

City of Bristol
Regular Board of Finance Meeting
May 23, 2023

A regular meeting of the Board of Finance was held on Tuesday, May 23, 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, and Jon Mace. Marie O'Brien and Mark Whitford were absent. Also present from the Comptroller's Office: Robin Manuele and Diane Waldron on Zoom.

Agenda

1. **Call to order**
Pledge of Allegiance
2. **Public Participation**
3. **Consent Agenda**
 - a. **Approval of Minutes: Regular Meeting - April 25, 2023**
 - b. **Approval of Minutes: Special Meeting - May 9, 2023**
 - c. **Approval of Minutes: Budget - April 3, April 19, April 25, 2023**
 - d. **Assessor: Transfers totaling \$1,590 within the General Fund**
 - e. **Police Department: Additional appropriation of \$41,425 within the Special Grants and Donations Fund**
 - f. **School Readiness: Additional appropriation of \$260,250 within the School Readiness operating budget**
 - g. **ARP Task Force: Additional appropriation of \$22,500 within the Coronavirus Recovery Fund**
 - h. **Fire Department:**
 1. **Transfer of \$50,000 within the General Fund**
 2. **Transfer of \$1,415 within the Equipment Building Sinking Fund**
 3. **Transfer of \$400 within the General Fund**
 - i. **Library:**
 1. **Additional appropriation of \$3,578 within the Special Grants and Donations Fund**
 2. **Transfer of \$2,500 within the Library operating budget**
 - j. **PRYCS:**
 1. **Additional appropriation totaling \$256 within the Special Grants and Donations Fund**
 2. **Transfer of \$135,169 within the Capital Projects Fund**
 3. **Transfer of \$379,907 within the Capital Projects Fund**
 - k. **ECD:**
 1. **Transfer of \$5,000 within the Community Development Block Grant Fund**
 2. **Transfer of \$150,000 within the Community Development Block Grant Fund**
 3. **Transfers totaling \$6,300 within the Community Development Block Grant Fund**
 - l. **Public Works: Transfers totaling \$244,268 within the Public Works operating budget**
 - m. **HIV Task Force: Additional appropriation of \$1,500 within the General Fund**

4. **Board of Education:**
 - a. **Budget Update**
 - b. **Additional appropriation of \$45,000 within the Capital Projects - Schools Fund**
 - c. **Approval of a bid waver to TinaRose Produce**
5. **Tax Collector: Transfer of \$2,254,270 of uncollectible taxes to the Municipal Suspense List**
6. **Fire Department: Approval of a bid waiver to Pierce Manufacturing Inc.**
7. **Various Departments: Transfers totaling \$912,990 within the Equipment Building Sinking Fund**
8. **Cemetery Commission: Approval of a bid waiver to Schall & Staub Enterprises**
9. **Liaison Reports**
10. **Chairman's Report**
11. **New Business:**
12. **Old Business:**
13. **Reorganization of the Board**
14. **Any other matter to come before said meeting**
15. **Adjournment**

1. **Call to order**

Chairperson Smith called the meeting to order at 5:30 p.m.

2. **Public Participation**

Chief Hart, thanked Chairman John Smith for his support to Public Safety, the Fire Department and himself personally.

3. **Consent Agenda**

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Commissioner Maikowski made a motion seconded by Commissioner Heiser
"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. Board of Education:
a. Budget Update

Financial information was provided, no formal presentation this month.

b. Additional appropriation of \$45,000 within the Capital Projects - Schools Fund

Commissioner Kazemekas made a motion seconded by Mayor Caggiano
"To make an additional appropriation of \$45,000 within the Capital Projects - Schools Fund for the South Side School HVAC project and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Robin clarified this is closeout of bonding from other projects, not additional bonding.
Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

c. Approval of a bid waiver to TinaRose Produce

Commissioner Heiser made a motion seconded by Mayor Caggiano
"To approve a bid waiver to TinaRose Produce for the fresh fruit and vegetable program."

Chairman Smith questioned the value of the contract. Roger Rousseau stated the value of the PO is \$375,000 which he anticipates a change order to increase the PO. A portion is the normal buy and a portion is the fresh fruit and vegetable program.
Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

5. Tax Collector: Transfer of \$2,254,270 of uncollectible taxes to the Municipal Suspense List

Mayor Caggiano made a motion seconded by Commissioner Heiser

“To transfer \$2,254,270.62 of uncollectible taxes; \$1,481,017.79 for Motor Vehicles, \$471,034.85 for Supplemental Motor Vehicle and \$302,217.98 for Personal Property and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance.”

Chairman Smith questioned if we are still chasing these people. Assistant Tax Collector Jennifer Cole stated since DMV changed motor vehicle registration to three years people are waiting to pay their taxes with their registration. A DMV hold is placed as soon as the bill is delinquent and a collection agency is used. With COVID, there was an increase to personal property and business closures. There are three delinquent personal property bills that total over \$172,000 for the current year. The city did use the boot method for delinquent motor vehicle taxes prior to her time here, but there were issues with it. The collection agency adds 15% to the bill, so the City gets their full taxes and interest.

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

6. Fire Department: Approval of a bid waiver to Pierce Manufacturing Inc.

Commissioner Burns made a motion seconded by Mayor Caggiano

“To approve a bid waiver to Pierce Manufacturing Inc. for the purchase of fire apparatus.”

Chief Hart explained the Engine will be due 19 months from the date of the letter of intent. The Ladder Truck date is not known at this time. At the time of the request the motor was available, however others have purchased those motors and there may be a delay . Discussion was held on the motor and purchasing preferences of the Fire Department for fire apparatus. Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

7. Various Departments: Transfers totaling \$912,990 within the Equipment Building Sinking Fund

Commissioner Heiser made a motion seconded by Mayor Caggiano

“To make transfers totaling \$912,990 from the Equipment Building Sinking Fund Contingency account for the purchase of Capital Outlay for various departments 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. Cemetery Commission: Approval of a bid waiver to Schall & Staub Enterprises

Commissioner Mace made a motion seconded by Mayor Caggiano
"To approve a bid waiver to Schall & Staub Enterprises for repairs to the Civil War Monument at West Cemetery."

Mayor Caggiano met with Corporation Counsel this morning, and they have researched this company and found they are a premier restoration company. They have not reviewed a contract yet, but have looked into the company as part of the City's due diligence. Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

9. Liaison Reports

None.

10. Chairman's Report

None.

11. New Business:

None.

12. Old Business:

None.

13. Reorganization of the Board

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

Mayor Caggiano made a motion seconded by Commissioner Heiser
"To nominate Dave Maikowski as Chairman of the Board of Finance."

With no other nominations, Mayor Caggiano made a motion seconded by Commissioner Mace
"to close nominations for Chairman of the Board of Finance."

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

14. Any other matter to come before said meeting

Mayor Caggiano thanked John Smith for his service to the City since 1969.

15. Adjournment

Commissioner Mace made a motion seconded by Commissioner Heiser

“To adjourn at 6:01 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