioner O’Brien “to table this item”.

Mayor Caggiano stated there is currently a vacancy and two upcoming reappointments to the Board, and the Board should be fully organized before doing this.

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

4. **Consent Agenda**

- a. **Approval of Minutes:**
 1. **Regular Meetings – April 20, April 26, April 26, 2022**
 2. **Special Meeting – April 20, 2022**
- b. **ECD: To place on file the Economic Incentive updates**
- c. **Police Department: Additional appropriation of \$37,883 within the Special Grants and Donations Fund**
- d. **Fire Department: Transfers totaling \$9,356 within the Fire Department’s operating budget**

- e. **Public Works: Transfers totaling \$15,356 within the Public Works operating budget**
- f. **Library:**
 - 1. **Additional appropriation of \$285 within the Special Grants and Donations Fund**
 - 2. **Additional appropriation of \$2,000 within the Special Grants and Donations Fund**
- g. **PRYCS:**
 - 1. **Additional appropriation of \$37,000 within the Special Grants and Donations Fund**
 - 2. **Additional appropriation of \$13,225 within the PRYCS operating budget**
- h. **Comptroller's Office:**
 - 1. **Additional appropriation of \$87,505 within the General Fund**
 - 2. **Additional appropriation of \$1,146,630 within the Road Improvements 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.

5. Tax Collector: Transfer of \$1,705,722 of uncollectible taxes to the Municipal Suspense List

Mayor Caggiano made a motion seconded by Commissioner O'Brien

"To transfer \$1,705,722.74 of uncollectible taxes; \$1,016,678.27 for Motor Vehicles, \$513,852.34 for Supplemental Motor Vehicle and \$175,192.13 for Personal Property and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Commissioner Mace asked how it compared to last year, Ann Bednaz stated last year \$1.345 million was suspended. Last year DMV switched from a two year to a three year registration period. Most people who are delinquent only pay their car taxes when they go to register so there is an increase in MV uncollectibles over the prior year. Suspended taxes are still collectible. Over three years the collections were \$1.6 million. Commissioner Heiser questioned the percentage the collection agency keeps and it was explained the tax payer pays the 15% fee and the City receives 100% of the taxes owed.

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

6. Assessor: Transfer totaling \$23,925; \$17,667 from the General Fund Contingency account and \$6,258 within the Assessor's operating budget

Commissioner Maikowski made a motion seconded by Commissioner O'Brien
"To make transfers totaling \$23,925; \$17,667 from the General Fund Contingency account and \$6,258 within the Assessor's operating budget for postage, schooling and regular wages 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. Various Departments: Transfers totaling \$1,385,605 within the Equipment Building Sinking Fund

Commissioner O'Brien made a motion seconded by Commissioner Maikowski
"To make transfers totaling \$1,385,605 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.

8. Board of Education:

a. Additional appropriation of \$185,025 within the Capital Projects – Schools Fund

Commissioner Mace made a motion seconded by Commissioner O'Brien
"To make an additional appropriation of \$185,025 within the Capital Projects – Schools Fund for the Switch and APC Project 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. Transfer of \$185,025 within the Equipment Building Sinking Fund

Commissioner Mace made a motion seconded by Commissioner O'Brien
"To transfer \$185,025 within the Equipment Building Sinking Fund 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.

c. Budget Update

Jill Browne provided a budget update. The operational budget shows an available balance of \$2,165,652. All revenues have been updated for the end of April; and they are awaiting the second installment of the Excess Cost grant which the state indicates the BOE will receive \$3,601,565 in total (\$209,085 short of our anticipated amount in the budget). The anticipated

revenue in building rentals and student tuition will also fall short. Despite these revenue shortfalls, the BOE continues to expect to have a surplus balance at year end. Once the final revenue installments are received, forecasted amounts and the expected surplus can be shared. The other areas of the budget continue to progress as expected. At this point, all departments have been asked to close existing purchase orders; and for those awaiting final invoicing, they have asked for final PO amount expectations. This will help to accurately begin to forecast year-end.

Commissioner O'Brien questioned if the schools are looking into food waste recycling. Mayor Caggiano stated these PILOT programs are dependent on state grants however, there is an anerobic digestive tour scheduled tomorrow in Southington if anyone does want to attend.

9. ARP Task Force: Additional Appropriation totaling \$1,500,000 within the Coronavirus Relief Fund

Commissioner O'Brien made a motion seconded by Mayor Caggiano
"To make an additional appropriation totaling \$1,500,000 within the Coronavirus Relief Fund for various projects and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Mayor Caggiano stated these funds are for the BARC project, which is contingent on State funding as well.

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

10. Liaison Reports

Commissioner O'Brien attended the first ever Dinner on the Diamond the PRYCS conducted Saturday night. It was a well-attended event with great food and entertainment. These fundraisers supplements the needs of the Department and this event launched summer events for the Department.

11. Chairman's Report

Chairman Smith gave the Chairman's report, the City Hall project is underway and the Boulevard school is scheduled for completion. John expressed his concerns as there are various plantings around the building which will need to be maintained.

Once things settle down, he suggested a joint meeting with the Retirement Board be scheduled so all concerns can be expressed by both Boards so everyone can move forward in the same direction.

Commissioner O'Brien questioned the item on the Charter Agenda which references the Board of Finance. Chairman Smith stated it is in regards to increasing the size of the City Council, which would in turn increase the amount of members of the Board of Finance to have one more than

the City Council. Mayor Caggiano stated they may be leaning towards twelve Board of Finance members so they can be appointed three at a time for three year terms.

12. New Business:

Commissioner Whitford questioned the risks for the 22-23 budget with the State budget or the potential of large businesses such as ESPN reducing their workforce. Commissioner O'Brien stated that is what the Comptroller reports on a monthly basis to this Board and keeps on top of. These items can be discussed in January during the budget process when the legislative session reconvenes and during our budget process. In regards, to large employers the Economic Development Department would have the relevant information and notify the City as needed. The information is relayed on Building Permits and Conveyance Fees.

13. Old Business:

None

14. Any other matter to come before said meeting

Craig Kazemekas, 893 Pine Street questioned what the revenue exposure would be if ESPN North Campus was vacated. Mayor Caggiano explained that number is not readily available at this meeting, but it is public information that the Assessor or Tax Collector have. Commissioner O'Brien clarified that while the Board of Finance was discussing large employers and workforce reductions in response to a questioned raised by Commissioner Whitford this was not an Agenda item for this meeting or a point of discussion by the Board.

15. Adjournment

Mayor Caggiano made a motion seconded by Commissioner Maikowski

"To adjourn at 6:28 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