

City of Bristol
Regular Board of Finance Meeting Minutes
May 27, 2025

A regular meeting of the Board of Finance was held on Tuesday, May 27, 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 (Zoom). 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:**
 - a. Regular Meetings– April 22, 2025 and April 22, 2025**
 - b. Budget Workshops – April 9, 2025**
 - b. Purchasing: Quarterly Update on the Local Bidding Preference- March 31, 2025**
 - c. Aging: Additional appropriation of \$3,535 within the Senior Activity Fund**
 - d. ECD: Transfers totaling \$3,250 within the Community Development Block Grant Fund**
 - e. Cemetery Commission: Additional appropriation of \$790 within the Capital Non-Recurring Fund**
 - f. Police Department: Additional appropriation totaling \$277,315 within the Special Grants and Donations Fund**
 - g. ROV: Transfer of \$3,300 within the ROV's operating budget**
 - h. Library: Additional appropriation of \$360 within the Library's operating budget**
 - i. Education: Additional appropriation totaling \$763,640 within the Special Education Grant Fund**
 - j. City Clerk: Transfer of \$1,500 within the City Clerk's operating budget**
 - k. Assessor:**
 - a. Transfer of \$940 within the Capital Non-Recurring Fund**
 - b. Transfer of \$2,000 within the Assessor's operating budget**
 - l. Public Works:**
 - a. Transfers totaling \$65,615 within the Public Works operating budget**
 - b. Transfer of \$8,500 within the Public Works operating budget**
 - c. Additional appropriation of \$62,000 and transfer of \$31,000 within the Capital Projects Funds**
 - m. Code Enforcement:**
 - a. Additional appropriation of \$105,897 within the Special Grants and Donations Fund**
 - b. Transfer totaling \$22,400 within the Special Grants and Donations Fund**
- 4. Purchasing:**
 - a. Transfer of \$55,000 from the General Fund Contingency and Additional Appropriation within the Equipment Building Sinking Fund**
- 5. Board of Education:**
 - a. Budget Update**
- 6. Comptroller's Office:**
 - a. Discussion of shared IT services with the BOE**
- 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:**
 - i. **Regular Meetings– April 22, 2025 and April 22, 2025**
 - ii. **Budget Workshops – April 9, 2025**
- b. **Purchasing: Quarterly Update on the Local Bidding Preference- March 31, 2025**
- c. **Aging: Additional appropriation of \$3,535 within the Senior Activity Fund**
- d. **ECD: Transfers totaling \$3,250 within the Community Development Block Grant Fund**
- e. **Cemetery Commission: Additional appropriation of \$790 within the Capital Non-Recurring Fund**
- f. **Police Department: Additional appropriation totaling \$277,315 within the Special Grants and Donations Fund**
- g. **ROV: Transfer of \$3,300 within the ROV's operating budget**
- h. **Library: Additional appropriation of \$360 within the Library's operating budget**
- i. **Education: Additional appropriation totaling \$763,640 within the Special Education Grant Fund**
- j. **City Clerk: Transfer of \$1,500 within the City Clerk's operating budget**
- k. **Assessor:**
 - i. **Transfer of \$940 within the Capital Non-Recurring Fund**
 - ii. **Transfer of \$2,000 within the Assessor's operating budget**
- l. **Public Works:**
 - i. **Transfers totaling \$65,615 within the Public Works operating budget**
 - ii. **Transfer of \$8,500 within the Public Works operating budget**
 - iii. **Additional appropriation of \$62,000 and transfer of \$31,000 within the Capital Projects Funds**
- m. **Code Enforcement:**
 - i. **Additional appropriation of \$105,897 within the Special Grants and Donations Fund**
 - ii. **Transfer totaling \$22,400 within the Special Grants and Donations Fund**

Commissioner O'Brien made a motion seconded by Commissioner Mace
"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. Purchasing:

a. Transfer of \$55,000 from the General Fund Contingency and Additional Appropriation within the Equipment Building Sinking Fund

Commissioner Mace made a motion seconded by Commissioner O'Brien

"To transfer of \$55,000 from the General Fund Contingency and Additional Appropriation within the Equipment Building Sinking Fund to purchase bids and contracts software for the Purchasing Department and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Roger Rousseau explained the software package and why he chose to go with this company. Commissioner O'Brien questioned if Roger went to West Hartford to see how Tyler/MUNIS worked. Roger explained he did and it was a very cumbersome process. Roger explained the cost of the system he is recommending includes 250 signatures, which covers the current bid volume but if the usage expands, more signatures may need to be purchased. The contract is for five years with a three percent increase over time. Mayor Caggiano stated Roger is retiring in July so this software is a future investment in Purchasing as well.

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

5. Board of Education:

a. Budget Update

Chairman Maikowski noted the BOE is not presenting tonight.

6. Comptroller's Office:

a. Discussion of shared IT services with the BOE

Mayor Caggiano stated the MOU between the City and BOE is being reviewed by the BOE outside Legal Counsel, Shipman and Goodwin.

7. Liaison Reports

Mayor Caggiano stated the SAFER grant opened up and updated the BOF on changes to the grant program. It is now a three-year funding program, providing 75% coverage, reduced from 100% in previous years. Mayor Caggiano stated the Chief cannot apply for it this year as funding was not approved in FY26 for the additional staffing. The BOF had a few questions on the changes of the grant, which the Mayor will get back to them on.

Commissioner Heiser gave an update on NEMS and indicated the beam signing was held a few weeks ago. Everything is running within budget to date.

Commissioner Peterson stated the Edgewood School Building Committee was canceled because the RFP is being revamped to send out for the whole building including the roof.

8. Chairman's Report

None.

9. New Business

None.

10. Old Business

None.

11. Adjournment

Mayor Caggiano made a motion seconded by Commissioner Mace

“To adjourn at 6:10 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