



**City of Bristol  
Board of Finance Meeting  
March 24, 2020**

A meeting of the Board of Finance was held on Tuesday, March 24, 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, Jake Carrier, Nicolas Jones, Mike LaMothe, Marie O'Brien and Cheryl Thibeault. Also present from the Comptroller's Office: Diane Waldron and Robin Manuele.

March 20, 2020

Ladies and Gentlemen:

The regular Board of Finance Meeting will be held on **Tuesday, March 24, 2020** at 5:30 p.m. in City Hall Council Chambers, 111 North Main Street, Bristol, Connecticut.

**REVISED**  
**Agenda**

1. Call to order  
*Pledge of Allegiance*
2. Public Participation
3. Consent Agenda
  - a. Approval of Minutes: Regular Meeting – February 25, 2020
  - b. Approval of Minutes: Budget Hearings – February 25, 2020, February 27, 2020, March 2, 2020 and March 5, 2020
  - c. Economic and Community Development:
    1. To place on file the Economic and Community Development Incentive Updates
    2. Additional appropriation of \$1,280 within the Special Grants and Donations Fund
  - d. Public Works:
    1. Additional appropriation of \$3,000 within the Special Grants and Donations Fund
    2. Transfer of \$7,350 within the Transfer Station Fund
  - e. Police Department:
    1. Additional appropriation of \$178,396 within the Police Drug Forfeiture Fund
    2. Additional appropriation of \$112,728 within the Police Drug Forfeiture Fund
    3. Additional appropriation of \$14,838 within the Special Grants and Donations Fund

4. Transfer totaling \$1,305 within the Special Grants and Donations Fund
4. Committee Reports:
  - a. Insurance Committee – March 11, 2020
  - b. Insurance Committee – March 23, 2020
5. Purchasing: To award Contract 2P20-030 Worker’s Compensation Claims Administration and Risk Management Services to Omni Underwriting Managers LLC dba FutureComp
6. Water Department: Update on Financials
7. Comptroller’s Office:
  - a. To create a new fund - Road Improvements Fund
  - b. Transfer of \$200,000 within the School Capital Projects Fund
8. Parks, Recreation, Youth and Community Services: Additional Appropriation of \$160,000 within the LoCIP Fund
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 – February 25, 2020
- b. Approval of Minutes: Budget Hearings – February 25, 2020, February 27, 2020, March 2, 2020 and March 5, 2020
- c. Economic and Community Development:
  1. To place on file the Economic and Community Development Incentive Updates
  2. Additional appropriation of \$1,280 within the Special Grants and Donations Fund
- d. Public Works:
  1. Additional appropriation of \$3,000 within the Special Grants and Donations Fund
  2. Transfer of \$7,350 within the Transfer Station Fund
- e. Police Department:
  1. Additional appropriation of \$178,396 within the Police Drug Forfeiture Fund

2. **Additional appropriation of \$112,728 within the Police Drug Forfeiture Fund**
3. **Additional appropriation of \$14,838 within the Special Grants and Donations Fund**
4. **Transfer totaling \$1,305 within the Special Grants and Donations Fund**

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."

Commissioner O'Brien requested to remove item 3b. from the Consent Agenda.

Commissioner Jones	Yes	Commissioner Lamothe	Yes
Commissioner Mace	Yes	Commissioner O'Brien	Yes
Commissioner Calfe	Yes	Mayor Zoppo Sassu	Yes
Commissioner Mace	Yes	Chairman Smith	Yes
Commissioner Burns	Yes		

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

Commissioner Thibeault made a motion seconded by Commissioner Calfe  
"To approve item 3b. and place on file."

Commissioner Jones	Yes	Commissioner Lamothe	Yes
Commissioner Mace	Yes	Commissioner O'Brien	Yes
Commissioner Calfe	Yes	Mayor Zoppo Sassu	Yes
Commissioner Mace	Yes	Chairman Smith	Yes
Commissioner Burns	Yes		

Following a roll call vote, the Chairperson declared the motion carried. Commissioner O'Brien and Mace abstained.

#### **4. Committee Reports:**

##### **a. Insurance Committee - March 11, 2020**

Chairman Smith gave the Insurance Committee report of March 11. The Committee discussed Workers' Compensation Insurance, as the new TPA for Workers' Compensation will be starting on July 1. Insurance requirements for Board of Education Administrative coaches were discussed and the BOE is developing a waiver for review. Lockton met with the Committee to discuss the City's Health Insurance renewal.

**b. Insurance Committee - March 23, 2020**

Chairman Smith gave the Insurance Committee report of March 23. The Committee discussed proposals for the Memorial Boulevard builder's risk insurance, however a decision was not made. The Committee will be meeting again tomorrow morning to decide on a proposal as the current policy is set to expire at the end of the month. The Building Committee has a meeting on Thursday evening and will know what the Insurance Committee has decided for a cost going forward.

Commissioner Jones made a motion seconded by Commissioner LaMothe  
"To accept the Insurance Committee reports from March 11, 2020 and March 23, 2020 and place on file."

Commissioner Jones	Yes	Commissioner Lamothe	Yes
Commissioner Mace	Yes	Commissioner O'Brien	Yes
Commissioner Calfe	Yes	Mayor Zoppo Sassu	Yes
Commissioner Mace	Yes	Chairman Smith	Yes
Commissioner Burns	Yes		

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

**5. Purchasing: To award Contract 2P20-030 Worker's Compensation Claims Administration and Risk Management Services to Omni Underwriting Managers LLC dba FutureComp**

Commissioner O'Brien made a motion seconded by Commissioner Burns  
"To award contract 2P20-030 Worker's Compensation Claims Administration and Risk Management Services to Omni Underwriting LLC dba FutureComp in the amount of \$99,830 annual and a one-time data conversion cost of \$3,500."

Commissioner Jones	Yes	Commissioner Lamothe	Yes
Commissioner Mace	Yes	Commissioner O'Brien	Yes
Commissioner Calfe	Yes	Mayor Zoppo Sassu	Yes
Commissioner Mace	Yes	Chairman Smith	Yes
Commissioner Burns	Yes		

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

**6. Water Department: Update on Financials**

Rob Longo, Water Superintendent reviewed the February 2020 Monthly Income Statement for the Water Department. Revenues are up due to the rate increases put in place last year, the New Britain agreement is up as they are purchasing water since January and Contractor Services is down due to the timing of paving services. Commissioner Thibeault questioned the cell tower leases, Rob explained there are four cell companies which lease on two towers that have 3% escalators over the life of the contract. Diane questioned the billings and collections payroll expense, Rob stated he would follow up with more information on that line item.

Commissioner O'Brien made a motion seconded by Commissioner Burns  
"To place the report on file."

Commissioner Jones	Yes	Commissioner Lamothe	Yes
Commissioner Mace	Yes	Commissioner O'Brien	Yes
Commissioner Calfe	Yes	Mayor Zoppo Sassu	Yes
Commissioner Mace	Yes	Chairman Smith	Yes
Commissioner Burns	Yes		

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

**7. Comptroller's Office:**

**a. To create a new fund - Road Improvements Fund**

Commissioner Calfe made a motion seconded by Commissioner Thibeault  
"To create a new fund - Road Improvements Fund"

Diane explained the General Fund budget for road improvements is approximately \$1.5 million, and the Municipal Grants-in-Aid is received in May or June and has to be spent by June 30. The new fund will account for all road improvements and eliminate the need for future carryovers. Commissioner LaMothe questions if it will serve a purpose for anything else. Diane explained it will only be accessible by Public Works for road improvements as the account is now.

Commissioner Jones	Yes	Commissioner Lamothe	Yes
Commissioner Mace	Yes	Commissioner O'Brien	Yes
Commissioner Calfe	Yes	Mayor Zoppo Sassu	Yes
Commissioner Mace	Yes	Chairman Smith	Yes
Commissioner Burns	Yes		

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

**b. Transfer of \$200,000 within the School Capital Projects Fund**

Mayor Zoppo Sassu made a motion seconded by Commissioner LaMothe  
"To transfer \$200,000 from the Capital Projects - Schools Contingency Fund to the Greene Hills Legal Fees account and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Commissioner Thibeault stated it's been a while since the Board was updated in Executive Session on the litigation at Greene Hills, and how much has been spent to date on the project. Robin Manuele stated \$403 thousand has been spent to date. Chairman Smith stated when things are back to normal an update can be requested from Corporation Counsel.

Commissioner Jones	Yes	Commissioner Lamothe	Yes
Commissioner Mace	Yes	Commissioner O'Brien	Yes
Commissioner Calfe	Yes	Mayor Zoppo Sassu	Yes
Commissioner Mace	Yes	Chairman Smith	Yes
Commissioner Burns	Yes		

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

**8. Parks, Recreation, Youth and Community Services: Additional Appropriation of \$160,000 within the LoCIP Fund**

Commissioner Lamothe made a motion seconded by Commissioner Burns  
"To make an additional appropriation of \$160,000 within the LoCIP Fund for improvements to the Dennis Malone Aquatics Center and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Commissioner Jones	Yes	Commissioner Lamothe	Yes
Commissioner Mace	Yes	Commissioner O'Brien	Yes
Commissioner Calfe	Yes	Mayor Zoppo Sassu	Yes
Commissioner Mace	Yes	Chairman Smith	Yes
Commissioner Burns	Yes		

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

**9. Board of Education: Budget Update**

Financial information was provided, no formal presentation this month.

**10. Liaison Reports**

**11. Chairman's Report**

Chairman Smith asked if there are questions for the Board of Education to send them to the Comptroller's Office by Thursday 10 am, so the Superintendent can be prepared to answer at the Budget Hearing. There is a special Board of Education meeting tomorrow evening where the Board of Education will be voting on a revised budget including increases for Health Insurance and Workers' Compensation.

**12. New Business:**

Commissioner Thibeault stated the Board received information regarding an online bidding procedure, she expressed concerns the cost may rule out a small business owner because of the added fee.

**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 6:15 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

