

City of Bristol
Regular Board of Finance Meeting
October 25, 2022

A regular meeting of the Board of Finance was held on Tuesday, October 25, 2022 at 5:30 p.m. in City Hall West Meeting Room 1 and via Zoom. The following were in attendance: Chairperson John Smith, Mayor Jeffrey Caggiano, Commissioners Glenn Heiser, Craig Kazemekas (entered at 5:50 pm), David Maikowski, and Mark Whitford. Ron Burns, Marie O'Brien and Jon Mace via Zoom. Also present from the Comptroller's Office: Diane Waldron and Robin Manuele.

Agenda

- 1. Call to order**
Pledge of Allegiance
- 2. Public Participation**
- 3. Consent Agenda**
 - a. Approval of Minutes: Regular Meeting – September 27, 2022**
 - b. ECD: Transfer of \$75,000 within the Capital Projects Fund**
 - c. Code Enforcement: Additional appropriation totaling \$6,954 within the Special Grants and Donations Fund**
 - d. Public Works:**
 - 1. Transfer of \$34,000 within the Public Works operating budget**
 - 2. Transfer of \$10,000 within the General Fund**
 - 3. Additional appropriation of \$10,000 within the Equipment Building Sinking Fund**
 - 4. Additional appropriation of \$1,294 within the Perm Patch operating budget as of June 30, 2022**
 - e. Aging:**
 - 1. Additional appropriation of \$42,520 within the Senior Activities Fund**
 - 2. Additional appropriation of \$3,500 within the Special Grants and Donations Fund**
 - f. Police Department:**
 - 1. Transfer of \$2,000 within the Special Grants and Donations Fund**
 - 2. Additional appropriation totaling \$55,145 within the Asset Forfeiture Fund**
 - 3. Additional appropriation totaling \$3,260 within the Special Grants and Donations Fund**
 - g. PRYCS:**
 - 1. Additional appropriation of \$21,000 within the Special Grants and Donations Fund**
 - 2. Transfer of \$12,970 within the PRYCS operating budget**
 - h. Comptroller's Office: Transfer of \$7,520 within the Insurance operating budget**
- 4. Police Department:**
 - a. Transfer of \$18,000 from the General Fund Contingency Account**
 - b. Additional appropriation totaling \$36,000 within the Special Grants and Donations Fund**
- 5. Water & Sewer Department: Budget Update**
- 6. Board of Education:**
 - a. Budget Update**
 - b. Transfers totaling \$504,195 within the General Fund as of June 30, 2022**

- c. Additional appropriation totaling \$504,195; \$31,000 within the Capital Projects - Schools Fund and \$473,195 within the Equipment Building Sinking Fund
- 7. Comptroller's Office:
 - a. Transfers totaling \$9,403 from the General Fund Contingency account as of June 30, 2022
 - b. Transfer of \$2,000 from the General Fund Contingency account
 - c. Additional appropriation of \$4,747,605 within the General Fund as of June 30, 2022
 - d. Transfer of \$272,299 within the General Fund as of June 30, 2022
 - e. Transfer of \$600,000 from the General Fund Contingency account as of June 30, 2022
 - f. Carryover of \$600,000 within the General Fund from fiscal year 2021-2022 to fiscal year 2022-2023
 - g. Approval of Assigned Fund Balance within the General Fund of \$4,277,698 as of June 30, 2022
 - h. Approval of Committed Fund Balance within the General Fund of \$3,246,047 as of June 30, 2022
- 8. Liaison Reports
- 9. Chairman's Report
- 10. New Business:
- 11. Old Business:
- 12. Any other matter to come before said meeting
- 13. Adjournment

PER ORDER OF THE CHAIRPERSON
John E. Smith

- 1. Call to order

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

- 2. Public Participation

None.

- 3. Consent Agenda

- a. Approval of Minutes: Regular Meeting - September 27, 2022
- b. ECD: Transfer of \$75,000 within the Capital Projects Fund
- c. Code Enforcement: Additional appropriation totaling \$6,954 within the Special Grants and Donations Fund
- d. Public Works:
 - 1. Transfer of \$34,000 within the Public Works operating budget
 - 2. Transfer of \$10,000 within the General Fund
 - 3. Additional appropriation of \$10,000 within the Equipment Building Sinking Fund
 - 4. Additional appropriation of \$1,294 within the Perm Patch operating budget as of June 30, 2022
- e. Aging:
 - 1. Additional appropriation of \$42,520 within the Senior Activities Fund

2. Additional appropriation of \$3,500 within the Special Grants and Donations Fund
- f. Police Department:
 1. Transfer of \$2,000 within the Special Grants and Donations Fund
 2. Additional appropriation totaling \$55,145 within the Asset Forfeiture Fund
 3. Additional appropriation totaling \$3,260 within the Special Grants and Donations Fund
- g. PRYCS:
 1. Additional appropriation of \$21,000 within the Special Grants and Donations Fund
 2. Transfer of \$12,970 within the PRYCS 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."

It was noted Commissioner Heiser was absent from the September 27, 2022 Board of Finance meeting.

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

- 4. Police Department:**
- a. Transfer of \$18,000 from the General Fund Contingency Account**

Commissioner Mace made a motion seconded by Mayor Caggiano
 “To transfer \$18,000 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.

- b. Additional appropriation totaling \$36,000 within the Special Grants and Donations Fund**

Commissioner Mace made a motion seconded by Mayor Caggiano
 “To make an additional appropriation of \$36,000 within the Special Grants and Donations Fund
 funded by the 2022 Bulletproof Vest Partnership 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.

- ## 5. Water & Sewer Department: Budget Update

Robert Longo, Superintendent provided updates for the Water & Sewer Department and highlighted a few areas within each budget.

6. Board of Education:

a. Budget Update

Financial information was provided, no formal presentation this month.

Commissioner Whitford asked the Superintendent to respond to the recent test scores of Bristol students compared to the State. Superintendent Dr. Carbone explained Bristol's smarter balance and growth scores outperformed surrounding communities. In many grades, and in most schools, Bristol is performing better than pre-pandemic years. Commissioner Heiser questioned what this was attributable to, to which Dr. Carbone stated the curriculum was rewritten. For example, there is a new math curriculum for grades K-10. Chairman Smith questioned the social and emotional well-being of the students. Dr. Carbone stated this shows up within interaction in peers, more so last year than this year. 2022-2023 has started out as a successful year.

b. Transfers totaling \$504,195 within the General Fund as of June 30, 2022

Commissioner Maikowski made a motion seconded by Mayor Caggiano "To makes transfers totaling \$504,195 within the General Fund as of June 30, 2022 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. Additional appropriation totaling \$504,195; \$31,000 within the Capital Projects - Schools Fund and \$473,195 within the Equipment Building Sinking Fund

Commissioner Burns made a motion seconded by Mayor Caggiano "To make an additional appropriation totaling \$504,195; \$31,000 within the Capital Projects - Schools Fund and \$473,195 within the Equipment Building Sinking 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.

7. Comptroller's Office:

a. Transfers totaling \$9,403 from the General Fund Contingency account as of June 30, 2022

Commissioner Heiser made a motion seconded by Mayor Caggiano "To makes transfers totaling \$9,403 from the General Fund Contingency account for year-end transfers as of June 30, 2022 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. Transfer of \$2,000 from the General Fund Contingency account

Mayor Caggiano made a motion seconded by Commissioner Mace

"To transfer \$2,000 from the General Fund Contingency account for the Disability Commission."
Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

c. Additional appropriation of \$4,747,605 within the General Fund as of June 30, 2022

Commissioner Burns made a motion seconded by Mayor Caggiano

"To make an additional appropriation totaling \$4,747,605 within the General Fund to allocate surplus funds as of June 30, 2022 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.

d. Transfer of \$272,299 within the General Fund as of June 30, 2022

Commissioner Maikowski made a motion seconded by Mayor Caggiano

"To transfer \$272,299 from the General Fund Contingency account for Compensated Absences as of June 30, 2022 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. Transfer of \$600,000 from the General Fund Contingency account as of June 30, 2022

Commissioner Maikowski made a motion seconded by Commissioner Mace

"To transfer \$600,000 from the General Fund Contingency account for Commodities as of June 30, 2022 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.

f. Carryover of \$600,000 within the General Fund from fiscal year 2021-2022 to fiscal year 2022-2023

Commissioner Maikowski made a motion seconded by Commissioner Mace

"To approve carryovers of \$600,000 from fiscal year 2021-2022 to fiscal year 2022-2023 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.

g. Approval of Assigned Fund Balance within the General Fund of \$4,277,698 as of June 30, 2022

Commissioner Heiser made a motion seconded by Commissioner O'Brien
"To approve Assigned Fund Balance within the General Fund of \$4,277,698 as of June 30, 2022."
Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

h. Approval of Committed Fund Balance within the General Fund of \$3,246,047 as of June 30, 2022

Commissioner Heiser made a motion seconded by Commissioner O'Brien
"To approve Committed Fund Balance within the General Fund of \$3,246,047 as of June 30, 2022."
Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

8. Liaison Reports

None

9. Chairman's Report

Chairman Smith spoke with Corporation Counsel, they are drafting the Conflict of Interest policy, which will go before City Council for review. Chairman Maikowski confirmed this would be for all Boards, Mayor Caggiano stated that is being discussed.

10. New Business:

Commissioner Whitford questioned how health care costs are trending. Diane Waldron stated the actuaries are working on the OPEB report.

11. Old Business:

12. Any other matter to come before said meeting

Commissioner O'Brien left the meeting at 6:15 p.m.

Chairman Smith stated the Purchasing Committee hasn't met the past few months but would ask the Chairman provide a status update when they meet again.

13. Adjournment

Mayor Caggiano made a motion seconded by Commissioner

“To adjourn at 6:17 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