



**City of Bristol
Board of Finance Meeting
February 26, 2019**

A meeting of the Board of Finance was held on Tuesday, February 26, 2019 at 5:30 p.m. in the Council Chambers of City Hall, 111 North Main Street, Bristol, Connecticut. The following were in attendance: Chairperson John Smith, Vice Chairman Orlando Calfe, Mayor Ellen Zoppo-Sassu, Commissioners Ron Burns, Jake Carrier, Nicolas Jones, Mike LaMothe, Marie O'Brien and Cheryl Thibeault (entered at 6:13 pm.) Also present from Blum Shapiro: Nikoleta McTigue and Santo Carta and the Comptroller's Office: Diane Waldron and Robin Manuele.

February 20, 2019

Ladies and Gentlemen:

The regular Board of Finance Meeting will be held on Tuesday, February 26, 2019 at 5:30 p.m. in City Hall Council Chambers, 111 North Main Street, Bristol, Connecticut.

Agenda

- 1. Call to order**
Pledge of Allegiance
- 2. Public Participation**
- 3. Consent Agenda**
 - a. Approval of Minutes: Regular Meeting - January 22, 2019**
 - b. City Council: Transfer of \$41,976 within the General Fund operating budget**
 - c. Public Works: Transfers totaling \$54,000 within the Public Works - Streets operating budget**
 - d. Library: Additional appropriation of \$5,500 within the within the Special Grants and Donations Fund**
 - e. Bristol Development Authority: Transfers totaling \$9,000 within the Community Development Block Grant Fund**
 - f. Fire Department:**
 - 1. Additional appropriation of \$4,020 within the Special Grants and Donations Fund**
 - 2. Transfer of \$100 within the Fire Department's operating budget**
 - g. Youth Services:**
 - 1. Additional appropriation of \$10,000 within the Youth Services operating budget**
 - 2. Additional appropriation of \$6,949 within the Youth Services operating budget**
 - h. Police Department:**
 - 1. Transfers totaling \$4,385 within the Special Grants and Donations Fund**

2. Additional appropriation of \$36,210 within the Special Grants and Donations Fund
3. Transfers totaling \$853,065 within the Police Drug Forfeiture Fund
4. Additional appropriation of \$144,560 within the Police Drug Forfeiture Fund
5. Transfers totaling \$8,710 within the Police Department operating budget
- i. Board of Education:
 1. Additional appropriation totaling \$5,993,049 within the Special Education Grant Fund
 2. Additional appropriation of \$13,300 within the Special Grants and Donations Fund
4. Presentation of June 30, 2018 Audit by Blum Shapiro
5. Police Department: Approval of a bid waiver to Renbar Kennels LLC
6. Parks and Recreation:
 - a. Transfer of \$26,118 from the General Fund Contingency account
 - b. Approval of a bid waiver to CT Custom Aquatics
7. Board of Education: Budget Update
8. Comptroller's Office:
 - a. Decrease appropriation by \$96,000 within the Capital Projects Fund
 - b. Transfers totaling \$240,000 within the Capital Projects Fund
 - c. Transfer of \$50,000 within the Capital Projects Fund
9. New Business:
10. Old Business:
11. Any other matter to come before said meeting
12. Adjournment

PER ORDER OF THE CHAIRPERSON
John Smith

1. Call to order

Chairperson Smith called the meeting to order at 6:00 p.m.

Pledge of Allegiance

2. Public Participation

3. Consent Agenda

- a. Approval of Minutes: Regular Meeting - January 22, 2019
- b. City Council: Transfer of \$41,976 within the General Fund operating budget
- c. Public Works: Transfers totaling \$54,000 within the Public Works - Streets operating budget
- d. Library: Additional appropriation of \$5,500 within the within the Special Grants and Donations Fund
- e. Bristol Development Authority: Transfers totaling \$9,000 within the Community Development Block Grant Fund

- f. **Fire Department:**
 - 1. **Additional appropriation of \$4,020 within the Special Grants and Donations Fund**
 - 2. **Transfer of \$100 within the Fire Department's operating budget**
- g. **Youth Services:**
 - 1. **Additional appropriation of \$10,000 within the Youth Services operating budget**
 - 2. **Additional appropriation of \$6,949 within the Youth Services operating budget**
- h. **Police Department:**
 - 1. **Transfers totaling \$4,385 within the Special Grants and Donations Fund**
 - 2. **Additional appropriation of \$36,210 within the Special Grants and Donations Fund**
 - 3. **Transfers totaling \$853,065 within the Police Drug Forfeiture Fund**
 - 4. **Additional appropriation of \$144,560 within the Police Drug Forfeiture Fund**
 - 5. **Transfers totaling \$8,710 within the Police Department operating budget**
- i. **Board of Education:**
 - 1. **Additional appropriation totaling \$5,993,049 within the Special Education Grant Fund**
 - 2. **Additional appropriation of \$13,300 within the Special Grants and Donations Fund**

Commissioner Burns made a motion seconded by Commissioner O'Brien

"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. Presentation of June 30, 2018 Audit by Blum Shapiro

Nikoleta McTigue, Blum Shapiro, reviewed the recent audit including the engagement scope and standards, required auditors' communication, results and financial highlights of the Comprehensive Annual Financial Report (CAFR) and Federal and State Single Audit and Upcoming GASB Pronouncements. The audit includes new GASB provisions, including GASB 75 and GASB 85. Accounting estimates for net pension asset, net OPEB liability, IBNR for health and workers' compensation, landfill post closure care liability, useful lives of capital assets and allowance for doubtful accounts. Nikoleta reviewed results of the audit and pages the information can be found in the CAFR. In the future, there will be new GASB standards introduced, including GASB 83 and 88 in 2019, 84 in 2020 and 87 and 89 for 2021.

Blum Shapiro left at 6:12 p.m.

5. Police Department: Approval of a bid waiver to Renbar Kennels LLC

Mayor Zoppo-Sassu made a motion seconded by Commissioner Burns
“Approval of a bid waiver to Renbar Kennels LLC for the purchase of a Police canine including training and equipment.”

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

6. Parks and Recreation:

a. Transfer of \$26,118 from the General Fund Contingency account

Commissioner Calfe made a motion seconded by Commissioner Burns
“To transfer \$26,118 from the General Fund Contingency account to Parks and Recreation – Repairs & Maintenance for repairs at the Dennis Malone Aquatic Center 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. Approval of a bid waiver to CT Custom Aquatics

Commissioner Carrier made a motion seconded by Commissioner Calfe
“Approval of a bid waiver to CT Custom Aquatics for repairs at the Dennis Malone Aquatic Center.”

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

7. Board of Education: Budget Update

8. Comptroller’s Office:

a. Decrease appropriation by \$96,000 within the Capital Projects Fund

Commissioner O’Brien made a motion seconded by Commissioner Burns
“To decrease the appropriation by \$96,000 within the Capital Projects Fund for the Memorial Boulevard Bridge Replacement project 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. Transfers totaling \$240,000 within the Capital Projects Fund

Commissioner Burns made a motion seconded by Commissioner Calfe
“To transfer \$240,000 within the Capital Projects Fund for the Memorial Boulevard Bridge Replacement project 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. Transfer of \$50,000 within the Capital Projects Fund

Commissioner LaMothe made a motion seconded by Commissioner O'Brien
"To transfer \$50,000 within the Capital Projects Fund for the Plainville Contribution to the Probate project 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.

9. New Business:

Commissioner Calfe requested clarification under FOI what can be questioned via email. Mayor Zoppo-Sassu stated the City is trying to schedule a training, however under FOI a Commissioner can inquire, the problem becomes when reply all is used and discussion takes place with everyone participating online. The Mayor will make all Boards and Commissions aware of the training.

10. Old Business:

11. Any other matter to come before said meeting

John requested everyone review the Committee assignments and let him know of any changes.

12. Adjournment

Commissioner Burns made a motion which was seconded by Commissioner Thibeault.

"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