

**10 Year Capital Improvement & Strategic Planning Committee  
Minutes of Special Meeting  
March 16, 2020**

Members Present: Mayor Ellen Zoppo-Sassu, Mary Fortier, Glenn Heiser, Tom Hislop, Peter Kelley, Orlando Calfe and John Smith.

Absent: Dave Preleski.

Also present from the Comptroller's Staff: Diane Waldron and Skip Gillis.

**Call to order.**

Mayor Zoppo Sassu called the meeting to order at 6:02 p.m.

**Approval of the February 18, 2020 minutes and to take any action as necessary.**

*Commissioner Smith made a motion seconded by Mary Fortier "to approve the minutes from February 18, 2020." Motion approved.*

**Update on Debt Projections by Comptroller and to take any action as necessary.**

Diane Waldron gave an update on the City's Debt Service. The City issued \$25 million to finance five capital improvement projects: fire apparatus, Page Park Pool, Stevens Street Bridge, South Side School HVAC Upgrades and Memorial Boulevard School.

Projects currently in the CIP plan to be bonded included the balance of Memorial Boulevard School, the 2020 CIP projects, and projects that will be approved for the 2021 Capital Improvement Plan. In reviewing current pending projects and future projects the City could potentially be financing \$27.5 million by July 2022 and another \$20 million in July 2024. These financings could be phased in to have a minimal effect on the City's General Fund Budget.

Diane explained how the City can use the premium from the 2019 bond issue and funds in the Mill Rate Stabilization Fund (MRSF) to level off the debt increases as a result of two projected bond issues, one in July 2022 and the second in July 2024. The phase in anticipates a \$350,000 increase in the net General Fund Debt Service budget. Diane showed how actual projected debt service for each of the bond issues, use of the premium and MRSF and the mill rate impact debt service ratio as a percent of the operating budget.

**To approve the Capital Budget for 2020-2021 and to take any action as necessary.**

Diane discussed the funding sources for the Capital Budget. The grants of \$610,000 are only a placeholder for the Shrub Road project as it unknown if the City will receive that funding at this time. The three projects totaling \$418,000 will be funded out of existing Road Reconstruction funds. Public Works has a General Fund budget of approximately \$1.45 and will be receiving the Municipal Grants-in-Aid grant this year that has increased from \$2.6 million to \$3.8 million. Funds will be transferred from the General Fund to a new Road Improvements Fund. The Other Sources funding is a result of the Comptroller's Office reviewing Capital Projects and closing out completing projects. Motions will be sent to the Board of Finance to release these funds.

*Commissioner Smith made a motion seconded by Commissioner Fortier "to approve the Capital Budget as presented." Motion approved. Commissioner Calfe abstained.*

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**To review the 10 Year Capital Improvement Program and to take any action as necessary.**

Mayor Zoppo Sassu discussed reviewing the out years of the 10 Year Capital Improvement Plan, questioning how many of the projects were wishful placeholders, and how many projects had evidence based data to support them. The Board of Education has the facility study and potentially \$1.2 million in repairs to Greene Hills coming forward that is not on this plan. Ray Rogozinski stated over the next few years he can say there are roads that will need to be reconstructed, but as you get further out there are placeholders as it is difficult to name the exact projects. There are 23 bridges in town and 64 culverts, the majority are eligible for the federal/local bridge program that provides 80% reimbursement where the state/local program provides 50% reimbursement.

The Parks Department will have a better plan as a result of the Master Plan that is in process, as they are anticipating major renovations of Page Park, similar to Rockwell Park renovations in 2007.

Ellen stated the Fire and Parks Departments are doing master planning, it would be fruitful to ask all the Department to review and put in thoughtful planning to this.

Commissioner Heiser asked for an updated on the fiber project. Ellen stated they are working on the RFP to engage the community as the need is there, \$0 have been spent to date.

**Adjournment.**

Mary Fortier made a motion seconded by John Smith to adjourn at 6:51 p.m. Motion approved.

*Jodi A. McGrane*

Jodi A. McGrane  
Recording Secretary

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**10 Year Capital Improvement & Strategic Planning Committee  
Minutes of Special Meeting  
February 17, 2021**

Members Present: Mayor Ellen Zoppo-Sassu, Mary Fortier (*left at 5:10 p.m. and returned at 5:45 p.m.*), Glenn Heiser, Tom Hislop, Peter Kelley (*left at 5:15 p.m. and returned at 5:45 p.m.*), Dave Preleski, Orlando Calfe, John Smith (*entered at 5 p.m.*) and Diane Waldron.  
Also present from the Comptroller's Staff: Robin Manuele and Skip Gillis.

**Call to order.**

Mayor Zoppo Sassu called the meeting to order at 4:30 p.m.

*Commissioner Hislop made a motion seconded by Commissioner Fortier "to move to Item 2. on the Agenda." Motion approved.*

**To review the Capital Budget for 2021-2022 and to take any action as necessary.**

The Committee reviewed the proposed 2021-2022 Capital Budget as presented with Department Heads explaining each project and discussion was held.

Josh Medeiros, Parks Superintendent, discussed the projects are a result of the Parks Master Plan which prioritizes the projects as critical, sustainable and visionary. There are \$23 million of critical projects, which all of the five projects presented this year fall within the critical category. E.G. Stocks Playground includes a full renovations with upgrades to the splash park, Casey Field and the basketball courts. The Memorial Boulevard bathrooms will provide facilities to the patrons of the boulevard mainly seniors and veterans near the pavilion shelter as an electronic locking facility maintained by Parks. The Page Park Pavilion renovations is the second phase of renovating the facility for use. Page Park Revitalization will include the design and construction documents for a full park renovation to address a number of issues including parking. Seymour Park Tennis/Basketball Courts will be repaired and some space converted for pickle ball to meet the demand for citizens to have outdoor pickle ball courts.

Scott Smith discussed the Citywide Broadband Network and Network Replacement projects. The City is currently working with a consultant for an overall plan and feasibility study to see if a broadband network will be sustainable. The network replacement will update the City's aging wire and wireless infrastructure throughout all the City's facilities.

Peter Fusco, Facilities Manager, discussed the Board of Education's five projects which includes removal of two underground storage tanks at Chippens Hill Middle School, one for diesel and one for #2 fuel oil, both are 1,000 gallon tanks located within concrete. Although the BOE is reviewing the future of the schools, Northeast Middle School should remain a school as funds are being requested for the schematic design for future renovations. The South Side School All Purpose Room mechanicals would provide fresh tempered air into the occupied space at the request of the building committee. Funds are left over from the current project, which did not include this space that is used as the gym and cafeteria so these additional funds would complete this project. Edgewood School needs a new roof, if it remains a school for 20 years it would be grant eligible. There is asbestos testing included in the project request, Commissioner Hislop asked if that testing can be done now to reduce the amount of asbestos testing as it can sway the budgeted amount.

Ray Rogozinski, Public Works Director, reviewed the City Hall Renovations project, the purpose of the project is to upgrade the mechanical system, ADA accessibility, fire protection, improve office/department layout within the building, and improve building aesthetic and constructability. An addition will be added to the front of the building including an elevator and handicapped parking. The Police Court Complex MEP upgrades will be completed in two phases, with funding requested for Phase 1 this year.

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Ray discussed the Memorial Boulevard Retaining Wall project, as the wall recently collapsed. Mayor Zoppo Sassu stated this has become a safety and environmental issue, and the City would like to see this project completed before the 100<sup>th</sup> anniversary of the Memorial Boulevard.

The Divinity Street Culvert Replacement is funded by LOTCIP funds, which is a DOT allocation that will pay for 100% of the construction. LOTCIP funds are also being used for Downs Street and Wolcott Street.

Mayor Zoppo Sassu stated Public Works has several projects listed, if anyone has any specific questions on any of them feel free to email the Comptroller's Office or Ray directly.

**Update on Debt Projections by Comptroller and to take any action as necessary.**

Diane reviewed the Debt Service projections for fiscal year 2022. There were assumptions used in preparing these projections, there is approximately \$60 million in authorized/unissued/proposed projects. Diane is projecting to issue \$30 million of Notes in November 2021 assuming a rate of 0.75%, and \$35 million in Bonds in November 2022 for 20 years assuming a rate of 2%. Additionally, a second financing of \$20 million of Notes in November 2023, \$20 million of Notes in November 2024 and \$25 million of Bonds in November 2025, assuming 1% and 1.25% for the Notes and 2% for a 10 year Bond issue. Diane presented the total projected General Fund Debt Service, increase in mill rate, mill rate percentage increase and the Debt Service as a percentage of the budget. Compared to other municipalities Bristol has a low debt service percentage of the budget. Diane compared Bristol to towns such as Hamden, Manchester, Meriden and New Britain. Diane stated this puts into perspective the long range plan, takes into account the City' authorized but unissued debt, but doesn't account for any of the school renovations as those are years out. There may be an opportunity for another refunding down the road as well.

Councilwoman Mary Fortier questioned the amount of LOCIP funding the City is receiving, which Skip Gillis confirmed is \$475,000. Diane stated the projects will now need to be reviewed, BOE mentioned some grant funding sources that will need to be added. The General Fund Cash amount will need to be reduced as it is \$993,000 right now, and is only \$150,000 currently.

**Adjournment.**

*Peter Kelley made a motion seconded by Dave Preleski to adjourn at 6:00 p.m. Motion approved.*

*Jodi A. McGrane*

Jodi A. McGrane  
Recording Secretary