

City of Bristol
Regular Board of Finance Meeting Minutes
July 22, 2025

A regular meeting of the Board of Finance was held on Tuesday, July 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, John Lodovico, 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. Consent Agenda:**
 - a. Approval of Minutes: Regular Meetings– June 24, 2025**
 - b. Quarterly Update on the Local Bidding Preference- June 30, 2025**
 - c. Fire: Transfer of \$2,000 within the Special Grants and Donations Fund as of June 30, 2025**
 - d. IT: Transfers totaling \$5,983 within the IT operating budget as of June 30, 2025**
 - e. PRYCS: Additional appropriation of \$109,291 within the Parks operating budget**
 - f. City Council: Transfers totaling \$117,610 within the General Fund and an additional appropriation of \$5,725 within the CBDG Fund**
 - g. Comptroller's Office: Transfer of \$64,568 within the LoCIP Fund**
 - h. Public Works:**
 - a. Additional Appropriation of \$24,816 within the PW operating budget as of June 30, 2025**
 - b. Transfers totaling \$914,878 within the Capital Projects Fund**
 - i. Probate:**
 - a. Transfers totaling \$2,995 within the Probate operating budget as of June 30, 2025**
 - b. Transfer of \$1,200 within the Probate operating budget**
- 4. Water & Sewer Department: Budget Update**
- 5. Board of Education:**
 - a. Budget Update**
 - b. FY25 Budget Discussion**
- 6. Liaison Reports**
- 7. Chairman's Report**
- 8. New Business**
- 9. Old Business**
- 10. Adjournment**

- 1. Call to order**

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

- 2. Public Participation**

- 3. Consent Agenda:**
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 - b. Quarterly Update on the Local Bidding Preference- June 30, 2025**

- c. **Fire: Transfer of \$2,000 within the Special Grants and Donations Fund as of June 30, 2025**
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- g. **Comptroller's Office: Transfer of \$64,568 within the LoCIP Fund**
- h. **Public Works:**
 - 1. **Additional Appropriation of \$24,816 within the PW operating budget as of June 30, 2025**
 - 2. **Transfers totaling \$914,878 within the Capital Projects Fund**
- i. **Probate:**
 - 1. **Transfers totaling \$2,995 within the Probate operating budget as of June 30, 2025**
 - 2. **Transfer of \$1,200 within the Probate operating budget**

Commissioner O'Brien made a motion seconded by Commissioner Massarelli
"To approve the consent agenda and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Commissioner Peterson questioned what item 3f was for. Diane explained it was to allocate salary increases due to contract negotiation settlements for BPSA and an increases for non-bargaining employees.

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

4. Water & Sewer Department: Budget Update

Rob Longo provided a financial update for the Water & Sewer Department.

5. Board of Education: a. Budget Update

Jodi Bond provided a financial update for the BOE.
The BOE 2025 balance as of June 30, 2025 is (\$7,089,492). The General Control, Instruction, Transportation, Pupil Personnel Services, Benefits, and Operations and Maintenance of Plant facilities remain the most significant areas of concern. There are 135 POs open as of 7/17/25 for a total of \$771,599. These are primarily Special Education Tuition & Services, Transportation, and Eversource POs.

However, based on the reports run today, 7/22/25, there is a current total deficit of (\$6,632,105). Of this deficit, (\$1,522,649) is regular education, and (\$5,109,457) is special education. Of the regular education deficit, (\$933,329) is salaries and (\$589,319) is non salaries (legal fees, benefits, repairs & maintenance, utilities, transportation. There are currently 35 open Purchase Orders as of this report.

The cafeteria snapshot balance shows a surplus of \$411,750 as of June 30, 2025. 31,246 breakfasts, 62,976 lunches, and 0 snacks were served. The federal reimbursements stagger in, so it's a timing issue when full reimbursement for FY25 will be received. At the August meeting David Foulds will present more information on the School Lunch program.

There were transfers within the Athletics budget for transportation for sporting events.

As of July 1, 2025 1,856 of the 8,085 enrolled Bristol students are identified as requiring Special Education programming. This enrollment reflects 22.96% of the total BPS student population. As of July 1st, 131 students with disabilities required out of district placements at private special education school programs. There were 94 students requiring special education programming services at other public out-of-district schools, including magnet schools.

Commissioner Massarelli questioned if the 131 students was part of the 1856 or is in addition. Amy Martino will provide more detail at next month's meeting but based on the SpEd snapshot the 131 is included in the 1856..

During the month of June 2025, 26.5% of newly registered students were identified as students with special education programming needs at the time of registration; none of the newly enrolled students received their programming and services at an out-of-district special education school program. During the month of June, there were 17 211 calls and 4 911 calls

The office of Pupil Personnel Services looks forward to sharing with you our new visual model of data during next month's meeting.

Jeff Telke, Board of Education IT Director, discussed the progress of the creation of a dashboard which he has had prior experience with. He is meeting with various departments to analyze what needs to be done and will also need to coordinate with Muhammed Umair in IT on MUNIS accessibility and capabilities.

b. FY25 Budget Discussion

Commissioner Maikowski stated on July 7 the Board of Education sent a letter questioning how the 2% set aside funds reserved from 2020 – 2022 were allocated. A meeting was held with BOE and City representatives to discuss the process and allocation of these funds. There seems to be a discrepancy between how the BOE Chairman feels the money was used and how it was actually used. There were also questions on the BOE health insurance enrollment/head count numbers and upon further verification it was reconciled that the head count is within a few and the numbers are accurate.

Clarification of the State Statute authorizing the 2% set aside was discussed. All of the agreements made between the BOE and BOF on the use of these funds were made well before the date of the change to the statute. The new language, which was effective May 21, 2024, gives Boards of Education the authority to carry over up to 2% of surplus funds. All of the funds were already directed by the city and BOE prior to the change. The BOE did vote on how these funds were to be

used at the time of setting aside the funds which was, prior to the current administration. In the future if there are surplus funds, the BOE can set aside up to 2% of these funds without the approval of the City's fiscal authority (BOF and Joint Meeting). The BOF/City does not want to get into a legal battle with the Board of Education, which would be costly for both sides. The BOE should continue to do their due diligence, submit their final number before their final EFS reporting is due to the State.

Discussion was also held on providing funding for the BOE for the FY25 budget and the FY26 budget to meet MBR, and where it would come from. The City has already used Fund Balance to increase their budget. Chairman Maikowski stated there will be a special meeting on August 12 to allocate the necessary funding.

Commissioner O'Brien stated there was a meeting with BOE Executive Team, Diane, Robin and Lockton to discuss the insurance funding and discrepancies which have since been resolved.

5. Liaison Reports

Commissioner Lodovico and Peterson gave an update on the Edgewood PreK Building Committee meeting which was held last night. The RFP for Architects was reviewed and QA&M presented an option looking outside of the box on this project. This project is currently approved as a Targeted Alteration however if it was reclassified as a Renovate as New Project with significant cost upgrades the project would receive more state grant reimbursement and would not cost the City significantly more.

6. Chairman's Report

None.

7. New Business

None.

8. Old Business

None.

9. Adjournment

Commissioner O'Brien made a motion seconded by Commissioner Mace

"To adjourn at 6:27 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 a large initial "D" and a long, sweeping underline.

Diane M. Waldron
Board of Finance Clerk