

**City of Bristol
Regular Board of Finance Meeting
June 28, 2022**

A regular meeting of the Board of Finance was held on Tuesday, June 28, 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.

Ladies and Gentlemen:

The regular Board of Finance Meeting will be held on Tuesday, June 28, 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. Consent Agenda**
 - a. Approval of Minutes:**
 - 1. Regular Meetings – May 24, 2022**
 - 2. Special Meeting – May 16 and June 14, 2022**
 - b. Emergency Management: Additional appropriation of \$200 within the Special Grants and Donations Fund**
 - c. PRYCS: Additional appropriation of \$384.34 within the Special Grants and Donations Fund**
 - d. Police: Additional appropriation of \$3,500 within the Special Grants and Donations Fund**
 - e. Aging: Additional appropriation of \$57,275 within the General Fund**
 - f. City Clerk: Transfer of \$551 within the City Clerk's operating budget**
 - g. ROV: Transfer of \$1,000 within the Registrar of Voters operating budget**
 - h. Tax: Transfers totaling \$41 within the Tax Office operating budget**
 - i. Treasurer's Office: Transfer of \$445 within the Treasurer's Office operating budget**
 - j. Public Works: Transfers totaling \$88,265 within the Public Works operating budget**
 - k. Library: Transfer of \$2,340 within the Library's operating budget**
 - l. Fire Department: Transfer totaling \$14,769 within the Fire Department's operating budget**
 - m. Comptroller's Office: Transfers totaling \$11,737 within the Comptroller's operating budget**
 - n. School Readiness:**
 - 1. Additional appropriation totaling \$21,253 within the Special Grants and Donations Fund**
 - 2. Additional appropriation totaling \$79,737 within the School Readiness operating budget**
- 4. Water & Sewer:**
 - a. Additional appropriation of \$225,000 within the Sewer Operating and Assessment Fund**
 - b. Approval of a bid waiver to Ovivo USA**
 - c. Transfer of \$90,000 within the Sewer Operating and Assessment Fund**

- d. Additional appropriation of \$35,000 within the Sewer Operating and Assessment Fund
- e. Budget Update
- 5. Subcommittee Reports: Purchasing Committee – June 9, 2022
- 6. Board of Education: Budget Update
- 7. ARP Task Force: Additional Appropriation totaling \$972,500 within the Coronavirus Recovery Fund
- 8. Liaison Reports
- 9. Chairman’s Report
- 10. New Business:
- 11. Old Business:
- 12. Any other matter to come before said meeting
- 13. 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. Consent Agenda

- a. Approval of Minutes:
 - 1. Regular Meetings – May 24, 2022
 - 2. Special Meeting – May 16 and June 14, 2022
- b. Emergency Management: Additional appropriation of \$200 within the Special Grants and Donations Fund
- c. PRYCS: Additional appropriation of \$384.34 within the Special Grants and Donations Fund
- d. Police: Additional appropriation of \$3,500 within the Special Grants and Donations Fund
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- h. Tax: Transfers totaling \$41 within the Tax Office operating budget
- i. Treasurer’s Office: Transfer of \$445 within the Treasurer’s Office operating budget
- j. Public Works: Transfers totaling \$88,265 within the Public Works operating budget
- k. Library: Transfer of \$2,340 within the Library’s operating budget
- l. Fire Department: Transfer totaling \$14,769 within the Fire Department’s operating budget
- m. Comptroller’s Office: Transfers totaling \$11,737 within the Comptroller’s operating budget
- n. School Readiness:

1. **Additional appropriation totaling \$21,253 within the Special Grants and Donations Fund**
2. **Additional appropriation totaling \$79,737 within the School Readiness operating budget**

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.

4. Water & Sewer:

- a. **Additional appropriation of \$225,000 within the Sewer Operating and Assessment Fund**

Commissioner Maikowski made a motion seconded by Commissioner Burns

"To make an additional appropriation of \$225,000 within the Sewer Operating and Assessment Fund funded by Undesignated Fund Balance for the tank rehabilitation 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. Approval of a bid waiver to Ovivo USA

Commissioner Mace made a motion seconded by Commissioner Heiser

"To approve a bid waiver to Ovivo USA for the clarifier project."

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

c. Transfer of \$90,000 within the Sewer Operating and Assessment Fund

Commissioner Mace made a motion seconded by Mayor Caggiano

"To transfer \$90,000 within the Sewer Operating and Assessment Fund to replace the secondary clarifier drive unit 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.

d. Additional appropriation of \$35,000 within the Sewer Operating and Assessment Fund

Commissioner O'Brien made a motion seconded by Mayor Caggiano

"To make an additional appropriation totaling \$35,000 within the Sewer Operating and Assessment Fund funded by Undesignated Fund Balance for the Headworks Roof Replacement

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.

e. Budget Update

Robert Longo, Water Superintendent, provided the Board with a budget update. Metered Sales are down approximately \$334 thousand due to a wet spring. The New Britain agreement is down due to the fact the city did not need to buy water, along with water treatment expenses and electricity lower than anticipated. Retirement Expense is at \$61 thousand, but will increase with several upcoming retirements.

Commissioner Whitford questioned if all five retirements will be replaced. Rob explained all will be replaced and matriculated with current employees which will take time. The Water Treatment Labor expense is due to overtime caused by a vacancy. There is full staffing currently but that will change effective this week.

Diane explained the Water Department is an Enterprise Fund, the biggest difference is the way fixed assets are recorded. The Water Pollution Fund was a Special Revenue Fund. As of July 1, 2022 all accounting and financial operations of the Sewer fund will be transferred over to the Water Department. After speaking with the auditors and Corporation Counsel, the sewer fund will be re-classified as an Enterprise Fund effective July 1. Rob stated it will be easier for him to manage. Commissioner O’Brien questioned if there will be more flexibility with one Enterprise Fund, Diane clarified they will still be treated as two separate Enterprise Funds but will be consolidated on the financial statements.

5. Subcommittee Reports: Purchasing Committee – June 9, 2022

Commissioner Burns gave the report of the Purchasing Committee. Roger Rousseau provided background on legislation that was recently passed; the legislation impacts C.G.S. 10-287 relating to school construction. In recent prior legislation, the statute was modified to specifically require contracts with construction managers to contain a “Guaranteed Maximum Price” (GMP), effectively requiring such contractor to be a construction manager at risk. The legislation went further and specifically permitted such a contract to have work self-performed by the construction manager, in lieu of work being done by other trade contractors.

The new legislation contained in Public Act 22-118 reversed the language relating to self-performed work; self-performed work (i.e. construction work performed by the construction manager) is now specifically prohibited.

The new legislation also contained a requirement for municipalities to post solicitations (e.g. requests for proposals, invitations to bid) on the CT state portal, and removed the requirement for municipalities to publicly advertise in a newspaper, for school construction projects involving state funding.

Commissioner Burns made a motion seconded by Mayor Caggiano

“To accept the incorporation of revisions to the Purchasing guidelines as approved by the Purchasing committee.”

Commissioner Heiser questioned if there won’t be a need for Contingency fees for school construction projects. Chairman Smith stated Construction Managers will need to be hired at-risk. The City Hall project and Boulevard project both are Construction Manager At-risk projects, non-performance is the Construction Managers issue.

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

Commissioner Burns made a motion seconded by Mayor Caggiano

“To accept the minutes from the Purchasing Committee meeting and place on file.”

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

6. Board of Education: Budget Update

Financial information was provided, no formal presentation this month.

7. ARP Task Force: Additional Appropriation totaling \$972,500 within the Coronavirus Recovery Fund

Commissioner Heiser made a motion seconded by Mayor Caggiano

“To make an additional appropriation totaling \$972,500 within the Coronavirus Recovery 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 gave a brief explanation of these projects approved by the ARPA Task Force. Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

8. Liaison Reports

Commissioner O’Brien gave a report of the PRYCS Commission, the pools are open, concerts in the park are ongoing, the Green Team is cleaning up the parks and the Superintendent was just appointed to a national leadership team. The Library has also been doing a fabulous job offering programs within the City.

Commissioner Maikowski updated the Board on the Retirement Board, a workshop was held last week with four money managers. Commissioner O’Brien stated it was very interesting conversation, with questions answered. Commissioner Whitford discussed fees and Beirne Wealth’s role as the consultant. Mayor Caggiano stated Diane is working on obtaining all the contracts and fee schedules.

9. Chairman's Report

Chairman Smith stated there will be three Open Houses at the Boulevard on August 17, 20, and 21 pending no further issues and encourages the Board of Finance to attend if they are available. A temporary certificate of occupancy has been issued, for all purposes the building is operational.

Chairman Smith discussed areas of concern for the future. The supply chain and cost of material, such as diesel fuel are areas the City will be watching. The City needs to hope for the best and plan for the worse. The Purchasing Committee will take on a more aggressive role to track and monitor costs in the future with Roger Rousseau. There may be ways to manage through this by changing the way the City operates. The Board of Education and Water/Sewer should also be included so the City is ahead of this situation, not behind it. Commissioner O'Brien agrees looking at usage and utilization. Commissioner Whitford discussed his concerns of retiree health care with the upcoming retirements. Commissioner Heiser discussed a risk control self-assessment of the City's revenues and expenditures and a Risk Manager position.

10. New Business:

None

11. Old Business:

None

12. Any other matter to come before said meeting

None

13. Adjournment

Mayor Caggiano made a motion seconded by Commissioner Maikowski

"To adjourn at 6:31 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