

**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 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, Robin Manuele and Jessica Pilgrim.

- 1. Call to order**
- 2. Public Participation**
- 3. Consent Agenda:**
 - a. Approval of Minutes:**
 - a. Regular Meeting – March 25, 2025**
 - b. Special Meeting – April 8, 2025**
 - c. Budget Hearings –March 19, 25, April 2, 2025**
 - b. Aging: Additional appropriation of \$5,000 within the Special Grants and Donations Fund**
 - c. Fire: Additional appropriation of \$2,000 within the Special Grants and Donations Fund**
 - d. Public Works: Transfers totaling \$68,000 within the Public Works operating budget**
 - e. Library: Additional appropriation of \$27,090 within the Library's operating budget**
 - f. Purchasing: Transfer of \$87 within the Purchasing operating budget**
- 4. Tax Collector:**
 - a. Transfer of \$2,391,689 of uncollectible taxes to the Municipal Suspense List**
- 5. Police Department:**
 - a. Transfer of \$12,393 from the General Fund Contingency account and Additional appropriation of \$24,786 within the Special Grants and Donations Fund**
 - b. Transfer of \$9,871 from the General Fund Contingency account and Additional appropriation of \$19,741 within the Special Grants and Donations Fund**
- 6. Comptroller's Office:**
- 7. Transfer of \$3,845 from the General Fund Contingency account**
- 8. Fire Department:**
 - a. Approval of a bid waiver to Firematic**
- 9. Board of Education:**
 - a. Budget Update**
- 10. Liaison Reports**
- 11. Chairman's Report**
- 12. New Business**
- 13. Old Business**
- 14. Adjournment**

- 1. Call to order**

Chairman Maikowski called the meeting to order at 5:30 p.m.

2. Public Participation

Mary Hawk, 71 Vera Road, spoke in support of BOE funding.

Melina Floyd, Carol Drive, spoke in favor of Edgewood School

Joan Pelkey, asked if they plan on selling Edgewood School.

3. Consent Agenda:

a. Approval of Minutes:

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b. Aging: Additional appropriation of \$5,000 within the Special Grants and Donations Fund

c. Fire: Additional appropriation of \$2,000 within the Special Grants and Donations Fund

d. Public Works: Transfers totaling \$68,000 within the Public Works operating budget

e. Library: Additional appropriation of \$27,090 within the Library's operating budget

f. Purchasing: Transfer of \$87 within the Purchasing 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. Tax Collector:

a. Transfer of \$2,391,689 of uncollectible taxes to the Municipal Suspense List

Mayor Caggiano made a motion seconded by Commissioner Massarelli

"To transfer \$2,391,689.18 of uncollectible taxes; \$1,673,715.76 for Motor Vehicles, \$480,995.50 for Supplemental Motor Vehicle and \$236,977.92 for Personal Property and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Mayor Caggiano commended the Tax Collector for their job collecting the taxes.

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

5. Police Department:

a. Transfer of \$12,393 from the General Fund Contingency account and Additional appropriation of \$24,786 within the Special Grants and Donations Fund

Commissioner Mace made a motion seconded by Commissioner

“To transfer \$12,393 from the General Fund Contingency account and an Additional Appropriation of \$24,786 within the Special Grants and Donations Fund for the 2023 Bulletproof Vest Grant 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. Transfer of \$9,871 from the General Fund Contingency account and Additional appropriation of \$19,741 within the Special Grants and Donations Fund

Commissioner O’Brien made a motion seconded by Mayor Caggiano

“To transfer \$9,871 from the General Fund Contingency account and an Additional Appropriation of \$19,741 within the Special Grants and Donations Fund for the 2024 Bulletproof Vest Grant 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.

6. Comptroller’s Office:

a. Transfer of \$3,845 from the General Fund Contingency account

Commissioner Heiser made a motion seconded by Commissioner Massarelli

“To transfer \$3,845 from the General Fund Contingency account for the BOE’s Dashboard project.”

Chairman Maikowski stated this was for travel expenses for the project.

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

7. Fire Department:

a. Approval of a bid waiver to Firematic

Commissioner Campion made a motion seconded by Commissioner O’Brien

“To approve a bid waiver to Firematic Supply Company for repairs to Engine 5.”

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

8. Board of Education:
a. Budget Update

Lynn Boisvert gave the Board of Education update through March 31.

The BOE 2025 balance on March 31 was negative \$9,361,702.19.

The Transportation and Pupil Personnel Services, Operation, and Maintenance of Plant characters remain the most significant areas of concern. The transportation budget is currently over budget by \$381,424.21 due to increased contractual obligations. Pupil Services is over budget by \$7,771,389.70, and Operation and Maintenance of Plant are over by \$658,046.96 and \$237,570.72, respectively, at the end of March. The BOE maintains a budget freeze and only allows purchases directly supporting the curriculum, necessary paper products, emergency repairs, and all grant and student activity purchases. The BOE is actively identifying areas where they can reduce encumbrances for goods and services; currently, 752 purchase orders remain open. The BOE continues to work to close all POs that are not explicitly related to curriculum, repairs, or needed supplies.

Lynn will closely monitor FY 2025 costs and continue to inform of all areas of concern in the following months.

Mayor asked for an update on Edgewood School questioning if the roof was patched. Lynn stated Tara Landon is working with Roger Rousseau as the original scope of work has changed and they will need to rebid the project. The temporary patch should be completed. Mayor Caggiano questioned with no mold and a temporary patch is there any chance to bring the children back in August for the school year. Lynn stated Edgewood most likely would not be ready for student to return in August due to damage inside the building and the BOE is looking for alternative spaces. Mayor Caggiano questioned what the budget implications of that were and if there are direct cost savings for not using Edgewood such as utilities and custodian costs.

Lynn stated the deficit is \$8.7 million as of today. The second payment of excess cost is still pending as well as any additional amount due Bristol from the \$40 million recently approved by the State Legislature.

Mayor Caggiano questioned what the Acting Deputy Superintendent salary is supposed to be as she is currently receiving a stipend of \$450/day. He has brought this to the attention of every BOE member, BOF member, and the Superintendent. He would like an explanation of the intent. Iris explained she was currently a principal, a member of the BAPS Administrative Unit, and upon the advice from Shipman & Goodwin a separate MOU was signed between the Board and the union. The person is receiving this \$450/day stipend on top of their salary. Mayor Caggiano stated when the first paycheck with the stipend was issued the BOE was questioned as to the intent of the calculation. There's a clear miscommunication or error in the MOU. Iris stated she is willing to meet with Comptroller Waldron to review the MOU in place.

Chairman Maikowski stated part of the concern is the mismanagement and use of funds particularly since the BOE is operating at a deficit. Expenditures like these can add up to be a lot of money. Especially considering the shortfall at the BOE.

Commissioner Massarelli, questioned Iris if there was a mistake made here, which Iris stated there was not. The intention was not to over pay her.

Commissioner Peterson questioned the Operation of Plant budget which is over budget by \$600,000. Lynn stated energy credits are received for solar and it comes in the form of a check which they are still waiting on. There may also be some things that are over encumbered in this area.

The Cafeteria snapshot balance shows a surplus of \$562,542 as of the end of March. 49,364 breakfasts, 111,104 lunches, and 1,465 after-school snacks were served. The State reimbursements have not been received yet for this year. Chairman Maikowski questioned how many meals are needed to break even for the year.

The BOE transferred \$19,673.32 from Other Professional Technical Services OTM to Software Licenses Tech to cover the costs of OTM Software.

As of April 1, 2025, 1,835 of the 8,087 enrolled Bristol students are identified as requiring Special Education programming. This enrollment reflects 22.69% of the total BPS student population. As of April 1st, 125 students with disabilities required out-of-district placements at private special education school programs. Ninety students required special education programming services at other public out-of-district schools, including magnet schools.

During March 2025, 35% of newly registered students were identified as students with special education programming needs at the time of registration; one of the newly enrolled students received their programming and services at an out-of-district special education school program. During March, there were Forty-nine 211 calls and eleven 911 calls.

9. Liaison Reports

None.

10. Chairman's Report

None.

11. New Business

Mayor Caggiano clarified the Office of Early Education reports directly to the Mayor. He does not think we should be eliminating PreK, we should focus on teachers, paraeducators, and direct support for the kids. A building like Edgewood School needs a lot of work and it does not seem it can be back open in time for August. The Reimagining Bristol Realignment, should look at the PreK Academy in another school, one school as many have suggested, which would be fiscally responsible.

12. Old Business

None.

13. Adjournment

Mayor Caggiano made a motion seconded by Commissioner Mace

“To adjourn at 6:45 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