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**City of Bristol
Board of Finance Meeting
May 28, 2019**

A meeting of the Board of Finance was held on Tuesday, May 28, 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 Jake Carrier, Marie O'Brien and Cheryl Thibeault. Ron Burns, Nicolas Jones and Mike LaMothe were absent. Also present from the Comptroller's Office: Diane Waldron and Robin Manuele.

May 22, 2019

Ladies and Gentlemen:

The regular Board of Finance Meeting will be held on Tuesday, May 28, 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:
 1. Special Meeting - April 15, 2019
 2. Regular Meeting - April 23, 2019
 3. Special Meeting - April 23, 2019
 - b. Bristol Development Authority:
 1. To place on file the Bristol Development Authority Incentive Updates
 2. Transfer of \$25,000 within the Community Development Block Grant Fund
 - c. Community Services: Additional appropriation of \$730 within the Special Grants and Donations Fund
 - d. City Clerk: Transfer of \$110 within the City Clerk's operating budget
 - e. Fire Department: Transfer totaling \$1,829 within the Fire Department's operating budget
 - f. Registrar of Voters: Transfers totaling \$1,165 within the Registrar of Voter's operating budget
 - g. Mayor's HIV Task Force: Additional appropriation of \$450 within the Mayor's HIV Task Force operating budget
 - h. Comptroller's: Additional appropriation of \$7,312 within the Special Grants and Donations Fund for the Early Childhood Day Care Grant
 - i. Police Department: Transfers totaling \$85,000 within the Communications operating budget

- j. **Emergency Management: Additional appropriation of \$250 within the Special Grants and Donations Fund**
- k. **Youth Services:**
 - 1. **Additional appropriation totaling \$5,046 within the Special Grants and Donations Fund**
 - 2. **Transfer of \$2,969.74 within the Special Grants and Donations Fund**
- l. **Library:**
 - 1. **Additional appropriation of \$200 within the Special Grants and Donations Fund**
 - 2. **Additional appropriation of \$3,138 within the Special Grants and Donations Fund**
- m. **Assessor:**
 - 1. **Transfer of \$10,000 within the General Fund**
 - 2. **Additional appropriation of \$10,000 within the Capital Non-Recurring Fund**
- n. **Public Works:**
 - 1. **Transfers totaling \$250,040 within the Public Works operating budget**
 - 2. **Transfer of \$12,000 within the Transfer Station operating budget**
- o. **Board of Education:**
 - 1. **Transfer totaling \$96,425 within the Capital Projects Fund**
 - 2. **Additional appropriation of \$169,175 within the Capital Projects Fund**
- 4. **Tax Collector: Transfer of \$576,089 of uncollectible taxes to the Municipal Suspense List (*printout available in Comptroller's Office*)**
- 5. **Various Departments: Transfers totaling \$713,915 within the Equipment Building Sinking Fund**
- 6. **Water Pollution Control: Approval of a bid waiver to Veolia Water Technologies**
- 7. **Bristol Development Authority:**
 - a. **Transfer of \$350,000 within the Capital Non-Recurring Fund**
 - b. **Additional appropriation of \$350,000 within the Capital Projects Fund**
- 8. **Board of Education:**
 - a. **Approval of a bid waiver to Tools4Ever**
 - b. **Budget Update**
- 9. **Comptroller's Office: Rescind appropriation of \$18,320 within the Equipment Building Sinking Fund**
- 10. **New Business:**
- 11. **Old Business:**
- 12. **Any other matter to come before said meeting**
- 13. **Adjournment**

PER ORDER OF THE CHAIRPERSON
John Smith

1. Call to order

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

2. Public Participation

3. Consent Agenda

- a. Approval of Minutes:
 - 1. Special Meeting - April 15, 2019
 - 2. Regular Meeting - April 23, 2019
 - 3. Special Meeting - April 23, 2019
- b. Bristol Development Authority:
 - 1. To place on file the Bristol Development Authority Incentive Updates
 - 2. Transfer of \$25,000 within the Community Development Block Grant Fund
- c. Community Services: Additional appropriation of \$730 within the Special Grants and Donations Fund
- d. City Clerk: Transfer of \$110 within the City Clerk's operating budget
- e. Fire Department: Transfer totaling \$1,829 within the Fire Department's operating budget
- f. Registrar of Voters: Transfers totaling \$1,165 within the Registrar of Voter's operating budget
- g. Mayor's HIV Task Force: Additional appropriation of \$450 within the Mayor's HIV Task Force operating budget
- h. Comptroller's: Additional appropriation of \$7,312 within the Special Grants and Donations Fund for the Early Childhood Day Care Grant
- i. Police Department: Transfers totaling \$85,000 within the Communications operating budget
- j. Emergency Management: Additional appropriation of \$250 within the Special Grants and Donations Fund
- k. Youth Services:
 - 1. Additional appropriation totaling \$5,046 within the Special Grants and Donations Fund
 - 2. Transfer of \$2,969.74 within the Special Grants and Donations Fund
- l. Library:
 - 1. Additional appropriation of \$200 within the Special Grants and Donations Fund
 - 2. Additional appropriation of \$3,138 within the Special Grants and Donations Fund
- m. Assessor:
 - 1. Transfer of \$10,000 within the General Fund
 - 2. Additional appropriation of \$10,000 within the Capital Non-Recurring Fund
- n. Public Works:
 - 1. Transfers totaling \$250,040 within the Public Works operating budget
 - 2. Transfer of \$12,000 within the Transfer Station operating budget
- o. Board of Education:
 - 1. Transfer totaling \$96,425 within the Capital Projects Fund
 - 2. Additional appropriation of \$169,175 within the Capital Projects Fund

Commissioner O'Brien made a motion seconded by Commissioner Calfe

"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. Tax Collector: Transfer of \$576,089 of uncollectible taxes to the Municipal Suspense List (printout available in Comptroller's Office)

Commissioner Calfe made a motion seconded by Commissioner Thibeault

"To transfer \$576,089.89 of uncollectible taxes; \$326,232.28 for Motor Vehicles, \$82,055.48 for Supplemental Motor Vehicle and \$167,802.13 for Personal Property 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. Various Departments: Transfers totaling \$713,915 within the Equipment Building Sinking Fund

Commissioner Calfe made a motion seconded by Commissioner Thibeault

"To transfer \$713,915 from the Equipment Building Sinking Fund Contingency Account for the purchase of Capital Outlay 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.

6. Water Pollution Control: Approval of a bid waiver to Veolia Water Technologies

Commissioner Carrier made a motion seconded by Commissioner Thibeault

"To approve a bid waiver to Veolia Water Technologies, Inc. to repair a treatment basin mixer for Water Pollution Control."

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

**7. Bristol Development Authority:
a. Transfer of \$350,000 within the Capital Non-Recurring Fund**

Commissioner Thibeault made a motion seconded by Commissioner O'Brien

"To transfer \$350,000 within the Capital Non-Recurring Fund to Transfer Out Capital Projects and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Commissioner Calfe questioned how they measure the success of projects, funded by the City. Justin clarified if this was in regards to 894 Middle Street or in general, Orlando stated in general. Justin explained the City tries to be the stable ship in the storm conducive to economic growth, as Justin takes care of development and focuses on that. 894 Middle Street has potential and it is getting there, at the end this can be very valuable as there is no other land like this available.

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

b. Additional appropriation of \$350,000 within the Capital Projects Fund

Mayor Zoppo-Sassu made a motion seconded by Commissioner O'Brien
"To make an additional appropriation of \$350,000 within the Capital Projects Fund for Environmental Engineering at 894 Middle Street 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. Board of Education:

a. Approval of a bid waiver to Tools4Ever

Commissioner O'Brien made a motion seconded by Commissioner Calfe
"To approve a bid waiver to Tools4Ever to automate the creation of various accounts for staff and students for the Board of Education."

Mayor Zoppo-Sassu asked for clarification on what this was going to do. Robert Puzzo, Technology Manager of the Board of Education explained accounts that are created are done manually by the BOE or City IT and this will automate the process and make it more efficient including email, network, google etc. The cost is approximately \$7,000 for year two and beyond, but greater in year one for set up initially. Commissioner Calfe questioned if this could be used on the City side at all, Rob stated this quote is only for the Board of Education. Commissioner O'Brien questioned the term of the lease, Rob stated it is single year renewal.

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

b. Budget Update

Commissioner O'Brien questioned where the State was with their budget. Mayor Zoppo-Sassu stated the last CCM update on Friday was status quo, with a possible special session for tolls.

Commissioner Calfe questioned if there were any changes on the ED001 situation. Jill stated there is no change for the denial in reimbursement for the 2016-2017 ED001.

Jill met with the School Lunch program today, the State is coming in on Friday to inspect two of the three schools, South Side and Hubbell, however all three schools are ready to be inspected. John questioned if the State has been made aware that their delay in returning has cost the City money, Jill confirmed they are aware and if everything goes well on Friday they will be reinstated back to June 1.

9. Comptroller's Office: Rescind appropriation of \$18,320 within the Equipment Building Sinking Fund

Commissioner O'Brien made a motion seconded by Commissioner Calfe
"To rescind an appropriation of \$18,320 within the Equipment Building Sinking Fund for the City Match of the Homeland Security 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.

10. New Business:

Mayor Zoppo-Sassu stated she had an item for informational purposes, the City has been preparing internally regarding how the court closure will impact the City. One issue that has been identified is the need to transport prisoners to New Britain for the new court set up. If someone is held in Bristol they will need to be transported to New Britain. The Chief has prepared a memo for distribution, however this does present some opportunities to review internally operations at the Police Department and local communities for shared services. The Mayor hasn't reviewed this from a Policy standpoint or the Board of Police Commissioners, but the Chief's Memo is a good starting point to review with action taken at the June Board of Finance meeting. Commissioner O'Brien asked if there was any transition funding available from the State as one time funding. Mayor Zoppo-Sassu stated the City of Bristol has been very lucky as every other Police Department has incurred these costs. The Mayor has been discussing with the State's Facilities Manager and IT to make sure everything is left in good shape so the City can use for however it seems fit. The Mayor has several questions for the Chief to answer and impact on staffing and cost to further discuss. Commissioner O'Brien thanked the Mayor for giving this information for review as this wasn't something she even thought of with the court closure.

11. Old Business:

12. Any other matter to come before said meeting

13. Adjournment

Commissioner Calfe made a motion seconded by Commissioner O'Brien

"To adjourn at 5:58 p.m."

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

Attest:

A handwritten signature in cursive script, appearing to read "Diane M. Waldron".

Diane M. Waldron
Board of Finance Clerk