

City of Bristol
Regular Board of Finance Meeting
March 28, 2023

A regular meeting of the Board of Finance was held on Tuesday, March 28, 2023 at 5:30 p.m. in City Hall West Meeting Room 1 and via Zoom. The following were in attendance: Chairperson John Smith, Vice Chairperson Marie O'Brien, Mayor Jeffrey Caggiano, Commissioners Glenn Heiser, Craig Kazemekas, David Maikowski, Jon Mace, Ron Burns and Mark Whitford. 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 - February 28, 2023**
 - b. **Approval of Minutes: Budget Hearings - February 28, March 2, March 8, March 15, 2023**
 - c. **Police Department: Additional appropriation of \$2,555 within the Police Department's operating budget**
 - d. **Assessor: Transfer of \$340 within the BOAA operating budget**
 - e. **ARP Task Force:**
 1. **Additional appropriation totaling \$692,800 within the Coronavirus Recovery Fund**
 2. **Rescind \$25,000 appropriation within the Coronavirus Recovery Fund**
 - f. **Board of Education:**
 1. **Additional appropriation totaling \$2,759,430 within the Special Education Grant Fund**
 2. **Additional appropriation of \$670,500 within the Special Grants and Donations Fund**
 - g. **Public Works:**
 1. **Transfer of \$12,000 within the Public Works operating budget**
 2. **Transfer of \$142,500 within the Public Works operating budget**
 3. **Additional appropriation of \$30,000 within the Solid Waste operating budget**
 4. **Transfer totaling \$587,000 within the Capital Projects Fund**
4. **Assessor: Transfer of \$2,500 from the General Fund Contingency account**
5. **Board of Education: Budget Update**
6. **City Council: Adopt the recommended changes to the Senior Homeowner Relief Program**
7. **Corporation Counsel: Waiver of indemnification contract language with the Town of Berlin**
8. **Comptroller's Office: To create a new fund - Police Private Duty - Fund 185**
9. **Liaison Reports**
10. **Chairman's Report**
11. **New Business:**
12. **Old Business:**
13. **Any other matter to come before said meeting**
14. **Adjournment**

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 - February 28, 2023**
- b. **Approval of Minutes: Budget Hearings - February 28, March 2, March 8, March 15, 2023**
- c. **Police Department: Additional appropriation of \$2,555 within the Police Department's operating budget**
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 4. **Transfer totaling \$587,000 within the Capital Projects Fund**

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."

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

4. **Assessor: Transfer of \$2,500 from the General Fund Contingency account**

Commissioner Maikowski made a motion seconded by Commissioner Burns

"To transfer \$2,500 from the General Fund Contingency account for Board of Assessment Appeals - Part Time Wages."

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

5. Board of Education: Budget Update

Financial information was provided, no formal presentation this month.

6. City Council: Adopt the recommended changes to the Senior Homeowner Relief Program

Mayor Caggiano made a motion seconded by Commissioner O'Brien

"To adopt the recommended changes to the Senior Homeowner Relief Program as presented and forward to the City Council."

Mayor Caggiano stated this has been in place for several years but has not been fully used, it was important to increase the eligibility, the amount of tax credit and the window to apply. It is an important program for seniors, especially this year.

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

7. Corporation Counsel: Waiver of indemnification contract language with the Town of Berlin

Commissioner Burns made a motion seconded by Mayor Caggiano

"To waive the indemnification contract language for use of the Town of Berlin's range for the City of Bristol Police Department."

Jason Welch, Assistant Corporation Counsel, stated the Bristol Police Department has been using the Town of Berlin's range for a number of years. Recently, the Town of Berlin has asked for an agreement to be signed. Paragraph 3, contains broad and standard language, and reads "The Bristol Police Department will hold the Town of Berlin harmless and indemnify the Town of Berlin for any losses and claims resulting from acts or conduct of members of the Bristol Police Department arising while using the rifle and pistol ranges. The Bristol Police Department will also defend, at its expense, any claims against the Town of Berlin arising from use of the range by the Bristol Police Department members." Jason explained this is the only range asking for this type of language, however it is standard indemnification language. Three other police departments use their range and all municipalities are using this agreement.

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

8. Comptroller's Office: To create a new fund - Police Private Duty - Fund 185

Commissioner Heiser made a motion seconded by Commissioner Burns

"To create a new Fund - Fund 185 - Police Private Duty."

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

9. Liaison Reports

Mark Whitford, questioned if there were any updates from the actuary on the unfunded healthcare liability, and he noticed the City may have a contribution in 2026 to the pension fund. Dave Maikowski stated he will get back with that information.

10. Chairman's Report

None.

11. New Business:

Commissioner Mace made a motion seconded by Commissioner O'Brien

"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.

Commissioner Mace made a motion seconded by Mayor Caggiano

"To make an additional appropriation of \$650,000 within the Capital Projects Fund for the Mellen Street Bridge funded by the Federal Bridge Grant Program and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Ray Rogozinski stated there are two components of this project, the 20% match for the City is no longer required, this is 100% funded by grants for the construction. However, the actual construction costs have also gone up.

Commissioner Heiser questioned what roads qualify for LOTCIP or bridge funding. Ray explained its mainly based on the road rating. LOTCIP is administered through regional planning, currently Bristol is using LOTCIP funds on Downs Street. Bridges are rated lower as they can receive funding from other sources.

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

Commissioner Mace made a motion seconded by Commissioner Maikowski

"To decrease the appropriation by \$440,000 within the Capital Projects Fund for the Mellen Street Bridge funded by bonding 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.

12. Old Business:

None.

13. Any other matter to come before said meeting

None.

14. Adjournment

Commissioner O'Brien made a motion seconded by Commissioner Mace

"To adjourn at 5:48 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