

City of Bristol
Regular Board of Finance Meeting Minutes
December 19, 2023

A regular meeting of the Board of Finance was held on Tuesday, December 19, 2023 at 5:30 p.m. in City Hall Council Chambers and via Zoom. The following were in attendance: Chairperson David Maikowski, Mayor Jeffrey Caggiano, Commissioners Glenn Heiser, Jon Mace, Marie O'Brien, Craig Kazemekas, Mark Peterson, and Mark Whitford. Commissioner Ron Burns via Zoom. Also present from the Comptroller's Office: Robin Manuele and Diane Waldron.

Agenda

1. Call to order
2. Public Participation
3. Consent Agenda
 - a. Approval of Minutes: Regular Meetings- November 28, 2023
 - b. Police Department: Transfer of \$115 within the Police Department's operating budget
 - c. Fire Department: Transfer of \$27,670 within the Special Grants and Donations Fund
 - d. Public Works:
 - a. Transfer of \$30,000 within the Public Works operating budget
 - b. Transfer of \$450,000 within the Capital Projects Fund
 - e. Emergency Management:
 - a. Additional appropriation of \$800 within the Special Grants and Donations Fund
 - b. Transfer totaling \$1,500 within Emergency Management's operating budget
4. Department of Aging: Transfer of \$31,000 from the General Fund Contingency account
5. Fire Department: Transfer of \$52,813 from the General Fund Contingency account
6. ECD: Approval of a Bid Waiver to Targeted Endurance Bristol LLC or its Assigns
7. Comptroller's Office: Transfer of \$15,000 from the General Fund Contingency account
8. Board of Education: Budget Update
9. Liaison Reports
10. Chairman's Report
11. New Business
12. Old Business
13. Any other matter to come before said meeting
14. Adjournment

1. Call to order

Chairman Maikowski called the meeting to order at 5:30 p.m.

2. Public Participation

3. Consent Agenda
 - a. Approval of Minutes: Regular Meetings- November 28, 2023
 - b. Police Department: Transfer of \$115 within the Police Department's operating budget

- c. Fire Department: Transfer of \$27,670 within the Special Grants and Donations Fund
- d. Public Works:
 - i. Transfer of \$30,000 within the Public Works operating budget
 - ii. Transfer of \$450,000 within the Capital Projects Fund
- e. Emergency Management:
 - i. Additional appropriation of \$800 within the Special Grants and Donations Fund
 - ii. Transfer totaling \$1,500 within Emergency Management's operating budget

Commissioner O'Brien made a motion seconded by Mayor Caggiano

"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. Department of Aging: Transfer of \$31,000 from the General Fund Contingency account

Commissioner Heiser made a motion seconded by Mayor Caggiano

"To transfer \$31,000 from the General Fund Contingency account to Department of Aging - Dial A Ride for additional rides and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Chairman Maikowski stated the rides have increased and this will be in their budget request for next year.

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

- 5. Fire Department: Transfer of \$52,813 from the General Fund Contingency account

Mayor Caggiano made a motion seconded by Commissioner Mace

"To transfer \$52,813 from the General Fund Contingency account to Fire Department Professional Fees for foam disposal and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Commissioner Burns questioned how the foam will be disposed and who will be doing it. Chief Hart explained Environmental Services in South Windsor is the preferred vendor. This is for all apparatus except, Engine 3, which is already compliant. The money is reimbursable by the State of Connecticut. The replacement F500 foam is environmentally friendly and degrades naturally.

Roger Rousseau explained there is a state contract this would fall under so no bid waiver is needed.

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

6. ECD: Approval of a Bid Waiver to Targeted Endurance Bristol LLC or its Assigns

Commissioner O'Brien made a motion seconded by Commissioner Mace
"To approve a bid waiver to Targeted Endurance Bristol LLC or its Assigns for the Route 6 Traffic Signal Project."

Commissioner O'Brien questioned the placement of this traffic light, which Justin confirmed where it would be at Sheila Court and Route 6 which satisfies safety requirements in that area. Discussion was held on the project, which is funded by ARPA.

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

7. Comptroller's Office: Transfer of \$15,000 from the General Fund Contingency account

Commissioner Mace made a motion seconded by Mayor Caggiano
"To transfer \$15,000 from the General Fund Contingency account for Unemployment 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.

8. Board of Education: Budget Update

Financial information was provided, no formal presentation this month.

9. Liaison Reports

None

10. Chairman's Report

Chairman Maikowski stated there is \$811 thousand left in Contingency through June 30, 2024 after approval of the three requests tonight. Also, budget reviews will be starting soon.

11. New Business

Diane Waldron stated Milliman will be coming to the February 8 Retirement Board meeting to address the Pension and OPEB assumptions. Commissioner Heiser suggested preparing questions in advance for Milliman, as they may not be prepared to answer some questions. All questions should be sent to Diane ahead of time.

Also, Diane stated the City has been awarded the GFOA Budget Award for the 2023-2024 budget which is the first budget document completed fully and submitted to GFOA using ClearGov.

12. Old Business

None

13. Any other matter to come before said meeting

14. Adjournment

Mayor Caggiano made a motion seconded by Commissioner O'Brien

"To adjourn at 5:50 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