

City of Bristol
Regular Board of Finance Meeting
July 26, 2022

A regular meeting of the Board of Finance was held on Tuesday, July 26, 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 Ron Burns, Glenn Heiser, Craig Kazemekas, David Maikowski, Jon Mace. Commissioner O'Brien was present on Zoom. Mark Whitford was absent. Also present from the Comptroller's Office: Diane Waldron.

July 21, 2022

Ladies and Gentlemen:

The regular Board of Finance Meeting will be held on Tuesday, July 26, 2022 at 5:30 p.m. in City Hall West Meeting Room 1, 131 North Main Street, Bristol, Connecticut.

REVISED Agenda

1. Call to order

Pledge of Allegiance

2. Public Participation

3. Consent Agenda

a. Approval of Minutes:

- 1. Regular Meetings - June 28, 2022**
- 2. Workshop - June 22, 2022**

b. Tax Office: Transfer of \$13,000 within the Tax Office operating budget

c. Cemetery Commission: Additional appropriation of \$1,000 within the Special Grants and Donations Fund as of June 30, 2022

d. Police: Additional appropriation of \$2,460 within the Special Grants and Donations Fund

e. Sewer: Additional appropriation of \$15,980 within the Sewer Operating and Assessment Fund as of June 30, 2022

f. School Readiness:

- 1. Additional appropriation of \$2,052 within the Special Grants and Donations Fund**
- 2. Additional appropriation totaling \$3,116,522 within the School Readiness operating budget**

g. ECD:

- 1. To place on file the Economic Incentive updates**
- 2. Transfer totaling \$75,000 within the Community Development Block Grant as of June 30, 2022**

h. Building Department: Transfer \$14,800 within the Building Department's operating budget as of June 30, 2022

i. PRYCS:

- 1. Additional appropriation totaling \$270,838 within the Special Grants and Donations Fund as of June 30, 2022**
- 2. Transfers totaling \$41,890 within the Equipment Building Sinking Fund as of June 30, 2022**
- 3. Additional appropriation of \$282,141 within the PRYCS operating budget as of June 30, 2022**

4. Transfer of \$76,939 within the General Fund as of June 30, 2022
5. Additional appropriation of \$76,939 within the Equipment Building Sinking Fund as of June 30, 2022
6. Additional Appropriation totaling \$7,246 within the PRYCS operating budget
7. Decrease in appropriation of \$269 within the PRYCS operating budget
8. Transfers totaling \$12,970 within the PRYCS operating budget
4. ECD: To reduce the CDBG budget appropriation by \$29,864
5. Subcommittee Reports:
 - a. Banking & Audit Committee - July 20, 2022
 - b. Purchasing Committee - July 20, 2022
6. Board of Education: Budget Update
7. Cemetery Commission: To discuss the request from the Cemetery Commission
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.

Chairman Smith welcomed the new member Craig Kazemekas to the Board.

2. Public Participation

None.

3. Consent Agenda

- a. Approval of Minutes:
 1. Regular Meetings - June 28, 2022
 2. Workshop - June 22, 2022
- b. Tax Office: Transfer of \$13,000 within the Tax Office operating budget
- c. Cemetery Commission: Additional appropriation of \$1,000 within the Special Grants and Donations Fund as of June 30, 2022
- d. Police: Additional appropriation of \$2,460 within the Special Grants and Donations Fund
- e. Sewer: Additional appropriation of \$15,980 within the Sewer Operating and Assessment Fund as of June 30, 2022
- f. School Readiness:
 1. Additional appropriation of \$2,052 within the Special Grants and Donations Fund

2. **Additional appropriation totaling \$3,116,522 within the School Readiness operating budget**
- g. **ECD:**
 1. **To place on file the Economic Incentive updates**
 2. **Transfer totaling \$75,000 within the Community Development Block Grant as of June 30, 2022**
- h. **Building Department: Transfer \$14,800 within the Building Department's operating budget as of June 30, 2022**
- i. **PRYCS:**
 1. **Additional appropriation totaling \$270,838 within the Special Gants and Donations Fund as of June 30, 2022**
 2. **Transfers totaling \$41,890 within the Equipment Building Sinking Fund as of June 30, 2022**
 3. **Additional appropriation of \$282,141 within the PRYCS operating budget as of June 30, 2022**
 4. **Transfer of \$76,939 within the General Fund as of June 30, 2022**
 5. **Additional appropriation of \$76,939 within the Equipment Building Sinking Fund as of June 30, 2022**
 6. **Additional Appropriation totaling \$7,246 within the PRYCS operating budget**
 7. **Decrease in appropriation of \$269 within the PRYCS operating budget**
 8. **Transfers totaling \$12,970 within the PRYCS operating budget**

Commissioner O'Brien made a motion seconded by Commissioner Heiser

"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. ECD: To reduce the CDBG budget appropriation by \$29,864

Commissioner Heiser made a motion seconded by Mayor Caggiano

"To reduce the Community Development Block Grant budget appropriation by \$29,864 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. Commissioner Burns abstained.

5. Subcommittee Reports:

a. Banking & Audit Committee – July 20, 2022

Commissioner Mace made a motion seconded by Commissioner Maikowski

"To accept the indemnification contract language within the DebtBook contract."

Chairman Smith stated the Banking & Audit Committee discussed meeting with Corporation Counsel to review the indemnification language policy, and the reasons why the City follows this practice and if there is a different procedure that can be followed in order to expedite the timing of critical contracts.

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

Commissioner Mace made a motion seconded by Commissioner Burns
"To accept the minutes from the Banking & Audit Committee meeting and place on file."
Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

b. Purchasing Committee – July 20, 2022

Commissioner Burns gave the report of the Purchasing Committee. 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, with the City committing to a fixed volume to provide an advantageous price and to provide a usable cost for budget stability. Budgets were built around per gallon prices of approximately \$2.50 (an increase from the prior year of 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 and the impact to BOE budgets is estimated to be \$442,500. Gasoline prices are fixed through December 2022 and will be discussed at that time.

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 contractors; despite the increase in rates, only 36 trucks/drivers were able to be retained.

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. The Purchasing Committee will meet monthly going forward.

Commissioner Maikowski made a motion seconded by Commissioner O'Brien
"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.

Comptroller Diane Waldron stated the Board of Education will be presenting next month. John noted the School Lunch program is in a positive position for the first time in a long time.

7. Cemetery Commission: To discuss the request from the Cemetery Commission

Chairman Smith stated he has asked the Comptroller's Office to request from Corporation Counsel any information related to the Barnes Chapel and West Cemetery. His recommendation is to refer this to the Miscellaneous Matters Committee. Commissioner Burns questioned if the cemeteries are listed on State historic registry and if they have access to state funding. Mayor Caggiano stated this could also go to Dawn Leger/ECD to look for grants and other funding. There may also be fundraising opportunities for these historic rare monuments.

Mayor Caggiano made a motion seconded by Commissioner Burns
"To table this item"

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

8. Liaison Reports

Mayor Caggiano stated the City has closed on the Church Avenue property. The Fire Department will be moving forward with the design of the new Firehouse. Discussion is needed on what to do with the old property.

9. Chairman's Report

Chairman Smith explained he met with the auditors yesterday as part of their fraud interview procedures. One topic of discussion was a Conflict of Interest Policy statement that board members and elected officials would have to complete and sign. They will forward a template from another municipalities to share. The City has an Ethics Policy, however it's significantly different than a Conflict of Interest Policy.

John updated the Board on MBIAS. The theatre seats have been delivered and the first section has been installed and the rest should be completed over the next few weeks.

10. New Business:

Mayor Caggiano updated the Board on the status of the mold issue at City Hall East. He stated there was a water infiltration issue which the landlords were aware of but with strong rains on Thursday high mold levels was discovered on Friday. City Hall East was closed on Monday to sample the building, and the Mayor's Office and downstairs area remains closed and will be remediated with the current landlords over the next couple of days.

11. Old Business:

None

12. Any other matter to come before said meeting

Chairman Smith discussed the MBIAS Theater. There will be nonprofit groups and those who do not charge admission for performing but will still be required to pay the Board of Education rental fees. These entertainment performances are a benefit to the City, and the Arts & Culture Commission may already be addressing this issue, but if there is a way for the City to assist with funding Bristol groups to use the theatre it would be beneficial to the community. Mayor Caggiano stated he would like to see performances booked in the theatre soon, marketed and advertised for use.

13. Adjournment

Mayor Caggiano made a motion seconded by Commissioner Mace

"To adjourn at 6:15 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