

City of Bristol
Regular Board of Finance Meeting Minutes
September 26, 2023

A regular meeting of the Board of Finance was held on Tuesday, September 26, 2023 at 5:30 p.m. in City Hall West Meeting Room 1 and via Zoom. The following were in attendance: Chairperson David Maikowski, Mayor Jeffrey Caggiano, Commissioners, Glenn Heiser, Jon Mace, Marie O'Brien, Craig Kazemekas and Mark Whitford (Zoom). Ron Burns and Mark Peterson were absent. Also present from the Comptroller's Office: Robin Manuele and Diane Waldron.

Agenda

- 1. Call to order**
Pledge of Allegiance
- 2. Public Participation**
- 3. Consent Agenda**
 - a. Approval of Minutes: Regular Meetings- August 22, 2023**
 - b. ARP Task Force: To rescind appropriation of \$75,000 within the Coronavirus Recovery Fund**
 - c. City Council: Rescind transfer of \$27,000 within the General Fund**
 - d. Emergency Management: Additional appropriation of \$600 within the Special Grants and Donations Fund**
 - e. Various: Transfers totaling \$93,260 within the General Fund to closeout fiscal year 2022-2023**
- 4. Fire Department:**
 - a. Transfer of \$37,550 from the General Fund Contingency account**
 - b. Additional appropriation of \$413,048 within the Special Grants and Donations Fund**
- 5. Board of Education:**
 - a. Budget Update**
 - b. Transfer of \$527,547 from the General Fund as of June 30, 2023**
- 6. Subcommittee Reports:**
 - a. Insurance Committee - August 24, 2023**
 - b. Banking & Audit Committee - September 1, 2023**
 - c. Purchasing Committee - September 21, 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**

None.

3. Consent Agenda

- a. Approval of Minutes: Regular Meetings– August 22, 2023**
- b. ARP Task Force: To rescind appropriation of \$75,000 within the Coronavirus Recovery Fund**
- c. City Council: Rescind transfer of \$27,000 within the General Fund**
- d. Emergency Management: Additional appropriation of \$600 within the Special Grants and Donations Fund**
- e. Various: Transfers totaling \$93,260 within the General Fund to closeout fiscal year 2022-2023**

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. Fire Department:

- a. Transfer of \$37,550 from the General Fund Contingency account**

Mayor Caggiano made a motion seconded by Commissioner O'Brien

"To transfer \$37,550 from the General Fund Contingency account for the City match of the Assistance to Firefighters 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 \$413,048 within the Special Grants and Donations Fund**

Commissioner O'Brien made a motion seconded by Commissioner Heiser

"To make an additional appropriation of \$413,048 within the Special Grants and Donations Fund for the Assistance to Firefighters 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:

- a. Budget Update**

Lynn Boisvert, gave the update for the Board of Education. The final snapshot for FY23, as of August 31, shows a deficit balance of \$503,879. The BOE applied available grant funds to reduce the general fund deficit balance over the past few months and have brought accounts lower than the anticipated energy deficit total of (\$555,507.26) for natural gas, heating, and diesel fuels.

The August snapshot for the FY24 year shows an available balance of \$108,385,480. Salaries must still be encumbered, and it's anticipated these encumbrances will be incorporated within the September update.

August reflects the end of the summer feeding program and the beginning of the new school year. 6,390 breakfasts and 7,000 lunches were served this month. The café snapshot on August 31, 2023, shows a balance of \$29,733 added to the carry-over balance of \$943,155, giving a healthy reserve of \$972,887 to reinvest into the program.

During the month of August 2023, 5% of students newly enrolled to BPS were receiving special education services; 1 student attended an ODP at the time of their enrollment. The identification rate of Bristol Public School students requiring special education programming as of September 2023 is 1,760, 21.18% of the 8,053 BPS students.

Bristol has received 2023-2024 Fresh Fruit and Vegetable Grants from the CSDE for the following schools: Bristol Arts and Innovation Magnet School, Chippens Hill Middle School, Ellen P. Hubbell School, Greene-Hills School, South Side School Stafford School, West Bristol School. Beginning in October, healthy fruit and vegetable options will be served three times weekly.

Discussion was held on the Food Services budget. Commissioner O'Brien questioned the cafeteria balance of \$972,000, and what it can be used for, such as the economic revival of the community. Lynn explained some of this funding will need to be used to offset the increases in food and supplies this year as well as upgrading the South Side School serving line. The funds can only be used for school services. Dr. Carbone explained the funds need to stay within the Food Services accounts and be directly used within the Bristol Public Schools. This year will be the year to see the difference in labor costs and overhead compared to fixed costs per lunch as previously the BOE was on an elevated cost reimbursement. Enhancements are made to the Food Service program with these funds.

b. Transfer of \$527,547 from the General Fund as of June 30, 2023

Mayor Caggiano made a motion seconded by Commissioner O'Brien "To transfer \$527,547 from the General Fund to the Board of Education as of June 30, 2023 and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance." Chairman Maikowski stated this will cover the deficit for past fiscal year, plus a small additional amount.

Commissioner Heiser questioned if there are any predicted fuel overages in the current fiscal year yet. Roger Rousseau stated he hasn't started tracking that yet, so it is unknown at this time. Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

Mayor Caggiano questioned the student activity report, Dr Carbone explained gate fees will no longer be collected at sporting events due to a change in procedure in policy through the Board of Education. The Student Activity Fund is separate from the General Fund Board of Education

budget, maintained in a separate fund. The school generally takes in and spends the same amount annually, and the BOE can not run a deficit in the Student Activity Fund. For Athletics, it's approximately \$60,000 for both schools annually. The General Fund may need to supplement these items, if the Student Activity Athletics account does not cover all costs. This discussion is set to continue at the BOE subcommittee meeting.

6. Subcommittee Reports:

a. Insurance Committee - August 24, 2023

Commissioner O'Brien gave the report of the Insurance Committee. Marie recommends reviewing the Lockton report in detail at a future Board of Finance meeting as there have been a number of questions on this topic in the past.

Commissioner Heiser made a motion seconded by Commissioner O'Brien
"To accept the report of the Insurance Committee and place it on file."

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

b. Banking & Audit Committee - September 1, 2023

Commissioner Heiser made a motion seconded by Commissioner O'Brien
"To accept the report of the Banking & Audit Committee and place it on file."

Justin Malley spoke regarding the Revolving Loan Program which is a new program he is introducing for the City to consolidate the various grant programs ECD currently offers.

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

c. Purchasing Committee - September 21, 2023

Commissioner Kazemekas made a motion seconded by Commissioner Heiser
"To accept the report of the Purchasing Committee and place it on file."

Roger Rousseau spoke regarding the discussion at the Purchasing Committee meeting, where the request from the BOE and Public Works to standardize the Building Management System using the Schneider EcoStruxure as supplied by SNE Building Systems was discussed. It is easier and more efficient for Maintenance to manage under one system. The BOE is using ESSER/ ARP funding for this implementation. Peter Fusco spoke regarding the BOE buildings which currently use this system. Commissioner Heiser stated this will centralize the system going forward. Mayor Caggiano confirmed with this bid waiver, the BOE will be able to meet the September 30 deadline, which Peter confirmed.

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

Commissioner Kazemekas made a motion seconded by Mayor Caggiano
"To approve the designation of Schneider EcoStruxure as supplied by SNE Building Systems as a sole source transaction."

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

7. Liaison Reports

Commissioner O'Brien provided an update on the Library Board September meeting, where the Library's strategic plan was discussed. Manross has implemented solar panels which is working out well. The outreach truck sold 160 books at the Farmer's Market in August.

8. Chairman's Report

Chairman Maikowski stated the year end is still in the process of being finalized, the City will have a surplus. The two contracts were signed today for the pension and Water/Sewer review which will begin shortly.

9. New Business:

Mayor Caggiano spoke regarding the Opioid and cannabis funds the City is receiving. He would like the BOF to think about how to allocate those funds. One idea which was brought forward as to assist Bristol Health with security upgrades that they were unable to secure grant funds for. Neil O'Leary, current Waterbury Mayor, is a co-chair of the opioid committee where these funds came from, and NVCOG will be putting together a grant request to the state regarding these funds that Bristol is a part of.

Chairman Maikowski questioned the use of the cannabis funds, Mayor Caggiano stated if it is used for education, rehabilitation etc. the City should be fine. Commissioner O'Brien discussed the need for a psychiatrist in the community.

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 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