**City of Bristol**
**Board of Finance Meeting**
**August 25, 2020**

A meeting of the Board of Finance was held on Tuesday, August 25, 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 and Robin Manuele

**August 19, 2020**

**Ladies and Gentlemen:**

**The regular Board of Finance Meeting will be held on Tuesday, August 25, 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 – July 28, 2020**
   b. **Police Department: Additional appropriation of $7,550 within the Special Grants and Donations Fund**
   c. **Assessor:**
      1. **Transfer of $9,500 within the General Fund as of June 30, 2020**
      2. **Additional appropriation of $9,500 within the Capital Non-Recurring account as of June 30, 2020**
   d. **Economic and Community Development:**
      1. **Transfer of $50,000 within the Community Development Block Grant Fund**
      2. **Transfers totaling $13,763 within the Community Development Block Grant Fund to closeout fiscal year 2019-2020**
   e. **Water Pollution Control: Transfers totaling $36,340 within the Sewer Operating and Assessment Fund to closeout fiscal year 2019-2020**
   f. **Public Works: Transfers totaling $21,590 within the Transfer Station Fund to closeout fiscal year 2019-2020**
   g. **Various: Transfers totaling $1,497,023 within the General Fund to closeout fiscal year 2019-2020**
   h. **Comptroller's Office:**
      1. **Additional appropriation of $15,412 within the Capital Non-Recurring Fund as of June 30, 2020**

2. **Additional appropriation of $29,765 within the WPC Capital Non-Recurring Fund as of June 30, 2020**
3. **Additional appropriation of $16,860 within the Equipment Building Sinking Fund as of June 30, 2020**

4. **Fire Department:**
   a. **Transfer of $13,980 from the General Fund Contingency Account**
   b. **Additional appropriation of $153,777 within the Special Grants and Donations Fund**
5. **Board of Education: Budget Update**
6. **Comptroller's Office: Approval of a Special Services Review of the Police Department Payroll**
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 – July 28, 2020**
   b. **Police Department: Additional appropriation of $7,550 within the Special Grants and Donations Fund**
   c. **Assessor:**
      1. **Transfer of $9,500 within the General Fund as of June 30, 2020**
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      1. **Transfer of $50,000 within the Community Development Block Grant Fund**
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   f. **Public Works: Transfers totaling $21,590 within the Transfer Station Fund to closeout fiscal year 2019-2020**
   g. **Various: Transfers totaling $1,497,023 within the General Fund to closeout fiscal year 2019-2020**

**h. Comptroller's Office:**

1. **Additional appropriation of $15,412 within the Capital Non-Recurring Fund as of June 30, 2020**
2. **Additional appropriation of $29,765 within the WPC Capital Non-Recurring Fund as of June 30, 2020**
3. **Additional appropriation of $16,860 within the Equipment Building Sinking Fund as of June 30, 2020**

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. Fire Department:**

**a. Transfer of $13,980 from the General Fund Contingency Account**

Commissioner Calfe made a motion seconded by Commissioner
"To transfer $13,980 from the General Fund Contingency Account to Operating Transfer Out – Special Revenue for the City Match of the FEMA Assistance to Firefighters Grant and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Commissioner Calfe questioned why the training would be done on overtime. Chief Flynn explained it is part contractual and when the classes are offered. Someone is going to have to come in and fill the shift when someone is going to class. Mayor Zoppo Sassu explained overtime is built into the grant. Training the workforce and leadership development especially is important in the Fire Department right now where the largest turnover and hiring is going to take place in the next few years.
Following a voice vote, the Chairperson declared the motion carried. Commissioner Calfe voted no.

**b. Additional appropriation of $153,777 within the Special Grants and Donations Fund**

Commissioner Mace made a motion seconded by Mayor Zoppo Sassu.
"To make an additional appropriation of $153,777 within the Special Grants and Donations Fund for the 2019 FEMA Assistance to Firefighters Grant and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Following a voice vote, the Chairperson declared the motion carried. Commissioner Calfe voted no.

**5. Board of Education: Budget Update**

Jill Browne reviewed the various areas of the Board of Education budget highlighting significant areas of the available budget at fiscal year-end. The General Control line item had an available budget of -$18,430 at year-end mainly due to paper purchases, as the warehouse stock was depleted. Transportation ended the year with an available budget of $589,760 due to COVID and school ending on March 13. The Benefits area of the budget ended in a deficit of -$199,153 mainly due to severance payouts. Athletics and Student Activities had an available budget of $379,829 due to sports and field trips being canceled and coaches not being paid their stipends. The Special Education budget is coming in under budget as the budget was funded on par with actual spending, transportation is within budget due to COVID, as students stayed home due to distance learning. Revenues totaled $888,692 less than last fiscal year, and $1.2 million less than what was expected for the budget. A $1.77 million surplus is expected however, the current cafeteria deficit is approximately $450,000, there are several expected challenges in fiscal year 2021 and it is being recommended to set aside the remaining surplus of this fiscal year.

Discussion was held on the amount which can be carried over as state statute was recently changed to increase the 1% carryover to 2%, Orlando questioned if this amount can be carried over for multiple years. Diane is going to look into this further as the state changed this statute just this past spring.

Chairman Smith questioned if COVID had not happened how owuldthe Board of Education have ended the year. Jill Browne stated she can estimate, but knows the out of district transportation and substitutes would have ended in a deficit position, she will project and get back.

**6. Comptroller's Office: Approval of a Special Services Review of the Police Department Payroll**

Mayor Zoppo Sassu made a motion seconded by Commissioner Calfe
"To approve a special services review of the Police Department payroll with blumshapiro."

Mayor Zoppo Sassu stated the City has been focusing in areas such as Youth Services and the Board of Education where there is turnover or various layers of the process.
Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

**7. Liaison Reports**

Discussion was held on the Retirement Board meeting, as a motion was made regarding the RFP for investment services. The Mayor explained it was discussed at the Retirement Board as being a timing issue, current market conditions and the Treasurer feels the fall would be a better time. Diane explained the Board is bound to the alternative investment contracts and there are still outstanding capital call to these contracts. John Smith explained the Charter

gives the Board of Finance some control over expenses, as it states the Board of Finance shall have discretion and approval of invoices paid.

**8. Chairman's Report**

John discussed the status of the SSS HVAC project, which there was a delay in the supplies due to COVID, the all-purpose room, which is the cafeteria will be the last online, but the project should be complete by October. Memorial Boulevard is moving along on scheduled.

**9. New Business:**

**10. Old Business:**

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

**12. Adjournment**

Commissioner Mace made a motion seconded by Commissioner Calfe

"To adjourn at 6:04 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