

City of Bristol
Regular Board of Finance Meeting Minutes
June 24, 2025

A regular meeting of the Board of Finance was held on Tuesday, June 24, 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 (left the meeting at 6:20 p.m.). Also present from the Comptroller's Office: Diane Waldron and Robin Manuele.

1. **Call to order**
2. **Public Participation**
3. **Consent Agenda:**
 - a. **Approval of Minutes: Regular Meetings– May 27, 2025**
 - b. **Human Resources: Transfer totaling \$19,000 within the Human Resources operating budget**
 - c. **Town Clerk: Transfers totaling \$1,875 within the Town Clerk's operating budget**
 - d. **School Readiness: Additional appropriation of \$60,000 within the Special Grants and Donations Fund**
 - e. **ECD: Transfer of \$45,000 and Additional appropriation of \$48,504 to the Community Development Block Grant Budget for FY2025-2026**
 - f. **Public Works: Transfers totaling \$16,700 within the Public Works operating budget**
 - g. **PRYCS:**
 - a. **Transfer of \$824,842 within the Capital Projects Fund**
 - b. **Transfer if \$14,929 within the Capital Projects Fund**
 - h. **Police Department:**
 - a. **Additional appropriation of \$3,900 within the Special Grants and Donations Fund**
 - b. **Additional appropriation of \$46,091 within the Special Grants and Donations Fund**
 - i. **Building: Transfer of \$388 within the Building Department's operating budget**
4. **Public Works: Transfer of \$32,000 within the Capital Projects Fund**
Purchasing: Transfer of \$5,950 from the General Fund Contingency account
5. **Board of Education:**
 - a. **Budget Update**
 - b. **CLA Dashboard Discussion**
6. **Comptroller's Office:**
 - a. **Transfer of \$6,000 from the General Fund Contingency account**
 - b. **Additional appropriation of \$51,235 within the Police Private Duty Fund**
 - c. **Additional appropriation of \$51,235 within the Equipment Building Sinking Fund**
 - d. **Transfer of \$1,077,765 within the Equipment Building Sinking Fund**
 - e. **Appointment of OPEB Advisor**
7. **Liaison Reports**
8. **Chairman's Report**
9. **New Business**
10. **Old Business**
11. **Adjournment**

1. Call to order

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

2. Public Participation

3. Consent Agenda:

- a. Approval of Minutes: Regular Meetings– May 27, 2025**
- b. Human Resources: Transfer totaling \$19,000 within the Human Resources operating budget**
- c. Town Clerk: Transfers totaling \$1,875 within the Town Clerk’s operating budget**
- d. School Readiness: Additional appropriation of \$60,000 within the Special Grants and Donations Fund**
- e. ECD: Transfer of \$45,000 and Additional appropriation of \$48,504 to the Community Development Block Grant Budget for FY2025-2026**
- f. Public Works: Transfers totaling \$16,700 within the Public Works operating budget**
- g. PRYCS:**
 - a. Transfer of \$824,842 within the Capital Projects Fund**
 - b. Transfer if \$14,929 within the Capital Projects Fund**
- h. Police Department:**
 - a. Additional appropriation of \$3,900 within the Special Grants and Donations Fund**
 - b. Additional appropriation of \$46,091 within the Special Grants and Donations Fund**
- i. Building: Transfer of \$388 within the Building Department’s operating budget**

Commissioner O’Brien made a motion seconded by Commissioner Masarelli
“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. Public Works: Transfer of \$32,000 within the Capital Projects Fund

Commissioner Mace made a motion seconded by Commissioner O’Brien
“To transfer of \$32,000 within the Capital Projects Fund for the City match of the Safe Street and Roads for All grant application and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance.”

Ray Rogozinski stated this is a recommendation for the City share of a competitive grant to look at the City as a whole to identify and develop concept plans for future projects. It doesn’t obligate the City for any future projects, but is a movement to eliminate accidents with bicycles and pedestrians. Fairfield and Danbury have also received the grant. This puts the City in a better position to move forward when projects are identified. This is for a study to identify future Capital Projects, which additional grants may be available for.

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

5. Purchasing: Transfer of \$5,950 from the General Fund Contingency account

Commissioner Peterson made a motion seconded by Commissioner Mace

“To transfer of \$5,950 from the General Fund Contingency for Purchasing Regular Wages 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. Board of Education:
a. Budget Update**

Jodi Bond gave the report of the BOE budget as of May 31st, the balance was negative \$9,951,492.

The General Control, Transportation, Pupil Personnel Services, and Operations and Maintenance of Plant facilities remain the most significant areas of concern. The General Control budget is over \$187,732 due to increased professional services expenses. The transportation budget is currently over budget by \$262,811. Pupil Services are over budget by \$7,529,000, while Operations and Maintenance of Plant are over budget by \$612,264 and \$310,214, respectively, as of the end of May.

A budget freeze is currently in place and only allows purchases directly supporting the curriculum, graduation, necessary paper products, emergency repairs, and all grant and student activity expenses. The BOE is actively identifying areas where encumbrances can be reduced for goods and services; currently, 629 purchase orders remain open.

The BOE is continuing to work on closing all purchase orders that are not explicitly related to curriculum, repairs, or necessary supplies.

Commissioner O’Brien stated there have been some emails circulating regarding the upcoming budget and position eliminations as well as health savings. Superintendent White stated the Literacy and Math coaches which were stated to be eliminated are in the Teachers’ Union and have bumping rights into open positions of teachers due to vacancies and retirements.

Commissioner Massarelli questioned how many people were laid off in total. Iris explained in addition to two teachers who retired and positions which will not be filled, 12 were put on unemployment from the 15. Commissioner Massarelli questioned if the consultant for diversity is still being used, which it was confirmed. If there are vacancies they would be used to fill teacher and SPED positions.

Jodi Bond explained the snapshot balance for the Cafeteria shows a surplus balance of \$618,047 as of the end of May; the BOE will no longer receive additional COVID funding, approximately 180k per year. 42,388 breakfasts, 92,480 lunches, and 1,826 after-school snacks were served.

As previously requested regarding CEP percentages and reimbursement rates for the 2024-2025 school year: 77% of the students are reimbursed at \$3.59 per lunch served, the remaining 23% are reimbursed at .395 cents per lunch served.

Commissioner Massarelli questioned the actual cost to produce a lunch. Commissioner Maikowski questioned how many students are needed to break even. 1700-1800 students are being subsidized who could afford to pay for lunch. Is the program self sufficient or is it not? Commissioner O'Brien asked for a special report on the cafeteria, in August or September to help the Board better understand.

Amy Martino gave the report of Special Education.

Commissioner Heiser stated the State has made some changes recently to legislatures for SPED and asked for those to be explained. Amy stated one of the biggest impacts to the SPED budget is the out of district rate and it's hard to predict those costs. The legislation stated the State will put together a tier level of costs the schools can not exceed. After a contract is written, it cannot be changed and services cannot be added a la carte. There is also a cap being added to magnet and CREC school rates. Amy discussed developing programs to bring others to the Bristol Public Schools. Cost shares are in place currently with Hartford and New Britain on a case-by-case basis. The program needs to be state approved, meet cap, staff limits and student needs.

b. CLA Dashboard Discussion

Diane Waldron explained this division of CLA focuses on technology and creates dashboards. CLA met with BOE, City Staff and IT. They gathered information and put together a wire frame. City and BOE IT looked to see if they could do anything similar internally as the product CLA designed is costly. Commissioner O'Brien stated they received value from the exercise. The good news is staff can internally can work on this.

7. Comptroller's Office:

a. Transfer of \$6,000 from the General Fund Contingency account

Commissioner Heiser made a motion seconded by Commissioner Mace

"To transfer of \$6,000 from the General Fund Contingency for Barnes Chapel Repairs 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. Additional appropriation of \$51,235 within the Police Private Duty Fund

Commissioner O'Brien made a motion seconded by Commissioner Massarelli

"To make an additional appropriation of \$51,235 within the Police Private Duty Fund 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.

c. Additional appropriation of \$51,235 within the Equipment Building Sinking Fund

Commissioner Mace made a motion seconded by Commissioner Massarelli

"To make an additional appropriation of \$51,235 within the Equipment Building Sinking Fund 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. Transfer of \$1,077,765 within the Equipment Building Sinking Fund

Commissioner Campion made a motion seconded by Commissioner Heiser

"To make an additional appropriation of \$1,077,765 within the Equipment Building Sinking Fund to purchase Capital Outlay 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. Appointment of OPEB Advisor

Commissioner Heiser made a motion seconded by Commissioner
“To appoint Fiducient Advisors as the OPEB Trust Advisors through June 30, 2030.”
Chairman Maikowski stated the City went out to bid, the Comptroller and Treasurer are fund trustees and after an RFP process the recommendation was to appoint Fiducient.

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

5. Liaison Reports

None.

6. Chairman’s Report

Chairman Maikowski wanted to clarify a few things as far as budgets go. The Board of Finance has done a phenomenal job weighing the needs of everyone in the City. There are all sorts of numbers out there in regards to the BOE budget. From 2021 to 2026 ECS and Alliance Funds to the Board of Education had the following increases - in 2021 there was a 4.5% increase; 2022 a 2.7% increase; 2023 a 3% increase; 2025 a 4.8% increase; and in the upcoming fiscal a 5.6% increase. The Department of Education EdSight dashboard also has other information directly from information the Board of Education reports with increase of 5%, 8.67%, 6.94%, and 4.39%. The Board of Finance works hard to balance the needs of the City.

Chairman Maikowski thanked Glenn Heiser for his service to the Board of Finance.

7. New Business

None.

8. Old Business

None.

9. Adjournment

Commissioner O'Brien made a motion seconded by Commissioner Mace

"To adjourn at 6:50 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