

**CITY OF BRIDGEPORT
BUDGET AND APPROPRIATIONS
REGULAR MEETING
AUGUST 10, 2015**

ATTENDANCE: Susan Brannelly, Co-Chair; AmyMarie Vizzo-Paniccia, Lydia Martinez, Patricia Swain

OTHERS: Anne Kelly-Lenz, Finance Director; Tom Errichetti, Bridgeport Library; John Stafstrom, Pullman & Comley Bond Counsel; Council Member Melanie Jackson; Scott Hughes, Bridgeport Librarian

CALL TO ORDER

Council Member Brannelly called the meeting to order at 6:04 p.m. A quorum was present.

Approval of Committee Minutes: April 29, 2015; (Public Hearing & Budget Hearing); April 30, 2015 (Special Budget Hearing); May 5, 2015 (Special Budget Hearing); May 6, 2015 (Special Budget Hearing); May 7, 2015 (Special Budget Hearing); May 8, 2015 (Special Budget Hearing) and June 8, 2015 (Regular Meeting).

**** COUNCIL MEMBER VIZZO-PANICCIA MOVED THE FOLLOWING MINUTES:**

APRIL 29, 2015; (PUBLIC HEARING & BUDGET HEARING); APRIL 30, 2015 (SPECIAL BUDGET HEARING); MAY 5, 2015 (SPECIAL BUDGET HEARING); MAY 6, 2015 (SPECIAL BUDGET HEARING); MAY 7, 2015 (SPECIAL BUDGET HEARING); MAY 8, 2015 (SPECIAL BUDGET HEARING) AND JUNE 8, 2015 (REGULAR MEETING).

**** COUNCIL MEMBER SWAIN SECONDED.**

**** THE MOTION TO APPROVE THE MINUTES AS SUBMITTED PASSED UNANIMOUSLY.**

134-14 Approval of Additional Capital Project Authorization to the 2016-2020 Five-Year Capital Plan concerning the Library Master Plan Projects.

Ms. Kelly-Lenz said Mr. Sherwood was not able to attend the meeting due to illness. Atty. John Stafstrom came forward to speak about the bonding request from the library, which would be handled in a manner similar to the way the City handles the bonds for the WPCA. The Library now needs to bond for capital projects. He said that the library would pay the bond debt service.

Mr. Hughes spoke briefly and said that Mr. Errichetti would address the Capital Plan. Mr. Errichetti submitted a copy of the Master Plan to the Chair. He also distributed copies of a basic financial spreadsheet to the Committee Members.

The library will be purchasing a parcel on the lower portion of East Main Street in the near future. The sale has not been closed yet. On Lower East Main, the library will be purchasing the former Salvation Army building. He added that the Lower East Main property will need a second story added in the back.

The East End property sale, the former Charles Smith Center property, has been completed. There is very little to do other than to remove the asbestos tiles. He noted that the costs were based on the 40 year payment schedule. Mr. Stafstrom pointed out that the limit on City bonds was 20 years.

**** COUNCIL MEMBER VIZZO-PANICCIA MOVED TO ENTER THE CONSTRUCTION COSTS FOR THE BRANCHES AS EXHIBIT #1.**

**** COUNCIL MEMBER MARTINEZ SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Council Member Martinez asked what the time frame would be for the libraries. Mr. Errichetti replied that it would be easiest to get into the Upper East Main facility, which is empty right now. He would like to move the current Old Mill Green library, which is a rental, into the building as soon as possible. The Lower East Main library will require the most work so it will take the longest. That building will also require an elevator to be installed. Council Member Martinez asked about the parking situation. Mr. Errichetti said that there was a City owned parcel across the street. He added that when they go to Planning and Zoning they will find out what kind of parking is needed.

Council Member Brannelly asked for a summary. Mr. Errichetti said that the former Salvation Army property is in the closing process. The Charles Smith Center property has been closed and the former Fitzwillie's parcel is nearing the closing. Questions were asked about the appraisals for the parcels. Mr. Errichetti gave an overview of the offering negotiations. When asked if there had been appraisals done, he replied that the Salvation Army parcel had an appraisal and the Charles Smith appraisal was old. Discussion followed about whether the lack of appraisal would affect the Capital project allocation.

Council Member Martinez pointed out that the Old Mill Green Library had been paying rent for a long time and delaying the projects for appraisals would be problematic. Council Member Martinez reminded everyone that the Salvation Army had not been inspected for environmental issues yet. Mr. Errichetti agreed and said there were contingency clauses about this in the agreement.

Council Member Vizzo-Paniccia said that the Library should check with the City Attorney's Office about the appraisals. Mr. Errichetti said that he did not know if Mr. O'Donnell, the chairman of the Library Board, had spoken with the City Attorney. Mr. Stafstrom pointed out that the next Council meeting was not scheduled until September 8th, and this request for appraisal was not part of a bond consideration. Council Member Brannelly said that she would be happy to call a special meeting if the appraisals are completed. Mr. Errichetti said that the Charles Smith Center had an appraisal that was 3 years old. The Salvation Army appraisal is already done.

Council Member Brannelly reiterated that the 40 year bond was not allowed by the State so the Construction Cost figures would have to be adjusted to 2.5% at 20 years. Mr. Errichetti said that he would make that change on the Cost Sheet.

Council Member Swain said that she would like to move this project forward and suggested the second meeting be scheduled before the next Council. Mr. Errichetti said that the closing was scheduled for September 1st. Council Member Jackson commented that Mr. O'Donnell had sent a lengthy email that covered a number of the concerns.

Council Member Martinez asked if having two libraries located on East Main was a good idea. Council Member Jackson said that one of them would be in her District and that they would be far enough apart not to overlap.

Council Member Brannelly asked for clarification on the project timeline. Mr. Errichetti said that if the Fitzwillie's building could be opened by June 30th 2016, the Old Mill Green library could move into it. The Charles Smith Center building would be handled next and finally the Salvation Army building will have to be gutted and completely renovated. He reminded everyone that one factor was the upcoming re-evaluation and the library was beholden to 1 mill. This project should take 12 to 24 months.

The Library will bring the three appraisals, and confirm Mr. O'Donnell had conferred with the City Attorney's Office.

**** COUNCIL MEMBER VIZZO-PANICCIA MOVED TO TABLE AGENDA ITEM 134-14 APPROVAL OF ADDITIONAL CAPITAL PROJECT AUTHORIZATION TO THE 2016-2020 FIVE-YEAR CAPITAL PLAN CONCERNING THE LIBRARY MASTER PLAN PROJECTS.**

**** COUNCIL MEMBER SWAIN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

135-14 Approval of General Obligation Bonds – To Fund Certain Capital Improvement Projects.

**** COUNCIL MEMBER MARTINEZ MOVED TO TABLE 135-14 APPROVAL OF GENERAL OBLIGATION BONDS – TO FUND CERTAIN CAPITAL IMPROVEMENT PROJECTS.**

**** COUNCIL MEMBER VIZZO-PANICCIA SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

General Discussion re: Review of the Monthly Financial Report.

Ms. Kelly-Lenz explained that the June financials and yearly close out reports have a number of GASBY rules that come into play. There is a 60 day look back and this will concluded on August 31st. The auditors come in for the month of October. The staff is now closing the books on a monthly basis, which makes it easier for the auditors and the staff for the yearly closing. Once the books are closed in September, the report is slightly different due to the unavailability

of the crystal reports. However, during the months of July and August, the budget is usually on target, and by September, the Finance office can start to identify any unusual spending patterns. Council Member Swain asked about identifying the larger expenses and incomes. Ms. Kelly-Lenz said that she usually tries to calculate which year the large payments should be assigned to. She added that both she and Mr. Sherwood present the key issues to the Committee at the monthly meetings.

Council Member Swain asked if the Executive Summary was included. Ms. Kelly-Lenz said that when the June reports come, there will be some text associated with it. Council Member Swain said that she would like to find some Executive Summaries from other companies to use as a model for the Committee. Ms. Kelly-Lenz said that the Executive Summary wasn't available for the month of June because it wasn't closed yet. Council Member Swain said that she would provide a sample of what she was looking for.

ADJOURNMENT

**** COUNCIL MEMBER MARTINEZ MOVED TO ADJOURN.**

**** COUNCIL MEMBER VIZZO-PANICCIA SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 7:00 p.m.

Respectfully submitted,

S. L. Soltes
Telesco Secretarial Services