

City of Bristol
Regular Board of Finance Meeting
April 25, 2023

A regular meeting of the Board of Finance was held on Tuesday, April 25, 2023 immediately following the regular Board of Finance 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 Ron Burns, Glenn Heiser, Craig Kazemekas, David Maikowski, and Jon Mace. Mark Whitford was present on Zoom. Also present from the Comptroller's Office: Diane Waldron and Robin Manuele.

Agenda

- 1. Call to order.**
- 2. Public Participation**
- 3. To adopt a single installment tax payment for motor vehicles in the 2023-2024 fiscal year payable July 1, 2023.**
- 4. To adopt a single installment tax payment for property tax due in an amount of \$100 or less payable July 1, 2023 and two installments based on a property tax due in an amount greater than \$100 payable on July 1, 2023 and January 1, 2024.**
- 5. To adopt the budget estimate for the Bristol Water Department Enterprise Fund for fiscal year 2023-2024.**
- 6. To adopt the budget estimate for the Sewer Operating and Assessment Fund for fiscal year 2023-2024.**
- 7. To adopt the budget estimate for the Solid Waste Disposal Fund for fiscal year 2023-2024.**
- 8. To adopt the budget estimate for the Transfer Station Fund for fiscal year 2023-2024.**
- 9. To adopt the budget estimate for the Road Improvements Fund for fiscal year 2023-2024.**
- 10. To adopt the budget estimate for the Community Development Block Grant, appropriate the City's share and the Reprogrammed Funds of the Economic and Community Development Operating Budget for fiscal 2023-2024.**
- 11. To adopt the budget estimate for the Pine Lake Adventure Park for fiscal year 2023-2024.**
- 12. To adopt the budget estimate for the Internal Service Fund which includes the Self Insured Workers' Compensation Fund and the Health Benefits Fund for fiscal year 2023-2024.**
- 13. To adopt the budget estimate for the School Lunch Program for fiscal year 2023-2024.**
- 14. To adopt the budget estimate for the Police Private Duty Fund for fiscal year 2023-2024.**
- 15. To adopt the 2023-2024 Capital Budget.**
- 16. Discussion regarding the 2023-2024 General Fund budget.**
- 17. To adopt the General Fund Estimated Operating Budget for fiscal year 2023-2024.**
- 18. Adjournment.**

1. Call to order

Chairperson Smith called the meeting to order at 6:30 p.m.

2. Public Participation

Mayor Caggiano reiterated that debated items are not allowed to be emailed directly to the Board due to FOIA. All items needed to be emailed directly to the Comptroller's Office staff by Friday as discussed at the workshop.

3. To adopt a single installment tax payment for motor vehicles in the 2023-2024 fiscal year payable July 1, 2023.

Commissioner O'Brien made a motion seconded by Commissioner Mace
"In accordance with the provision of Section 12-144a of the Connecticut General Statutes, 1965 revision, the City adopts a single installment tax payment for motor vehicles in the 2023-2024 fiscal year to be payable July 1, 2023 and 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. To adopt a single installment tax payment for property tax due in an amount of \$100 or less payable July 1, 2023 and two installments based on a property tax due in an amount greater than \$100 payable on July 1, 2023 and January 1, 2024.

Mayor Caggiano made a motion seconded by Commissioner O'Brien
"To adopt a single installment tax payment for property tax due in an amount of \$100 or less payable July 1, 2023 and two installments based on a property tax due in an amount greater than \$100 payable on July 1, 2023 and January 1, 2024 and 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. To adopt the budget estimate for the Bristol Water Department Enterprise Fund for fiscal year 2023-2024.

Commissioner Heiser made a motion seconded by Commissioner Burns
"To adopt the budget estimate for the Bristol Water Department totaling \$9,361,103 and 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. To adopt the budget estimate for the Sewer Operating and Assessment Fund for fiscal year 2023-2024.

Commissioner Burns made a motion seconded by Commissioner Mace

“To adopt the budget estimate for the Sewer Operating and Assessment Fund for fiscal year 2023-2024 totaling \$7,411,145 and recommend approval of this action to a Joint Meeting of the City Council.”

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

7. To adopt the budget estimate for the Solid Waste Disposal Fund for fiscal year 2023-2024.

Commissioner Mace made a motion seconded by Mayor Caggiano

“To adopt the budget estimate for the Solid Waste Disposal Fund for fiscal year 2023-2024 totaling \$1,675,200 and 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.

8. To adopt the budget estimate for the Transfer Station Fund for fiscal year 2023-2024.

Commissioner O’Brien made a motion seconded by Mayor Caggiano

“To adopt the budget estimate for the Transfer Station Fund for fiscal year 2023-2024 totaling \$899,050 and 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.

9. To adopt the budget estimate for the Road Improvements Fund for fiscal year 2023-2024.

Mayor Caggiano made a motion seconded by Commissioner Burns

“To adopt the budget estimate for the Road Improvements Fund for fiscal year 2023-2024 totaling \$5,796,365 and 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. To adopt the budget estimate for the Community Development Block Grant, appropriate the City's share and the Reprogrammed Funds of the Economic and Community Development Operating Budget for fiscal 2023-2024.

Commissioner Mace made a motion seconded by Commissioner Heiser
"To adopt the budget estimate for the Community Development Block Grant Fund for fiscal year 2023-2024 totaling \$1,110,075 consisting of \$588,210 in Entitlement funds, \$20,000 in reprogrammed CDBG funds, \$466,865 transferred from the General Fund, and \$35,000 in Program Income and 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.

11. To adopt the budget estimate for the Pine Lake Adventure Park for fiscal year 2023-2024.

Commissioner Maikowski made a motion seconded by Commissioner Burns
"To adopt the budget estimate for the Pine Lake Adventure Park Fund for fiscal year 2023-2024 totaling \$60,195 and 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. To adopt the budget estimate for the Internal Service Fund which includes the Self Insured Workers' Compensation Fund and the Health Benefits Fund for fiscal year 2023-2024.

Commissioner Burns made a motion seconded by Commissioner Maikowski
"To adopt the budget estimate for the Internal Service Fund for fiscal year 2023-2024 totaling \$46,132,090; \$3,707,700 for the New Self-Insured Workers' Compensation Fund and \$42,424,390 for the Health Benefits Fund and 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.

13. To adopt the budget estimate for the School Lunch Program for fiscal year 2023-2024.

Commissioner Kazemekas made a motion seconded by Commissioner Mace
"To adopt the budget estimate for the School Lunch Program for fiscal year 2023-2024 totaling \$4,622,725 and 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.

14. To adopt the budget estimate for the Police Private Duty Fund for fiscal year 2023-2024.

Commissioner Mace made a motion seconded by Commissioner
"To adopt the budget estimate for the Police Private Duty Fund for fiscal year 2023-2024 totaling \$1,897,440 and 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.

15. To adopt the 2023-2024 Capital Budget.

Commissioner Heiser made a motion seconded by Commissioner O'Brien
"To adopt the Capital Budget for fiscal year 2023-2024 totaling \$38,224,800 and recommend approval of this action to the Planning Commission and to a Joint Meeting of the City Council and Board of Finance."

Following a voice vote, the Chairperson declared the motion carried. Commissioner Whitford voted No.

16. Discussion regarding the 2023-2024 General Fund budget.

Commissioner Kazemekas made a motion seconded by Commissioner Whitford "to reduce the Main Library overtime and part time wages by \$7,500 and Manross Library by \$2,500."

Discussion was held on the Library's wage account. Diane explained part time wages include a minimum wage increase, so the actual and projects may be off due to an adjustment that needs to be made to the account. These accounts have already been reduced in the first round of proposed cuts as well.

Following a voice vote, the Chairperson declared the motion failed. Yes - 2 No - 7

Commissioner Whitford made a motion "to keep the Education budget at flat funding." The Chairperson declared the motion failed as there was no second.

Superintendent Dr. Carbone addressed Commissioner's Whitford concerns regarding enrollment numbers, transportation and filling crossing guard vacancies.

Dr Carbone explained it is Bristol Public School's policy if you are in Elementary School transportation is provided for those students over 1 mile, in Middle School over 1.5 miles, and High School 2 miles. Also, transportation is provided for all magnet, parochial, vocational students, and those whose IEP requires it.

In regards to the crossing guards, when a crossing guard calls out coverage is needed for the morning and afternoon shift. The crossing guard company calls the Transportation Director who follows the procedure to fill the vacancy. If it can't be filled, he will call the Police Department for coverage. This practice will continue and the BOE will still incur costs to maintain the safety of

children and families. There are certain stops that can not go without a crossing guard, such as Pine Street and Wolcott Street.

Dr Carbone discussed enrollment, currently there are 8216 students. Of those 311 are magnet students, so on a daily basis 7,900 students are personally interacted with. The district plans for 8,000 students, in addition to 270 magnet students. If they are a SPED student they will incur the costs, as the district bears the responsibility of those services. There are shifts in school age populations, because of where housing is available, for example right now enrollment in Grade 4 & Grade 2 are low.

The overall budget request for the BOE is conservative and much lower than any other Cities with a 2.2% increase. Neighboring communities are 4-5%, and over the last few years any new initiatives were put in alliance money. The only new item is an ESSR ARP funded custodian converted to general fund.

17. To adopt the General Fund Estimated Operating Budget for fiscal year 2023-2024.

Commissioner Maikowski made a motion seconded by Commissioner Mace
"To adopt the General Fund budget estimate for fiscal year 2023-2024 totaling \$222,838,585 as presented by Chairperson Smith and have the budget advertised in a local newspaper and 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. Commissioner Whitford voted No.

18. Adjournment.

Commissioner O'Brien made a motion seconded by Commissioner Mace

"To adjourn at 7:30 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