

**City of Bristol CT
Purchasing Committee for the Board of Finance
Meeting Minutes – August 8, 2019**

Present: Ron Burns, Chair; Nick Jones.
Also present: Roger Rousseau, Purchasing Agent
Meeting was called to order at 5:31 pm.

To review the City’s Fixed Asset reporting and classification of WPC assets, and to take any action as necessary.

Roger Rousseau provided an overview of fixed assets in context of the CAFR; there are currently two tables showing valuation of capital assets- one for “governmental activities” which are reported within Munis, and one for “business-type activities” (i.e. Bristol Water Department) which are not within Munis. With the potential transfer of financial control for WPC from general government to the Water Department, it is expected that capital assets for WPC would need to be reported independently from general government.

To accommodate this transition, Purchasing is seeking to perform an independent valuation of fixed assets for WPC, to ensure appropriate adjustments to reporting. On August 13, 2019, Purchasing is receiving proposals from firms that would perform such valuation. A representative from the Board of Finance will be participating in the review of proposals received.

No action is required, and no action was taken relative to this agenda item.

To review the City’s participation in auctions and associated collection of sales tax, and to take any action as necessary.

Roger Rousseau provided an overview of the City’s process of auctioning retired materials and assets. Current auction protocol is for the auction agency (Govdeals.com) to collect sales tax where appropriate, and turn over the sales tax collected to the City, following which the City remits those amounts and reports the same to DRS.

Recent changes to CGS 12-407 require the auction house to transfer the sales tax directly to DRS, although the reporting of sales tax remains with the municipality. It is assumed that this legislative change is to ensure that municipalities are collecting sales tax on such auctions, since there has been inconsistency in the collection of sales tax between various municipalities.

No action is required, and no action was taken relative to this agenda item.

Any Other Business

Modifications to CGS 10-287, which governs the selection process for professional services on school construction projects, were enacted in a special legislative session in July 2019; the impact of these changes, as well as potential revisions to Bristol purchasing policy driven by such changes, will be discussed at the October 2019 meeting.

Adjournment

Motion was made by Nick Jones to Adjourn, seconded by Ron Burns, passed unanimously. The meeting adjourned at 6:02 pm.