



**City of Bristol
Board of Finance Meeting
June 23, 2020**

A meeting of the Board of Finance was held on Tuesday, June 23, 2020 at 5:30 p.m. via WebEx. The following were in attendance: Chairperson John Smith, Mayor Ellen Zoppo-Sassu, Commissioners Ron Burns, Orlando Calfe, Jon Mace, Marie O'Brien and Cheryl Thibeault. Commissioner Nicolas Jones was absent. Also present from the Comptroller's Office: Diane Waldron and Robin Manuele.

June 17, 2020

Ladies and Gentlemen:

The regular Board of Finance Meeting will be held on Tuesday, June 23, 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. Consent Agenda
 - a. Approval of Minutes: Regular Meeting - May 26, 2020 and Special Meeting - May 12, 2020
 - b. Comptroller's Office: To accept the SAS 114 Audit Communication and place on file
 - c. Building Department: Transfers totaling \$2,480 within the Building Department operating budget
 - d. Economic and Community Development:
 1. To place on file the Economic and Community Development Incentive Updates
 2. Additional appropriation of \$393,989 within the Community Development Block Grant Fund
 3. Transfer of \$100 within the Community Development Block Grant Fund
 - e. Library:
 1. Additional appropriation of \$596 within the Special Grants and Donations Fund
 2. Additional appropriation of \$5,500 within the Special Grants and Donations Fund
 - f. Public Works:
 1. Transfer of \$3,200 within the Public Works Fleet operating budget
 2. Transfer of \$2,500 within the Public Works Fleet operating budget
 3. Additional appropriation of \$3,709,996 within the General Fund

- g. Board of Education:
 - 1. Additional appropriation totaling \$21,669 within the Special Grants and Donations Fund
 - 2. Additional appropriation totaling \$311,182 with the Special Education Grant Fund
- 4. Human Resources: Transfer of \$60,000 from the General Fund Contingency account
- 5. Board of Education: Budget Update
- 6. Public Works:
 - a. Transfers totaling \$32,738 within the Public Works operating budget
 - b. Presentation of City Hall Renovation
- 7. Liaison Reports
- 8. Chairman's Report
- 9. New Business:
- 10. Old Business:
- 11. Any other matter to come before said meeting
- 12. 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. Consent Agenda
 - a. Approval of Minutes: Regular Meeting - May 26, 2020 and Special Meeting - May 12, 2020
 - b. Comptroller's Office: To accept the SAS 114 Audit Communication and place on file
 - c. Building Department: Transfers totaling \$2,480 within the Building Department operating budget
 - d. Economic and Community Development:
 - 1. To place on file the Economic and Community Development Incentive Updates
 - 2. Additional appropriation of \$393,989 within the Community Development Block Grant Fund
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 - e. Library:
 - 1. Additional appropriation of \$596 within the Special Grants and Donations Fund
 - 2. Additional appropriation of \$5,500 within the Special Grants and Donations Fund
 - f. Public Works:

1. **Transfer of \$3,200 within the Public Works Fleet operating budget**
 2. **Transfer of \$2,500 within the Public Works Fleet operating budget**
 3. **Additional appropriation of \$3,709,996 within the General Fund**
- g. Board of Education:**
1. **Additional appropriation totaling \$21,669 within the Special Grants and Donations Fund**
 2. **Additional appropriation totaling \$311,182 with the Special Education Grant Fund**

Commissioner O'Brien 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.

6. Public Works:

b. Presentation of City Hall Renovation

Presentation and discussion was held on City Hall Renovations by Ray Rogozinski, Peter Fusco, Ronald Quicquaro and Steve Niele, Studio Q Architects, Eric Cushman and Peter Adamowicz, Gilbane Construction.

The purpose of the project is a mechanical system upgrade, ADA accessibility, fire protection, improve office/department layout within the building, and improve building aesthetic and constructability. Pete Fusco reviewed various building mechanical systems and existing issues due to the age of the building. Many of the systems are original 1963 systems. At any time the building can have a catastrophic failure with any of the systems. The study process reviewed project understanding, project scoping, planning, construction methodology, and design study. An addition will be added to the front of the building and create a central park like entrance. The flush access approach will create new convenient parking at the main entrance.

Gilbane discussed the costs which are estimated at \$32.7 million and include contingencies and escalation of 15% for design, 5% for construction and 4% for escalation. Work is estimated to start a year from now.

Mayor Zoppo Sassu stated this project covers problems that plague this building including mechanical, ADA, and aesthetic, but most importantly the front loaded design includes all the mechanicals. Ray stated the renovations will take place while the building is occupied with minimal interruptions, the biggest being when the addition is built, there is costs built in to move employees temporarily to the Court complex and back during the renovations. John stated security issues will also be addressed. Discussion was held by the Board of Finance.

4. Human Resources: Transfer of \$60,000 from the General Fund Contingency account

Commissioner Burns made a motion seconded by Commissioner Calfe
"To transfer \$60,000 from the General Fund Contingency account to the Insurance - Claims Deductible 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.

5. Board of Education: Budget Update

Financial information was provided, no formal presentation this month.

6. Public Works:

a. Transfers totaling \$32,738 within the Public Works operating budget

Mayor Zoppo Sassu made a motion seconded by Commissioner Calfe
"To transfer \$32,738 within the Public Works operating budget for year-end transfers 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. Liaison Reports

8. Chairman's Report

John updated the Board on the South Side School HVAC project which is underway, the environmental phases will take another three to four weeks. The cooling most likely won't be in place for this fall.

With regard to the Memorial Boulevard project, the fencing is in place and the environmental phase has been in progress for the past ten days and is proceeding on schedule.

John stated he sent a Memo out to the Board of Finance regarding the Retirement Board. Since 2012 there has not been any RFP's regarding the financial management consulting services of the investment of the funds. John is suggesting the Board of Finance send a letter to the Retirement Board to issue an RFP, as the current contract is an evergreen contract with a COLA prevision which he was surprised to see. This has been in place since July 2012, prior to that it was managed by Merrill Lynch. The same contact at Merrill Lynch is the current contact at Beirne Wealth. John feels it's appropriate as the City has sent out RFP's for other services recently such as auditors and Worker's Compensation, and in each case the City has made out financially and improved procedures. Although it's the Retirement Board's decision the Board of Finance can suggest they go out to RFP. The Retirement Board can decide to stay with the same investment firm, but it doesn't hurt to go out to RFP.

9. New Business:

Commissioner Calfe made a motion seconded by Commissioner Burns
"To bring the Retirement Board RFP to the table for discussion"
Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

Commissioner O'Brien stated she is in favor of this, she feels the City should have a schedule and timely review of all these contracts. Chairman Smith stated this is governed by Charter, the Board of Finance doesn't have the authority as the Retirement Board has broad responsibilities in this case. In other cases, the City does go out to RFP every three, five or six years depending on the function. Mayor Zoppo Sassu stated however, the Board of Finance is an involved party as if the fund were to fail the Board of Finance would be required to fund the pensions.

Commissioner Calfe made a motion seconded by Commissioner Burns
"To recommend the Retirement Board issue an RFP for investment advisor for the City's Employee Pension Plan."
Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

10. Old Business:

11. Any other matter to come before said meeting

12. Adjournment

Commissioner Calfe made a motion seconded by Commissioner O'Brien

"To adjourn at 6:55 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