

City of Bristol
Regular Board of Finance Meeting Minutes
October 24, 2023

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

REVISED Agenda

- 1. Call to order**
- 2. Public Participation**
- 3. Consent Agenda**
 - a. Approval of Minutes: Regular Meetings- September 26, 2023**
 - b. ECD: To place on file the Economic and Community Development grant incentives**
 - c. ARP Task Force: To rescind appropriation of \$217,686 within the Coronavirus Recovery Fund**
 - d. Aging: Additional appropriation of \$55,203 within the General Fund**
 - e. City Council: Transfer of \$37,155 within the General Fund**
 - f. Code Enforcement: Additional appropriation totaling \$17,837 within the Special Grants and Donations Fund**
 - g. Fire Department: Transfer of \$1,000 within the Special Grants and Donations Fund**
 - h. Corporation Counsel: Transfer of \$10,000 within the General Fund**
 - i. Police Department:**
 - 1. Additional appropriation of \$11,397 within the Special Grants and Donations Fund**
 - 2. Additional appropriation of \$96,386 within the Equipment Building Sinking Fund**
 - j. PRYCS:**
 - 1. Additional appropriation totaling \$125,000 within the Special Grants and Donations Fund**
 - 2. Transfer of \$13,000 within the Coronavirus Recovery Fund**
 - 3. Transfer of \$81,000 within the Capital Projects Fund**
- 4. Police Department:**
 - a. Transfer of \$12,393 from the General Fund Contingency account**
 - b. Additional appropriation of \$24,786 within the Special Grants and Donations Fund**
- 5. Board of Education: Budget Update**
- 6. Comptroller's Office:**
 - a. Decrease appropriation by \$42,041 within the Capital Projects Fund - Schools as of June 30, 2023**
 - b. Additional appropriation of \$25,994 within the Capital Projects Fund - Schools as of June 30, 2023**
 - c. Additional appropriation of \$5,912,000 within the General Fund as of June 30, 2023**
 - d. Transfer of \$138,000 within the General Fund as of June 30, 2023**
 - e. Transfer \$2,550,000 within the Capital Projects Fund as of June 30, 2023**
 - f. Rescind the bonding authorizations for the Fire Pumping Apparatus Acquisition and Fire Aerial Apparatus Acquisition**

- g. **Additional appropriation of \$1,500,000 within the Equipment Building Fund Sinking Fund as of June 30, 2023**
 - h. **Additional appropriation of \$250,000 within the Community Development Block Grant Fund as of June 30, 2023**
 - i. **Approval of Assigned Fund Balance within the General Fund of \$3,308,065 as of June 30, 2023**
 - j. **Approval of Committed Fund Balance within the General Fund of \$3,199,742 as of June 30, 2023**
 - k. **Approval to close Fund 170 – Open Space Fund as of June 30, 2023**
 - l. **Decrease appropriation by \$125,000 within the Capital Projects Fund as of June 30, 2023**
7. **Liaison Reports**
 8. **Chairman’s Report**
 9. **New Business**
 10. **Old Business**
 11. **Any other matter to come before said meeting**
 12. **Adjournment**

1. **Call to order**

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

2. **Public Participation**

Ray Rogozinski addressed the Board and thanked them for the City Hall project as we are nearing completion and Departments are moving in. One delay is the generator is not coming until April of next year but local contractor, Ferguson, is supplying a temporary generator until then.

3. **Consent Agenda**

- a. **Approval of Minutes: Regular Meetings– September 26, 2023**
- b. **ECD: To place on file the Economic and Community Development grant incentives**
- c. **ARP Task Force: To rescind appropriation of \$217,686 within the Coronavirus Recovery Fund**
- d. **Aging: Additional appropriation of \$55,203 within the General Fund**
- e. **City Council: Transfer of \$37,155 within the General Fund**
- f. **Code Enforcement: Additional appropriation totaling \$17,837 within the Special Grants and Donations Fund**
- g. **Fire Department: Transfer of \$1,000 within the Special Grants and Donations Fund**
- h. **Corporation Counsel: Transfer of \$10,000 within the General Fund**
- i. **Police Department:**
 1. **Additional appropriation of \$11,397 within the Special Grants and Donations Fund**
 2. **Additional appropriation of \$96,386 within the Equipment Building Sinking Fund**

j. PRYCS:

- 1. Additional appropriation totaling \$125,000 within the Special Grants and Donations Fund**
- 2. Transfer of \$13,000 within the Coronavirus Recovery Fund**
- 3. Transfer of \$81,000 within the Capital Projects 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. Police Department:

- a. Transfer of \$12,393 from the General Fund Contingency account**

Commissioner O'Brien made a motion seconded by Commissioner Burns
"To transfer \$12,393 from the General Fund Contingency account for the City match of the 2023 Bulletproof Vest Partnership grant 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.

- b. Additional appropriation of \$24,786 within the Special Grants and Donations Fund**

Commissioner Heiser made a motion seconded by Commissioner Mace
"To make an additional appropriation of \$24,786 within the Special Grants and Donations Fund for the 2023 Bulletproof Vest Partnership grant 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. Board of Education: Budget Update

Financial information was provided, no formal presentation this month.

Chairman Maikowski noted they have a spending freeze in place already as of October 3. Commissioner Whitford mentioned enrollment trends and the budget, with the age of 6 changing for kindergarten. Commissioner Heiser discussed the upcoming budget and long-term planning. Commissioner O'Brien discussed the various Departments and their long-term strategic planning within the Departments. Discussion was held on subcommittees on various larger issues in various Departments such as BOE and Pension. Diane discussed the strategic planning of the Library, PRYCS and BOE and how all of these should be evaluated wholistically for an overall strategic plan. Economic Development role was also discussed and how it impacts

the long term strategic plan of the City. Commissioner Burns discussed the prolonged preschool with the age change and how that will affect BOE and Special Education.

6. Comptroller's Office:

a. Decrease appropriation by \$42,041 within the Capital Projects Fund – Schools as of June 30, 2023

Commissioner O'Brien made a motion seconded by Commissioner Burns
"To decrease appropriations by \$42,041 within the Capital Projects Fund – Schools for the West Bristol K-8 project funded by bonding as of June 30, 2023 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.

b. Additional appropriation of \$25,994 within the Capital Projects Fund – Schools as of June 30, 2023

Commissioner Burns made a motion seconded by Commissioner O'Brien
"To make an additional appropriation of \$25,994 within the Capital Projects Fund – Schools as of June 30, 2023 funded by interest income 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.

c. Additional appropriation of \$5,912,000 within the General Fund as of June 30, 2023

Commissioner Mace made a motion seconded by Commissioner Peterson
"To make an additional appropriation of \$5,912,000 within the General Fund as of June 30, 2023 and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Commissioner Kazemekas questioned the Equipment Building Sinking Fund (EBSF) and Mill Rate Stabilization amounts. Diane explained the current balance is approximately \$912,000 in the EBSF. Traditionally Capital Outlay is not budgeted in the General Fund and is funded through the EBSF. This amount replenishes the contingency account for the FY2024 year's Capital Outlay amount plus an additional \$500,000. The actual surplus for this past year was around \$7 million and was generated in part to excess realized revenues including Taxes, Building Permits, Investment Income and an unanticipated Grant. The BOE spent their full appropriation, and the City did not. The recommendation here is to allocate \$6 million of those surplus funds. \$250,000 will give ECD funding to finish up their current grant program, before transitioning to the new loan program. The recommendation is also to fund the two fire trucks approved in the Capital Budget with cash instead of bonding as interest rates on short term borrowing approximately 4%. The City will not pay these amounts for about a year and will earn interest at about 5% on these funds during that time. There is an item on the agenda to rescind these bonding appropriations. The estimated preliminary unassigned fund balance is 14.71% of the current year budget. The City would get more use by putting these in the reserves at this time.

Commissioner Peterson questioned if there were other outstanding issues that need to be funded, and how is it decided where the funding goes. Commissioner Heiser stated anything that is approved in this Sinking Fund will come before the BOF to move it out of Contingency and that the BOF does not have to approve all requests for projects. Discussion was held on the investment of funds and interest earnings. Commissioner O'Brien recommended Commissioner Kazemekas make a recommendation to the Board as to what he thinks should happen. Craig is concerned the City is not getting enough bang for its buck. Diane stated remember when you borrow, you borrow for 20 years plus there are costs associated with the issuance. Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

d. Transfer of \$138,000 within the General Fund as of June 30, 2023

Commissioner Peterson made a motion seconded by Commissioner Burns
"To transfer \$138,000 within the General Fund as of June 30, 2023 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.

e. Transfer \$2,550,000 within the Capital Projects Fund as of June 30, 2023

Commissioner Heiser made a motion seconded by Commissioner Burns
"To transfer \$2,550,000 within the Capital Projects Fund as of June 30, 2023 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.

f. Rescind the bonding authorizations for the Fire Pumping Apparatus Acquisition and Fire Aerial Apparatus Acquisition

Commissioner Heiser made a motion seconded by Commissioner Peterson
"To rescind the bonding authorization for the Fire Pumping Apparatus Acquisition and Fire Aerial Apparatus Acquisition 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.

g. Additional appropriation of \$1,500,000 within the Equipment Building Fund Sinking Fund as of June 30, 2023

Commissioner O'Brien made a motion seconded by Commissioner Mace
"To make an additional appropriation of \$1,500,000 within the Equipment Building Sinking Fund as of June 30, 2023 funded by a transfer in from the General 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.

h. Additional appropriation of \$250,000 within the Community Development Block Grant Fund as of June 30, 2023

Commissioner Peterson made a motion seconded by Commissioner Heiser
"To make an additional appropriation of \$250,000 within the Community Development Block Grant Fund as of June 30, 2023 by a transfer in from the General 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.

i. Approval of Assigned Fund Balance within the General Fund of \$3,308,065 as of June 30, 2023

Commissioner Peterson made a motion seconded by Commissioner Burns
"To approve Assigned Fund Balance within the General Fund of \$3,308,065 as of June 30, 2023."
Commissioner Whitford questioned the Compensated Absences, and tracking this amount. Diane stated they could put a historical analysis together but reminded the Board that there were a number of retirements over the last couple of years due to the change in health insurances and compensated absences actually paid out in FY23 was less than half from the year before. Robin clarified this is a reserve for Compensated Absences which is a set aside for a huge anomaly. This number has been flat for years. The operating budget pays for the compensated absences year over year on a pay as you go basis.
Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

j. Approval of Committed Fund Balance within the General Fund of \$3,199,742 as of June 30, 2023

Commissioner Burns made a motion seconded by Commissioner Mace
"To approve Committed Fund Balance within the General Fund of \$3,199,742 as of June 30, 2023."
Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

k. Approval to close Fund 170 - Open Space Fund as of June 30, 2023

Commissioner Mace made a motion seconded by Commissioner Heiser
"To close Fund 170 - Open Space Fund as of June 30, 2023."
Commissioner O'Brien confirmed this doesn't change the City's policy on Open Space, which it was confirmed it does it.
Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

1. Decrease appropriation by \$125,000 within the Capital Projects Fund as of June 30, 2023

Commissioner O'Brien made a motion seconded by Commissioner Peterson "To decrease appropriations by \$125,000 within the Capital Projects Fund for the Charter overhaul project as of June 30, 2023 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 commended the Library for a successful sold out Author luncheon last week.

Commissioner Burns gave the report of Greene Hills committee, Public Works Board, and a visit today to the Pine Lake Adventure Course.

Dave Maikowski stated Firehouse 3 is moving along with plan for construction.

8. Chairman's Report

Chairman Maikowski gave his report stating the ARPA Task Force was recognized recently by United Way at the Community Impact Awards Dinner; the Governor launched the CT Make It Campaign at Bristol Bazaar; and the Banking & Audit Committee will be meeting soon as the auditors start their field work next week. Discussion was held up the budget process and it was agreed to begin Budget Hearings at 5:30 p.m. It was also noted Departments such as the BOE have their own Hearings and Workshops that members can attend. Dave thanked the City of Bristol, and Department Heads for their responsible spending and hard work for being fiscally responsible.

9. New Business:

Commissioner Whitford discussed retiree healthcare. He noted that he met with Diane and Chairman Maikowski back in August to discuss the issue. Diane Waldron stated she discussed some of his concerns with the actuaries and the actual number of retirees was consistent with their estimates. In regards to health care spends, there were more high-cost claims, but she needs to review the data again. The actuaries may be able to answer the questions better directly. Mark also questioned the compensated absence payout amount.

10. Old Business:

None.

11. Any other matter to come before said meeting

None.

12. Adjournment

Commissioner Heiser made a motion seconded by Commissioner O'Brien

"To adjourn at 7:10 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