

May 25, 2021

The Joint Meeting of the City Council and Board of Finance was held on Tuesday, May 25, 2021 in the City Hall Council Chambers, 111 North Main Street at 6:34 p.m. Present: Mayor Zoppo-Sassu; Council Members Barney, Fortier, Hahn, Kelley, Rosado, and Preleski; Commissioners Burns, Calfe, Mace, Maikowski, O’Brien, Smith, and Thibeault; Commissioner Jones was present by videoconference.

1. ADOPTION OF CAPITAL BUDGET FOR FISCAL YEAR 2021-2022 TOTALING \$46,956,350.

Board of Finance approval presented.

Commissioner Thibeault stated the City should not be entering the broadband arena. Electronic and fiber optic upgrades can be costly down the road.

On motion of Commissioner Smith and seconded by Council Member Preleski, it was voted: To adopt the Capital Budget for fiscal year 2021-2022 totaling \$46,956,350.

A roll call vote was taken.

<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Council Member Barney	Commissioner Thibeault	
“ “ Fortier		
“ “ Hahn		
“ “ Kelley		
“ “ Preleski		
“ “ Rosado		
Commissioner Burns		
“ “ Calfe		
“ “ Jones (by videoconference)		
“ “ Mace		
“ “ Maikowski		
“ “ O’Brien		
“ “ Smith		
Mayor Zoppo-Sassu		

CAPITAL BUDGET ADOPTED: *YES – 14; NO – 1; ABSTAIN – 0.*

2. ADOPTION OF BUDGET ESTIMATE FOR INTERNAL SERVICE FUND FOR FISCAL YEAR 2021-2022 TOTALING \$45,760,135; \$4,240,055 FOR NEW SELF-INSURED WORKERS’ COMPENSATION FUND; AND \$41,520,080 FOR HEALTH BENEFITS FUND.

Board of Finance approval presented.

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On motion of Commissioner Smith and seconded by Commissioner Thibeault, it was unanimously voted: To adopt the budget estimate for the Internal Service Fund for fiscal year 2021-2022 totaling \$45,760,135; \$4,240,055 for the New Self-Insured Workers' Compensation Fund; and \$41,520,080 for the Health Benefits Fund.

3. ADOPTION OF BUDGET ESTIMATE FOR BRISTOL WATER DEPARTMENT FOR FISCAL YEAR 2021-2022 TOTALING \$9,182,421.

Board of Finance approval presented.

On motion of Commissioner Smith and seconded by Commissioner Burns, it was unanimously voted: To adopt the budget estimate for the Bristol Water Department for fiscal year 2021-2022 totaling \$9,182,421.

4. ADOPTION OF BUDGET ESTIMATE FOR SOLID WASTE DISPOSAL FUND FOR FISCAL YEAR 2021-2022 TOTALING \$1,500,000.

Board of Finance approval presented.

On motion of Commissioner Smith and seconded by Council Member Rosado, it was unanimously voted: To adopt the budget estimate for the Solid Waste Disposal Fund for fiscal year 2021-2022 totaling \$1,500,000.

5. ADOPTION OF BUDGET ESTIMATE FOR SEWER OPERATING AND ASSESSMENT FUND FOR FISCAL YEAR 2021-2022 TOTALING \$7,139,700.

Board of Finance approval presented.

On motion of Commissioner Smith and seconded by Council Member Hahn, it was unanimously voted: To adopt the budget estimate for the Sewer Operating and Assessment Fund for fiscal year 2021-2022 totaling \$7,139,700.

6. ADOPTION OF BUDGET ESTIMATE FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUND FOR FISCAL YEAR 2021-2022 TOTALING \$1,173,146: CONSISTING OF \$663,594 IN ENTITLEMENT FUNDS; \$23,092 IN REPROGRAMMED CDBG FUNDS; \$451,460 TRANSFERRED FROM GENERAL FUND; AND \$35,000 IN PROGRAM INCOME.

Board of Finance approval presented.

Mayor Zoppo-Sassu stated there were revised numbers for the Community Development Block Grant funds.

On motion of Commissioner Maikowski and seconded by Commissioner Smith, it was unanimously voted: To amend the budget estimate for the Community Development Block Grant Fund for fiscal year 2021-2022 totaling \$1,173,146: consisting of \$663,594 in Entitlement funds.

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On motion of Commissioner Maikowski and seconded by Commissioner Smith, it was unanimously voted: To adopt the budget estimate for the Community Development Block Grant Fund, as amended, for fiscal year 2021-2022 totaling \$1,173,146: consisting of \$663,594 in Entitlement funds; \$23,092 in reprogrammed CDBG funds; \$451,460 transferred from the General Fund; and \$35,000 in Program Income.

7. ADOPTION OF BUDGET ESTIMATE FOR PINE LAKE CHALLENGE COURSE FUND FOR FISCAL YEAR 2021-2022 TOTALING \$115,000.

Board of Finance approval presented.

On motion of Commissioner Smith and seconded by Council Member Hahn, it was unanimously voted: To adopt the budget estimate for the Pine Lake Challenge Course Fund for fiscal year 2020-2021 totaling \$115,000.

8. ADOPTION OF BUDGET ESTIMATE FOR SCHOOL LUNCH PROGRAM FOR FISCAL YEAR 2021-2022 TOTALING \$3,669,600.

Board of Finance approval presented.

On motion of Commissioner Smith and seconded by Commissioner Maikowski, it was unanimously voted: To adopt the budget estimate for the School Lunch Program for fiscal year 2021-2022 totaling \$3,669,600.

9. ADOPTION OF BUDGET ESTIMATE FOR TRANSFER STATION FUND FOR FISCAL YEAR 2021-2022 TOTALING \$839,790.

Board of Finance approval presented.

On motion of Council Member Hahn and seconded by Commissioner O'Brien, it was unanimously voted: To adopt the budget estimate for the Transfer Station Fund for fiscal year 2021-2022 totaling \$839,790.

10. ADOPTION OF BUDGET ESTIMATE FOR ROAD IMPROVEMENTS FUND FOR FISCAL YEAR 2021-2022 TOTALING \$4,672,845.

Board of Finance approval presented.

On motion of Commissioner Smith and seconded by Council Member Hahn, it was unanimously voted: To adopt the budget estimate for the Road Improvements Fund for fiscal year 2021-2022 totaling \$4,672,845.

11. ADOPTION OF GENERAL FUND BUDGET ESTIMATE FOR FISCAL YEAR 2021-2022 ENDING JUNE 30, 2022 TOTALING \$209,594,190.

Board of Finance approval presented.

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Board of Finance Chairperson John Smith presented the following budget message:

“To the Mayor, City Council, Citizens and Taxpayers of Bristol:

On behalf of the members of the Bristol Board of Finance, I present its recommended budget for the 2021-2022 fiscal year for adoption by the Joint Meeting of the City Council and Board of Finance as mandated by Section 25(l) of the Charter of the City of Bristol.

This budget represents a 2.20% increase above the City’s 2020-2021 budget with a zero mill tax increase. Expenditure changes from 2020-2021 are as follows:

- *General City increased \$1.71 million or 2.28%.*
- *Debt Service and Capital Transfers increased \$175 thousand or 1.61%*
- *Education increased \$2.628 million or 2.21%*

Revenue estimates remain relatively constant with 2020-2021 with the exception of Investment Income, which is estimated to be reduced by \$150,000. In light of current economic conditions resulting from the COVID 19 pandemic, interest rates plummeted the last year and it is highly unlikely the City will be able to invest its cash balances at rates available prior to the pandemic. However, estimated increases in Supplemental Motor Vehicle (\$100,000), Building Permit fees (\$25,000), and Conveyance Tax (\$25,000) may partially mitigate the impact of that reduction. In addition the City’s Grand List increase from \$3.998 billion to \$4.076 billion will generate an estimated \$2.91 million in new tax revenue at the current mill rate.

At June 30, 2020 the Joint Meeting set aside \$1.65 million in a Mill Rate Stabilization Fund to be used to offset anticipated increases in future debt service costs as well as other increased expenses. Of this amount \$1,600,000 will be used to help avoid a tax increase.

Department requests addressed both immediate needs as well as future goals and objectives. Having information regarding future expenditure requirements is an absolute necessity from a budgetary and strategic planning perspective. In total department requests for the 2021-2022 fiscal year represented an increase of \$11.9 million (5.81%) over the existing 2020-2021 budget which would have equated to a tax increase of approximately 6%.

Additionally, capital outlay requests totaled \$2.3 million and there was a projected 6% increase in health insurance.

As has been past practice in years departmental budget requests are scrutinized by the Comptroller’s Office as well as the Board of Finance. This effort results in all parties having an understanding of the economic impact of budget requests causing, in most instances, a reduction in projected expenditures. 20-21 was driven by varying degrees of the unknown requiring the City to initiate new and different modes of operation. The changes were many, but the Mayor working with Department Heads initiated operational practices which resulted in little, if any, interruption in municipal services. The same was true for the public school system. The entire Staff and the Board of Education charged with the task of continuing the education process, the Superintendent along with the her staff developed initiatives to accommodate distance learning when necessary, maintain a safe and healthy environment in school buildings when schools were in session and continued to provide other services i.e. school lunches when schools were closed. Some of the operational changes were considered so effective that they have become standard procedure with minimal impact on operating

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budgets. So too has been the experience of additional collaboration among all Departments including Education. The Water and Sewer Departments now operates as one, manpower expertise is being shared such as the Public Schools Facilities Director working with the Director of Public Works and the City's Director of Information Technology having oversight of the entire system including Education. Some cost savings and cost avoidance have already been achieved. City leaders are committed to consider the dissolution of operational silos when it makes organizational sense to do so. Additionally, based on the recommendations of the Comptroller and Staff a Road Improvement Fund has been established to make certain funds available to accommodate necessary future projects.

The 2021-2022 Board of Finance adopted budget totaling \$209,594,190 is a result of consultation, collaboration, and coordination among the operational and governance sections of the City. The future will mandate that all levels of public sector government function as a cohesive unit. It would appear that we, in Bristol, are working towards that process. With the Mayor's expansion of the role of the City's Capital Improvement Committee to include a strategic planning component the City will be better prepared to address short and long term goals not only from a financial perspective but also to recognize the elements necessary to pursue economic growth for the community. In that regard, the Parks, Recreation, Youth and Community Services Department, previously the Parks and Recreation Department has recently completed a City-wide Parks Master Plan as a guide toward future initiatives.

Additionally, the Mayor has recently assembled a special nonpartisan Task Force comprised of municipal leaders and Bristol citizens to offer advice and counsel regarding the expenditure of funds resulting from the American Rescue Plan Act. Bristol will receive an approximate total of \$46 million (\$26 million directly to the City and \$19 million directly to the Bristol Public Schools.) Strategic Planning will play a critical role in the decisions regarding the use of these funds.

The Board wishes to acknowledge those who played a significant role in the budgetary process beginning with City department heads and Board of Education Administrators who were asked to submit not only financial data for 2021-2022 but also goals and objectives for the long term.

To Diane Waldron, Comptroller, and her staff: Robin Manuele, Assistant Comptroller, Jodi McGrane, Assistant to the Comptroller, and Skip Gillis, Senior Accountant -- Thank you for your leadership, for providing current information, for expressing notes of caution when necessary and for your sage advice and counsel throughout the process.

A personal thank you to the members of the Board of Finance who continue to give freely of their time and talents throughout the entire year attending meetings, listening to and reviewing data, participating in discussions and making difficult decisions regarding the City's finances.

Additionally, a thank you to the Mayor's Capital and Strategic Planning Committee for its work reviewing major capital requests, financing alternatives, and presenting recommendations to be included in the capital budget."

Commissioner Thibeault expressed concern that the City had a spending problem, even though there was no mill increase.

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Commissioner Smith noted that the City needs to invest in itself or no one else would invest in us.

On motion of Council Member Hahn and seconded by Commissioner O'Brien, it was voted: To adopt the General Fund Budget for fiscal year 2021-2022 totaling \$209,594,190.

A roll call vote was taken.

<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Council Member Barney	Commissioner Thibeault	
“ ” Fortier		
“ ” Hahn		
“ ” Kelley		
“ ” Preleski		
“ ” Rosado		
Commissioner Burns		
“ ” Calfe		
“ ” Jones (by videoconference)		
“ ” Mace		
“ ” Maikowski		
“ ” O'Brien		
“ ” Smith		
Mayor Zoppo-Sassu		

GENERAL FUND BUDGET ADOPTED: *YES – 14; NO – 1; ABSTAIN – 0.*

The Mayor declared the budget adopted.

The following Proclamation was read by Mayor Zoppo-Sassu:

“WHEREAS, Section 25(l) of the City Charter provides that upon completion of the budget by the Board of Finance, the same shall be submitted to a Joint Meeting of the City Council and the Board of Finance; and

WHEREAS, no changes in the budget as prepared and passed by the Board of Finance have been voted at a joint meeting duly called; and

THEREFORE, the budget as presented by the Board of Finance is the budget of the City of Bristol for the fiscal year beginning July 1, 2021 and ending June 30, 2022.”

11. TAX RATE SET AT 38.35 MILLS FOR PERSONAL PROPERTY, REAL ESTATE, AND MOTOR VEHICLES AS RECOMMENDED BY BOARD OF FINANCE.

Board of Finance approval presented.

On motion of Commissioner Calfe and seconded by Commissioner O'Brien, it was unanimously voted: That a tax rate of 38.35 mills for personal property, real estate, and motor vehicles be laid on the Grand List of 2020 for the General City to wit: \$209,594,190 grand list with the first payment due and collectible the 1st day of July, 2021 and the second payment to be due and collectible on the 1st day of January, 2022.

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A roll call vote was taken.

	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Council Member	Barney		
“	”		
	Fortier		
“	”		
	Hahn		
“	“		
	Kelley		
“	”		
	Preleski		
“	”		
	Rosado		
Commissioner	Burns		
“	“		
	Calfe		
“	“		
	Jones (by videoconference)		
“	”		
	Mace		
“	”		
	Maikowski		
“	”		
	O’Brien		
“	“		
	Smith		
“	“		
	Thibeault		
	Mayor Zoppo-Sassu		

TAX RATE ADOPTED: YES – 15; NO – 0; ABSTAIN – 0.

12. MAYOR OR ACTING MAYOR AND CHAIRPERSON OF BOARD OF FINANCE AUTHORIZED TO SIGN NECESSARY RATE BOOKS.

Board of Finance approval presented.

On motion of Commissioner Maikowski and seconded by Commissioner Calfe, it was unanimously voted: That the Mayor or Acting Mayor and the Chairperson of the Board of Finance be authorized to sign the necessary rate books for the Tax Collector.

A roll call vote was taken.

	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Council Member	Barney		
“	”		
	Fortier		
“	”		
	Hahn		
“	“		
	Kelley		
“	”		
	Preleski		
“	”		
	Rosado		
Commissioner	Burns		
“	“		
	Calfe		
“	“		
	Jones (by videoconference)		
“	”		
	Mace		
“	”		
	Maikowski		
“	”		
	O’Brien		
“	“		
	Smith		
“	”		
	Thibeault		
	Mayor Zoppo-Sassu		

MOTION APPROVED: YES – 15; NO – 0; ABSTAIN – 0.

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13. ADOPTION OF SINGLE INSTALLMENT TAX PAYMENT FOR PROPERTY TAX DUE IN AN AMOUNT OF \$100 OR LESS PAYABLE JULY 1, 2021 AND TWO INSTALLMENTS BASED ON PROPERTY TAX DUE IN AN AMOUNT GREATER THAN \$100 PAYABLE ON JULY 1, 2021 AND JANUARY 1, 2022.

Board of Finance approval presented.

On motion of Commissioner Smith and seconded by Council Member Hahn, it was unanimously voted: To adopt a single installment tax payment for property tax due in an amount of \$100 or less payable on July 1, 2021 and two installments based on a property tax due in an amount greater than \$100 payable on July 1, 2021 and January 1, 2022.

14. ADOPTION OF SINGLE INSTALLMENT TAX PAYMENT FOR MOTOR VEHICLES IN 2021-2022 FISCAL YEAR TO BE PAYABLE JULY 1, 2021.

Board of Finance approval presented.

On motion of Council Member Hahn and seconded by Commissioner Thibeault, it was unanimously voted: To adopt a single installment tax payment for motor vehicles in the 2021-2022 fiscal year to be payable July 1, 2021.

15. ADJOURNMENT.

At 7:11 p.m., on motion of Commissioner O'Brien and seconded, it was unanimously voted: To adjourn.

ATTEST: _____

Therese Pac
Town and City Clerk