



**City of Bristol  
Board of Finance Meeting  
July 23, 2019**

A meeting of the Board of Finance was held on Tuesday, July 23, 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, Mayor Ellen Zoppo-Sassu, Commissioners Ron Burns, Jake Carrier, Mike LaMothe, and Cheryl Thibeault. Orlando Calfe, Marie O'Brien and Nicolas Jones were absent. Also present from the Comptroller's Office: Diane Waldron and Robin Manuele.

**Ladies and Gentlemen:**

**The regular Board of Finance Meeting will be held on Tuesday, July 23, 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. Regular Meeting - June 25, 2019
    2. Special Meeting - July 9, 2019
  - b. Purchasing: Quarterly Update on the Local Bidding Preference- June 30, 2019**
  - c. Code Enforcement: Additional appropriation of \$26,610 within the Special Grants and Donations Fund as of June 30, 2019**
  - d. Police Department:**
    1. Transfers totaling \$262,110 within the Police Department's operating budget as of June 30, 2019
    2. Transfer of \$4,623 within the Special Grants and Donations Fund as of June 30, 2019
  - e. Parks and Recreation: Additional appropriation of \$112,565 within the Parks operating budget as of June 30, 2019**
  - f. Public Works:**
    1. Transfers totaling \$195,248 within the General Fund
    2. Additional appropriation of \$195,248 within the Equipment Building Sinking Fund
  - g. Comptroller's Office:**
    1. To accept the SAS 114 Audit Communication and place on file
    2. Transfer of \$13,000 within the Insurance operating budget
  - h. Water Pollution Control:**
    1. Additional appropriation of \$49,635 within the Sewer Operating and Assessment Fund as of June 30, 2019

2. Additional appropriation of \$49,635 within the WPC Capital Non-Recurring Fund as of June 30, 2019
- i. School Readiness:
  1. Additional appropriation of \$3,000 within the Special Grants and Donations Fund
  2. Additional appropriation of \$2,912,551 within the School Readiness operating budget
4. Committee Reports: Insurance Committee - July 23, 2019
5. Board of Education: Budget Update
6. New Business:
7. Old Business:
8. Any other matter to come before said meeting
9. 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

None

3. Consent Agenda

- a. Approval of Minutes:
  1. Regular Meeting - June 25, 2019
  2. Special Meeting - July 9, 2019
- b. Purchasing: Quarterly Update on the Local Bidding Preference- June 30, 2019
- c. Code Enforcement: Additional appropriation of \$26,610 within the Special Grants and Donations Fund as of June 30, 2019
- d. Police Department:
  1. Transfers totaling \$262,110 within the Police Department's operating budget as of June 30, 2019
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- e. Parks and Recreation: Additional appropriation of \$112,565 within the Parks operating budget as of June 30, 2019
- f. Public Works:
  1. Transfers totaling \$195,248 within the General Fund
  2. Additional appropriation of \$195,248 within the Equipment Building Sinking Fund
- g. Comptroller's Office:
  1. To accept the SAS 114 Audit Communication and place on file
  2. Transfer of \$13,000 within the Insurance operating budget

**h. Water Pollution Control:**

1. **Additional appropriation of \$49,635 within the Sewer Operating and Assessment Fund as of June 30, 2019**
2. **Additional appropriation of \$49,635 within the WPC Capital Non-Recurring Fund as of June 30, 2019**

**i. School Readiness:**

1. **Additional appropriation of \$3,000 within the Special Grants and Donations Fund**
2. **Additional appropriation of \$2,912,551 within the School Readiness operating budget**

Commissioner LaMothe 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. Committee Reports:**

**a. Insurance Committee - July 23, 2019**

Chairperson Smith stated the Insurance Committee met just before this meeting to discuss the purchase of Cyber and Pollution Insurance for the City with Mike Rivers from Tracy Driscoll along with the indemnification contract language within the BRRFOC contract with Corporation Counsel and Roger Rousseau.

Commissioner Burns made a motion seconded by Commissioner Carrier

“To approve the purchase of Cyber and Pollution Insurance Policies for the City through municipal group policy with HD Segur.”

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

Commissioner Burns made a motion seconded by Commissioner Carrier

“To accept the indemnification contract language within the BRRFOC recycling agreement.”

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

Commissioner Burns made a motion seconded by Commissioner Carrier

“To accept the Insurance Committee report from July 23, 2019 and place on file.”

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

## **5. Board of Education: Budget Update**

Jill Browne provided an update on the Board of Education budget and Cafeteria administrative review. As of July 15, the BOE was showing a -\$1,700,000 deficit, however after applying various revenues, closing out purchase orders and workers' compensation vouchers as of yesterday the deficit was approximately -\$1.435 million, with it looking to end around \$700,000-\$900,000 once all year end adjustments and revenues have been posted. The latest cafeteria snapshot shows a deficit of \$107,155 attributable to operations and the \$0.06 per meal penalty applied due to the review and ordering of supplies in April and May to get through the end of the school year. Any food or supply item that could be put out to bid has been for the cafeteria, and they are working with school administrators to strategize the breakfast and lunch program to improve the rate of participation in all schools.

Jill reviewed the results of the triennial administrative review with the Board that took place in January at Edgewood, South Side and Hubbell Schools in details that determined corrective actions were needed and recovery of \$106,468 from the Child Nutrition program was taken. Discussion was held on this topic and ways the BOE will be addressing to prevent future recovery from being taken.

Jill stated she discussed the question of the spike in SPED students for the month of June with Dr. Dietter and this is a result of weeks or months of servicing a student and then they are formally identified. There were however, 114 graduating students and fewer overall students

## **6. New Business:**

Mayor Zoppo-Sassu made a motion seconded by Commissioner Burns  
"To bring the Parks transfer to the table."

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

Mayor Zoppo-Sassu made a motion seconded by Commissioner Burns  
"To transfer \$10,000 within the Equipment Building Sinking Fund for the purchase of a backhoe from the Water Department 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. Old Business:**

## **8. Any other matter to come before said meeting**

## **9. Adjournment**

Commissioner Thibeault made a motion seconded by Commissioner Burns

"To adjourn at 6:07 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

