

**City of Bristol
Regular Board of Finance Meeting Minutes
April 22, 2025**

A regular meeting of the Board of Finance was held on Tuesday, April 22, 2025 immediately following the regular meeting held at 5:30 p.m. in City Hall Council Chambers and via Zoom. The following were in attendance: Chairman Dave Maikowski, Mayor Jeffrey Caggiano, Vice Chairperson Marie O'Brien, Commissioners Jon Mace, Bill Campion, Glenn Heiser, Jane Murdock, Mark Peterson and Mike Massarelli. Also present from the Comptroller's Office: Diane Waldron and Robin Manuele.

- 1. Call to order.**
- 2. Public Participation**
- 3. To adopt a single installment tax payment for motor vehicles in the 2025-2026 fiscal year payable July 1, 2025.**
- 4. To adopt a single installment tax payment for property tax due in an amount of \$100 or less payable July 1, 2025 and two installments based on a property tax due in an amount greater than \$100 payable on July 1, 2025 and January 1, 2026.**
- 5. To adopt the budget estimate for the Bristol Water Department Enterprise Fund for fiscal year 2025-2026.**
- 6. To adopt the budget estimate for the Sewer Operating and Assessment Fund for fiscal year 2025-2026.**
- 7. To adopt the budget estimate for the Solid Waste Disposal Fund for fiscal year 2025-2026.**
- 8. To adopt the budget estimate for the Transfer Station Fund for fiscal year 2025-2026.**
- 9. To adopt the budget estimate for the Road Improvements Fund for fiscal year 2025-2026.**
- 10. To adopt the budget estimate for the Community Development Block Grant, appropriate the City's share and the Reprogrammed Funds of the Economic and Community Development Operating Budget for fiscal 2025-2026.**
- 11. To adopt the budget estimate for the Pine Lake Adventure Park for fiscal year 2025-2026.**
- 12. To adopt the budget estimate for the Arts & Culture Fund for fiscal year 2025-2026.**
- 13. To adopt the budget estimate for the Internal Service Fund which includes the Self Insured Workers' Compensation Fund and the Health Benefits Fund for fiscal year 2025-2026.**
- 14. To adopt the budget estimate for the School Lunch Program for fiscal year 2025-2026.**
- 15. To adopt the budget estimate for the Police Private Duty Fund for fiscal year 2025-2026.**
- 16. To adopt the 2025-2026 Capital Budget.**
- 17. Discussion regarding the 2025-2026 General Fund budget.**
- 18. To adopt the General Fund Estimated Operating Budget for fiscal year 2025-2026.**
- 19. Adjournment.**

1. Call to order

Chairman Maikowski called the meeting to order at 6:53 p.m.

2. Public Participation

None

3. To adopt a single installment tax payment for motor vehicles in the 2025-2026 fiscal year payable July 1, 2025.

Commissioner O'Brien made a motion seconded by Commissioner Massarelli

"In accordance with the provision of Section 12-144a of the Connecticut General Statutes, 1965 revision, the City adopts a single installment tax payment for motor vehicles in the 2025-2026 fiscal year to be payable July 1, 2025 and 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. To adopt a single installment tax payment for property tax due in an amount of \$100 or less payable July 1, 2025 and two installments based on a property tax due in an amount greater than \$100 payable on July 1, 2025 and January 1, 2026.

Mayor Caggiano made a motion seconded by Commissioner Massarelli

"To adopt a single installment tax payment for property tax due in an amount of \$100 or less payable July 1, 2025 and two installments based on a property tax due in an amount greater than \$100 payable on July 1, 2025 and January 1, 2026 and 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.

5. To adopt the budget estimate for the Bristol Water Department Enterprise Fund for fiscal year 2025-2026.

Commissioner O'Brien made a motion seconded by Commissioner Massarelli

"To adopt the budget estimate for the Bristol Water Department totaling \$10,852,081 and 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.

6. To adopt the budget estimate for the Sewer Operating and Assessment Fund for fiscal year 2025-2026.

Commissioner Campion made a motion seconded by Commissioner Mace

“To adopt the budget estimate for the Sewer Operating and Assessment Fund for fiscal year 2025-2026 totaling \$10,160,603 and recommend approval of this action to a Joint Meeting of the City Council.”

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

7. To adopt the budget estimate for the Solid Waste Disposal Fund for fiscal year 2025-2026.

Commissioner Mace made a motion seconded by Commissioner O’Brien

“To adopt the budget estimate for the Solid Waste Disposal Fund for fiscal year 2025-2026 totaling \$1,725,205 and 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.

8. To adopt the budget estimate for the Transfer Station Fund for fiscal year 2025-2026.

Commissioner O’Brien made a motion seconded by Mayor Caggiano

“To adopt the budget estimate for the Transfer Station Fund for fiscal year 2025-2026 totaling \$903,320 and 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.

9. To adopt the budget estimate for the Road Improvements Fund for fiscal year 2025-2026.

Mayor Caggiano made a motion seconded by Commissioner Massarelli

“To adopt the budget estimate for the Road Improvements Fund for fiscal year 2025-2026 totaling \$5,730,090 and 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.

10. To adopt the budget estimate for the Community Development Block Grant, appropriate the City's share and the Reprogrammed Funds of the Economic and Community Development Operating Budget for fiscal 2025-2026.

Commissioner Mace made a motion seconded by Commissioner Massarelli

"To adopt the budget estimate for the Community Development Block Grant Fund for fiscal year 2025-2026 totaling \$1,038,630 consisting of \$492,985 in Entitlement funds, \$20,000 in reprogrammed CDBG funds, \$490,645 transferred from the General Fund, and \$35,000 in Program Income and recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Diane stated these numbers may change when the final budget is adopted, final grant numbers have not been received.

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

11. To adopt the budget estimate for the Pine Lake Adventure Park for fiscal year 2025-2026.

Commissioner O'Brien made a motion seconded by Commissioner Mace

"To adopt the budget estimate for the Pine Lake Adventure Park Fund for fiscal year 2025-2026 totaling \$60,000 and 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.

12. To adopt the budget estimate for the Arts & Culture Fund for fiscal year 2025-2026.

Commissioner Peterson made a motion seconded by Commissioner Massarelli

"To adopt the budget estimate for the Arts & Culture Fund for fiscal year 2025-2026 totaling \$248,540 and 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.

13. To adopt the budget estimate for the Internal Service Fund which includes the Self Insured Workers' Compensation Fund and the Health Benefits Fund for fiscal year 2025-2026.

Commissioner Mace made a motion seconded by Commissioner Massarelli
"To adopt the budget estimate for the Internal Service Fund for fiscal year 2025-2026 totaling \$54,907,610; \$3,773,715 for the New Self-Insured Workers' Compensation Fund and \$51,133,895 for the Health Benefits Fund and 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.

14. To adopt the budget estimate for the School Lunch Program for fiscal year 2025-2026.

Commissioner O'Brien made a motion seconded by Commissioner Massarelli

"To adopt the budget estimate for the School Lunch Program for fiscal year 2025-2026 totaling \$5,695,090 and 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.

15. To adopt the budget estimate for the Police Private Duty Fund for fiscal year 2025-2026.

Commissioner Heiser made a motion seconded by Mayor Caggiano

"To adopt the budget estimate for the Police Private Duty Fund for fiscal year 2025-2026 totaling \$1,950,300 and recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Mayor Caggiano stated this is a pass through fund, our officer make overtime off these contractors paying for

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

16. To adopt the 2025-2026 Capital Budget.

Mayor Caggiano made a motion seconded by Commissioner O'Brien

"To adopt the Capital Budget for fiscal year 2025-2026 totaling \$19,790,450 and recommend approval of this action to the Planning Commission and to a Joint Meeting of the City Council and Board of Finance."

Commissioner O'Brien commended the CIP Committee for bringing the requests down from \$39 million initially submitted.

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

17. Discussion regarding the 2025-2026 General Fund budget.

Diane presented on 2025-2026 General Fund budget which totals \$242,658,950 as presented. General City proposed budget if \$89,522,790, Debt Service & Capital Transfers \$16,074,345 and BOE \$137,061,815 for a 5.28% increase. Since the last meeting there have been a total of \$1 million changes on the City side, which Diane reviewed. Historical budget trends of the BOE were reviewed, as well as local funding. The proposed budget has the motor vehicle mill rate at 32.46 mills and personal property/real estate at 33.75 mills, a 5.97% mill increase.

Discussion was held on the Board of Finance Fund Balance Policy. Chair Maikowski explained the two years of BOE deficits will put Fund Balance below policy.

Commissioner Heiser asked for Grand List Growth in the future, if the information is available on what is coming off the abatement list, which Tom DeNoto would have that information.

18. To adopt the General Fund Estimated Operating Budget for fiscal year 2025-2026.

Commissioner O'Brien made a motion seconded by Commissioner Massarelli

"To adopt the General Fund budget estimate for fiscal year 2025-2026 totaling \$242,658,950 as presented by Chairperson Maikowski and have the budget advertised in a local newspaper and recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Commissioner O'Brien stated she will be voting No, other than the BOE the other two items have increased since the last time the BOF met.

Mayor Caggiano stated this was a difficult process, and thanked the Comptroller's Office for their work on the budget

Following a voice vote, the Chairperson declared the motion carried.

19. Adjournment.

Mayor Caggiano made a motion seconded by Commissioner Mace

“To adjourn at 7:37 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