



4a.

City of Bristol  
Board of Finance Meeting  
December 17, 2019

A meeting of the Board of Finance was held on Tuesday, December 17, 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, Mayor Ellen Zoppo-Sassu, Commissioners Ron Burns Jake Carrier, Orlando Calfe, Marie O'Brien and Cheryl Thibeault. Commissioners Mike LaMothe and Nicolas Jones were absent. Also present from the Comptroller's Office: Diane Waldron and Robin Manuele.

December 11, 2019

Ladies and Gentlemen:

The regular Board of Finance Meeting will be held on Tuesday, December 17, 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 - November 26, 2019
  - b. Approval of Meeting Calendars:
    1. 2020 Regular Meeting Calendar
    2. 2020-2021 Budget Hearing Calendar
  - c. Comptroller's Office: Transfer of \$14,220 within the General Fund
  - d. Human Resources: Transfer of \$250 within the Human Resources operating budget
  - e. Police Department: Transfer of \$3,765 within the Police Department's operating budget
  - f. Parks, Recreation, Youth & Community Services:
    1. Rescind November 26, 2019 - Additional appropriation of \$30,000 within the General Fund
    2. Additional appropriation of \$30,000 within the Special Grants and Donations Fund
    3. Transfer of \$2,600 within the Equipment Building Sinking Fund
  - g. Public Works:
    1. Transfer of \$22,155 within the Transfer Station Fund
    2. Additional appropriation of \$22,155 within the Solid Waste operating budget
4. Committee Reports:
  - a. Purchasing Committee: December 12, 2019

- b. Insurance Committee: December 17, 2019
- 5. Bristol Development Authority:
  - a. Transfer of \$5,000 from the General Fund Contingency account
  - b. Additional appropriation of \$5,000 within the Special Grants and Donations Fund
- 6. Comptroller's Office: Transfer of \$10,000 from the General Fund Contingency account
- 7. Board of Education: Budget Update
- 8. Liaison Reports
- 9. Chairman's Report
- 10. New Business:
- 11. Old Business:
- 12. Any other matter to come before said meeting
- 13. Adjournment

**PER ORDER OF THE CHAIRPERSON**

John E. Smith

- 1. Call to order

Chairperson Smith called the meeting to order at 5:35 p.m.

- 2. Public Participation
- 3. Consent Agenda
  - a. Approval of Minutes: Regular Meeting - November 26, 2019
  - b. Approval of Meeting Calendars:
    - 1. 2020 Regular Meeting Calendar
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  - c. Comptroller's Office: Transfer of \$14,220 within the General Fund
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  - f. Parks, Recreation, Youth & Community Services:
    - 1. Rescind November 26, 2019 - Additional appropriation of \$30,000 within the General Fund
    - 2. Additional appropriation of \$30,000 within the Special Grants and Donations Fund
    - 3. Transfer of \$2,600 within the Equipment Building Sinking Fund
  - g. Public Works:
    - 1. Transfer of \$22,155 within the Transfer Station Fund
    - 2. Additional appropriation of \$22,155 within the Solid Waste 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:**  
**a. Purchasing Committee: December 12, 2019**

Commissioner Burns gave the report of the Purchasing Committee. The Committee met with Roger Rousseau to discuss the City's procurement guidelines relative to employee recognition. Discussion was held by the Board of Finance related to the purpose of employee recognition, the City does not have a formal policy in place by Human Resources and it is handled by the Department. In this case Public Works is requesting to use the PCard for purchases within their budget. The Mayor does not want to add an extra layer of paperwork to the process, Roger confirmed a verbal approval would be appropriate.

Commissioner Calfe made a motion seconded by Commissioner O'Brien  
"To accept the changes to the Purchasing Manual to authorize the use of a procurement card by a department head relative to an employee recognition program as budgeted, subject to prior approval by either the Mayor or Comptroller"

Following a voice vote, the Chairperson declared the motion carried. Commissioners O'Brien and Thibeault opposed.

Commissioner Calfe made a motion seconded by Commissioner Thibeault  
"To accept the report of the Purchasing Committee from December 12, 2019 and place on file"

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

**b. Insurance Committee: December 17, 2019**

Chairman Smith gave the report of the Insurance Committee, who met right before tonight's meeting to discuss indemnification contract language within pension investment contracts. The Retirement Board approves the investments with these firms and Corporation Counsel has reviewed the contracts and provided their recommendations.

Commissioner Burns made a motion seconded by Mayor Zoppo Sassu  
"To waive the indemnification contract language with Longford Capital Fund III, L.P., KPC Investment Offshore Fund SPC, and Verition International Multi-Strategy Fund, Ltd."

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 the report of the Insurance Committee from December 17, 2019 and place on file"

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

**5. Bristol Development Authority:**

**a. 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 Operating Transfers Out - Special Revenue."

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

**b. Additional appropriation of \$5,000 within the Special Grants and Donations Fund**

Commissioner O'Brien made a motion seconded by Commissioner Thibeault  
"To make an additional appropriation of \$5,000 within the Special Grants and Donations Fund funded by a transfer in from the General Fund for the City Match of the CT Brownfield Land Bank Grant 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.

**6. Comptroller's Office: Transfer of \$10,000 from the General Fund Contingency account**

Mayor Zoppo Sassu made a motion seconded by Commissioner O'Brien  
"To transfer \$10,000 from the General Fund Contingency Account to Deferred Comp Consultant Account 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. Board of Education: Budget Update**

Financial information was provided, no formal presentation this month.

**8. Liaison Reports**

**9. Chairman's Report**

Chairman Smith stated he and Diane met with members of the Board of Education and the School & State Finance Project to discuss Special Education, and it was an informative meeting. Meriden recently changed their Special Education program and brought it in house, they made the investment and it took them approximately five years before they started realizing a return on the investment.

*Mayor Zoppo Sassu left the meeting at 5:58 p.m.*

**10. New Business:**

Commissioner Burns made a motion seconded by Commissioner Thibeault

"To bring to the table an insurance issue"

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

Diane explained CIGNA has a case where our plan has paid the medical expenses for the employee's spouse incurred in a motor vehicle accident where he was not at fault. This request is to authorize the insurance company is to recover the costs from the accident which is limited by State statute, and reduced by legal fees. The recovered fees will be reimbursed to the City's Health Insurance Fund.

Commissioner Burns made a motion seconded by Commissioner Thibeault

I hereby MOVE that in the matter of Case ID No. 215 84131, that the City reduce its claimed lien of \$145,292.12 to \$18,400, and that the Corporation Counsel, or Assistant Corporation Counsel, be authorized to sign any and all documents to effect the purposes of this motion.

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

Commissioner Thibeault requested more information on the PCard statement, the Police Department has an item to unlock Celebrite. Diane stated we will follow up and provide that information.

**11. Old Business:**

**12. Any other matter to come before said meeting**

**13. Adjournment**

Commissioner Calfe made a motion seconded by Commissioner Burns

"To adjourn at 6:08 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