

**City of Bristol  
Board of Finance Meeting  
March 26, 2019**

A meeting of the Board of Finance was held on Tuesday, March 26, 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, Marie O'Brien. Cheryl Thibeault was absent. Also present from the Comptroller's Office: Diane Waldron and Robin Manuele.

March 20, 2019

Ladies and Gentlemen:

The regular Board of Finance Meeting will be held on **Tuesday, March 26, 2019** at 5:30 p.m. in City Hall Council Chambers, 111 North Main Street, Bristol, Connecticut.

**Agenda**

1. Call to order
  - Pledge of Allegiance*
2. Public Participation
3. Consent Agenda
  - a. Approval of Minutes: Regular Meeting – February 26, 2019
  - b. Approval of Minutes: Budget Hearings – February 26, 2019, February 28, 2019, March 4, 2019 and March 7, 2019
  - c. City Clerk: Transfer of \$300 within the City Clerk's operating budget
  - d. Fire Department: Transfers totaling of \$4,620 within the Fire Department operating budget
  - e. Library: Additional appropriation totaling \$258 within the Special Grants and Donations Fund
  - f. Public Works: Transfers totaling \$46,421 within the Public Works operating budget
  - g. Water Pollution Control:
    1. Transfers totaling \$21,754 within the Sewer Operating and Assessment Fund
    2. Transfers totaling \$35,096 within the Sewer Operating and Assessment Fund
  - h. Board of Education: Additional appropriation of \$129,579 within the Special Education Grant Fund
4. Committee Reports-
  - a. Banking & Audit Committee – March 15, 2019
  - b. Insurance Committee – March 19, 2019

c. Insurance Committee – March 26, 2019

5. Board of Education: Budget Update
6. Information Technology: Transfer of \$17,000 from the General Fund Contingency account
7. Community Services: Transfer of \$15,000 from the General Fund Contingency account
8. New Business:
9. Old Business:
10. Any other matter to come before said meeting
11. Adjournment

**PER ORDER OF THE CHAIRPERSON**

**John Smith**

**1. Call to order**

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

*Pledge of Allegiance*

**2. Public Participation**

**3. Consent Agenda**

- a. **Approval of Minutes: Regular Meeting – January 22, 2019**
- b. **City Council: Transfer of \$41,976 within the General Fund operating budget**
- c. **Public Works: Transfers totaling \$54,000 within the Public Works - Streets operating budget**
- d. **Library: Additional appropriation of \$5,500 within the within the Special Grants and Donations Fund**
- e. **Bristol Development Authority: Transfers totaling \$9,000 within the Community Development Block Grant Fund**
- f. **Fire Department:**
  1. **Additional appropriation of \$4,020 within the Special Grants and Donations Fund**
  2. **Transfer of \$100 within the Fire Department’s operating budget**
- g. **Youth Services:**
  1. **Additional appropriation of \$10,000 within the Youth Services operating budget**
  2. **Additional appropriation of \$6,949 within the Youth Services operating budget**
- h. **Police Department:**
  1. **Transfers totaling \$4,385 within the Special Grants and Donations Fund**
  2. **Additional appropriation of \$36,210 within the Special Grants and Donations Fund**
  3. **Transfers totaling \$853,065 within the Police Drug Forfeiture Fund**

4. **Additional appropriation of \$144,560 within the Police Drug Forfeiture Fund**
5. **Transfers totaling \$8,710 within the Police Department operating budget**
  - i. **Board of Education:**
    1. **Additional appropriation totaling \$5,993,049 within the Special Education Grant Fund**
    2. **Additional appropriation of \$13,300 within the Special Grants and Donations Fund**

Commissioner O'Brien made a motion seconded by Commissioner Calfe  
"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. Committee Reports-**  
**a. Banking & Audit Committee - March 15, 2019**

Chairman Smith reviewed the Banking & Audit Committee report who met to review the Blumshapiro report of the Youth Service Operational Assessment. The findings and recommendations were reviewed with the Committee as well as with the Department Head.

Commissioner Burns made a motion seconded by Commissioner LaMothe  
"To accept the Banking & Audit Committee report from March 15, 2019 and place on file."

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

**b. Insurance Committee - March 19, 2019**

Chairman Smith stated the Committee met with Tracy Driscoll and HD Segur to review the City's insurance claims and are doing very well. Diane reviewed the health insurance portion of the meeting where discussions were held with Lockton on a variety of topics including 2019 budget projections, update on actual versus budget projections, update on pharmacy proposal with CIGNA and ESI, update on the Dental RFP and a preliminary analysis on stop loss. The Rx coalition is going away and CIGNA has purchased ESI. There is an opportunity for savings of approximately \$331,000 if the City switches to CIGNA for Rx for July 1 which will also mitigate administrative issues that have come up with the high deductible health place interface at the BOE. Stop loss numbers were presented at the \$1 million, \$750,000 and \$500,000 levels.

Commissioner Burns made a motion seconded by Commissioner O'Brien  
"To approve Cigna's pharmacy integration proposal effective July 1, 2019."

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

**c. Insurance Committee - March 26, 2019**

Chairman Smith stated the Insurance Committee met again this evening to review the 2020 Health Benefits Budget. This budget is including Stop Loss for the first time in a number of years. It is analyzed every year and the city has always come out ahead, but it is time to stop gambling and protect the City as the exposure is huge. Commissioner O'Brien questioned if this included the Board of Education. Robin confirmed it did, it was for all covered lives.

Commissioner Carrier made a motion seconded by Mayor Zoppo-Sassu  
"To accept the Insurance Committee report from March 26, 2019 and place on file."

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

Mayor Zoppo-Sassu made a motion seconded by Commission O'Brien  
"To approve the recommendation of the Insurance Committee to purchase stop loss coverage."

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

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

Diane stated the Board received the reports from the BOE and no update was scheduled for this month.

**6. Information Technology: Transfer of \$17,000 from the General Fund Contingency account**

Commissioner Calfe made a motion seconded by Commissioner LaMothe  
"To transfer \$17,000 from the General Fund Contingency account to Information Technology - Repairs & Maintenance for the purchase of Seamless Docs 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.

Commissioner Calfe questioned the breakdown for service and implementation costs. Scott Smith stated it was \$7,000 for April through June and \$10,000 for implementation costs.

**7. Community Services: Transfer of \$15,000 from the General Fund Contingency account**

Mayor Zoppo-Sassu made a motion seconded by Commissioner LaMothe  
"To transfer \$15,000 from the General Fund Contingency account to Community Services - Relocation 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.

8. **New Business:**
9. **Old Business:**
10. **Any other matter to come before said meeting**
11. **Adjournment**

Commissioner Burns made a motion seconded by Commissioner Calfe.

"To adjourn at 5:55 p.m."

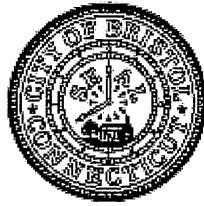
Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

Attest:



Diane M. Waldron  
Board of Finance Clerk





**City of Bristol  
Special Board of Finance Meeting  
April 1, 2019**

A special meeting of the Board of Finance was held on Monday, April 1, 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 Jake Carrier, Nicolas Jones, Marie O'Brien and Cheryl Thibeault. Mike LaMothe and Ron Burns were absent. Also present from the Comptroller's Office: Diane Waldron, Robin Manuele, Skip Gillis and Sharon Chaika.

**March 25, 2019**

**Ladies and Gentleman:**

**The Board of Finance will hold a Special Meeting on Monday, April 1, 2019 at 6:00 p.m. in City Hall Council Chambers, 111 North Main Street, Bristol, Connecticut.**

**Agenda**

1. Call to order.
2. Presentation regarding the 2019-2020 budget and to take any action as necessary
3. To discuss the 2019-2020 budget and to take any action as necessary
4. Adjournment

**PER ORDER OF THE CHAIRPERSON  
John Smith**

1. Call to order

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

*Pledge of Allegiance*

2. Presentation regarding the 2019-2020 budget and to take any action as necessary

Comptroller Diane Waldron gave a presentation on the proposed 2019-2020 budget. The Grand List grew 0.72%, which will generate \$1,041,597 in additional tax revenue dollars at the current mill rate. The 2019-2020 Grand List is \$3,945,511,672 and 1 mill is equal to \$3,886,920. The 2018-2019 mill rate is 36.88. After reviewing the requested revenues, there were a few minor increases to revenues totaling \$263,350.

Diane reviewed the budget requests by Departments. The total General Fund request increase is 7.59%, with the General City at 6.75%, Debt Service and Capital Transfer 12.56%

and Education 7.71%. The variance between revenues and expenditures with the grand list growth is \$13,441,793 or 3.46 mills, a 9.38% increase.

Diane discussed the Spending Cap, CGS 4-66(l)(h)(1) which established a municipal spending cap of 2.5% that municipalities are required to certify annually to OPM compliance with this statute. There is a penalty for non-compliance that is a grant reduction equal to fifty cents for every dollar that exceed the 2.5% cap. There are adjustments to the spending cap calculation including changes in Debt Service, changes in Excess Cost or Special Education Costs, Changes in Pension Contributions, Arbitration Awards or Court Orders and any costs related to a disaster emergency declaration by the President or Governor.

Diane reviewed the proposed city expenditure reductions, highlighting a few. Corporation Counsel Professional Fees were reduced as there are currently funds that can be carried over in the account. The Police Department's request for new officers has not been approved by Salary Committee yet, and funding for those positions were removed until approved. Public Works Major Roads was reduced as the City has been receiving the Municipal Grants-in-Aid to assist in roadway maintenance. Bristol Burlington Health reduction is half of the requested increase. St. Vincent DePaul was reduced to current level funding. Parks Department is an increase as a result of the reorganization proposal. Capital Outlay requests for City Departments totaled \$1,301,775 and \$713,915 is proposed to be funded from the Equipment Building Sinking Fund. The Public Works Fleet Capital Outlay account stays in the General Fund, with a request of \$1,256,000 and proposed funding of \$1,138,000.

The Board of Education is presented with a \$4,334,880 reduction, from a 7.71% increase to a 3.82% increase. Diane explained the \$4,334,880, as there is \$900,000 budgeted for a Special Education contingency as well as a reduction based on how the BOE is trending now for Special Education costs. There is an estimated \$120,000 for print management savings and an estimated \$300,000 for retiree savings and \$620,000 in estimated Health Insurance savings.

The total expenditure reductions total 1.92 mills, .80 for City, and 1.12 for Education.

The proposed 2019-2020 City budget is \$201,706,570 an increase of \$7,297,385 or 3.75%; of this increase 1.07% is for the General City, .49% for Debt Service and 2.19% for Education. The mill rate increase is 1.34 mills or a 3.63% tax increase Diane showed the impact to the average taxpayer based on numbers provided by the Assessor for a mill rate of 36.88. The tax increase for motor vehicle would be 3.82% and real estate 3.62% or \$175 in total.

There are still some decision/open issues to discuss such as the follow: 10 Year Capital Transfer, Equipment Building Sinking Fund Transfer, Health Insurance Update, State Budget Update, Budget Adoption Date, Additional Reduction, and Revenue Forecasting. At this point, the Board of Finance is set to adopt the budget on April 23 and a Joint Meeting of City Council and Board of Finance will adopt the budget on May 20.

### **3. To discuss the 2019-2020 budget and to take any action as necessary**



Discussion was held on the 10 Year Capital Improvement Plan, as it is proposed to reduce the Operating Transfer Out to Capital Projects. This would fund two projects, Graham Street for \$100,000 and the Playground project for \$150,000 from the current year. Commissioner O'Brien discussed the fiber project. Commissioner Thibeault did have questions on this project; however IT Director Scott Smith answered, which will be forwarded to the entire Board. Mayor Zoppo-Sassu questioned if the Parks Master Plan project could be bonded, as eventually those projects would be bonded as well and it is part of greater project. Commission O'Brien raised her concerns with doing this as she has seen the State bond projects that could be paid for by cash. Commissioner Smith stated the Board of Education needs to take action on the DRA study for the schools to know what will happen with the schools.

Chairperson Smith stated another workshop is scheduled for April 8, and budget adoption on April 23 however it doesn't appear that workshop will be necessary.

Commissioner Calfe questioned the need to fund the teachers' retirement and the City's status of being a distressed municipality. Mayor Zoppo-Sassu discussed the components that qualify Bristol as distressed by DECD some which include, poverty, unemployment, per capita, tax base, population and housing.

Councilman Dave Preleski stated he encourages the Board to have another workshop as there are some policy issues to discuss this year.

Commissioner O'Brien made a motion seconded by Commission Calfe "To cancel the Board of Finance meeting scheduled for April 8" Motion approved.

Commissioner Calfe made a motion seconded by Commission Thibeault "To schedule a Board of Finance meeting for April 15 at 6 pm" Motion approved.

#### **4. Adjournment**

Commissioner Calfe made a motion which was seconded by Commissioner Thibeault

"To adjourn at 7:16 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

