

**City of Bristol
Regular Board of Finance Meeting
August 23, 2022**

A regular meeting of the Board of Finance was held on Tuesday, August 23, 2022 at 5:30 p.m. in City Hall West Meeting Room 1 and via Zoom. The following were in attendance: Chairperson John Smith, Commissioners Ron Burns, Glenn Heiser, Craig Kazemekas, Marie O'Brien, David Maikowski, and Mark Whitford. Mayor Jeffrey Caggiano and Commissioner Mace were absent. Also present from the Comptroller's Office: Diane Waldron and Robin Manuele.

August 16, 2022

Ladies and Gentlemen:

The regular Board of Finance Meeting will be held on Tuesday, August 23, 2022 at 5:30 p.m. in City Hall West Meeting Room 1, 131 North Main Street, Bristol, Connecticut.

Agenda

1. Call to order

Pledge of Allegiance

2. Reorganization of the Board

3. Public Participation

4. Consent Agenda

a. Approval of Minutes: Regular Meetings - July 26, 2022

b. Purchasing: Quarterly Update on the Local Bidding Preference- June 30, 2022

c. Building Department:

1. Additional appropriation totaling \$21,889 within the Building Department's operating budget as of June 30, 2022

2. Code Enforcement: Additional appropriation totaling \$6,231 within the Code Enforcement operating budget as of June 30, 2022

d. Library:

1. Transfer of \$8,367 within the Equipment Building Sinking Fund

2. Additional appropriation of \$29,950 within the Manross Memorial Fund

e. PRYCS: Additional appropriation of \$40,000 within the Special Grants and Donations Fund

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

g. ECD: Transfers totaling \$12,325 within the Community Development Block Grant Fund as of June 30, 2022

h. Sewer: Transfers totaling \$164,059 within the Sewer Operating and Assessment Fund as of June 30, 2022

i. Public Works:

1. Additional appropriation totaling \$21,384 within the Public Works operating budget as of June 30, 2022

2. Additional appropriation of \$49,887 within the Transfer Station operating budget as of June 30, 2022

3. Transfers totaling \$25,273 within the Transfer Station operating budget as of June 30, 2022

j. Various: Transfers totaling \$2,775,945 within the General Fund to closeout fiscal year 2022-2023

- k. Comptroller's Office:**
 - 1. Additional appropriation of \$4,529 within the WPC Capital Non-Recurring Fund as of June 30, 2022
 - 2. Additional appropriation of \$3,521 within the Equipment Building Sinking Fund as of June 30, 2022
 - 3. Additional appropriation of \$12,997 within the Capital Projects - Schools Fund as of June 30, 2022
 - 4. Additional appropriation of \$971 within the Capital Projects Fund as of June 30, 2022
 - 5. Additional appropriation of \$2,000 within the Capital Non-Recurring Fund as of June 30, 2022
 - 6. Additional appropriation of \$1,907 within the Road Improvements Fund as of June 30, 2022
 - 7. Additional appropriation of \$1,093,824 within the Police Department's Special Services as of June 30, 2022
- 5. Subcommittee Reports:
 - a. Insurance Committee - August 11, 2022
 - b. Purchasing Committee - August 18, 2022
- 6. Board of Education:
 - a. Budget Update
 - b. Appointment of BOF Member to the NEMS Building Committee
- 7. PRYCS: Approval of Petty Cash accounts for Arts & Culture & PRYCS - Youth & Community Services
- 8. Various:
 - a. Carryovers totaling \$943,574 within the General Fund from fiscal year 2021-2022 to fiscal year 2022-2023
 - b. Economic and Community Development: Carryovers totaling \$11,677 within the Community Development Block Grant Fund from fiscal year 2021-2022 to fiscal year 2022-2023
 - c. Water Pollution Control: Carryovers totaling \$784,842 within the Sewer Operating and Assessment Fund from fiscal year 2021-2022 to fiscal year 2022-2023
- 9. ARP Task Force: Additional appropriation of \$25,000 within the Coronavirus Recovery Fund
- 10. Liaison Reports
- 11. Chairman's Report
- 12. New Business:
- 13. Old Business:
- 14. Any other matter to come before said meeting
- 15. Adjournment

- 1. Call to order

Chairperson Smith called the meeting to order at 5:30 p.m.

- 2. Reorganization of the Board

Chairman Smith opened the floor for nominations for Vice Chairman.

Commissioner Burns made a motion seconded by Commissioner Maikowski “to nominate for Vice Chairman” with no other nominations Commissioner Burns moved to close the nominations.

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

3. Public Participation

None.

4. Consent Agenda

- a. **Approval of Minutes: Regular Meetings – July 26, 2022**
- b. **Purchasing: Quarterly Update on the Local Bidding Preference- June 30, 2022**
- c. **Building Department:**
 1. **Additional appropriation totaling \$21,889 within the Building Department’s operating budget as of June 30, 2022**
 2. **Code Enforcement: Additional appropriation totaling \$6,231 within the Code Enforcement operating budget as of June 30, 2022**
- d. **Library:**
 1. **Transfer of \$8,367 within the Equipment Building Sinking Fund**
 2. **Additional appropriation of \$29,950 within the Manross Memorial Fund**
- e. **PRYCS: Additional appropriation of \$40,000 within the Special Grants and Donations Fund**
- f. **Disability Commission: Additional appropriation of \$1,000 within the Special Grants and Donations Fund as of June 30, 2022**
- g. **ECD: Transfers totaling \$12,325 within the Community Development Block Grant Fund as of June 30, 2022**
- h. **Sewer: Transfers totaling \$164,059 within the Sewer Operating and Assessment Fund as of June 30, 2022**
- i. **Public Works:**
 1. **Additional appropriation totaling \$21,384 within the Public Works operating budget as of June 30, 2022**
 2. **Additional appropriation of \$49,887 within the Transfer Station operating budget as of June 30, 2022**
 3. **Transfers totaling \$25,273 within the Transfer Station operating budget as of June 30, 2022**
- j. **Various: Transfers totaling \$2,775,945 within the General Fund to closeout fiscal year 2022-2023**
- k. **Comptroller’s Office:**
 1. **Additional appropriation of \$4,529 within the WPC Capital Non-Recurring Fund as of June 30, 2022**
 2. **Additional appropriation of \$3,521 within the Equipment Building Sinking Fund as of June 30, 2022**
 3. **Additional appropriation of \$12,997 within the Capital Projects – Schools Fund as of June 30, 2022**
 4. **Additional appropriation of \$971 within the Capital Projects Fund as of June 30, 2022**

5. **Additional appropriation of \$2,000 within the Capital Non-Recurring Fund as of June 30, 2022**
6. **Additional appropriation of \$1,907 within the Road Improvements Fund as of June 30, 2022**
7. **Additional appropriation of \$1,093,824 within the Police Department's Special Services as of June 30, 2022**

Commissioner O'Brien made a motion seconded by Commissioner Burns

"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.

5. Subcommittee Reports:

a. Insurance Committee - August 11, 2022

Chairman Smith gave the report of the Insurance Committee from August 11 where the Committee met with FutureComp to discuss Workers Comp and Lockton to discuss Health Benefits.

Commissioner Whitford questioned the Heart & Hypertension claims filed and how many are eligible to file. Diane stated that information can be obtained for the Board. Commissioner Heiser questioned if an analysis is done regarding Stop Loss, which it was confirmed that it is performed by Lockton during the renewal period. Chairman Smith stated Lockton is very proactive.

Commissioner Burns made a motion seconded by Commissioner O'Brien

"To accept the Insurance Committee Report from August 11, 2022 and place on file."

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

b. Purchasing Committee - August 18, 2022

Commissioner Burns gave the report of the Purchasing Committee from August 18.

Roger discussed contracts and potential increases due to inflation and supply chain issues. A running tally is not being kept but totals for salt, road costs are being reported to the Purchasing Committee. John questioned what supply chain issues, the City is currently experiencing. Roger stated there were issues with BAIMS with specific items that were delayed in delivery. Ray Rogozinski stated on call contracts are distinguished differently than other contracts for projects. Discussion was held on transformers with Eversource. Ray stated this happened with the Memorial Boulevard Bridge project and the City was not told until the last minute. Chairman Smith thanked the Committee for staying on top of these issues.

Commissioner Maikowski made a motion seconded by Commissioner O'Brien

"To accept the Purchasing Committee Report from August 18, 2022 and place on file."

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

6. Board of Education:
a. Budget Update

Lynn Boisvert gave the budget update on fiscal year 2022 through June 30, 2022 as of August 5th and the end of year snapshot for Fiscal Year 2022 shows an available balance of \$412,150. Two purchase orders remain open from Special Education that are awaiting June invoices. It is anticipated the BOE will be under budget for the third consecutive year-end.

For fiscal year 2023 the first month snapshot shows an available balance of \$112,435,056 as the district begins to purchase supplies in July and invoicing has just begun. Salaries are not yet encumbered, as this will take place once all new staff is entered into the Munis accounting system.

The Bristol Public Schools Summer Food Service Program has been operating successfully in several locations by offering summer options to students and young children attending camps across the community. Programs at West Bristol, Bristol Central, Bristol Public Library, Cambridge Park, Bristol Boys, and Girls Club, Park & Rec Camps at Bristol Eastern and Mountain View, as well as Imagine Nation served a total of 2,605 breakfasts and 4,562 lunches. Reimbursement rates have increased (breakfast rate – 2.605 compared to 2.4625 last year; lunch rate 4.578 compared to 4.3175 last year), resulting in a Federal reimbursement of \$96,094. This additional summer revenue will help to sustain the program during the school year. Expenditures in the month of July only reflect one pay cycle, and supplies were purchased in June for July. The café snapshot at July 31, 2022, currently shows a positive balance of \$84,645 when added to the carry-over balance of \$987,740 gives a healthy reserve of 1,072,385 to put back into the program.

Commissioner Whitford questioned the enrollment with school starting next week. Dr. Carbone stated she can report at a future meeting on the enrollment. The schools are in the first phase of Reimagining 2023 which will have updated numbers in November.

b. Appointment of BOF Member to the NEMS Building Committee

Chairman Smith stated he is appointing Craig Kazemekas to the NEMS Building Committee, which will be forwarded to the City Council.

7. PRYCS: Approval of Petty Cash accounts for Arts & Culture & PRYCS – Youth & Community Services

Commissioner Whitford made a motion seconded by Commissioner Burns
“To approve Petty Cash accounts for PRYCS - Arts & Culture in the amount of \$50 and PRYCS – Youth & Community Services in the amount of \$150.”
Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

8. Various:

- a. Carryovers totaling \$943,574 within the General Fund from fiscal year 2021-2022 to fiscal year 2022-2023**

Commissioner O'Brien made a motion seconded by Commissioner Burns

"To approve carryovers from fiscal year 2021-2022 to fiscal year 2022-2023 totaling \$943,574 within the General Fund 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.

- b. Economic and Community Development: Carryovers totaling \$11,677 within the Community Development Block Grant Fund from fiscal year 2021-2022 to fiscal year 2022-2023**

Commissioner Burns made a motion seconded by Commissioner Maikowski

"To approve carryovers from fiscal year 2021-2022 to fiscal year 2022-2023 totaling \$11,677 within the Community Development Block Grant Fund 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.

- c. Water Pollution Control: Carryovers totaling \$784,842 within the Sewer Operating and Assessment Fund from fiscal year 2021-2022 to fiscal year 2022-2023**

Commissioner Maikowski made a motion seconded by Commissioner O'Brien

"To approve carryovers from fiscal year 2021-2022 to fiscal year 2022-2023 totaling \$784,842 within the Sewer Operating and Assessment Fund 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.

9. ARP Task Force: Additional appropriation of \$25,000 within the Coronavirus Recovery Fund

Commissioner Heiser made a motion seconded by Commissioner O'Brien

"To make an additional appropriation totaling \$25,000 within the Coronavirus Recovery Fund for various projects 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.

10. Liaison Reports

None

11. Chairman's Report

Chairman Smith stated everyone should tour the Boulevard School if they haven't already.

12. New Business:

Commissioner O'Brien made a motion seconded by Commissioner Burns

"To bring the Police Department items to the table."

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

Commissioner O'Brien made a motion seconded by Commissioner Maikowski

"To transfer \$14,450 from the General Fund Contingency account to Operating Transfers Out 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.

Chief Gould stated these are for temperature control HVAC units in the radio towers, the current HVAC system is at its end of life and will replace the current systems.

Commissioner O'Brien made a motion seconded by Commissioner Maikowski

"To make an additional appropriation totaling \$28,900 within the Special Grants and Donations Fund for the CT DSET Grant 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.

Diane stated the Police Department will present on the radio system for informational purposes with the funding request presented next month for approval. Chief Gould explained a few months ago they approached the Board for funding of the radio communications upgrade and at that time the Chief wanted to postpone the project until additional information could be provided. A Committee was formed to do further research involving all departments that use the radio system. Deputy Chief Morello and LT Mussen were in charge of the project and are here tonight.

LT Mussen explained that on December 1, 2022 any maintenance costs with the current system will be ala carte. He reviewed the August 2022 pricing provided by Motorola which is a four year pricing program. The cybersecurity package option is not being recommended as this issues is covered by IT systemwide as confirmed by Scott Smith. The Advanced Plus Package will be mostly software upgrades, with some hardware included through December 2026. The radio infrastructure is very important not only for Police and Fire but also for Public Works, Parks, Water, Sewer and BBHD. Commissioner Heiser questioned if this was for the most current package upgraded at the time, which will make the upgrade in four years easier. Also, if there is a service clause within the contract for a response time frame. Deputy Chief Morello stated there

is a response time built into the contract depending on the issue. The equipment list states the equipment which will be replaced in the upgrade. LT Rudolewicz from the Fire Department explained the process the Committee went through to get where they are today, looking at past service, and explaining how Motorola subs out all repairs through NorCom. Chief Gould discussed the backup system, discussions with state to use their system and the benefits to the department for a self-sustaining radio communications system. The current system is a closed secure system, and from a security stand point it is not recommended to open up the network via a cloud based service which would allow others into the system thereby exposing the system to outside sources. Diane explained the bond resolution will need to be updated for the next meeting with the new amounts for the upgrade portion only. The Chief will need to include the annual maintenance in his operating budget.

13. Old Business:

None

14. Any other matter to come before said meeting

Commissioner Whitford stated he has been doing some research with the pension and provided some exhibits from publications and performance of the pension fund and expressed his concerns on how Beirne does their benchmarking. Chairman Smith reminded the Board that these items are not under the purview of the Board of Finance. Commissioner Maikowski is the Board of Finance representative. If any other members attend the Pension meetings they are commenting under Public Participation as a citizen. Chairman Smith stated a few members from each Board are going to meet to discuss procedural issues which has come up recently. Commissioner Maikowski stated Beirne Wealth is the advisor to the Pension Board and giving the advice to the Board, hopefully this meeting will help resolve any issues that arose after the RFP. Discussion was held on the role of the Board of Finance in regards to the Pension Fund. Commissioner Heiser stated as a Board of Finance we don't want to tell them how to do their job, but the Board does want to see at what point the City would have to contribute to the Pension Fund if certain things happened within the fund. This might be an analysis for Milliman, not Beirne. John explained the Charter language is very specific, however the Board of Finance has a responsibility to the City and the taxpayers. The Board of Finance is here to help them, not take over.

15. Adjournment

Commissioner O'Brien made a motion seconded by Commissioner Burns

"To adjourn at 7:03 p.m."

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

Attest:

A handwritten signature in black ink, appearing to read "Diane M. Waldron". The signature is fluid and cursive, with the first name "Diane" being more prominent.

Diane M. Waldron
Board of Finance Clerk