



**City of Bristol
Board of Finance Meeting
April 23, 2019**

A meeting of the Board of Finance was held on Tuesday, April 23, 2019 at 5:30 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, Marie O'Brien and Cheryl Thibeault. Mike LaMothe was absent. Also present from the Comptroller's Office: Diane Waldron and Robin Manuele.

April 17, 2019

Ladies and Gentlemen:

The regular Board of Finance Meeting will be held on Tuesday, April 23, 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 - March 26, 2019 and Special Meeting - April 1, 2019
 - b. Approval of Minutes: Budget Hearings - March 20, 2019 and March 26, 2019
 - c. Purchasing: Quarterly Update on the Local Bidding Preference- March 31, 2019
 - d. Assessor: Transfer of \$100 within the Assessor's operating budget
 - e. Parks Department: Transfers totaling \$8,486 within the Parks operating budget
 - f. IT: Transfer of \$40,000 within the Capital Projects Fund
 - g. Human Resources: Transfer of \$16,000 within the Human Resources operating budget
 - h. City Council: Transfers totaling \$64,292 within the General Fund
 - i. Bristol Development Authority: Transfer of \$50,000 within the Community Development Block Grant Fund
 - j. Library:
 1. Additional appropriation of \$20,027 within the Library's operating budget
 2. Additional appropriation of \$100 within the Special Grants and Donations Fund
 - k. Building Department:
 1. Additional appropriation of \$67,435 within the Special Grants and Donations Fund

2. Transfers totaling \$31,001 within the Building Department's operating budget
1. Board of Education:
 1. Additional appropriation of \$136,804 within the Special Education Grants Fund
 2. Additional appropriation totaling \$52,264 within the Special Grants and Donations Fund
 3. Additional appropriation of \$9,777 within the Student Activities Fund
- m. Police Department:
 1. Additional appropriation of \$29,800 within the Special Grants and Donations Fund
 2. Additional appropriation of \$12,920 within the Special Grants and Donations Fund
 3. Transfers totaling \$8,240 within the Police Department's operating budget
4. Committee Reports- Purchasing Committee - April 11, 2019
5. Department of Aging: Transfer of \$5,000 from the General Fund Contingency account
6. Board of Education: Budget Update
7. Comptroller's Office: Approval of contract for Pension and OPEB Actuarial Services to Milliman Inc.
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

Paul Krell, 86 Vine Road, spoke regarding Senior Property Tax Relief Report.

Mayor Zoppo-Sassu made a motion seconded by Commissioner Calfe

"To refer the Senior Property Tax Relief Report to the City Council for informational purposes."

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

3. Consent Agenda

- a. **Approval of Minutes: Regular Meeting – March 26, 2019 and Special Meeting – April 1, 2019**
- b. **Approval of Minutes: Budget Hearings – March 20, 2019 and March 26, 2019**
- c. **Purchasing: Quarterly Update on the Local Bidding Preference- March 31, 2019**
- d. **Assessor: Transfer of \$100 within the Assessor’s operating budget**
- e. **Parks Department: Transfers totaling \$8,486 within the Parks operating budget**
- f. **IT: Transfer of \$40,000 within the Capital Projects Fund**
- g. **Human Resources: Transfer of \$16,000 within the Human Resources operating budget**
- h. **City Council: Transfers totaling \$64,292 within the General Fund**
- i. **Bristol Development Authority: Transfer of \$50,000 within the Community Development Block Grant Fund**
- j. **Library:**
 - 1. **Additional appropriation of \$20,027 within the Library’s operating budget**
 - 2. **Additional appropriation of \$100 within the Special Grants and Donations Fund**
- k. **Building Department:**
 - 1. **Additional appropriation of \$67,435 within the Special Grants and Donations Fund**
 - 2. **Transfers totaling \$31,001 within the Building Department’s operating budget**
- l. **Board of Education:**
 - 1. **Additional appropriation of \$136,804 within the Special Education Grants Fund**
 - 2. **Additional appropriation totaling \$52,264 within the Special Grants and Donations Fund**
 - 3. **Additional appropriation of \$9,777 within the Student Activities Fund**
- m. **Police Department:**
 - 1. **Additional appropriation of \$29,800 within the Special Grants and Donations Funded**
 - 2. **Additional appropriation of \$12,920 within the Special Grants and Donations Fund**
 - 3. **Transfers totaling \$8,240 within the Police Department’s operating budget**

Commissioner O’Brien made a motion seconded by Commissioner Burns

“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- Purchasing Committee - April 11, 2019

Commissioner Burns gave an overview of the Purchasing Committee meeting from April 11. The Committee discussed the bidding thresholds for bidding and reviewed what surroundings towns do based on a report prepared by Capital Region Council of Governments. Roger discussed the motion that will change the Purchasing Manual for July 1 raising the threshold for verbal, written and sealed bids.

Commissioner Carrier made a motion seconded by Commissioner
"To accept the Purchasing Committee report from April 11, 2019 and place on file."

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

Commissioner made a motion seconded by Commissioner
"To make the following changes to the Purchasing Policies and Procedures with an effective date of July 1, 2019,

Transactions greater than \$5,000.00 but not exceeding \$10,000.00 shall at minimum require verbal competitive quotations from at least three (3) vendors

Transactions greater than \$10,000.00 but not exceeding \$25,000.00 shall require written competitive quotations from at least three (3) vendors and to raise the sealed bid threshold to in excess of \$25,000."

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

5. Department of Aging: Transfer of \$5,000 from the General Fund Contingency account

Commissioner Carrier made a motion seconded by Commissioner Calfe
"To transfer \$5,000 from the General Fund Contingency account to Department of Aging - Carpeting Billiards Room."

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

6. Board of Education: Budget Update

Jill Browne provided an update for the Board of Education, at the close of March, fixed cost expenditures continue to remain steady. The March 31 snapshot suggests an operating deficit of \$1.158M. Currently the Board of Education is in receipt of \$2,867,559 in revenues from Rentals, Tuition, Medicaid and Displaced Student Relief sources, and Special Education Excess Cost Grant Funding. When the revenues are applied the current operating budget is -\$1,158,547. Overall, the budget remains steady. There is approximately \$1.1M in the teacher salaries line available for transfer, to mitigate the costs of special education services.

A directive was issued that all requisitions are entered by April 18th, and all purchase orders be closed by May 10th. Once this happens, they should be able to more accurately forecast our total financial expenditure. At this time, an early forecast of an \$800K - \$1.2M deficit to end the year is forecasted. Dr. Dietter also provided an update on Special Education.

Cheryl questioned the status of the cafeteria audit. Jill stated they are still waiting to be reinstated, they are hopeful it will happen within a few weeks. Chairperson Smith questioned who was in charge. Sue Moreau stated she has called the State Department of Education and reminded them this needs to be done ASAP. John stated they need to be more aggressive and we should be camping out at their doorstep as the City is losing money.

7. Comptroller's Office: Approval of contract for Pension and OPEB Actuarial Services to Milliman Inc.

Commissioner Calfe made a motion seconded by Commissioner Burns
"To award contract 2P19-067 Actuarial Valuation Services for the City of Bristol's Pension and OPEB Plan to Milliman, Inc and authorize the Chairman of the Board of Finance to sign the contract."

Diane stated the City has decided to stay with Milliman for pension and add OPEB.

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 Calfe made a motion seconded by Commissioner O'Brien

"To adjourn at 6:05 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