

City of Bristol
Regular Board of Finance Meeting Minutes
August 25, 2026

A regular meeting of the Board of Finance was held on Tuesday, August 25, 2026 at 5:30 p.m. in City Hall Council Chambers and via Zoom. The following were in attendance: Chairman Dave Maikowski, Mayor Ellen Zoppo Sassu, Commissioners Bill Campion, Jon Mace, Mike Massarelli, and Mark Peterson. Commissioners Marie O'Brien (joined at 5:39 p.m.), Jane Murdock and Dante Tagareillo were on Zoom. Also present from the Comptroller's Office: Diane Waldron and Robin Manuele.

Revised Agenda

- 1. Call to order**
- 2. Public Participation**
- 3. Consent Agenda:**
 - a. Approval of Minutes: Regular Meeting – July 28, 2026**
 - b. Early Childhood Collaborative: Transfers totaling \$61,999 within the Special Grants & Donations Fund**
 - c. Library: Additional appropriation of \$58,900 within the Library's operating budget**
 - d. Mayor's Office: Additional appropriation of \$2,000 within the Special Grants & Donations Fund**
 - e. Code Enforcement: Additional appropriation totaling \$21,634 within the Special Grants & Donations Fund as of June 30, 2026**
 - f. City Council: Transfers totaling \$167,975 within the General Fund and an Additional appropriation of \$7,650 within the Community Development Block Grant**
 - g. Public Works:**
 - a. Additional Appropriation of \$22,089 within the PW operating budget as of June 30, 2026**
 - b. Additional Appropriation of \$40,042 within the PW operating budget as of June 30, 2026**
 - h. ECD: Transfers totaling \$3,813 within the Community Development Block Grant Fund as of June 30, 2026**
 - i. PRYCS:**
 - a. Additional appropriation of \$260,548 within the Parks operating budget as of June 30, 2026**
 - b. Additional appropriation of \$290,940 within the Special Grants & Donations Fund as of June 30, 2026**
 - c. Transfers totaling \$30,000 within the Special Grants & Donations Fund as of June 30, 2026**
 - j. Comptroller's Office:**
 - a. Additional appropriation of \$95,151 within the Equipment Building Sinking Fund as of June 30, 2026**
 - b. Additional appropriation of \$248,921 within the Capital Projects Fund as of June 30, 2026**
 - c. Additional appropriation of \$87,034 within the Capital Non-Recurring Fund as of June 30, 2026**
 - d. Additional appropriation of \$49,581 within the Road Improvements Fund as of June 30, 2026**

4. **Police Department:**
 - a. **Transfer of \$5,849 from the General Fund Contingency Account and an Additional Appropriation of \$11,698 within the Special Grants and Donations Fund**
5. **Various:**
 - a. **Transfers totaling \$2,475,081 within the General Fund to closeout fiscal year 2025-2026**
 - b. **Carryovers totaling \$1,253,585 within the General Fund from fiscal year 2025-2026 to fiscal year 2026-2027**
 - c. **Carryovers totaling \$7,855 within the Community Development Block Grant Fund from fiscal year 2025-2026 to fiscal year 2026-2027**
6. **Board of Education:**
 - a. **Budget Update**
7. **Comptroller's Office:**
 - a. **Additional appropriation of \$2,495,000 within the General Fund as of June 30, 2026**
 - b. **Transfer \$4,850 from the General Fund Contingency account and appoint Fiducient as Discretionary Investment Manager of the City's 457 Deferred Compensation Program**
 - c. **Transfer of \$59,800 from the EBSF Contingency account**
 - d. **Additional appropriation of \$991,338 within the General Fund**
 - e. **ECD – Approval of a bid waiver to Avila for grant management software**
8. **Subcommittee Reports –**
 - a. **Insurance Committee – July 30, 2026**
9. **Liaison Reports**
10. **Chairman's Report**
11. **New Business**
12. **Old Business**
13. **Adjournment**

1. Call to order

Chairman Maikowski called the meeting to order at 5:30 p.m.

2. Public Participation

Andrew Sheintop, BSN Sports, representative was available to answer any questions related to the bid waiver that is later on the Agenda.

3. Consent Agenda:

- a. Approval of Minutes: Regular Meeting – July 28, 2026**
- b. Early Childhood Collaborative: Transfers totaling \$61,999 within the Special Grants & Donations Fund**
- c. Library: Additional appropriation of \$58,900 within the Library's operating budget**
- d. Mayor's Office: Additional appropriation of \$2,000 within the Special Grants & Donations Fund**
- e. Code Enforcement: Additional appropriation totaling \$21,634 within the Special Grants & Donations Fund as of June 30, 2026**
- f. City Council: Transfers totaling \$167,975 within the General Fund and an Additional appropriation of \$7,650 within the Community Development Block Grant**
- g. Public Works:**
 - a. Additional Appropriation of \$22,089 within the PW operating budget as of June 30, 2026**
 - b. Additional Appropriation of \$40,042 within the PW operating budget as of June 30, 2026**
- h. ECD: Transfers totaling \$3,813 within the Community Development Block Grant Fund as of June 30, 2026**
- i. PRYCS:**
 - a. Additional appropriation of \$260,548 within the Parks operating budget as of June 30, 2026**
 - b. Additional appropriation of \$290,940 within the Special Grants & Donations Fund as of June 30, 2026**
 - c. Transfers totaling \$30,000 within the Special Grants & Donations Fund as of June 30, 2026**
- j. Comptroller's Office:**
 - a. Additional appropriation of \$95,151 within the Equipment Building Sinking Fund as of June 30, 2026**
 - b. Additional appropriation of \$248,921 within the Capital Projects Fund as of June 30, 2026**
 - c. Additional appropriation of \$87,034 within the Capital Non-Recurring Fund as of June 30, 2026**
 - d. Additional appropriation of \$49,581 within the Road Improvements Fund as of June 30, 2026**

Commissioner Mace made a motion seconded by Commissioner Massarelli

“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. Police Department:

- a. Transfer of \$5,849 from the General Fund Contingency Account and an Additional Appropriation of \$11,698 within the Special Grants and Donations Fund**

Commissioner Mace made a motion seconded by Commissioner Campion

“To transfer \$5,849 from the General Fund Contingency Account and an make an Additional Appropriation of \$11,698 within the Special Grants and Donations Fund for the 2025 Bulletproof Vest Partnership Program 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:

- a. Transfers totaling \$2,475,081 within the General Fund to closeout fiscal year 2025-2026**

Mayor Ellen Zoppo Sassu made a motion seconded by Commissioner Mace

“To approve transfers totaling \$2,475,081 within the General Fund to closeout fiscal year 2025-2026 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. Carryovers totaling \$1,253,585 within the General Fund from fiscal year 2025-2026 to fiscal year 2026-2027**

Commissioner Mace made a motion seconded by Commissioner Massarelli

“To approve carryovers totaling \$1,253,585 within the General Fund from fiscal year 2025-2026 to fiscal year 2026-2027 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. Carryovers totaling \$7,855 within the Community Development Block Grant Fund from fiscal year 2025-2026 to fiscal year 2026-2027**

Commissioner Mace made a motion seconded by Commissioner Massarelli

“To approve Carryovers totaling \$7,855 within the Community Development Block Grant Fund from fiscal year 2025-2026 to fiscal year 2026-2027 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. Board of Education:
a. Budget Update

Jodi Bond gave the report of the Board of Education as of August 5, 2026. \$61,801 remains encumbered, pending receipt of a few late invoices. She does anticipate this deficit to shrink a bit further. The Special Education deficit is (\$3,150,151), with \$5,959 still encumbered. Private & Public (outplaced) Tuitions, Professional Services, and Sub Paras are the main drivers of this deficit. Thanks to the DRIP and SEED Grants, and bringing some students back in house additional savings were generated in the general fund, to reduce the originally anticipated deficit.

Pending May and June Federal and State reimbursement, the 2026 Cafe snapshot reflects a surplus of \$125,731. This surplus will be fully expended in FY 27. 39,899 breakfasts, 83,727 lunches, and 529 snacks in were served in June.

Pending July Federal and State reimbursement, the 2027 Cafe snapshot reflects a surplus of \$166,156. This surplus will be fully expended in FY 27. 10,105 breakfasts and 11,393 lunches were served in July.

Chairman Maikowski questioned the plan moving forward for the Cafeteria and proposed deficit. Mayor Zoppo Sassu stated discussions have already begun regarding changes that need to be made in the program in general.

As of August 1, 2026, 1,722 of the 7,646 enrolled Bristol students are identified as requiring Special Education programming. This enrollment reflects 22.52% of the total BPS student population. As of August 1, 121 students with disabilities required out-of-district placements at private special education school programs. There were 89 students requiring special education programming services at other public out-of-district schools, including magnet schools.

During the month of July 2026 46% (31 of 68) of the newly registered students were identified as students with special education programming needs at the time of registration with. None of the newly registered students required programming and services at an out-of-district special education school program.

b. To discuss the request for a bid waiver to Varsity Brands Holding (BSN Sports)

Commissioner Mace made a motion seconded by Commissioner Massarelli

“To approve a bid waiver to Varsity Brands Holding (BSN Sports) for replacement of high school uniforms.”

Jodi Bond clarified this was for \$26,589 in uniforms for nine athletic teams at BC/BE for both boys and girls various sports. Nancy Haynes explained the bidding process, as there are several ways to purchase goods and services, and anything over \$25,000 is required to go out to bid unless there is an existing contract, state contract, CREC, CRCOG, or Sourcewell, contract in place which mirror the City’s process. There is a state contract for athletic equipment, uniforms and supplies, which was suggested that BOE use. The state contract is readily available, with no need to go out to bid. Chair

Maikowski questioned if the state contract counts as a bid, and Nancy stated it did not. Jodi Bond explained Cera Galluzzo, the Athletic Director, was working with the vendor once the funding was in place in the new budget for these teams whose uniforms were up for replacement back in June/July as she would be going out on maternity leave. The order was placed, and she didn't know at the time they were no longer on state contract. As soon as they found out BSN was not on state contract, they did not order any additional items. The Athletic Director is aware for other uniforms, it needs to go out to bid or use state contract.

Commissioner O'Brien asked Nancy to review with the Purchasing Committee trends over the past year, contracting requirements, why a bid waiver is needed, and if there are any other Departments that try to circumvent the necessary requirements.

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

7. Comptroller's Office:

a. Additional appropriation of \$2,495,000 within the General Fund as of June 30, 2026

Commissioner Peterson made a motion seconded by Commissioner Mace
"To make an Additional appropriation of \$2,495,000 within the General Fund as of June 30, 2026 for the Board of Education 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. Transfer \$4,850 from the General Fund Contingency account and appoint Fiducient as Discretionary Investment Manager of the City's 457 Deferred Compensation Program

Commissioner Campion made a motion seconded by Commissioner Peterson
"To transfer \$4,850 from the General Fund Contingency account and appoint Fiducient as Discretionary Investment Manager of the City's 457 Deferred Compensation Program."

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

c. Transfer of \$59,800 from the EBSF Contingency account

Commissioner Mace made a motion seconded by Commissioner Campion

"To transfer of \$59,800 from the EBSF Contingency account to purchase timeclocks and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Commissioner Peterson questioned the useful life of these clocks. Commissioner Mace stated they were in a similar situation at his work and needed to replace the UKG clocks as they will no longer communicate with the system. Diane confirmed the current clocks are 10 years old, and the City was just notified otherwise, the items would have been requested to include in the FY27 budgeted for replacement.

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

d. Additional appropriation of \$991,338 within the General Fund

Mayor Zoppo Sassu made a motion seconded by Commissioner Mace

“To make an Additional appropriation of \$991,338 within the General Fund for the Supplemental Municipal Assistance 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.

e. ECD – Approval of a bid waiver to Avila for grant management software

Commissioner Campion made a motion seconded by Commissioner Peterson

“To approve a bid waiver to Avila for grant management software.”

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

8. Subcommittee Reports –

a. Insurance Committee – July 30, 2026

Commissioner O’Brien gave the report of the Insurance Committee who met with FutureComp and Lockton on July 30th to review the previous years’ Workers Compensation and Health Benefits reports.

Commissioner Murdock made a motion seconded by Commissioner Mace 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.

9. Liaison Reports

Commissioner Peterson gave the report of the Edgewood Building Committee. The last meeting was cancelled, the next meet is on 9/14. There are some delays and they are falling behind schedule because the bids came back \$4 - \$7 million over budget so they are working through those numbers.

Commissioner Mace gave an update on the Police Commission who spent a lot of time discussing cameras. Recently, seven bids were opened on Monday for red light traffic cameras.

10. Chairman's Report

None

11. New Business

None

12. Old Business

None

13. Adjournment

Commissioner made a motion seconded by Commissioner

“To adjourn at 6:15 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