

**City of Bristol**  
**Regular Board of Finance Meeting**  
**December 20, 2022**

A regular meeting of the Board of Finance was held on Tuesday, December 20, 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 Ron Burns, Glenn Heiser, Craig Kazemekas, David Maikowski, Jon Mace, and Marie O'Brien. Mark Whitford on 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 - November 22, 2022
  - b. Approval of 2023 Meeting Calendar
  - c. Assessor:
    1. Transfer of \$15,000 within the Capital Non-Recurring Fund
    2. Transfer of \$1,000 within the Assessor's operating budget
  - d. ECD: Transfers totaling \$41,561 within the Community Development Block Grant Fund
  - e. Public Works: Additional appropriation of \$3,370,500 within the Capital Projects Fund
  - f. PRYCS: Transfer of \$12,970 within the PRYCS operating budget
  - g. Police Department:
    1. Additional appropriation of \$249,681 within the Special Grants and Donations Fund
    2. Transfer of \$2,000 of within the Police Department's operating budget
4. Subcommittee Reports: Purchasing Committee - December 15, 2022
5. Human Resources: Transfer of \$6,000 from the General Fund Contingency account
6. Comptroller's Office:
  - a. Transfer of \$19,485 from the General Fund Contingency account
  - b. To make additional appropriation totaling \$2,513,736 within the Road Improvements Fund
  - c. To make transfers totaling \$852,497 within the Road Improvements Fund
  - d. To decrease appropriations totaling \$921,957 within the Road Improvements Fund
7. Liaison Reports
8. Chairman's Report
9. New Business:
10. Old Business:
11. Any other matter to come before said meeting

12. 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 - November 22, 2022**
- b. **Approval of 2023 Meeting Calendar**
- c. **Assessor:**
  - 1. **Transfer of \$15,000 within the Capital Non-Recurring Fund**
  - 2. **Transfer of \$1,000 within the Assessor's operating budget**
- d. **ECD: Transfers totaling \$41,561 within the Community Development Block Grant Fund**
- e. **Public Works: Additional appropriation of \$3,370,500 within the Capital Projects Fund**
- f. **PRYCS: Transfer of \$12,970 within the PRYCS operating budget**
- g. **Police Department:**
  - 1. **Additional appropriation of \$249,681 within the Special Grants and Donations Fund**
  - 2. **Transfer of \$2,000 of within the Police Department's operating budget**

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.

**4. Subcommittee Reports: Purchasing Committee - December 15, 2022**

Commissioner Burns gave the report of the Purchasing Committee. Discussion was held on commodities which have escalated in price that may impact the budget including road salt, gasoline, diesel fuel and heating fuel. Also discussed was Public Act 22-25 relating to the purchase of electric vehicles and associated charging stations. Commissioner O'Brien questioned the number of EV spots and number of handicapped spots that are required at a school project,

and how many in total will be reserved for these specific designations. The total was not known at the meeting and will be investigated.

Commissioner Maikowski made a motion seconded by Mayor Caggiano  
"To accept the Purchasing Committee report of December 15, 2022 and place on file."  
Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

**5. Human Resources: Transfer of \$6,000 from the General Fund Contingency account**

Commissioner O'Brien made a motion seconded by Mayor Caggiano  
"To transfer \$6,000 from the General Fund Contingency account to Human Resources - Schooling 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. Comptroller's Office:  
a. Transfer of \$19,485 from the General Fund Contingency account**

Commissioner Mace made a motion seconded by Commissioner Burns  
"To transfer \$19,485 from the General Fund Contingency account to the Comptroller's Office operating budget for Part Time wages and Professional Fees 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. To make additional appropriation totaling \$2,513,736 within the Road Improvements Fund**

Commissioner Heiser made a motion seconded by Mayor Caggiano  
"To make an additional appropriation totaling \$2,513,736 within the Road Improvements 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. To make transfers totaling \$852,497 within the Road Improvements Fund**

Commissioner Burns made a motion seconded by Mayor Caggiano  
"To make transfers totaling \$852,497 within the Road Improvements 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.

**d. To decrease appropriations totaling \$921,957 within the Road Improvements Fund**

Mayor Caggiano made a motion seconded by Commissioner Mace  
“To decrease appropriations totaling \$921,957 within the Road Improvements 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. Liaison Reports**

Commissioner Burns gave a report as the liaison of the Fire Board. Tower 1 & 2 went out of service at the same time. An Engine was borrowed from Waterbury in the interim. The new Engine 3 has arrived and will have a backing in ceremony in the near future. The wall in front of Fire Station 3 was struck during the latest storm, which is a known problem which will be resolved with the new firehouse.

**8. Chairman’s Report**

Chairman Smith stated the Award of Excellence for Financial Reporting was received by the City from the Government Finance Officers’ Association. Although the City has received this in the past it gets more difficult to maintain that year over year with the increase in reporting requirements. The criteria changes frequently and he would like Comptroller to review some of the more recent changes at a future Board of Finance meeting. The Board and the public should be proud of the job the Comptroller’s Office does in presenting the City’s finances.

Chairman Smith questioned the status of the current audit. Diane stated it is in second review, and hopefully will be received within the next few days.

**9. New Business:**

Commissioner Maikowski made a motion seconded by Commissioner Mace

“To bring the Public Works item to the table.”

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

Ray Rogozinski explained Public Works was having a new body installed on a 10 wheel dump truck as part of the Fleet replacement budget to extend the life of an existing truck. Public Works was scheduled to replace the tank that holds the liquid magnesium, but it made more sense to have it replaced now by the vendor and put the truck back into use for winter operations. The surplus funds comes from savings of a bid for the roadside mower.

Commissioner Maikowski made a motion seconded by Mayor Caggiano  
"To transfer \$10,903 within the Public Works operating budget 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. Old Business:**

*None*

**11. Any other matter to come before said meeting**

*None*

**12. Adjournment**

Commissioner O'Brien made a motion seconded by Commissioner Mace

"To adjourn at 5:55 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