



**City of Bristol
Board of Finance Meeting
January 22, 2019**

A meeting of the Board of Finance was held on Tuesday, January 22, 2019 at 6:00 p.m. in the Council Chambers of City Hall, 111 North Main Street, Bristol, Connecticut. The following were in attendance: Chairperson John Smith, Vice Chairman Orlando Calfe, Mayor Ellen Zoppo-Sassu, Commissioners Ron Burns, Jake Carrier, Nicolas Jones, Mike LaMothe and Cheryl Thibeault. Marie O'Brien was absent. Also present from the Comptroller's Office: Diane Waldron and Robin Manuele.

January 18, 2019

Ladies and Gentlemen:

The regular Board of Finance Meeting will be held on Tuesday, January 22, 2019 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. Reorganization of the Board**
- 4. Consent Agenda**
 - a. Approval of Minutes: Regular Meeting - December 18, 2018**
 - b. Purchasing: Quarterly Update on the Local Bidding Preference- December 31, 2018**
 - c. Bristol Development Authority: To place on file the Bristol Development Authority Incentive Updates**
 - d. Code Enforcement: Additional appropriation of \$73,722 within the Special Grants and Donations Fund**
 - e. School Readiness: Transfer of \$1,100 within the School Readiness operating budget**
 - f. Opioid Task Force: Additional appropriation of \$150,000 within the Special Grants and Donations Fund**
 - g. Emergency Management: Additional appropriation of \$250 within the Special Grants and Donations Fund**
 - h. Police Department: Additional appropriation of \$8,500 within the Special Grants and Donations Fund**
 - i. Library:**
 - 1. Additional appropriation of \$620 within the Special Grants and Donations Fund**

2. Transfer of \$10 within the Main Library operating budget
- j. Fire Department:
 1. Transfer totaling \$4,300 within the Fire Department operating budget
 2. Additional appropriation of \$2,500 within the Special Grants and Donations Fund
- k. Youth Services:
 1. Additional Appropriation of \$150 within the Special Grants and Donations Fund
 2. Transfer of \$2,475 within the Youth Services operating budget
 3. Transfer of \$1,000 within the Pine Lake Challenge Course operating budget
- l. City Council:
 1. Transfer of \$4,224 within the General Fund operating budget
 2. Transfer of \$1,776 within the General Fund operating budget
 3. Transfer of \$1,855 within the General Fund operating budget
- m. Board of Education:
 1. Additional appropriation totaling 210,372 within the Special Education Grant Fund
 2. Additional appropriation of \$6,000 within the Special Grants and Donations Fund
5. Committee Reports - Insurance Committee - January 16, 2019
6. Emergency Management:
 - a. Transfer of \$860 from the General Fund Contingency account
 - b. Additional appropriation of \$860 within the Emergency Management operating budget
7. Update on Shared Services
8. Board of Education: Budget Update
9. Comptroller's Office:
 - a. Transfer of \$200,000 within the School Projects Capital Projects Fund
 - b. Transfer of \$15,000 from the General Fund Contingency account
 - c. Approval of the Funding Policy for the City of Bristol General Retirement Fund
 - d. Additional appropriation of \$2,100,000 funded by bonding and Resolution appropriating \$2,100,000 for acquisition of Shrub Road Parcels - Open Space Grant Application
 - e. Resolution authorizing issuance of bonds or notes in the amount of \$2,100,000 for acquisition of Shrub Road Parcels - Open Space Grant Application
10. Executive Session to discuss the City of Bristol vs. TSKP STUDIO, LLC et al.
11. New Business:
12. Old Business:
13. Any other matter to come before said meeting
14. Adjournment

PER ORDER OF THE CHAIRPERSON
Cheryl Thibeault

1. Call to order

Chairperson Thibeault called the meeting to order at 6:00 p.m.

Pledge of Allegiance

2. Public Participation

3. Reorganization of the Board

Chairperson Thibeault stated she will not be seeking Chairperson again, she has had the honor and privilege to serve as the Chairperson for the past five years. During her tenure tax increases were minimum, new services were added including all-day kindergarten and the development of the downtown center started, the City's bond rating soared and even the rainy day fund grew within policy. Cheryl thanked everyone for their service to the Board and the City. Cheryl looks forward to serving the Board as a member of the Board of Finance in the future.

Chairperson Thibeault opened the floor for nominations for Chairman of the Board.

Commissioner LaMothe made a motion seconded by Commission Calfe

"To nominate John Smith as Chairman of the Board of Finance."

Commissioner LaMothe feels his middle of the road mentality will serve the Board well.

Commissioner LaMothe read an email from Commissioner O'Brien who could not be present at tonight's meeting due to previous commitments in support of John Smith for Chairperson of the Board.

Chairperson Thibeault called for any other nominations, hearing none, following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

Chairperson Smith opened the floor for nominations for Vice Chairman of the Board.

Mayor Zoppo-Sassu made a motion seconded by Commissioner LaMothe

"To nominate Orlando Calfe as Vice Chairman of the Board of Finance."

Chairperson Smith called for any other nominations, hearing none and following a voice vote, the Chairperson declared the motion carried. Commissioner Thibeault voted No.

4. Consent Agenda

- a. **Approval of Minutes: Regular Meeting - December 18, 2018**
- b. **Purchasing: Quarterly Update on the Local Bidding Preference- December 31, 2018**
- c. **Bristol Development Authority: To place on file the Bristol Development Authority Incentive Updates**
- d. **Code Enforcement: Additional appropriation of \$73,722 within the Special Grants and Donations Fund**
- e. **School Readiness: Transfer of \$1,100 within the School Readiness operating budget**
- f. **Opioid Task Force: Additional appropriation of \$150,000 within the Special Grants and Donations Fund**

- g. Emergency Management: Additional appropriation of \$250 within the Special Grants and Donations Fund**
- h. Police Department: Additional appropriation of \$8,500 within the Special Grants and Donations Fund**
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- l. City Council:**
 - 1. Transfer of \$4,224 within the General Fund operating budget**
 - 2. Transfer of \$1,776 within the General Fund operating budget**
 - 3. Transfer of \$1,855 within the General Fund operating budget**
- m. Board of Education:**
 - 1. Additional appropriation totaling 210,372 within the Special Education Grant Fund**
 - 2. Additional appropriation of \$6,000 within the Special Grants and Donations Fund**

Commissioner Burns made a motion seconded by Commissioner Thibeault

“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.

5. Committee Reports – Insurance Committee – January 16, 2019

Commissioner Smith gave the report of the Insurance Committee from January 16. The Committee met with PMA to discuss the City’s Workers’ Compensation program. The City is doing well, much better than several years ago. The Committee addressed the issue with Doosan Fuel Cell again with Roger and Tom Conlin. John thanked them for all their work on this issue, and agreement has been reached, however the City will have to absorb some liability. The City has agreed to not enter into the Active Shooter insurance policy, however a lengthy discussion was held on what the schools are doing. John suggested Sam give that information to the Board as the information the teachers have is outstanding. John stated our representative changed at Lockton, but the City is in good shape there.

Commissioner Burns made a motion seconded by Commissioner Calfe
"To accept the Insurance Committee report from December 18, 2018 and place on file."

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

Commissioner Burns made a motion seconded by Commissioner Calfe
To accept limitations of liability as presented within the Doosan fuel agreement reading as follows:

"Notwithstanding any provision of this Agreement to the contrary, Provider's maximum aggregate liability under this Agreement (whether in contract, warranty, tort, negligence, strict liability, indemnity or otherwise) shall in no case exceed Two Million Four Hundred Thirty Thousand and 00/100 US Dollars (\$2,430,000.00); provided that, if any death or bodily injury or property damage claim is covered and accepted by Provider's insurance required in Article 7 and the amount covered and accepted by such insurance is higher than Two Million Four Hundred Thirty Thousand and 00/100 US Dollars (\$2,430,000.00), the liability related to such death or bodily injury or property damage claim will be up to the amount covered by the aforementioned insurance" and to forward to the City Council for informational purposes.

Roger explained the motion, the original contract from Doosan limited the liability up to the value of the system, now the cap is at \$5 million, the insurance coverage amount. There is still a cap which the Insurance Committee discussed the instances and what they could be, however based on the savings and energy initiatives the Committee decided to move forward. John questioned the time frame from contract signing until up and running, Roger will have more information after a conference call tomorrow, but it should be three to four months.

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

6. Emergency Management:

a. Transfer of \$860 from the General Fund Contingency account

Commissioner Carrier made a motion seconded by Commissioner Thibeault
"To transfer \$860 from the General Fund Contingency account to the Emergency Management operating budget for a copier/printer."

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

b. Additional appropriation of \$860 within the Emergency Management operating budget

Commissioner LaMothe made a motion seconded by Commissioner Burns
"To make an additional appropriation of \$860 within the Emergency Management operating budget funded by grant revenue 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. Update on Shared Services

Mayor Zoppo-Sassu stated since July the City and Board of Education have had shared services, with IT and Building Maintenance and felt the Board of Finance should receive an update going into the budget process for efficiencies.

Pete Fusco provided an update on shared services for Building Maintenance, and what has happened. In July a needs assessment was performed, IT was having temperature issues which were resolved in their office and the temperature was stabilized. Public Works performed tree cutting at Stafford and South Side, and catch basin cleaning for the Board of Education in August. In September there was a clogged sewer line at Edgewood where Water Pollution Control and Board of Education worked together to resolve. In October City Hall was turned over for the boilers to turn on for the winter. Engineering has been assisting with drainage issues at three schools that have come up. All resources have been utilized preventing the use of private contractors in many situations.

Scott Smith provided an overview of shared services for the IT Department between the Board of Education and City. Weekly meetings are held with Jill Browne and Rob Puzio, monthly meetings are held with building based Technical Coordinators. In the beginning of the school year principals meetings were held with the principals, and one of the overwhelming needs was for more chrome books due to state mandates. It was decided to start leasing the chrome books so replacement is on a cycle. A plan was developed to save costs elsewhere such as consolidating printers into copiers, a phone audit at the Board of Education, move the Board of Education email to Google instead of Groupwise, purchase software to power down computers. In the future Scott is developing a City Wide IT strategic plan.

8. Board of Education: Budget Update

Jill Browne provided an update on the Board of Education through December as financial expenditure have remained steady throughout the General Fund. It is forecasted there will be approximately \$1 million in teacher salaries available for transfer, and can be utilized to mitigate the costs of special education services. In Transportation, two additional regular education runs are required, resulting in an addition \$121,000, with regular education transportation currently over budget by roughly \$134,000 annualized for the year. Special Education Transportation has improved by \$70,000, and Private Facility Tuition has encumbered an additional \$80,000. However, a tuition reimbursed was just received from Wheeler Clinic to negate these additional encumbrances and will be reflected in next month's report. Dr. Dietter gave an update and discussed Special Services, sixteen students became eligible in the past month bringing indistrict enrollment to 218.

Commissioner Jones questioned what was being done to reduce the overage. Dr. Moreau stated all spending has been frozen that is not necessary for curriculum. The district has the smallest Kindergarten class and five Kindergarten teacher positions were not filled this year, however they may need to fill them next year.

9. Comptroller's Office:

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

Mayor Zoppo-Sassu made a motion seconded by Commissioner Burns
"To transfer \$200,000 within the School Projects Capital Projects Fund for Greene Hills Legal 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. Transfer of \$15,000 from the General Fund Contingency account

Commissioner Burns made a motion seconded by Commissioner Thibeault
"To transfer \$15,000 from the General Fund Contingency account to Employee Benefits 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. Approval of the Funding Policy for the City of Bristol General Retirement Fund

Commissioner Carrier made a motion seconded by Commissioner Burns
"To approve the General Retirement Fund - Funding Policy and place on file."

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

d. Additional appropriation of \$2,100,000 funded by bonding and Resolution appropriating \$2,100,000 for acquisition of Shrub Road Parcels - Open Space Grant Application

Commissioner Calfe made a motion seconded by Commissioner Burns
"Approval of a Resolution authorizing issuance of bonds or notes in the amount of \$2,100,000 for acquisition of Shrub Road Parcels - Open Space Grant Application and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Commissioner Thibeault questioned if the property would always remain the City of Bristol's. The Mayor explained the process of applying for the grant. The property will remain the City of Bristol's, however Barnes will maintain the property and the Burlington piece is independent that Barnes is pursuing separately. The plan is to enter into a management agreement with Barnes Nature Center. The Mayor stated since Bristol is a distressed municipality, the City is up to potentially a 75% grant award with an early decision award in April. Cheryl stated she would like this to come back to the Board after an answer is received on the grant. Diane stated the authorization is for the full amount of the purchase and any grants received would reduce the amount borrowed for this purchase.

Commissioner Thibeault made a motion seconded by Commissioner Burns, "Pending this come back to the Board of Finance/City Council pending grant award." Motion approved.

Commissioner Carrier questions how the land is appraised, Mayor Zoppo Sassu explained two appraisals on the property will be performed which is being paid for by the Nature Center.

RESOLUTION APPROPRIATING \$2,100,000 FOR ACQUISITION OF SHRUB ROAD PARCELS
(OPEN SPACE GRANT APPLICATION)

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 undertake, pursuant to the State of Connecticut Department of Energy and Environmental Protection Open Space and Watershed Land Acquisition Grant Program, the acquisition of the Shrub Road Parcels described as follows:

1. Lot 57-6 Shrub Road, Bristol, CT: Parcel identified as 315 Shrub Road is a 14.4 acre property, zoned R-15, with 845' of Shrub Road frontage. The property is located immediately east of Seymour Park on the north side of Shrub Road; and
2. Lot 57-6-2-6-3 Shrub Road, Bristol, CT: This parcel is a 21.2 acre vacant property, zoned R-15. The paved City street, Buckboard Place, terminates at the central location of the east property line. The property is located immediately south of the Bristol/Burlington town line and immediately north of the 315 Shrub Road parcel described above. The property is bounded to the west by a 36 acre vacant open space conservation parcel owned by the Environmental Learning Centers of CT, Inc.

(b) That the sum of TWO MILLION ONE HUNDRED THOUSAND DOLLARS (\$2,100,000) is appropriated therefor.

(c) The \$2,100,000 appropriation may be spent for acquisition costs, engineering and testing fees, appraisal fees, consultant fees, legal 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 \$2,100,000 appropriation shall be funded from borrowing less any grants received to defray the appropriation.

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

Commissioner LaMothe:	Yes	Commissioner Thibeault:	Yes
Commissioner Jones:	Yes	Commissioner Carrier:	Yes
Commissioner Calfe:	Yes	Mayor Zoppo-Sassu:	Yes
Commissioner Burns:	Yes	Chairperson Smith:	Yes

e. Resolution authorizing issuance of bonds or notes in the amount of \$2,100,000 for acquisition of Shrub Road Parcels – Open Space Grant Application

Commissioner Calfe made a motion seconded by Commissioner Thibeault.

“To make an additional appropriation of \$2,100,000 within the Capital Projects Fund funded by bonding and approval of a resolution appropriating \$2,100,000 for acquisition of Shrub Road Parcels – Open Space Grant Application and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance.”

(a) That under 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 or notes in the principal sum of TWO MILLION ONE HUNDRED THOUSAND DOLLARS (\$2,100,000) to finance the appropriation for the acquisition of the Shrub Road Parcels, pursuant to the State of Connecticut Department of Energy and Environmental Protection Open Space and Watershed Land Acquisition Grant Program, if approved by a joint meeting of the City Council and the Board of Finance. The bonds or notes shall be issued pursuant to Section 25 of the Charter of the City of Bristol and Section 7-369 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds or notes 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 from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes for the project. The amount of the notes outstanding at any time shall not exceed TWO MILLION ONE HUNDRED THOUSAND DOLLARS (\$2,100,000). The notes shall be issued pursuant to Section 25 of the Charter of the City of Bristol and Section 7-378 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.

(c) That the Mayor or Acting Mayor of the City is authorized, on behalf of the City, to apply for assistance under the State of Connecticut Department of Energy and Environmental Protection Open Space and Watershed Land Acquisition Grant Program, and is authorized to apply for and accept other federal and state grants to help finance the appropriation for the project and to enter into any grant or loan agreement prescribed by the State or any other entity. Any grant proceeds may be used to pay project costs or principal and interest on bonds, notes, or temporary notes or obligations.

(d) That the Mayor or Acting Mayor of the City shall sign any bonds or notes by their manual or facsimile signatures. The bonds or notes 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 or notes shall be evidenced by his manual or facsimile signature. The law firm of Day Pitney LLP is designated as bond counsel to approve the legality of the bonds or notes. 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 or notes; to designate one or more banks or trust companies to be certifying bank, registrar, transfer agent and paying agent for the bonds or notes; 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 or notes; to sell the bonds or notes at public or private sale; to deliver the bonds or notes; and to perform all other acts which are necessary or appropriate to issue the bonds or notes.

(e) 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 or notes 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.

(f) 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 or notes 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 or notes.

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

Commissioner LaMothe:	Yes	Commissioner Thibeault:	Yes
Commissioner Jones:	Yes	Commissioner Carrier:	Yes
Commissioner Calfe:	Yes	Mayor Zoppo-Sassu:	Yes
Commissioner Burns:	Yes	Chairperson Smith:	Yes

Mayor Zoppo-Sassu made a motion seconded by Commission Calfe "to move New Business on the Agenda."

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

11. New Business:

Commissioner Calfe made a motion seconded by Commissioner Burns "To transfer \$5,000 within the Personnel operating budget for advertising"

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

Mayor Zoppo-Sassu made a motion to bring the Police/Court Complex Chiller to the table, seconded by Commission Calfe. Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

Mayor Zoppo-Sassu read an email from Roger Rousseau regarding the request, "In 2017, Public Works included in the capital budget \$120K for replacement of the chiller unit for the Police Dept. Today my office opened the bids, and the low bid was in the amount of \$182,302.00 from Rivco Construction in Burlington.

The original budget is presumed to be based on an equipment cost provided to Public Works by a contractor; my office does not have that quote for evaluation. I am aware of a specific impact to the budget causing escalation- the original installation did not accommodate the cost for a rigger to hoist the new unit into place (and remove the old unit). The cost for the rigging is assumed to be in the \$20K range.

In order to expedite the project in time for the 2019 cooling season, installation needs to be completed in May 2019- with an equipment lead time of 12 weeks, placement of a contract in February is essential to achieve the May timeline.

The request to increase budget should accommodate contingency; \$6,500 is assumed to be sufficient. I will be available at the Board of Finance to further discuss- thanks for your consideration regarding this matter."

Mayor Zoppo-Sassu made a motion seconded by Commissioner Burns

"To transfer \$70,000 from the Equipment Building Sinking Fund Contingency Account to Operating Transfers Out - Capital Projects 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.

Mayor Zoppo-Sassu made a motion seconded by Commissioner Burns

"To make an additional appropriation of \$70,000 within the Capital Projects Fund funded by a transfer in from the Equipment Building Sinking Fund for the Police/Court Complex Chiller 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. Executive Session to discuss the City of Bristol vs. TSKP STUDIO, LLC et al.

Present: Board of Finance Commissioners Burns, Calfe, Carrier, Jones, LaMothe, Smith, Thibeault, Mayor Zoppo-Sassu, Corporation Counsel Richard Lacey, Comptroller Diane Waldron and Rogin and Nassau Attorney Larry Rosenthal.

Commissioner Thibeault made a motion seconded by Commissioner Calfe

“To go into Executive Session at 6:41 pm”

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

Discussion was held. No votes were taken in Executive Session.

At 7:20 p.m., Commissioner Thibeault made a motion seconded by Commissioner Calfe

“To reconvene into Public Session”

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

11. Old Business:

12. Any other matter to come before said meeting

13. Adjournment

Commissioner Burns made a motion which was seconded by Commissioner Thibeault

“To adjourn at 7:20 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