

**City of Bristol**  
**Regular Board of Finance Meeting**  
**January 24, 2023**

A regular meeting of the Board of Finance was held on Tuesday, January 24, 2023 at 5:30 p.m. in City Hall West Meeting Room 1 and via Zoom. The following were in attendance: Chairperson John Smith, Mayor Jeffrey Caggiano, Commissioners Ron Burns, Glenn Heiser, Craig Kazemekas, David Maikowski, Jon Mace, Marie O'Brien and Mark Whitford. Also present from the Comptroller's Office: Diane Waldron and Robin Manuele.

**Agenda**

1. Call to order
  - Pledge of Allegiance*
2. Public Participation
3. Reorganization of the Board
4. Consent Agenda
  - a. Approval of Minutes:
    1. Regular Meeting - December 20, 2022
    2. Special Meeting - January 10, 2023
  - b. Approval of 2023 Budget Meeting Calendar
  - c. Purchasing: Quarterly Update on the Local Bidding Preference- December 31, 2022
  - d. School Readiness: Additional appropriation of \$347,385 within the School Readiness operating budget
  - e. Assessor: Transfer of \$2,000 within the Capital Non-Recurring Fund
  - f. Code Enforcement: Additional appropriation of \$48,409 within the Special Grants and Donations Fund
  - g. Police Department:
    1. Additional appropriation of \$7,750 within the Special Grants and Donations Fund
    2. Additional appropriation of \$7,430 within the Special Grants and Donations Fund
    3. Additional appropriation of \$23,003 within the Special Grants and Donations Fund
    4. Additional appropriation of \$85,684 within the Special Grants and Donations Fund
  - h. PRYCS:
    1. Additional appropriation totaling \$23,222 within the Special Grants and Donations Fund
    2. Transfers totaling \$2,200 within the PRYCS operating budget
  - i. Library:
    1. Transfer of \$4,560 within the General Fund
    2. Additional appropriation of \$4,560 within the Equipment Building Sinking Fund
5. Board of Education:
  - a. Budget Update
  - b. Approval of a bid waiver to Cravings Eatery
  - c. Approval of a bid waiver to IT Outlet
6. Subcommittee Reports: Banking & Audit Committee - January 19, 2023

7. City Council: Transfer of \$30,000 from the General Fund Contingency account
8. Liaison Reports
9. Chairman's Report
10. New Business:
11. Old Business:
12. Any other matter to come before said meeting
13. 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.*

Mayor Caggiano made a motion seconded by Commissioner Burns  
"To move to item 5. on the Agenda."

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

5. Board of Education:
  - a. Budget Update

Lynn Boisvert gave the budget update for the Board of Education. The December snapshot for FY2023 shows an available balance of \$(2,096,664) This is mostly due to special education expenses. The BOE will receive the first installment of the Excess Cost grant in February, which will stabilize these costs. Special Education and Homeless transportation costs require continuous monitoring and reconciliation as expenses tend to be volatile and unpredictable. The BOE instituted a budget freeze and will continue to monitor expenditures across all departments.

The Cafeteria program is successfully operating with a snapshot balance of \$1,161,623 dollars as of the end of the month. 35,510 breakfasts and 84,358 lunches were served in December. As of January 1, 2023, 1,708 of 8,143 Bristol students are identified as students requiring Special Education programming. This enrollment reflects 20.98% of the total BPS student population.

During the month of December 2022, 25% of newly registered students were identified as students with special education programming needs at the time of registration. No students newly enrolled in BPS during the month of December 2022 were receiving their programs and services at out-of-district special education school programs at the time of enrollment. During the month of December 2022, 38 risk assessments were conducted by BPS Staff

Discussion was held on special services. Commissioner O'Brien questioned if students are evaluated by Bristol, when they move into district who are already identified as Special Education students. Dr. Carbone explained when the child is accepted and enrolled, a PPT is held to see if the district can meet their needs and implement an existing IEP. The State average is 15-16% and Bristol's average is 19-21% which has been consistent the past few years, however the students change. Students can begin receiving services as early as 3 years old until the completion of their 22<sup>nd</sup> year. Due to federal legislation, the goal is to intervene early, the manner in which a child is identified is multi-faceted. Dr Deitter explained when you qualify for services it is for a period of three years, with annual evaluations. Commissioner Smith suggested a detailed analysis of the SPED program, so the Board can have a full understanding as related to the cost.

Dr Carbone provided an enrollment report based on the 2018-19 feasibility study performed in conjunction with reimaging Bristol Public Schools. These are numbers of children who walk into the 14 Bristol Public Schools, these do not include the students who choose to attend magnet schools, but they are Bristol students as Bristol taxpayers pay for their education. Currently 241 students attend magnet schools. Birth rate, historic enrollment trend, demographic/housing data are all taken into consideration. The projections were ran before the pandemic and were spot on. Statistically 83% of live births show up in Bristol Public Schools. 7,800 is a sweet spot for Bristol enrollments. Children tend to return to middle school or high school from magnet schools in 6<sup>th</sup> or 9<sup>th</sup> grade. Discussion was held on enrollment within the schools.

b. Approval of a bid waiver to Cravings Eatery

Commissioner Heiser made a motion seconded by Mayor Caggiano  
"To approve a bid waiver to Cravings Eatery for after school education meals for the Board of Education."  
Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

c. Approval of a bid waiver to IT Outlet

Commissioner Heiser made a motion seconded by Commissioner Burns  
"To approve a bid waiver to IT Outlet for student computer equipment for the Board of Education."  
Mayor Caggiano questioned the 10 day turn around for the grant. Lynn explained everything had to be done in 10 days, as it was a federal grant for emergency connectivity for students. Each chromebook has a useful life of 4-5 years.  
Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

### 3. Reorganization of the Board

Vice Chairman O'Brien opened the floor for nominations for Chairman of the Board.

Commissioner Heiser made a motion seconded by Mayor Caggiano

"To nominate John Smith as Chairman of the Board of Finance."

Vice Chairman O'Brien called for any other nominations, hearing none, nominations were closed. Following a voice vote in which there was no opposition, the Vice Chairman declared the motion carried.

Chairperson Smith opened the floor for nominations for Vice Chairman of the Board.

Commissioner Heiser made a motion seconded by Commissioner Maikowski

"To nominate Marie O'Brien as Vice Chairman of the Board of Finance."

Chairperson Smith called for any other nominations, hearing none, nominations were closed. Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

### 4. Consent Agenda

- a. Approval of Minutes:
  1. Regular Meeting - December 20, 2022
  2. Special Meeting - January 10, 2023
- b. Approval of 2023 Budget Meeting Calendar
- c. Purchasing: Quarterly Update on the Local Bidding Preference- December 31, 2022
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  1. Additional appropriation totaling \$23,222 within the Special Grants and Donations Fund
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- i. Library:
  1. Transfer of \$4,560 within the General Fund
  2. Additional appropriation of \$4,560 within the Equipment Building Sinking 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.

5. Subcommittee Reports: Banking & Audit Committee - January 19, 2023

Commissioner Maikowski made a motion seconded by Mayor Caggiano  
"To accept the Banking & Audit Committee report of January 19, 2023 and place on file."  
Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

6. City Council: Transfer of \$30,000 from the General Fund Contingency account

Commissioner Mace made a motion seconded by Commissioner Burns  
"To transfer \$30,000 from the General Fund Contingency account to Council Settlement 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.

7. Liaison Reports

Commissioner O'Brien provided updated from the Parks & Recreation Department. She encouraged everyone to attend Dinner on the Diamond in May at Muzzy Field.

8. Chairman's Report

Chairman Smith explained the Greene Hills project is finally underway, the contractor will begin work while school is in session without disrupting the learning process thanks to the principal working with the Committee. The project should be completed by October 2024.

MBIAMS 99.9% complete and able to book theater.

The NEMS Building Committee has been on hold and held up at the State level.

9. New Business:

Commissioner Burns made a motion seconded by Commissioner O'Brien  
"To bring the Public Works items to the table"  
Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

Commissioner Burns made a motion seconded by Mayor Caggiano  
"To make an additional appropriation of \$1,200,000 within the Coronavirus Recovery Fund 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 Burns made a motion seconded by Commissioner Maikowski  
"To transfer \$25,000 within the Public Works operating budget 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 Commissioner Whitford  
"To bring the Department of Aging 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 Burns  
"To transfer \$7,032 within the Equipment Building Sinking Fund 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.

10. Old Business:

*None.*

11. Any other matter to come before said meeting

*None.*

12. Adjournment

Commissioner O'Brien made a motion seconded by Commissioner Mace

"To adjourn at 6:35 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