City of Bristol
Regular Board of Finance Meeting Minutes
January 28, 2025

A regular meeting of the Board of Finance was held on Tuesday, January 28, 2025 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, Commissioners Jon Mace, Bill Campion, Glenn Heiser, Mike Massarelli, Nicolle Duquette and Mark Peterson. Also present from the Comptroller's Office: Diane Waldron and Robin Manuele.

1. **Call to order**
2. **Public Participation**
3. **Reorganization of the Board**
4. **Consent Agenda:**
    a. **Approval of Minutes: Regular Meeting – December 17, 2024**
    b. **Approval of Budget Hearing Calendar**
    c. **Emergency Management: Additional appropriation of $1,100 within the Special Grants and Donations Fund**
    d. **Fire Department: Transfers totaling $62,275 within the Special Grants and Donations Fund**
    e. **PRYCS: Transfers totaling $4,824 within the PRYCS operating budget**
    f. **Assessor: Transfer of $5,000 within the Assessor's operating budget**
    g. **ARPA: Transfer of $37,340 within the Coronavirus Recovery Fund**
    h. **Comptroller's Office: Rescind appropriation of $40,000 within the LOCIP Fund**
    i. **BOE:**
        a. **Additional appropriation totaling $687,500 within the Special Grants and Donations Fund**
        b. **Additional appropriation totaling $15,357,808 within the Special Education Grant Fund**
    j. **Public Works:**
        a. **Transfer of $26,183 within the Engineering operating budget**
        b. **Transfer of $11,00 within the Public Works operating budget**
        c. **Additional appropriation of $250,000 within the Capital Projects Fund**
        d. **Rescind appropriation of $179,176 within the Capital Projects Fund**
    k. **ECD:**
        a. **Transfer of $3,000 within the Community Development Block Grant Fund**
        b. **Additional appropriation of $6,850,000 within the Capital Projects Fund**
5. **Board of Education:**
    a. **Budget Update**
6. **Comptroller's Office:**
    a. **Transfer of $30,500 within the Capital Projects Fund**
    b. **Approval of extension Milliman's contract**
7. **Liaison Reports**
8. **Chairman's Report**
9. **New Business**
10. **Old Business**
11. **Adjournment**

1. **Call to order**

Chairman Maikowski called the meeting to order at 5:30 p.m.

2. **Public Participation**

None.

3. **Reorganization of the Board**

Vice Chairman O'Brien opened the floor for nominations for Chairman of the Board.
Commissioner O'Brien made a motion seconded by Mayor Caggiano
"To nominate Dave Maikowski as Chairman of the Board of Finance."
Following a voice vote in which there was no opposition, the Vice Chairman declared the motion carried.

Commissioner O'Brien commended Dave on his job as Chairman as well as the Mayor for his attendance at meetings with the Comptroller's Office and Departments during the budget process.

Chairperson Maikowski opened the floor for nominations for Vice Chairman of the Board.

Mayor Caggiano made a motion seconded by Commissioner Mace
"To nominate Marie O'Brien as Vice Chairman of the Board of Finance."
Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

4. **Consent Agenda:**
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      a. **Transfer of $3,000 within the Community Development Block Grant Fund**
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Commissioner O'Brien made a motion seconded by Commissioner Massarelli
"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.

Mayor Caggiano made a motion to move Item 6 up in the Agenda.

6. **Comptroller's Office:**
   a. **Transfer of $30,500 within the Capital Projects Fund**

Mayor Caggiano made a motion seconded by Commissioner Heiser
"To transfer $30,500 from the Capital Projects Contingency account for Soil Management of the Carrier Property and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Assistant Corporation Counsel Tom Conlin explained the sale price for the property was $219,500, and there was a negotiated agreement for the City to cover soil management/remediation in the amount of $250,000. This was done to cover any unknowns in the redevelopment of this property specific to how the soil would be for the construction of the buildings on the property. Corporation Counsel was able to negotiate the price down from the invoices submitted by Carrier. No major environmental issues were found.

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

   b. **Approval of extension Milliman's contract**

Commissioner Heiser made a motion seconded by Commissioner O'Brien

"To extend Milliman's contract for Pension and Other Post-Employment Benefits (OPEB) actuarial services through FY2028 with the option to extend another two years."

Chairman Maikowski stated this is for three years with an extension for two which the Retirement Board also recommended.

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

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

Lynn Boisvert gave the Board of Education update through December 31, 2024.

On December 31, 2024, the FY 2025 balance was ($11,196,618). The Transportation and Pupil Personnel Services Characters are the most significant areas of concern at this time. The transportation budget is currently over budget by ($329,607) due to increases in contractual obligations, and Pupil Services is over budget by ($8,131,660) at the end of December. We continue with a budget freeze and only allow purchases directly supporting the curriculum, needed paper products, emergency repairs, and grant or student activity purchases.
Lynn will closely monitor FY 2025 costs and continue to inform you of all areas of concern in the following months.

Chairman Maikowski questioned if the $329,607 was for the entire year, Lynn confirmed it was and will go down.

The snapshot balance shows a surplus, currently at $768,085 as of the end of December. 36,334 breakfasts, 81,651 lunches, and 810 after-school snacks was served. Chairman Maikowski questioned the interest income and other income, which is from catering and vending machine income. The fund is not self-sufficient. Lynn explained a truck was replaced as well as equipment, revenue is covering the expenses. The interest income was discussed.

$145,584 was transferred from BOE and Specific TESOL lines to proper school-based TESOL lines to correct allocations.

As of January 1, 2025, 1,803 of the 8,067 enrolled Bristol students are identified as requiring Special Education programming. This enrollment reflects 22.35% of the total BPS student population.

As of January 1st, 118 students with disabilities required out-of-district placements at private special education school programs. There were 84 students requiring special education programming services at other public out-of-district schools, including magnet schools.

During December 2024, 22% of newly registered students were identified as students with special education programming needs at the time of registration; there were 3 students newly enrolled who received their programming and services at an out-of-district special education school program.

During December, there were 23 211 calls and 6 911 calls.

7. **Liaison Reports**

Commissioner O'Brien gave an up update on the Library Board. The Author Luncheon will be earlier this year. The library has live music on Saturdays and Sundays.

8. Chairman's Report

Chairman Maikowski stated Budget Hearings will start next month. Departmental reviews are currently taking place.

9. New Business

Lynn Boisvert is requesting two bid waivers for Handshake for diversity and inclusion for recruiting to college students specific to schools.

Marie stated she feels uncomfortable voting on this. Mayor Caggiano stated this is the fourth or fifth bid waiver the BOE has requested and it is becoming a recurring theme. This is not related to curriculum, emergency repairs, and grant or student activity purchases. This is not acceptable and bad financial management. Discussion was held as the contract is already signed by Kim Culkin, without a bid waiver.

Mayor Caggiano stated there is not a recruitment problem within the Board that he is aware of and the BOE is not following standard purchasing protocols. A purchase order has not been issued, and questioned if it is a pass-through grant. Lynn explained it is the diversity grant, which is a portion of the Alliance, which Alliance is part of Educational Cost Sharing.

Lynn requested a bid waiver to MP Planning for redistricting which is broken down into three phases, totaling $57,000. Chairman Maikowski stated this is not an emergency, the contract once again already signed and executed and it appears to be structured to circumvent the City's purchasing and bid requirements which is unacceptable.

Chairman Maikowski stated to ask Purchasing or the Comptroller's Office before signing a contract. The BOE needs to follow the rules how the City works. This isn't the first time the BOE has done this.

Mayor Caggiano stated the message to go back is you need to take control of BOE spending and procedures. Something is out of control and that is on your shoulders and you need to advise the leadership on the Board of Education.

10. Old Business

None.

11. Adjournment

Mayor Caggiano made a motion seconded by Commissioner Mace

"To adjourn at 6:33 p.m."

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

Attest:

Diane M Waldron

Diane M. Waldron
Board of Finance Clerk