3a.

City of Bristol
Board of Finance Meeting
July 28, 2020

A meeting of the Board of Finance was held on Tuesday, July 28, 2020 at 5:30 p.m. in the City Hall Council Chambers and via WebEx. The following were in attendance: Chairperson John Smith, Mayor Ellen Zoppo-Sassu, Commissioners Ron Burns, Orlando Calfe, Nicolas Jones, Jon Mace, Marie O'Brien and Cheryl Thibeault. Also present from the Comptroller's Office: Diane Waldron

July 22, 2020

Ladies and Gentlemen:

The regular Board of Finance Meeting will be held on Tuesday, July 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. **Consent Agenda**
   a. **Approval of Minutes: Regular Meeting – June 23, 2020**
   b. **Purchasing: Quarterly Update on the Local Bidding Preference- June 30, 2020**
   c. **Human Resources: Transfer of $20,000 within the Corporation Counsel operating budget**
   d. **Building Department: Additional appropriation of $10,674 within the Special Grants and Donations Fund as of June 30, 2020**
   e. **Emergency Management: Additional appropriation of $4,000 within the Special Grants and Donations Fund as of June 30, 2020**
   f. **Public Works: Additional appropriation of $9,664 within the Storm Water Trust operating budget as of June 30, 2020**
   g. **Economic and Community Development: Additional appropriation of $1,700 within the Special Grants and Donations Fund as of June 30, 2020**
   h. **Registrar of Voters: Additional appropriation of $7,107 within the Equipment Building Sinking Fund as of June 30, 2020**
   i. **School Readiness: Additional appropriation of $378,087 within the School Readiness operating budget**
   j. **Arts and Culture Commission: Additional appropriation of $525 within the Special Grants and Donations Fund**
   k. **Parks, Recreation, Youth and Community Services:**
      1. **Additional appropriation of $1,640 within the Parks operating budget as of June 30, 2020**

2. **Additional appropriation of $117,068 within the Parks operating budget as of June 30, 2020**
3. **Additional appropriation of $5,000 within the Special Grants and Donations Fund as of June 30, 2020**
4. **Additional appropriation of $90,000 within the Capital Projects Fund**

l. **Board of Education: Additional appropriation of $6,000 within the Special Grants and Donations Fund**

4. **Water Department: Update on Financials**
5. **Board of Education: Budget Update**
6. **Economic and Community Development:**
   a. **Request for a bid waiver to New Colony Development Corporation**
   b. **Waiver of indemnification contract language with New Colony Development Corporation**
   c. **Transfer of $100,000 within the Capital Non-Recurring Fund**
7. **Mayor's Office: Additional appropriation of $60,000 within the LoCIP Fund**
8. **Discussion of Mission Statement**
9. **Liaison Reports**
10. **Chairman's Report**
11. **New Business:**
12. **Old Business:**
13. **Any other matter to come before said meeting**
14. **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 – June 23, 2020**
   b. **Purchasing: Quarterly Update on the Local Bidding Preference- June 30, 2020**
   c. **Human Resources: Transfer of $20,000 within the Corporation Counsel operating budget**
   d. **Building Department: Additional appropriation of $10,674 within the Special Grants and Donations Fund as of June 30, 2020**
   e. **Emergency Management: Additional appropriation of $4,000 within the Special Grants and Donations Fund as of June 30, 2020**
   f. **Public Works: Additional appropriation of $9,664 within the Storm Water Trust operating budget as of June 30, 2020**
   g. **Economic and Community Development: Additional appropriation of $1,700 within the Special Grants and Donations Fund as of June 30, 2020**

h. **Registrar of Voters: Additional appropriation of $7,107 within the Equipment Building Sinking Fund as of June 30, 2020**
i. **School Readiness: Additional appropriation of $378,087 within the School Readiness operating budget**
j. **Arts and Culture Commission: Additional appropriation of $525 within the Special Grants and Donations Fund**
k. **Parks, Recreation, Youth and Community Services:**
    1. **Additional appropriation of $1,640 within the Parks operating budget as of June 30, 2020**
    2. **Additional appropriation of $117,068 within the Parks operating budget as of June 30, 2020**
    3. **Additional appropriation of $5,000 within the Special Grants and Donations Fund as of June 30, 2020**
    4. **Additional appropriation of $90,000 within the Capital Projects Fund**
l. **Board of Education: Additional appropriation of $6,000 within the Special Grants and Donations Fund**

Commissioner O'Brien made a motion seconded by Commissioner Mace
"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. Water Department: Update on Financials

Rob Longo, Water Superintendent, discussed the unaudited monthly income statement for June 2020. The New Britain agreement provided for an increase so costs are more than the prior year. Other increases are due to staff and labor agreements due to COVID to keep the workforce safe and separated especially in the specialized areas as the plant operates 24 hours a day, seven days a week. Staff was on a rotating work schedule, but are back to work full staff with precautions in place. Construction was halted, but has resumed, however non-essential work such as meter changes has not resumed.

5. Board of Education: Budget Update

Financial information was provided, no formal presentation this month.
Diane stated a formal presentation will be made in August, as the BOE is closing out requisitions and will have a better idea in August as to the yearend surplus, right now they are estimating approximately $616 thousand, but that could increase with yearend closeouts. However, the Cafeteria Fund is predicting a deficit of $450 thousand. Dr. Carbone stated that deficit would have been worse if breakfast and lunch were not served during the closure.

Commissioner Calfe questioned if the bus contracts have been signed for the 2020-21 school year, Dr. Carbone stated the BOE has shared their plans with the vendors and have had dialog as they need to move with the health concerns but have not locked in with a certain format for these contracts.

6. Economic and Community Development:

a. Request for a bid waiver to New Colony Development Corporation

Mayor Zoppo Sassu made a motion seconded by Commissioner O'Brien
"To approve a bid waiver to New Colony Development Corporation for professional services for the Sessions Building Project."

Justin Malley explained the City has not received property taxes for 273 Riverside Avenue for many years, with current tax arrearage close to $1 million. The City holds authority to pursue tax foreclosure of tax-delinquent properties to recoup back taxes and to encourage new, responsible ownership. However, the legal liability associated with this site as well as the costly environmental cleanup – coupled with the building's large size, financial obligations, and other complications – make a traditional tax foreclosure undesirable.
The City is proposing to partner with the New Colony Development Corporation, which will take possession of the property (through the assignment of tax liens) as legal and environmental issues are resolved. The Land Bank is a not-for-profit independent entity that would oversee project development work including but not limited to tenant relocation and other issues; remediation and associated project details; transfer of property ownership, and subsequent brownfield issues related to redevelopment and occupancy/reuse. The Vesta/BHA Joint Venture proposal will transform into a vibrant apartment community with D'Amato Construction as the construction partner.

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

b. Waiver of indemnification contract language with New Colony Development Corporation

Mayor Zoppo Sassu made a motion seconded by Commissioner O'Brien
"To table Item 6b. Waiver of Indemnification."
Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

c. Transfer of $100,000 within the Capital Non-Recurring Fund

Commissioner Thibeault made a motion seconded by Mayor Zoppo Sassu
"To transfer $100,000 within the Capital Non-Recurring Fund for professional services for the Sessions Building Project 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. Mayor's Office: Additional appropriation of $60,000 within the LoCIP Fund

Commissioner Calfe made a motion seconded by Commissioner Mace
"To make an additional appropriation of $60,000 within the LoCIP Fund for hazardous tree removal at West Cemetery and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Commissioner Thibeault questioned this project going through the CIP process. Diane explained LoCIP is one of the funding sources for the Capital Improvement Plan, funding is available for this project by closing out other projects and this is a new eligible project. Commissioner Thibeault requested a list of the projects closed out.

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

8. Discussion of Mission Statement

Discussion was held by the Board of Finance, Superintendent and Deputy Superintendent on the mission statement.

Commissioner O'Brien made a motion seconded by Mayor Zoppo Sassu

"To approve the mission statement as follows:

To make Bristol an equity-centric high quality of life community for residents and businesses by supporting a dynamic and innovative education system and ensuring long term financial stability through responsive government services."

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

9. Liaison Reports

10. Chairman's Report

Chairman Smith provided updates on the South Side School HVAC project and MBIAS project, which are both in progress and on schedule.

11. New Business:

Mayor Zoppo Sassu made a motion seconded by Commissioner
"To bring the Synthetic Turf Fields item to the Agenda"
Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

Dale Clift provided an update on the ongoing litigation with the synthetic fields at the high schools, a verbal agreement was reached yesterday between all parties which includes Corporation Counsel, Chris Cassin, Athletic Director, and multiple contractors. Mediation was supposed to take place this Thursday, but that will not be necessary as this agreement was reached. In the end the City will end up with two brand new fields with 10 year warranties and new fill. Bristol Central's field construction will start first in approximately two weeks, followed by Bristol Eastern's in approximately four to six weeks. The General Contractor elected to not participate, but the City is going to proceed with repairs to the drainage, which is estimated to cost $70,000, but Dale feels that money will be reimbursed from some or all of the parties involved. Commissioner Calfe questioned if $70,000 was enough, and Dale stated he is highly confident relying on his advisors.

Chris Cassin spoke regarding the fields, which will have organic wood fill. He has visited other fields in the New England area including Worcester, Somerville, MA and Kingston, RI that have the same fill Bristol will be getting. Commissioner Calfe questioned if there will be any revenue loss. Chris state due to COVID the fields haven't been rented and aren't scheduled to be.

Commissioner O'Brien made a motion seconded by Mayor Zoppo Sassu
"To transfer $70,000 from the Capital Projects Contingency account for the replacement of the synthetic turf fields 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 O'Brien made a motion seconded by Mayor Zoppo Sassu
"To approve a bid waiver to complete repairs of the synthetic turf field's project at the Bristol Schools."
Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

12. Old Business:

13. Any other matter to come before said meeting

14. Adjournment

Commissioner Mace made a motion seconded by Commissioner Thibeault

"To adjourn at 6:50 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