3a.

City of Bristol
Board of Finance Meeting
January 28, 2020

A meeting of the Board of Finance was held on Tuesday, January 28, 2020 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, Nicolas Jones, Mike LaMothe, Marie O'Brien and Cheryl Thibeault. Commissioner Orlando Calfe was absent. Also present from the Comptroller's Office: Robin Manuele.

January 22, 2020

Ladies and Gentlemen:

The regular Board of Finance Meeting will be held on Tuesday, January 28, 2020 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. **Reorganization of the Board**
4. **Consent Agenda**
   a. **Approval of Minutes: Regular Meeting – December 17, 2019**
   b. **Purchasing: Quarterly Update on the Local Bidding Preference- December 31, 2019**
   c. **Code Enforcement: Additional appropriation of $4,594 within the Special Grants and Donations Fund**
   d. **Emergency Management: Additional appropriation of $250 within the Special Grants and Donations Fund**
   e. **Tax Collector: Transfer totaling $500 within the Tax Collector's operating budget**
   f. **Library: Additional appropriation totaling $250 within the Special Grants and Donations Fund**
   g. **City Council/Human Resources:**
      1. **Transfer totaling $21,290 within the General Fund**
      2. **Transfer totaling $52,246 within the General Fund**
   h. **Bristol Development Authority:**
      1. **Transfer of $1,500 within the Community Development Block Grant Fund**
      2. **Transfer of $25,000 within the Community Development Block Grant Fund**
   i. **Parks, Recreation, Youth & Community Services:**
      1. **Additional appropriation of $144 within the Special Grants and Donations Fund**

2. **Additional appropriation of $100 within the Special Grants and Donations Fund**
3. **Transfers totaling $1,000 within the Community Services operating budget**
4. **Transfers totaling $7,510 within the Parks Operating Budget**
5. **Decrease of appropriations totaling $7,225.73 within the Special Grants and Donations Fund**
6. **Additional appropriation of $7,225.73 within the Special Grants and Donations Fund**

j. **Board of Education:**
1. **Additional appropriations totaling $688,605 within the Special Grants and Donations Fund**
2. **Additional appropriations totaling $2,241,565 within the Special Education Grant Fund**

k. **Public Works:**
1. **Additional appropriation of $1,620 within the Special Grants and Donations Fund**
2. **Transfer of $8,000 within the Solid Waste operating budget**
3. **Transfers totaling $30,022 within the Public Works operating budget**

5. **Police Department: Approval of a bid waiver to Axon Enterprises Inc**
6. **Fire Department: Approval of a bid waiver to Firematic Supply Co.**
7. **Parks, Recreation, Youth & Community Services: Transfer of $15,000 from the General Fund Contingency Account**
8. **Corporation Counsel Approval of two Workers' Compensation settlements**
9. **Board of Education:**
   a. **Budget Update**
   b. **Additional appropriation of $30,000 within the School Capital Projects Fund**
10. **Comptroller's Office:**
    a. **Resolution ratifying the appropriation of $2,100,000 for acquisition of Shrub Road Parcels – Open Space Grant Application and the authorization of bonds or notes to finance the appropriation**
    b. **Transfer of $670,800 within the Capital Projects Fund funded by grant revenue**
11. **Liaison Reports**
12. **Chairman's Report**
13. **New Business:**
14. **Old Business:**
15. **Any other matter to come before said meeting**
16. **Adjournment**

PER ORDER OF THE CHAIRPERSON
John E. Smith

1. **Call to order**

Chairperson Smith called the meeting to order at 5:30 p.m.

2. Public Participation

3. Reorganization of the Board

Chairperson Smith asked the Mayor to take over nominations for Chairperson due to the absence of the Vice Chairman. Mayor Zoppo Sassu opened the floor for nominations for Chairman of the Board.

Commissioner Burns made a motion seconded by Commissioner LaMothe
"To nominate John Smith as Chairman of the Board of Finance."

Mayor Zoppo Sassu called for any other nominations, hearing none, Commissioner O'Brien made a motion seconded by Commissioner Thibeault to close nominations, following a voice vote in which there was no opposition, and the Mayor declared the motions carried.

Chairperson Smith opened the floor for nominations for Vice Chairman of the Board. Commissioner LaMothe made a motion seconded by Commissioner O'Brien
"To nominate Orlando Calfe as Vice Chairman of the Board of Finance."
Chairperson Smith called for any other nominations, hearing none Commissioner Thibeault made a motion seconded by Commissioner O'Brien to close nominations, and following a voice vote, the Chairperson declared the motions carried.

4. Consent Agenda

- **a. Approval of Minutes: Regular Meeting – December 17, 2019**
- **b. Purchasing: Quarterly Update on the Local Bidding Preference- December 31, 2019**
- **c. Code Enforcement: Additional appropriation of $4,594 within the Special Grants and Donations Fund**
- **d. Emergency Management: Additional appropriation of $250 within the Special Grants and Donations Fund**
- **e. Tax Collector: Transfer totaling $500 within the Tax Collector's operating budget**
- **f. Library: Additional appropriation totaling $250 within the Special Grants and Donations Fund**
- **g. City Council/Human Resources:**
  1. **Transfer totaling $21,290 within the General Fund**
  2. **Transfer totaling $52,246 within the General Fund**
- **h. Bristol Development Authority:**
  1. **Transfer of $1,500 within the Community Development Block Grant Fund**
  2. **Transfer of $25,000 within the Community Development Block Grant Fund**
- **i. Parks, Recreation, Youth & Community Services:**
  1. **Additional appropriation of $144 within the Special Grants and Donations Fund**

2. **Additional appropriation of $100 within the Special Grants and Donations Fund**
3. **Transfers totaling $1,000 within the Community Services operating budget**
4. **Transfers totaling $7,510 within the Parks Operating Budget**
5. **Decrease of appropriations totaling $7,225.73 within the Special Grants and Donations Fund**
6. **Additional appropriation of $7,225.73 within the Special Grants and Donations Fund**

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k. **Public Works:**
1. **Additional appropriation of $1,620 within the Special Grants and Donations Fund**
2. **Transfer of $8,000 within the Solid Waste operating budget**
3. **Transfers totaling $30,022 within the Public Works 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."

Commissioner Thibeault questioned item 3i, the excessive water/sewer usage by the Parks Department, and asked if this was due to the rate or volume and will it be a recurring issue. Chairman Smith requested this item be voted on as part of the Consent Agenda and an answer will be followed up on with the Superintendent. Commissioner Thibeault also questioned the geese management program as funds were being transferred from there to cover the overage, Mayor Zoppo Sassu stated the current dog program is not effective and they are currently looking at alternative programs.

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

5. **Police Department: Approval of a bid waiver to Axon Enterprises Inc**

Commissioner Thibeault made a motion seconded by Commissioner Burns
"Approval of a bid waiver to Axon Enterprises Inc to continue the body worn camera and electronic control device program at the Police Department."

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

6. **Fire Department: Approval of a bid waiver to Firematic Supply Co.**

Commissioner Carrier made a motion seconded by Commissioner Thibeault
"Approval of a bid waiver to Firematic Supply Co to purchase Morning Pride bunker gear."

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

7. **Parks, Recreation, Youth & Community Services: Transfer of $15,000 from the General Fund Contingency Account**

Commissioner Burns 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."

Commissioner Thibeault questioned if funds were already transferred to this account this year, Assistant Comptroller Robin Manuele stated they were not.

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

8. **Corporation Counsel Approval of two Workers' Compensation settlements**

Commissioner Jones made a motion seconded by Commissioner Burns
"To approve Workers' Compensation settlements to Jay Kolakoski and Thomas Lavigne."

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

9. **Board of Education:**
    a. **Budget Update**

Jill Browne gave the monthly Board of Education update, as general expenditures continue as expected in most areas in the general fund, the trend of rising special education costs continue. Additional expenditures are seen in paraeducator salaries, professional services, and district placed tuitions and out of town transportation. At the end of December, an overall deficit in special education is approximately $433,000. The current tuition deficit is $1 million. The district has collected $64,296 in revenues for rental, tuition and Medicaid and are waiting for the February installment of the Special Education Excess Cost Grant. In order to mitigate the budget deficit in special education, in early December a budget freeze was issued to all Departments to only allow for spending that directly supports curriculum or are essential items for maintenance and classroom support.

Discussion was held on Special Education, as of December 2, 2019 the prevalence rate in Bristol was 20.48% with 1,719 of 8,355 student identified as eligible for special education programming. As of January 2, 2020 the rate is at 20.57. 100 risk assessments have been conducted since August 1, 2019.

b. Additional appropriation of $30,000 within the School Capital Projects Fund

Commissioner Burns made a motion seconded by Commissioner Lamothe
"To make an additional appropriation of $30,000 within the School Capital Projects Fund funded by a Transfer in from the General Fund and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Peter Fusco explained what was happening with the floor at Northeast and the need for replacement. Commissioner Thibeault stated she understood the need for the floor, but questioned the plan for what is going to happen with the schools. Discussion was held as Northeast will remain a school as it serves the needs of the community due to the size of the land and its location. The repairs that are being done now can serve the future need of the building or be repurposed.

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

10. Comptroller's Office:

a. Resolution ratifying the appropriation of $2,100,000 for acquisition of Shrub Road Parcels – Open Space Grant Application and the authorization of bonds or notes to finance the appropriation

Mayor Zoppo Sassu made a motion seconded by Commissioner Lamothe
"To approve a resolution ratifying the appropriation of $2,100,000 for acquisition of Shrub Road Parcels – Open Space Grant Application and the authorization of bonds or notes to finance the appropriation and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Discussion was held on the grant process and what needs to happen now. The grant application required two yellow book appraisals for the grant application. Commissioner Carrier questioned the appraisals and requested to review them. Mayor Zoppo Sassu explained the appraisals were not paid for by the City. The Environmental Learning Center paid for them and they were very difficult to obtain as there were very specific requirements and not many companies were able to satisfy them. The City had no idea how the State would rank the grant applications and requirements, and the City did not receive as much funding as originally expected. The remaining funds required to purchase the property will be bonded, as the Board of Finance approved the bond resolution back in January 2019 as a requirement of the grant application. The City has to close on the property by the end of the year to fulfill the grant requirements. Discussion was held on the purchase price of the property and some Commissioners had reservations on the purchase. Commissioner Thibeault stated although she hears the concerns of fellow Commissioners, the Board should

have raised those concerns back in January, but sees no harm in delaying the vote to let Commissioners see the appraisals.

Mayor Zoppo Sassu made a motion seconded by Commissioner Lamothe "To withdraw the original motion."
Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

b. Transfer of $670,800 within the Capital Projects Fund funded by grant revenue

No action taken on this item.

11. Liaison Reports

12. Chairman's Report

Chairman Smith reminded Commissioner there is a Board of Education workshop tomorrow evening.

13. New Business:

14. Old Business:

15. Any other matter to come before said meeting

16. Adjournment

Commissioner Burns made a motion seconded by Commissioner O'Brien

"To adjourn at 6:40 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