

City of Bristol CT
Purchasing Committee for the Board of Finance
Meeting Minutes – July 20, 2022

A Special Meeting of the Purchasing Committee of the Board of Finance was held on July 20, 2022 at 5:15pm in the IT Meeting Room within City Hall West (131 North Main Street).

Present: Mark Whitford, David Maikowski, Ron Burns.

Also Present: Purchasing Agent Roger Rousseau and Public Works Director Raymond Rogozinski.

Meeting was called to order at 5:18 pm.

Public Participation.

There was no public participation.

To discuss materials and services with potential impact to FY2022-2023 budget and/or delivery constraints, including fuels, snow plowing, treated road salt, and equipment for City Hall renovations, and to take any action as necessary.

Roger Rousseau provided background on fuel costs. Both diesel fuel and fuel oil #2 (heating fuel) are typically bid toward the end of the season for draw on heating fuel, with the City committing to a fixed volume to provide an advantageous price and to provide a usable cost for budget stability. It was noted that during Covid, fuel oils were difficult to predict volumes and the absence of fixed pricing had impact on budgets.

Budgets were built around per gallon prices of approximately \$2.50 (an increase from prior year at approximately \$1.80). Due to conditions in the international environment, fuel prices are considerably higher; Bristol was able to secure fixed pricing at approximately \$4.00 per gallon. The impact to City budgets is estimated to be \$262,500.00 and the impact to BOE budgets is estimated to be \$442,500.00.

Gasoline prices are fixed through December 2022 and will be discussed at that time.

Bristol and other municipalities combine their buying power via a contract through the Capitol Region Purchasing Council. Treated road salt had experienced market constraints in the prior winter season, with port entry restricted to a single site; although supply was constrained, pricing had been secured for the 2021-2022 season. Pricing for the coming season has increased from \$68.85 per ton to \$94.47 per ton; with Bristol's estimated annual usage of 6,000 tons, the impact to the snow removal budget is estimated to be \$153,720.00.

The Public Works Department hires approximately 40 private trucks with drivers to augment its ability to plow streets. Last year, paid rates were increased by approximately 10% in an effort to

retain plowers; despite the increase in rates, only 36 trucks/drivers were able to be retained. According to Raymond Rogozinski, several factors contribute to the challenge of retaining vehicles: fuel costs, insurance costs, and use of private vehicles only in events greater than 2" accumulation. Public Works has been able to acquire some vehicles for use by staff through the state fleet retirement program, and has budgeted for two more dump trucks for this year. Public Works will be assessing rates at its August 2022 board meeting.

Public Works intends to absorb as much impact from these conditions as possible and does not intend to request additional funding to compensate for these impacts at this time.

The City Hall construction manager's procurement schedule has not been received yet; however, the project team is working hard to ensure that equipment deliveries do not impact the construction schedule. MEP equipment is booked through the existing base trade contracts. Roof top units have a 52 week lead time; although equipment is ordered, the order status is regularly monitored. The City has finalized its budgets for furniture. The audio-visual package is expected to be bid in August 2022; in recent conversations with the design consultant, the industry is experiencing cost increases of 10 to 15% every quarter.

The use of funds received under the American Rescue Plan Act ("ARPA") was discussed; the City is using ARPA funds toward mechanical components of the City Hall project. It is not expected that other work elements would be relevant for use of ARPA funds.

Subsequent meetings are expected to include discussion of other fuel costs (e.g. natural gas), repair/ maintenance items, and on-call site construction contracts. It was requested to seek participation by the Board of Education at the next meeting.

Schedule Future Meetings

Committee members are available to have a meeting at 5:15pm on the third Thursday every month through January 2023, with the following dates scheduled:

- August 18, 2022 (special meeting)
- September 15, 2022
- October 20, 2022
- November 17, 2022
- December 15, 2022
- January 19, 2023

Motion was made by Dave Maikowski and seconded by Ron Burns to approve the schedule; motion unanimously approved.

Adjournment.

There being no other business, the meeting adjourned at 6:06 pm.