



City of Bristol
Board of Finance Meeting
January 24, 2012

A meeting of the Board of Finance was held on Tuesday, January 24, 2012 at 6:30 p.m. in the City Hall, Council Chambers of City Hall, 111 North Main Street, Bristol, Connecticut. The following were in attendance: Chairman Rich Miecznikowski, Vice Chairman John Smith, Mayor Ward Commissioners Lisa Casey, Cheryl Thibeault, Paul Tonon and Robert Vojtek. Bob Casar and Greg Fradette were absent. Also present from the Comptroller's Office: Robin Manuele.

January 17, 2012

Ladies and Gentleman:

The Regular Board of Finance Meeting will be held on Tuesday, January 24, 2012 at 6:30 pm in City Hall Council Chambers, 111 North Main Street, Bristol, Connecticut.

Agenda

1. Chairman Miecznikowski to call the meeting to order.
Pledge of Allegiance
2. Public Participation
3. Consent Agenda
 - a. Approval of the minutes from the Board of Finance Meeting December 20, 2011
 - b. City Clerk: Transfer of \$100 within the City Clerk operating budget
 - c. Police Department: Transfer of \$360 from the Police Department operating budget to the Animal Control operating budget
 - d. Corporation Counsel: Transfer of \$40 within the Corporation Counsel operating budget
 - e. Aging: Transfers totaling \$1,140 within the Department of Aging operating budget
 - f. Parks Department:
 1. Additional appropriation of \$200 within the Parks Department operating budget
 2. Transfer of \$5,000 within the Park Department operating budget
 - g. Bristol Development Authority:
 1. Refer the CCRPA Regional Dial-A-Ride Software/Hardware Project grant to Miscellaneous Matters Committee
 2. Refer the CCRPA Regional Parcel Mapping Project grant to Miscellaneous Matters Committee
 - h. Education: Additional appropriation totaling \$3,715,845 within the Special Education Grant Fund
4. Committee Reports:
 - a. Insurance Committee- January 13, 2012
 - b. Banking & Audit Committee- January 24, 2012

5. Bristol Development Authority:
 - a. Transfers totaling \$8,693 within the BDA operating budget
 - b. Additional appropriation of \$96,079 within the BDA operating budget
6. Public Works:
 - a. Transfers totaling \$39,600 within the Public Works operating budget
 - b. Approval of a bid waiver to Atlantic Detroit Diesel-Allison for transmission repairs
7. Salary Committee/City Council: Transfer totaling \$13,820 within the General Fund
8. Corporation Counsel: Transfer of \$1,921 from the General Fund Contingency account to the Code Enforcement Demolition account
9. New Business:
10. Old Business:
 - a. Monthly Update on General Fund
 - b. Monthly Update on BDDC
 - c. Monthly Update on Centre Mall Fund
11. Any other matter to come before said meeting
12. Adjournment

PER ORDER OF THE CHAIRMAN
Richard Miecznikowski

Glenn S. Klocko
Board of Finance Clerk

1. Chairman Miecznikowski to call the meeting to order.

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

2. Public Participation.
3. Consent Agenda
 - a. Approval of the minutes from the Board of Finance Meeting December 20, 2011
 - b. City Clerk: Transfer of \$100 within the City Clerk operating budget
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 1. Additional appropriation of \$200 within the Parks Department operating budget
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 - g. Bristol Development Authority:
 1. Refer the CCRPA Regional Dial-A-Ride Software/Hardware Project grant to Miscellaneous Matters Committee
 2. Refer the CCRPA Regional Parcel Mapping Project grant to Miscellaneous Matters Committee

h. Education: Additional appropriation totaling \$3,715,845 within the Special Education Grant Fund

Commissioner Smith made a motion seconded by Commissioner Casar.
"To approve the consent agenda and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Commissioner Smith requested to pull item 3f2. and Commissioner Vojtek requested to pull item 3h.

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

Commissioner Smith questioned the amount of vandalism. Ed Swicklas explained he only budgeted \$2,700 and has exceeded that amount. Most of the vandalism was in Rockwell Park near the skate park and playground. The gazebo at Federal Hill has been hit a few times as well. Discussion was held on the cameras and if upgrading the camera quality would help.

Commissioner Vojtek questioned the Title 1 grant, of the \$1.6 million, \$900,000 was for teacher's salaries, is that for substitute time or summer work. Deputy Superintendent Sue Moreau explained it is for intervention specialists including benefits of the full time staff.

Commissioner Smith made a motion seconded by Commissioner Casar.
"To approve items 3f2. and 3h. as part of the consent agenda."

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

4. Committee Reports:

a. Insurance Committee- January 13, 2012

Commissioner Tonon made a motion seconded by Commissioner Smith.
"To approve the Insurance Committee report as presented and place on file."

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

b. Banking & Audit Committee- January 24, 2012

Commissioner Thibeault gave a summary of the Banking & Audit Committee which met right before Board of Finance. Sharon & Tom did an excellent job putting together an Investment Policy. The policy will be distributed to the full board, with a vote for adoption in February. There was also a brief discussion on investments and cash balances, which the Committee will explore at a future meeting.

5. Bristol Development Authority:

a. Transfers totaling \$8,693 within the BDA operating budget

Commissioner Tonon made a motion seconded by Commissioner Thibeault.

"To make transfers totaling \$8,693 within the Bristol Development Authority's operating budget 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.

b. Additional appropriation of \$96,079 within the BDA operating budget

Commissioner Thibeault made a motion seconded by Commissioner Tonon.

"To make an additional appropriation of \$96,079 within the Community Development Block grant fund funded by reprogrammed funds for community projects 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.

6. Public Works:

a. Transfers totaling \$39,600 within the Public Works operating budget

Commissioner Vojtek made a motion seconded by Commissioner Smith.

"To transfer \$39,600 within the Public Works operating budget to replace Truck R31's transmission and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Commissioner Thibeault questioned the balance in the account. Walter stated the account is over; a list of all repairs was included with the submission to the Board. Commissioner Smith asked if there was a trend with the automatic arms. Walter explained the arm rebuilds are due to extent we are keeping the trucks for, longer than in the past. There is one spare automated arm which can speed up the replacement time to a couple of days.

Chairman Miecznikowski asked how we are with the snow budget. Walter explained the budget is approximately 35-40% expended.

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

b. Approval of a bid waiver to Atlantic Detroit Diesel-Allison for transmission repairs

Commissioner Casey made a motion seconded by Commissioner Smith.

“To authorize a bid waiver to Atlantic Detroit Diesel Allison for an Allison transmission for Truck 31.”

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

7. Salary Committee/City Council: Transfer totaling \$13,820 within the General Fund

Mayor Ward made a motion seconded by Commissioner Smith.

“To transfer \$13,820 within the General Fund for part time positions in Youth Services and the Fire 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 Chairman declared the motion carried.

8. Corporation Counsel: Transfer of \$1,921 from the General Fund Contingency account to the Code Enforcement Demolition account

Mayor Ward made a motion seconded by Commissioner Smith.

“To transfer \$1,921 from the General Fund Contingency account to the Code Enforcement Demolition account for City expenses related to the demolition of Stately Floors.”

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

9. New Business:

Mayor Ward made a motion seconded by Commissioner Smith.

“To bring the Personnel item to the table”

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

Commissioner Thibeault made a motion seconded by Commissioner Tonon.

“To transfer \$52,778 within the General Fund from the Settlement account to the Personnel Professional Fees account for fire litigation related to GASB 45 and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance.”

Commissioner Smith asked if there was a timeline. Diane explained she received a large bill today that is why this is such late notice. There is a pending request for summary judgment filed in federal court.

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

10. **Old Business:**
 - a. **Monthly Update on General Fund**
 - b. **Monthly Update on BDDC**
 - c. **Monthly Update on Centre Mall Fund**
11. **Any other matter to come before said meeting**
12. **Adjournment**

Commissioner Smith made a motion seconded by Commissioner Thibeault.

"to adjourn at 6:53 p.m."

Attest:



Robin L. Manuele
Assistant Comptroller