



**City of Bristol
Board of Finance Meeting
December 15, 2020**

A meeting of the Board of Finance was held on Tuesday, December 15, 2020 at 5:30 p.m. in the City Hall Council Chambers and via Zoom. The following were in attendance: Chairperson John Smith, Mayor Ellen Zoppo-Sassu, Commissioners Ron Burns, Orlando Calfe, Nicolas Jones, Jon Mace, David Maikowski, and Marie O'Brien. Cheryl Thibeault was absent. Also present from the Comptroller's Office: Diane Waldron and Robin Manuele

Ladies and Gentlemen:

The regular Board of Finance Meeting will be held on Tuesday, December 15, 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 - November 24, 2020
 - b. Approval of Meeting Calendars:
 1. 2021 Regular Board of Finance Meeting Calendar
 2. 2021-2022 Budget Hearing Calendar
 - c. Economic and Community Development:
 1. Transfer of \$859 within the Community Development Block Grant Fund
 2. To place on file the Economic and Community Development Incentive Updates
 - d. School Readiness: Additional appropriation of \$13,411 within the School Readiness operating budget
 - e. Parks, Recreation, Youth and Community Services: Additional appropriation of \$19,397 within the Special Grants and Donations Fund
 - f. Fire Department: Additional appropriation of \$10,000 within the Special Grants and Donations Fund
4. Water Department:
 - a. Financial Update
 - b. Resolution appropriating \$3,100,000 for the upgrade of the Water Department SCADA System
 - c. Resolution authorizing the issuance of bonds, notes or other obligations in the amount of \$3,100,000 to finance the appropriation for the upgrade of the Water Department SCADA System
5. Board of Education: Budget Update
6. Liaison Reports

7. **Chairman's Report**
8. **New Business:**
9. **Old Business:**
10. **Any other matter to come before said meeting**
11. **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

None.

3. **Consent Agenda**

- a. **Approval of Minutes: Regular Meeting - November 24, 2020**
- b. **Approval of Meeting Calendars:**
 1. **2021 Regular Board of Finance Meeting Calendar**
 2. **2021-2022 Budget Hearing Calendar**
- c. **Economic and Community Development:**
 1. **Transfer of \$859 within the Community Development Block Grant Fund**
 2. **To place on file the Economic and Community Development Incentive Updates**
- d. **School Readiness: Additional appropriation of \$13,411 within the School Readiness operating budget**
- e. **Parks, Recreation, Youth and Community Services: Additional appropriation of \$19,397 within the Special Grants and Donations Fund**
- f. **Fire Department: Additional appropriation of \$10,000 within the Special Grants and Donations Fund**

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. **Water Department:**
 - a. **Financial Update**

Rob Longo gave a brief update on the financials of the Water Department.

b. Resolution appropriating \$3,100,000 for the upgrade of the Water Department SCADA System

Commissioner Burns made a motion seconded by Commissioner O'Brien

"To approve a resolution appropriating \$3,100,000 for the upgrade of the Water Department SCADA System and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Commissioner Calfe questioned if there were an additional fees or licenses required for this software and the life cycle of the system. Rob Longo explained the life expectancy on the software is around 15 years as that is when the last upgrade was done and the hardware is longer, the current hardware has been in place 30-40 years. Everything new has been put into this system upgrade which is a combination of an \$800,000 grant and revolving loan. An engineer will be hired do an evaluation of the entire system. Commissioner Burns questioned if Water Pollution Control was part of this upgrade, and Rob stated no this was just for the Water Department systems. The WPC upgrades were built into their budget, and this should automate the Water plant more.

RESOLUTION APPROPRIATING \$3,100,000 FOR THE UPGRADE OF THE WATER DEPARTMENT SCADA SYSTEM

RESOLVED,

(a) That, pursuant to Section 25 of the City Charter, the Board of Finance of the City of Bristol hereby determines that it is necessary to upgrade the City of Bristol Water Department's existing Supervisory Control and Data Acquisition (SCADA) system. The new upgrade will provide for better control of the water system, additional remote control capabilities, advanced cybersecurity, redundancy and hardware replacements at all water system facilities.

(b) That the sum of THREE MILLION ONE HUNDRED THOUSAND DOLLARS (\$3,100,000) is appropriated therefor.

The \$3,100,000 appropriation may be spent for acquisition and installation costs, equipment, consultant fees, net interest on borrowings and other financing costs, and other expenses related to the project. The appropriation is subject to the approval by a Joint Meeting of the City Council and Board of Finance.

The \$3,100,000 appropriation shall be funded from borrowing less any grants received to defray the appropriation.

Commissioner O'Brien:	Yes	Commissioner Mace:	Yes
Commissioner Calfe:	Yes	Commissioner Maikowski:	Yes
Commissioner Jones:	Yes	Commissioner Thibeault:	Absent
Commissioner Burns:	Yes	Mayor Zoppo-Sassu:	Yes
		Chairman Smith:	Yes

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

c. Resolution authorizing the issuance of bonds, notes or other obligations in the amount of \$3,100,000 to finance the appropriation for the upgrade of the Water Department SCADA System

Commissioner Burns made a motion seconded by Commissioner Calfe

“To approve a resolution authorizing the issuance of bonds, notes or other obligations in the amount of \$3,100,000 to finance the appropriation for the upgrade of the Water Department SCADA System and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance.”

RESOLUTION AUTHORIZING THE ISSUANCE OF BONDS, NOTES OR OTHER OBLIGATIONS IN THE AMOUNT OF \$3,100,000 TO FINANCE THE APPROPRIATION FOR THE UPGRADE OF THE WATER DEPARTMENT SCADA SYSTEM

RESOLVED,

(a) That under the authority of and in compliance with the City Charter and any other acts of the General Assembly of the State of Connecticut thereto enabling, the Board of Finance of the City of Bristol hereby determines that it is necessary to issue bonds, notes or obligations in the principal sum of THREE MILLION ONE HUNDRED THOUSAND DOLLARS (\$3,100,000) to finance the appropriation for the upgrade the City of Bristol Water Department’s existing Supervisory Control and Data Acquisition (SCADA) system. The new upgrade will provide for better control of the water system, additional remote control capabilities, advanced cybersecurity, redundancy and hardware replacements at all water system facilities, if approved by a Joint Meeting of the City Council and the Board of Finance. The bonds, notes or obligations shall be issued pursuant to Section 25 of the Charter of the City of Bristol and Sections 7-369 and 10-289 or Sections 22a-475 to 22a-483 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds, notes or obligations shall be general obligations of the City secured by the irrevocable pledge of the full faith and credit of the City.

(b) That the City issue and renew temporary notes or obligations from time to time in anticipation of the receipt of the proceeds from the sale of the bonds, notes or obligations for the project. The amount of the notes outstanding at any time shall not exceed THREE MILLION ONE HUNDRED THOUSAND DOLLARS (\$3,100,000). The notes shall be issued pursuant to Section 25 of the Charter of the City of Bristol and Section 7-378 or Sections 22a-475 to 22a-483 of the General Statutes of Connecticut, Revision of 1958, as amended. The notes shall be general obligations of the City and shall be secured by the irrevocable pledge of the full faith and credit of the City. The City shall comply with the provisions of Section 7-378a of the General Statutes with respect to any notes that do not mature within the time permitted by said Section 7-378, and the City will comply with the provisions of Section 22a-479(c) with respect to any interim funding obligations.

(c) That the Mayor or Acting Mayor of the City shall sign any bonds, notes or obligations by their manual or facsimile signatures. The bonds, notes or obligations shall be countersigned by the manual or facsimile signature of the Agent or Vice Agent of the Board of Finance. The Comptroller's approval of the bonds, notes or obligations shall be evidenced by his manual or facsimile signature. The law firm of Day Pitney LLP is designated as bond counsel to approve the legality of the bonds, notes or obligations. The Mayor or Acting Mayor and the Agent or Vice Agent of the Board of Finance are authorized to determine the amounts, dates, interest rates, maturities, redemption provisions, form and other details of the bonds, notes or obligations; to designate one or more banks or trust companies to be certifying bank, registrar, transfer agent and paying agent for the bonds, notes or obligations; to provide for the keeping of a record of the bonds or notes; to designate a financial advisor to the City in connection with the sale of the bonds, notes or obligations; to sell the bonds, notes or obligations at public or private sale; to deliver the bonds, notes or obligations; and to perform all other acts which are necessary or appropriate to issue the bonds, notes or obligations.

(d) That the City hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 and, if applicable, pursuant to Section 54A(d) of the Internal Revenue Code of 1986, as amended, that project costs may be paid from temporary advances of available funds and that the City reasonably expects to reimburse any such advances from the proceeds of borrowings, including qualified tax credit bonds, in an aggregate principal amount not in excess of the amount of borrowing authorized above for the project. The Mayor or Acting Mayor and the Agent or Vice Agent of the Board of Finance are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the City pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds, notes or obligations authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

(e) That the Mayor or Acting Mayor and the Agent or Vice Agent of the Board of Finance and the Comptroller, or any two of them, are authorized to make representations and enter into written agreements for the benefit of holders of the bonds, notes or obligations to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds, notes or obligations.

(f) That the Mayor or Acting Mayor and the Agent or Vice Agent of the Board of Finance and the Comptroller, and the Superintendent of the Water Department, are authorized to apply for and accept federal and state loans and grants to finance the project, and to enter into grant and loan agreements prescribed by a federal or state agency, and that such officers are authorized to take any other actions necessary to obtain such grants or loans pursuant to Section 22a-479 of the General Statutes of Connecticut, Revision of 1958, as amended, or any other present or future legislation, or to implement such agreements. Any grant proceeds may be used to pay project costs or principal and interest on bonds, notes or obligations issued for the project.

Commissioner O'Brien:	Yes	Commissioner Mace:	Yes
Commissioner Calfe:	Yes	Commissioner Maikowski:	Yes
Commissioner Jones:	Yes	Commissioner Thibeault:	Absent
Commissioner Burns:	Yes	Mayor Zoppo-Sassu:	Yes
		Chairman Smith:	Yes

Following a roll call 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. Liaison Reports

Commissioner Calfe stated the BOE Finance subcommittee discussed the Cafeteria deficit, which most likely will remain throughout the budget year. The school board is looking at ways to address the deficit which is mostly due to families who cannot get to the school to pick up the meals. Chairman Smith stated the deficit is approximately \$400,000. Mayor Zoppo Sassu stated they are doing experimental tests to distribute the lunches, such as reverse bus route in the West Bristol school district. The demand is very high for the meals, but there are peaks and valleys with the program based on available resources. The program is available to all Bristol residents, not just Bristol Public School students, which the school system is going to market more as it is a federal program.

Commissioner Calfe updated the BOF on the Retirement Board RFP process, along with a new investment with Grey Wolf.

7. Chairman's Report

Chairman Smith stated the environmental of the Boulevard is complete and the bones of the buildings are now showing, and some of those bones have structural damage that need to be addressed that were unknown. Those repairs and costs are being investigated at this time.

8. New Business:

Mayor Zoppo Sassu made a motion seconded by Commissioner Burns

"To bring the ECD item to the table"

Mayor Zoppo stated this is coming up as new business as they would like to get this money out into the community as soon as possible and it missed the BOF deadlines. This is the third round of the CARES Act that was designated through the CDBG process as COVID eligible nonprofits.

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

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

"To make an additional appropriation of \$382,741 within the Community Development Block Grant Fund and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Commissioner Burns stated he was abstaining as an employee of the Bristol Boys and Girls Club. Following a voice vote in which there was no opposition, the Chairperson declared the motion carried. Commissioner Burns abstained.

Commissioner O'Brien made a motion seconded by Commissioner Mace

"To bring the Police Department item to the table"
Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

Commissioner O'Brien made a motion seconded by Commissioner Mace

"To make an additional appropriation of \$80,728 within the Special Grants and Donations Fund for the 2021 Comprehensive DUI Enforcement Program 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.

9. Old Business:

10. Any other matter to come before said meeting

11. Adjournment

Commissioner Miakowski made a motion seconded by Commissioner O'Brien

"To adjourn at 5:58 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