



City of Bristol
Board of Finance Meeting
April 28, 2020

A meeting of the Board of Finance was held on Tuesday, April 28, 2020 at 5:30 p.m. via WebEx. The following were in attendance: Chairperson John Smith, Mayor Ellen Zoppo-Sassu, Commissioners Ron Burns, Orlando Calfe, Jon Mace, Nicolas Jones, Mike LaMothe, Marie O'Brien and Cheryl Thibeault. Also present from the Comptroller's Office: Diane Waldron and Robin Manuele.

April 22, 2020

Ladies and Gentlemen:

The regular Board of Finance Meeting will be held on **Tuesday, April 28, 2020** at 5:30 p.m. in City Hall Council Chambers, 111 North Main Street, Bristol, Connecticut.

Agenda

1. Call to order
Pledge of Allegiance
2. Public Participation
3. Consent Agenda
 - a. Approval of Minutes: Regular Meeting – March 24, 2020 and Special Meeting – April 7, 2020
 - b. Approval of Minutes: Budget Hearings – March 24, 2020 and March 26, 2020
 - c. Purchasing: Quarterly Update on the Local Bidding Preference- March 31, 2020
 - d. Building Department: Additional appropriation of \$46,203 within the Special Grants and Donations Fund
 - e. Economic and Community Development:
 1. To place on file the Economic and Community Development Incentive Updates
 2. Transfer of \$10,000 within the Community Development Block Grant Fund
 - f. Probate Court: Transfers totaling \$1,425 within the Probate Court operating budget
 - g. Water & Sewer: Transfer of \$20,000 within the Sewer Operating and Assessment Fund
 - h. Human Resources: Transfer of \$900 within the General Fund
 - i. Energy Commission: Additional appropriation of \$825 within the Energy Efficiency Fund
 - j. Fire Department: Transfers totaling \$19,500 within the Fire Department's operating budget
 - k. Public Works:

1. Transfers totaling \$20,000 within the Public Works operating budget
2. Transfers totaling \$68,000 within the Public Works operating budget
3. Transfers totaling \$65,936 within the Public Works operating budget
1. Building Department: Transfer of \$290 within the Equipment Building Sinking Fund
4. Committee Reports: Insurance Committee - March 25, 2020
5. Probate Court:
 - a. Additional Appropriation of \$3,175 within the Equipment Building Sinking Fund
 - b. Transfer of \$15,505 within the Equipment Building Sinking Fund
6. Library:
 - a. Transfer of \$17,500 from the General Fund Contingency account
 - b. Additional appropriation of \$17,500 within the Special Grants and Donations Fund
7. Human Resources: Transfer of \$50,000 from the General Fund Contingency Account
8. Tax Office: Transfer of \$950 from the General Fund Contingency Account
9. Board of Education: Budget Update
10. Liaison Reports
11. Chairman's Report
12. New Business:
13. Old Business:
14. Any other matter to come before said meeting
15. 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

3. Consent Agenda

- a. Approval of Minutes: Regular Meeting - March 24, 2020 and Special Meeting - April 7, 2020
- b. Approval of Minutes: Budget Hearings - March 24, 2020 and March 26, 2020
- c. Purchasing: Quarterly Update on the Local Bidding Preference- March 31, 2020
- d. Building Department: Additional appropriation of \$46,203 within the Special Grants and Donations Fund
- e. Economic and Community Development:
 1. To place on file the Economic and Community Development Incentive Updates
 2. Transfer of \$10,000 within the Community Development Block Grant Fund

- f. **Probate Court: Transfers totaling \$1,425 within the Probate Court operating budget**
- g. **Water & Sewer: Transfer of \$20,000 within the Sewer Operating and Assessment Fund**
- h. **Human Resources: Transfer of \$900 within the General Fund**
- i. **Energy Commission: Additional appropriation of \$825 within the Energy Efficiency Fund**
- j. **Fire Department: Transfers totaling \$19,500 within the Fire Department's operating budget**
- k. **Public Works:**
 - 1. **Transfers totaling \$20,000 within the Public Works operating budget**
 - 2. **Transfers totaling \$68,000 within the Public Works operating budget**
 - 3. **Transfers totaling \$65,936 within the Public Works operating budget**
- l. **Building Department: Transfer of \$290 within the Equipment Building Sinking Fund**

Commissioner O'Brien made a motion seconded by Commissioner LaMothe

"To approve the consent agenda and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Mayor Zoppo Sassu requested to remove Item 3j. from the Agenda.

Commissioner O'Brien amended the motion seconded by Commissioner LaMothe

"To remove item 3j. from the Agenda"

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

4. **Committee Reports: Insurance Committee – March 25, 2020**

John stated the Insurance Committee met to discuss the Builders Risk Insurance for the Memorial Boulevard and it will be in place for May 1.

Commissioner Burns made a motion seconded by Commissioner O'Brien

"To accept the Insurance Committee report from March 25, 2020 and place on file."

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

5. **Probate Court:**

- a. **Additional Appropriation of \$3,175 within the Equipment Building Sinking Fund**

Commissioner Calfe made a motion seconded by Commissioner LaMothe
"To make an additional appropriation of \$3,175 within the Equipment Building Sinking Fund for security improvements at the Probate Court funded by contributions from the Town of Plymouth 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 \$15,505 within the Equipment Building Sinking Fund

Commissioner Jones made a motion seconded by Commissioner LaMothe
"To transfer \$15,505 within the Equipment Building Sinking Fund for security improvements at the Probate Court 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.

6. Library:

a. Transfer of \$17,500 from the General Fund Contingency account

Commissioner O'Brien made a motion seconded by Commissioner Burns
"To transfer \$17,500 from the General Fund Contingency Account to Operating Transfers Out - Special Revenue 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 of \$17,500 within the Special Grants and Donations Fund

Commissioner LaMothe made a motion seconded by Commissioner O'Brien
"To make an additional appropriation of \$17,500 within the Special Grants and Donations Fund for the city match of the CT State Historic Preservation 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.

7. Human Resources: Transfer of \$50,000 from the General Fund Contingency Account

Commissioner Thibeault made a motion seconded by Commissioner O'Brien

"To transfer \$50,000 from the General Fund Contingency Account to the Claims -

In the coming weeks the BOE will begin to forecast their year-end balance, though due to the unprecedented climate and volatility caused by the Covid-19 virus, year-end projections may take some additional time.

March 12th was the last day for in school meal distribution. On March 16th, the Food Service Program shifted from in-school services to services across the community of Bristol to ensure food security to children during the closure of school. They have worked in partnership with the Bristol Burlington Health District. To date, 23,724 breakfasts and lunches totaling 47,448 meals have been served to children throughout the Bristol community. On March 25th, food service expanded to include distribution at Cambridge Park at Davis Drive, Coppermine Village Apartments at Shawn Drive, Huntington Woods at Blakeslee Street, Zbikowski Park Apartments at Lake Ave and the Rockwell Park Pavilion. Food distribution is currently 3 times per week, Monday, Wednesday and Friday for an hour at each location. There will be a phase 3 food distribution plan in the upcoming weeks.

There will be a "normal" cafeteria update at the next meeting, with an increase in hours worked by staff; and also additional reimbursement that reflects the various locations and quantities of meals distributed to the Bristol Community.

There were only five minor transfers for the month of March.

10. Liaison Reports

11. Chairman's Report

12. New Business:

Mayor Zoppo Sassu made a motion seconded by Commissioner Burns
"To bring the DMV Parking Ticket Violation Agreement to the table"
Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

Mayor Zoppo Sassu stated this is a coordinated effort to collect parking tickets with DMV.

Tom Conlin, Corporation Counsel, stated generally the state contracts demand indemnification and do not release them. The recommendation is to release the language as this process is beneficial to collecting outstanding revenue. Commissioner Calfe questioned how this interacted with the DMV, Mayor Zoppo Sassu stated this would prevent registration after five unpaid parking tickets. This is similar to what happens with car taxes. The City has been working on this for a while to collect the dormant revenue. Diane stated the Police Department is working on getting the software up and running.

Mayor Zoppo Sassu made a motion seconded by Commissioner Burns
"To waive the indemnification contract language within the DMV Parking Ticket Violation Agreement with the State of Connecticut."

Deductible account and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance.”

Robin Manuele explained Trident performed an internal claims deductible audit and sent several invoices dating back to 2014, Human Resources did review each one individually, but the City owed \$41,215 and as a result additional funds are needed. Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

8. Tax Office: Transfer of \$950 from the General Fund Contingency Account

Commissioner LaMothe made a motion seconded by Commissioner O’Brien
“To transfer \$950 from the General Fund Contingency Account to the Tax Office - Repairs and Maintenance account.”

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

9. Board of Education: Budget Update

Jill Browne gave the monthly Board of Education update, the three areas of the budget which currently exceed the budgeted amounts are: General Control, Transportation, and Special Education.

The supply line in General Control accounts for much of the overage has been for the purchase of paper throughout the District. An additional \$120,000 has been encumbered for transportation, though this is expected to change significantly based on what is owed to First Student through the end of the fiscal year is negotiated. Governor Lamont’s Executive Order No. 7R specifies that public school systems must continue to pay out on contracts in order for busing companies to keep their drivers employed and covered by their existing health insurance plans. The BOE has reached out to the transportation vendors referencing this executive order, and requested such documentation, as well as an updated invoice, and have begun to negotiate these amounts.

Special Education is currently over-budget by approximately \$679,000. While staff and professional services account for a small portion of the deficit, it is the cost of private outplaced tuitions that cause this area of the budget to be over-budget. This number may improve, slightly as final purchase orders are reconciled.

Year-to-date, the district has collected approximate \$2,066,103 in rental, tuition, Medicaid and Excess Cost Grant revenue. The CSDE just issued an updated estimate of excess cost revenue; at this time, it is estimated at an additional \$1.506 million. According to the CSDE website, Bristol qualifies for \$4.59 million in funding but will receive approximately \$3.23 million – just over 70% due to capped entitlement.

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

13. Old Business:

14. Any other matter to come before said meeting

15. Adjournment

Commissioner Burns made a motion seconded by Commissioner O'Brien

"To adjourn at 6:07 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

