

**City of Bristol**  
**Regular Board of Finance Meeting Minutes**  
**February 25, 2025**

A regular meeting of the Board of Finance was held on Tuesday, February 25, 2025 at 5:30 p.m. in City Hall Council Chambers and via Zoom. The following were in attendance: Mayor Jeffrey Caggiano, Vice Chairperson Marie O'Brien, Commissioners Jon Mace, Bill Campion, Glenn Heiser, Mike Massarelli, Nicolle Duquette and Mark Peterson. Chair, Dave Maikowski was absent. Also present from the Comptroller's Office: Diane Waldron and Robin Manuele.

- 1. Call to order**
- 2. Public Participation**
- 3. Consent Agenda:**
  - a. Approval of Minutes: Regular Meeting – January 28, 2025**
  - b. Building: Transfer totaling \$23,118 within the Building Department operating budget**
  - c. Comptroller's Office: Rescind appropriation of \$459,677 within the LOCIP Fund**
  - d. Police Department:**
    - a. Additional appropriation of \$35,000 within the Special Grants and Donations Fund**
    - b. Additional appropriation totaling \$37,000 within the Police Drug Asset Forfeiture Fund and \$5,500 within the Special Grants and Donations Fund**
- 4. Board of Education:**
  - e. Budget Update**
- 5. Liaison Reports**
- 6. Chairman's Report**
- 7. New Business**
- 8. Old Business**
- 9. Adjournment**

- 1. Call to order**

Vice Chairman O'Brien called the meeting to order at 5:30 p.m.

- 2. Public Participation**

*None.*

- 3. Consent Agenda:**
  - f. Approval of Minutes: Regular Meeting – January 28, 2025**
  - g. Building: Transfer totaling \$23,118 within the Building Department operating budget**
  - h. Comptroller's Office: Rescind appropriation of \$459,677 within the LOCIP Fund**
  - i. Police Department:**
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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."

Commissioner Peterson questioned the overtime for the grant, what it was for and how it will be paid for after the grant. Commissioner Peterson also questioned what PDAUC was for.

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

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

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

As you can see on the Snapshot, I have reworked the spreadsheet to show excess costs and Medicaid reimbursements separately on a line below special education to more accurately reflect the total available budget dollars for regular and special education.

The FY 2025 balance on January 31 was (\$10,855,092), (a reduction from December) with some revenues already received. The BOE eagerly anticipates the first installment of Excess Cost reimbursements, which will significantly stabilize expenses. However, Transportation and Pupil Personnel Services Characters remain the most significant areas of concern. The transportation budget is currently over budget by (\$363,485) due to increases in contractual obligations, and Pupil Services is over budget by (\$7,505,610) at the end of January.

For the next contract bid, Lynn stated without knowing the transportation routes, it's hard to put the contract out to bid as in 2026-2027 NEMS will come online and the K-8 will shift to K-5.

The BOE Cafeteria snapshot balance shows a surplus, currently at \$732,584 as of the end of January. 49,880 breakfasts, 105,301 lunches, and 1,012 after-school snacks were served. Commissioner O'Brien questioned the PreK moving back to Edgewood and if services can be shared with the Senior Center. Lynn stated there are strict guidelines, the food will be prepared at Central and taken to the Senior Center. It is made to order so there should not be extra, breakfast for the morning and lunch for the afternoon.

\$15,088.66 was transferred from Various Instructional Supply lines for Art and PE to repurpose for repair & maintenance and equipment lines to pay for replacing broken art equipment at various schools. An additional \$11,738 was transferred from district wide instructional supplies to equipment and repairs and maintenance for the repairs and replacement of kilns that were no longer usable.

As of February 1, 2025, 1,823 of the 8,084 enrolled Bristol students are identified as requiring Special Education programming. This enrollment reflects 22.55% of the total BPS student population.

As of February 1st, 121 students with disabilities required out-of-district placements at private special education school programs. There were 87 students requiring special education programming services at other public out-of-district schools, including magnet schools.

During January 2025, 36% of newly registered students were identified as students with special education programming needs at the time of registration; none of the newly enrolled students received their programming and services at an out-of-district special education school program.

During January, there were 47 211 calls and 9 911 calls.

The Energy Efficiency lighting was approved by the Board of Education, the two high school theatres were included.

## **7. Committee Reports**

Vice Chairman O'Brien gave the report of the Insurance Committee which met on Friday, February 21 with Lockton and FutureComp.

## **8. Liaison Reports**

Commissioner Mace gave an update on the Animal Control Facility. The grant was not obtained at this point, as Bristol and Plymouth are not a 50/50 split and NVCOG was looking for a more robust regionalization program. Right now, the project is put on hold as the funds are not in place to move forward. The Mayor stated the City is speaking with Cheshire, to join the regionalization who has a current need for an ACO facility and has expressed interest.

## **9. Chairman's Report**

*None.*

## **10. New Business**

*None.*

## **11. Old Business**

*None.*

## **12. Adjournment**

Mayor Caggiano made a motion seconded by Commissioner Mace

“To adjourn at 5:59 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