

**Board of Finance Meeting  
January 23, 2007**

A regular meeting of the Board of Finance was held on Tuesday, January 23, 2007 at 6:30 p.m. in the City Hall, Council Chambers, 1<sup>st</sup> floor. The following Commissioners were in attendance: Chairman Richard Miecznikowski, Vice Chairman Roald Erling, Commissioners John Smith, Don Soucy, Mark Peterson, Ron Messier, Delores Capers and Mayor Stortz.

January 16, 2007

Ladies and Gentlemen:

The regular Board of Finance Meeting will be held on Tuesday, January 23, 2006 at 6:30 pm in City Council Chambers.

Agenda

1. Chairman Miecznikowski to call the meeting to order.
2. Public Participation:
3. Consent Agenda:
  - a. Approval of the minutes from the Regular Board of Finance Meeting- December 19, 2006.
  - b. Community Services:
    1. Additional appropriation of \$500 within the Special Grants & Donations Fund-Community Services funded by a donation
    2. Appropriation of \$19,008 funded by revenue from the agreement with the Town of Plainville.
  - c. Personnel:
    1. Transfer of \$18,000 within the Personnel Department Operating budget for advertising
    2. Transfer of \$390 within the Personnel Department Operating Budget for the purchase of workstations
  - d. Park & Recreation: Transfer of \$7,469 from the General Fund Contingency for Parks Department repairs to the loader/backhoe
  - e. Water Pollution Control:
    1. Additional appropriation of \$169,800 within the Water Pollution Control's Operating Budget
    2. Transfer of \$ 20,000 within the Water Pollution Control's Operating Budget
    3. Transfer of \$ 13,000 within the Water Pollution Control's Operating Budget
  - f. School Readiness: Additional appropriation of \$31,559 funded by grant revenue
  - g. Bristol Development Authority: Transfer of \$21,584 from the General Fund Contingency Account to BDA's Operating Budget
  - h. Board of Education:

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1. Appropriation of \$75,000 within the Special Educational Grant Fund funded by grant revenue
2. Appropriation of \$4,870 within the Special Grants & Donations Fund funded by grant revenue
  - i. Fire Department: Additional appropriation totaling \$1,505 funded by donations
4. Committee Reports: Insurance Committee- January 19, 2007
5. Purchasing: Waiver of indemnification language in contract with Municipal Leasing Credit Corporation
6. New Business:
7. Old Business:
  - a. Update on Local Bidding Preference
  - b. Monthly Update on General Fund
  - c. Monthly Update on Centre Mall
8. Any other matter to come before said meeting.
9. Adjournment.

**PER ORDER OF THE CHAIRMAN**

Richard Miecznikowski

Glenn S. Klocko

Comptroller

1. Chairman Miecznikowski to call the meeting to order.

Chairman Miecznikowski called the meeting to order at 6:30 p.m.

2. **Public Participation:**

None.

Chairman Miecznikowski requested to move item 6. **New Business** to the top of the agenda.

Commissioner Smith made a motion seconded by Commissioner Capers.

"To discuss New Business."

Following a voice vote in which there was no opposition, the Chairman requested to discuss Reorganization of the Board.

6. **New Business**

Chairman Miecznikowski opened the floor for nominations for Vice Chairman of the Board.

Commissioner Smith made a motion seconded by Commissioner Messier.

"To nominate Roald Erling as Vice Chairman of the Board of Finance"

There being no other nominations for Vice Chairman, Chairman Miecznikowski called for a voice vote, there being no opposition, he then declared the motion carried.

Chairman Miecznikowski turned the floor over to Vice Chairman Erling who opened the floor for nominations for Chairman.

Commissioner Smith made a motion seconded by Mayor Stortz.

“To nominate Richard Miecznikowski as Chairman of the Board of Finance”

There being no other nomination for Chairman, Vice Chairman Erling called for a voice vote, there being no opposition, he then declared the motion carried.

**3. Consent Agenda:**

- a. **Approval of the minutes from the Regular Board of Finance Meeting- December 19, 2006.**
- b. **Community Services:**
  1. **Additional appropriation of \$500 within the Special Grants & Donations Fund-Community Services funded by a donation**
  2. **Appropriation of \$19,008 funded by revenue from the agreement with the Town of Plainville.**
- c. **Personnel:**
  1. **Transfer of \$18,000 within the Personnel Department Operating budget for advertising**
  2. **Transfer of \$390 within the Personnel Department Operating Budget for the purchase of workstations**
- d. **Park & Recreation: Transfer of \$7,469 from the General Fund Contingency for Parks Department repairs to the loader/backhoe**
- e. **Water Pollution Control:**
  1. **Additional appropriation of \$169,800 within the Water Pollution Control’s Operating Budget**
  2. **Transfer of \$ 20,000 within the Water Pollution Control’s Operating Budget**
  3. **Transfer of \$ 13,000 within the Water Pollution Control’s Operating Budget**
- f. **School Readiness: Additional appropriation of \$31,559 funded by grant revenue**
- g. **Bristol Development Authority: Transfer of \$21,584 from the General Fund Contingency Account to BDA’s Operating Budget**
- h. **Board of Education:**
  1. **Appropriation of \$75,000 within the Special Educational Grant Fund funded by grant revenue**
  2. **Appropriation of \$4,870 within the Special Grants & Donations Fund funded by grant revenue**

**i. Fire Department: Additional appropriation totaling \$1,505 funded by donations**

Commissioner Messier made a motion seconded by Commissioner Smith.

“To approve the consent agenda and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance.”

Items 3b2., 3c1., and 3g. were requested to be removed from the Consent Agenda.

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

**3b. Community Services:**

**2. Appropriation of \$19,008 funded by revenue from the agreement with the Town of Plainville.**

Chairman Miecznikowski requested Community Services Director Katherine Plourde explain the contract with the Town of Plainville.

Commissioner Smith made a motion seconded by Commissioner Erling.

“To make an additional appropriation of \$19,008 funded by revenue from the agreement with the Town of Plainville.”

Kit explained the Town of Plainville contracts the City of Bristol to buy Social Services, in turn she has contracted someone to provide the services. The Town of Plainville pays the City \$25/hour and the City pays her \$22/hour, making \$3/hour. The City only produces a check. She is a contracted vendor and not employed by the City and no benefits are paid. There have been discussions with Personnel, whether she should be a contracted vendor or a City employee. The discussion continues with Personnel.

Commissioner Messier asked why there was a lag in the time the contract was signed by the Town of Plainville and the City of Bristol. Kit said it was due to the discussion with Personnel which is an ongoing discussion.

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

**3c. Personnel:**

**1. Transfer of \$18,000 within the Personnel Department Operating budget for advertising**

Commissioner Erling made a motion seconded by Mayor Stortz.

“To transfer \$18,000 within the Personnel Department Operating budget for advertising”

Commissioner Messier asked if this was an additional appropriation or a transfer.

Assistant Comptroller Robin Manuele clarified that Personnel has a vacancy in their department, therefore are able to transfer the money instead of requesting an additional appropriation. When Department Heads write letters requesting additional funding they are most likely not aware of where the funding will come from.

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

**3g. Bristol Development Authority: Transfer of \$21,584 from the General Fund Contingency Account to BDA's Operating Budget**

Commissioner Smith made a motion seconded by Commissioner Messier.

“To transfer \$21,584 from the General Fund Contingency account to the BDA's Operating Budget.”

Jonathan Rosenthal explained the Department of Housing and Urban Development (HUD) noted there are employees in BDA whose positions are funded with CDBG program funds who spend their time working on both CDBG and City activities. The request for \$21,584 is to cover work being performed by the employees for the City work performed.

Chairman Miecznikowski asked if this was mandated, Jonathan explained HUD is not saying you have to do this, but have requested the hours be counted each employee spends on CDBG and City work. Therefore, if it is not taken care of now it will have to be taken care of retroactively. Mayor Stortz stated it is mandatory in the sense if we use CDBG money it should be for CDBG work. HUD was kind in airing this to us, and most likely won't be as kind in the future. Jonathan continued to explain part of his salary (10%) was also shifted to minimize the amount requested. This is not a desirable thing to do, but it was done to reduce the amount requested in the middle of the year. The department is working to control expenses and time spent on each project to make sure the funding is used appropriately. The draw downs are taken from HUD quarterly. Commissioner Erling asked when this originated. Jonathan explained in the beginning of the budget process he asked for a shift in funds to the City side and it was denied, HUD monitored in August and the letter came in September. If the letter arrived earlier, Jonathan would have used it in the budget process.

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

**4. Committee Reports: Insurance Committee- January 19, 2007**

Meeting was canceled and rescheduled for January 26, 2007.

**5. Purchasing: Waiver of indemnification language in contract with Municipal Leasing Credit Corporation**

Purchasing Agent Roger Rousseau requested to withdraw this item from the Agenda.

Roger has been working with the Chief of Police and the Comptroller to try and address the need for the leasing of Police vehicles. Mayor Stortz requested Roger explain the uniqueness of leasing these vehicles. These vehicles are for detectives and undercover work. Roger continued to explain this situation is similar to last year when the City leased computers; the City waived the indemnification language because the transaction is primarily financial. The same concept will be applied to this situation.

The Board continued their discussion on indemnification being necessary in certain situations.

**7. Old Business:**

**a. Update on Local Bidding Preference**

Commissioner Smith made a motion seconded by Commissioner Erling.

“To accept the update of the Local Bidding Preference for the quarter ended December 31, 2006 as presented by the Purchasing Agent and place on file.”

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

**b. Monthly Update on General Fund**

**c. Monthly Update on Centre Mall**

Mayor Stortz discussed the Centre Mall, there are a number of items pertaining to the Centre Mall which will need to be funded. The Mayor and Glenn are working on a Memo discussing these items for the Board. The items include relocation, environmental testing, demolition and more. The Board also discussed the possibility of blocking off part of the parking lot, but this doesn't seem feasible because it would still need to be plowed for emergency vehicle.

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

Mayor Stortz made a motion seconded by Commissioner Erling to discuss demolition.

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

Roger Rousseau explained there are two properties one King Street 131 and 374. 131 King Street came down today, with a low bid by Martin Laviero of \$49,668.50. The low bid for 374 King Street came in by Martin Laviero as well at \$53,840.50. Roughly the demolition costs total \$104,000 for the two sites. There is one factor not in that price which is the environmental testing that goes along with the project. The total request is for \$110,000. This amount includes an estimate of \$3,500 for Eagle Environment to do their testing.

Commissioner Smith made a motion seconded by Mayor Stortz.

“To transfer \$110,000 from the General Fund Contingency for the demolition of King Street properties 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 Chairman declared the motion carried.

Glenn Klocko stated the Board of Finance has received the 2006 Comprehensive Annual Financial Report which contains the audited financial statements along with the Management Letter which provides suggestions for the City to improve on. The first item discusses GASB 43 and 45 which the City is currently working on funding. The Water Department is also discussed in regards to policies and procedures related to refunds. The Audit Committee can meet with Joe Kask if they wish to discuss the findings of the audit.

Commissioner Soucy asked if since Scully & Wolf has changed their name to Blum Shapiro if our current contract and rate will stay the same. Assistant Comptroller Robin Manuele stated the current contract and rate will be honored by Blum Shapiro.

Commissioner Soucy discussed the response from Dale Clift regarding funding of positions approved after the budget is approved. Mayor Stortz replied once Council approves it, the Board of Finance approves it for funding which is virtually automatic. Commissioner Messier asked why the topic is even brought to the Board if it has to be approved. Glenn brought up the fact that he doesn't think Joint Board can add to the budget at any time throughout the year. No appropriation can increase the budget through a vote of the Joint Board unless the Board of Finance approves it, and it doesn't matter if it is bonded or not. Mayor Stortz asked what the definition of budget meant; was it the overall budget, the total budget or within the Contingency. Glenn stated it is no appropriation can be approved without the consent of the Board of Finance. If this Board does not approve a special appropriation the Joint Board can't even consider it.

Commissioner Soucy asked if Council approves a new position, is the person not hired until after Board of Finance approves the position. Glenn stated once Council approves a position, Personnel is immediately out there starting the hiring process. Most likely she has all the paperwork in order, the advertisement, job description and anything else ready to go.

After discussion, the Board decided it was best if Dale Clift and Ed Krawiecki came to their next meeting to answer the Board's questions.

Commissioner Soucy asked about the Management Letter being dated December 9, 2006. Glenn explained that is the last day the auditors were in the City doing field work. The beginning field work starts as early as May. Then Robin closes the books towards the end of summer and the auditors return the beginning of November. Robin added in July and August there is a lot of accounts payable still being done which dates to the previous fiscal year.

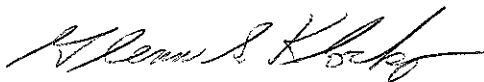
**9. Adjournment.**

Mayor Stortz made a motion seconded by Commissioner Smith.

"to adjourn at 7:32p.m."

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

Attest:



Glenn S. Klocko  
Board of Finance Clerk