

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 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, Robin Manuele and Jessica Pilgrim.

Agenda

1. **Call to order**
Pledge of Allegiance
2. **Public Participation**
3. **Consent Agenda**
 - a. **Approval of Minutes: Regular Meeting - March 28, 2023**
 - b. **Approval of Minutes: Budget - March 20 and March 28, 2023**
 - c. **Code Enforcement: Additional appropriation totaling \$43,039 within the Special Grants and Donations Fund**
 - d. **Treasurer's: Transfer of \$815 within the Treasurer's operating budget**
 - e. **Cemetery Commission: Additional appropriation of \$5,000 within the Special Grants and Donations Fund**
 - f. **Board of Education: Additional appropriation totaling \$400,787 within the Special Education Grant Fund**
 - g. **ARP Task Force: Additional appropriation of \$1,500,00 within the Coronavirus Recovery Fund**
 - h. **School Readiness: Additional appropriation of \$165,000 within the School Readiness operating budget**
 - i. **Aging: Transfer of \$13,600 within the General Fund**
 - j. **ECD:**
 1. **Transfer of \$5,140 within the Community Development Block Grant Fund**
 2. **Transfer of \$2,200 within the Community Development Block Grant Fund**
4. **Fire Department: Approval of bid waiver to Gowan's & Knight**
5. **ECD:**
 - a. **Approval of a bid waver to Eversource**
 - b. **Additional appropriation of \$750,000 within the Community Development Block Grant Fund**
6. **Board of Education: Budget Update**
7. **Water Department:**
 - a. **Resolution appropriating \$5,200,000 for the upgrade of the Water Department SCADA System**
 - b. **Resolution authorizing the issuance of bonds, notes or other obligations in the amount of \$5,200,000 to finance the appropriation for the upgrade of the Water Department SCADA System**
8. **Committee Reports: Purchasing Committee - April 20, 2023**
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**
- 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**

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. Fire Department: Approval of bid waiver to Gowan's & Knight

Commissioner Kazemekas made a motion seconded by Commissioner Mace
"To approve a bid waiver to Gowan's & Knight for repairs to Engine 4."
Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

5. ECD: a. Approval of a bid waver to Eversource

Commissioner Heiser made a motion seconded by Mayor Caggiano
"To approve a bid waiver to Eversource for the Downtown/Centre Square Infrastructure project."
Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

b. Additional appropriation of \$750,000 within the Community Development Block Grant Fund

Mayor Caggiano made a motion seconded by Commissioner Burns
"To make an additional appropriation of \$750,000 within the Community Development Block Grant Fund for a Revolving Loan Program and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Mayor Caggiano stated this is a very innovative program Justin has been working on to consolidate the ECD programs.

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

6. Board of Education: Budget Update

The March snapshot for FY23 shows an available balance of (\$4,080,819). This is due to special education, utilities, and transportation expenses. All non-essential purchase orders are being closed and they continue to identify areas where they can reduce encumbrances. The BOE will continue with a budget freeze and monitor expenditures across all departments

After review with the Central Office Team, the following recommendations were made to the BOE budget based on the \$1,000,000 reduction by the City.

- \$500,000 Insurance Reserve Fund City has shared,
- \$38,644 Additional Benefits from grant funds
- \$228,096 Retirements/Resignations Certified and Non-Certified Staff,
- \$50,000 Regular Pupil Transportation,
- \$30,000 Band Uniforms,
- \$25,000 Maintenance Repairs from General Fund to Foodservice.

Based on budget reductions presented on 4/12/2023, the Finance Committee recommended the approval of the adjusted FY24 BOE Recommended Budget to \$127,067,260.

The Cafeteria program is successfully operating with a snapshot balance of \$1,104,976 at the end of the month. 53,933 breakfasts and 119,873 lunches were served in March.

As of April 1, 2023, 1,789 of the 8,226 enrolled Bristol students are identified as students requiring Special Education programming. This enrollment reflects 21.75% of the total BPS student population. As of March 2023, 114 students with disabilities require out-of-district placements at private special education school programs. A total of 78 students requires special education programming services at other public out-of-district schools, including magnet schools. During the month of March 2023, 8.3% of newly registered students were identified as students with special education programming needs at the time of registration. 3 students enrolled in BPS during the month of March 2023 received programs and services at out-of-district special education school programs at the time of enrollment.

During the month of March, there were 12 211 and 5 911 calls, these are new statistics the BOE is tracking at the request of their Board.

The BOE will be requesting a bid waiver for TinaRose Produce, after the Board of Education approves it at their next meeting. TinaRose provides 100% of the portion-controlled fruits and vegetables for the Fresh Fruits and Vegetables grant of \$254,670, in addition to filling in whenever the contracted provider shorts or does not have the fresh produce needed for the National School Lunch Program.

7. Water Department:

a. Resolution appropriating \$5,200,000 for the upgrade of the Water Department SCADA System

Commissioner Burns made a motion seconded by Commissioner Mace
"To approve a resolution appropriating \$5,200,000 for the upgrade of the Water Department SCADA System, to waive the reading of said resolution and the full text of the resolution as presented at this meeting to be incorporated into and made a part of the minutes of this meeting and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Commissioner Whitford stated his is not comfortable with the amount of the debt the City currently has and feels they need to take step back.

Rob Longo explained this resolution is for a state revolving loan program the Water Department applied for a while back. The project originally was going to cost \$3 million and has increased to \$5.2 million due to rising costs. The Water Department will repay the twenty-year loan, and a portion of it is a grant. Since the Water Department is part of the City, the Board of Finance, the Joint Meeting and City Council have to approve the resolution and grant agreement. The current Water Department's debt is relatively low.

Commissioner O'Brien:	Yes	Commissioner Maikowski:	Yes
Commissioner Kazemekas:	Yes	Commissioner Heiser:	Yes
Commissioner Mace:	Yes	Mayor Caggiano:	Yes
Commissioner Burns:	Yes	Chairman Smith:	Yes
Commissioner Whitford:	Yes		

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

RESOLUTION APPROPRIATING \$5,200,000 FOR THE UPGRADE OF THE WATER DEPARTMENT SCADA SYSTEM

RESOLVED,

(a) That, pursuant to Section 25 of the City Charter, the Board of Finance of the City of Bristol hereby determines that it is necessary to upgrade the City of Bristol Water Department's existing Supervisory Control and Data Acquisition (SCADA) system. The upgrade will provide for better control of the water system, and consist of varying degrees of electrical, instrumentation, and controls upgrades, hardware and radio replacements associated with the SCADA system at the Bristol Water Treatment Plant and various remote stations.

(b) That the sum of FIVE MILLION TWO HUNDRED THOUSAND DOLLARS (\$5,200,000) is appropriated therefor.

(c) The \$5,200,000 appropriation may be spent for acquisition and installation costs, equipment, consultant fees, net interest on borrowings and other financing costs, and other expenses related to the project. The appropriation is subject to the approval by a Joint Meeting of the City Council and Board of Finance.

(d) The \$5,200,000 appropriation shall be funded from borrowing less any grants received to defray the appropriation.

b. Resolution authorizing the issuance of bonds, notes or other obligations in the amount of \$5,200,000 to finance the appropriation for the upgrade of the Water Department SCADA System

Commissioner Mace made a motion seconded by Commissioner Burns
"To approve a resolution authorizing the issuance of bonds, notes or other obligations in the amount of \$5,200,000 to finance the appropriation for the upgrade of the Water Department SCADA System, to waive the reading of said resolution and the full text of the resolution as presented at this meeting to be incorporated into and made a part of the minutes of this meeting and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Commissioner O'Brien:	Yes	Commissioner Maikowski:	Yes
Commissioner Kazemekas:	Yes	Commissioner Heiser:	Yes
Commissioner Mace:	Yes	Mayor Caggiano:	Yes
Commissioner Burns:	Yes	Chairman Smith:	Yes
Commissioner Whitford:	Yes		

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

RESOLUTION AUTHORIZING THE ISSUANCE OF BONDS, NOTES OR OTHER OBLIGATIONS IN THE AMOUNT OF \$5,200,000 TO FINANCE THE APPROPRIATION FOR THE UPGRADE OF THE WATER DEPARTMENT SCADA SYSTEM

RESOLVED,

(a) That under the authority of and in compliance with the City Charter and any other acts of the General Assembly of the State of Connecticut thereto enabling, the Board of Finance of the City of Bristol hereby determines that it is necessary to issue bonds, notes or obligations in the principal sum of FIVE MILLION TWO HUNDRED THOUSAND DOLLARS (\$5,200,000) to finance the appropriation for the upgrade the City of Bristol Water Department's existing Supervisory Control and Data Acquisition (SCADA) system. The upgrade will provide for better control of the water system, and consist of varying degrees of electrical, instrumentation, and controls upgrades, hardware and radio replacements associated with the SCADA system at the Bristol Water Treatment Plant and various remote stations, if approved by a Joint Meeting of the City Council and the Board of Finance. The bonds, notes or obligations shall be issued pursuant to Section 25 of the Charter of the City of Bristol and Sections 7-369 and 10-289 or Sections 22a-475 to 22a-483 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds, notes or obligations shall be general obligations of the City secured by the irrevocable pledge of the full faith and credit of the City.

(b) That the City issue and renew temporary notes or obligations from time to time in anticipation of the receipt of the proceeds from the sale of the bonds, notes or obligations for the project. The amount of the notes outstanding at any time shall not exceed FIVE MILLION TWO HUNDRED THOUSAND DOLLARS (\$5,200,000). The notes shall be issued pursuant to Section 25 of the Charter of the City of Bristol and Section 7-378 or Sections 22a-475 to 22a-483 of the General Statutes of Connecticut, Revision of 1958, as amended. The notes shall be general obligations of the City and shall be secured by the irrevocable pledge of the full faith and credit of the City. The City shall comply with the provisions of Section 7-378a of the General Statutes with respect to any notes that do not mature within the time permitted by said Section 7-378, and the City will comply with the provisions of Section 22a-479(c) with respect to any interim funding obligations.

(c) That the Mayor or Acting Mayor of the City shall sign any bonds, notes or obligations by their manual or facsimile signatures. The bonds, notes or obligations shall be countersigned by the manual or facsimile signature of the Agent or Vice Agent of the Board of Finance. The Comptroller's approval of the bonds, notes or obligations shall be evidenced by his manual or facsimile signature. The law firm of Pullman & Comley, LLC is designated as bond counsel to approve the legality of the bonds, notes or obligations. The Mayor or Acting Mayor and the Agent or Vice Agent of the Board of Finance are authorized to determine the amounts, dates, interest rates, maturities, redemption provisions, form and other details of the bonds, notes or obligations; to designate one or more banks or trust companies to be certifying bank, registrar, transfer agent and paying agent for the bonds, notes or obligations; to provide for the keeping of a

record of the bonds or notes; to designate a financial advisor to the City in connection with the sale of the bonds, notes or obligations; to sell the bonds, notes or obligations at public or private sale; to deliver the bonds, notes or obligations; and to perform all other acts which are necessary or appropriate to issue the bonds, notes or obligations.

(d) That the City hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 and, if applicable, pursuant to Section 54A(d) of the Internal Revenue Code of 1986, as amended, that project costs may be paid from temporary advances of available funds and that the City reasonably expects to reimburse any such advances from the proceeds of borrowings, including qualified tax credit bonds, in an aggregate principal amount not in excess of the amount of borrowing authorized above for the project. The Mayor or Acting Mayor and the Agent or Vice Agent of the Board of Finance are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the City pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds, notes or obligations authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

(e) That the Mayor or Acting Mayor and the Agent or Vice Agent of the Board of Finance and the Comptroller, or any two of them, are authorized to make representations and enter into written agreements for the benefit of holders of the bonds, notes or obligations to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds, notes or obligations.

(f) That the Mayor or Acting Mayor and the Agent or Vice Agent of the Board of Finance and the Comptroller, and the Superintendent of the Water Department, are authorized to apply for and accept federal and state loans and grants to finance the project, and to enter into grant and loan agreements prescribed by a federal or state agency, and that such officers are authorized to take any other actions necessary to obtain such grants or loans pursuant to Section 22a-479 of the General Statutes of Connecticut, Revision of 1958, as amended, or any other present or future legislation, or to implement such agreements. Any grant proceeds may be used to pay project costs or principal and interest on bonds, notes or obligations issued for the project.

8. Committee Reports: Purchasing Committee - April 20, 2023

Commissioner Burns gave the report of the Purchasing Committee from April 20, 2023. The Committee reviewed the City's purchase card policy, dining service contracts, solicitation process for architects and construction managers, policy related to purchase order changes and utility costs.

Roger Rousseau spoke regarding the many changes his office processes related to Purchase Orders and how it bypasses the checks and balances put in place and the budgetary restrictions of MUNIS.

Commissioner Maikowski made a motion seconded by Commissioner

“To approve the following recommended changes to the Purchasing Manual:

- To increase the purchase card per transaction threshold of \$3,000 to \$5,000
- To adopt a guideline that a purchase order cannot be changed by more than 50% of its original value, and cannot be changed more than three times.”

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

Commissioner Maikowski made a motion seconded by Commissioner Mace

“To accept the Purchasing Committee report from April 20, 2023”

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

9. Liaison Reports

None.

10. Chairman’s Report

None.

11. New Business:

Commissioner O’Brien made a motion seconded by Commissioner Burns

“To transfer \$35,000 within the Capital Non-Recurring Fund for Cemetery Repairs and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance.”

Mike Saman, Cemetery Commission Chairman, discussed the Civil War Monument. The monument is starting to fall apart, the eagles wing is falling down, there are leaks in the statue and water is getting in, similar to what happened to a monument in East Hartford. These repairs will keep the monument the same and restore it to last another 100 years.

The Board discussed having Corporation Counsel review any agreements for this work, Commissioner Heiser would like to see something in writing guaranteeing the work as well as insurance provided for the contractor performing the work.

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

Commissioner Whitford questioned Item 10 under FYI and the cost of this. Diane explained the July 1, 2022 Actuarial report does not reflect these changes. BPSA, 233, NB changes were done after the valuation, and will be incorporated in July 1, 2023 valuation and OPEB. Diane needs to speak with HR Director and will respond back.

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 Heiser

"To adjourn at 6:26 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