



**City of Bristol
Board of Finance Meeting
January 25, 2011**

A meeting of the Board of Finance was held on Tuesday, January 25, 2011 at 6:30 p.m. in the City Hall, Council Chambers, 1st floor, 111 North Main Street, Bristol, Connecticut. The following Commissioners were in attendance: Chairman Miecznikowski, Acting Mayor Kevin Fuller, Commissioners Lisa Casey, Cheryl Thibeault, Paul Tonon, and Robert Vojtek. Robert Casar, Greg Fradette and John Smith were absent. Also present from the Comptroller's Office: Glenn Klocko and Robin Manuele.

January 18, 2011

Ladies and Gentleman:

The Regular Board of Finance Meeting will be held on Tuesday, January 25, 2011 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.**
- 2. Public Participation**
- 3. Consent Agenda**
 - a. Approval of the minutes from the Regular Board of Finance Meeting December 21, 2010**
 - b. Purchasing: Quarterly Update on the Local Bidding Preference- December 31, 2010**
 - c. Building: Transfer of \$550 within the Building Department operating budget**
 - d. Treasurer's Office: Transfer of \$5,280 within the Treasurer's operating budget**
 - e. Registrar of Voters: Transfer of \$310 within the ROV's operating budget**
 - f. Corporation Counsel: Transfer of \$1,180 within the Corporation Counsel's operating budget**
 - g. Public Works- Water Pollution Control:**
 - i. Transfer of \$1,500 within the WPC's operating budget**
 - ii. Additional appropriation of \$59,306 within the WPC's operating budget**
 - h. Department of Aging: Additional appropriation of \$7,698 funded by grant revenue and contributions**
 - i. Public Works:**
 - i. Transfer of \$28,500 within the LoCIP Projects Fund**
 - ii. Transfer of \$40,667 within the Public Works operating budget**
 - j. Education:**

- i. Additional appropriation of \$2,000 within the Special Grants & Donations Fund
 - ii. Additional appropriation \$310,771 within the Special Education Grant Fund
 - iii. Additional appropriation \$1,782,160 within the Special Education Grant Fund
 - iv. Additional appropriation of \$112,625 within the General Fund funded by telecommunication reimbursements
4. Housing Board Code of Appeals: Transfer of \$250 from the General Fund Contingency account
5. Tax Office: Transfer of \$366 from the General Fund Contingency account
6. Library: Transfer of \$9,580 from the General Fund Contingency account
7. Fire Department: Additional appropriation of \$13,900 within the Special Grants & Donations Fund funded by \$11,120 in grant revenue and a transfer of \$2,780 from General Fund Contingency account
8. Comptroller's Office:
 - a. Transfer of \$60,955 within the General Fund operating budget for Local #1338 contract settlement
 - b. Transfer of \$14,020 within WPC's operating budget for Local #1338 contract settlement
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 Regular Board of Finance Meeting December 21, 2010
 - b. Purchasing: Quarterly Update on the Local Bidding Preference- December 31, 2010

- c. **Building:** Transfer of \$550 within the Building Department operating budget
- d. **Treasurer's Office:** Transfer of \$5,280 within the Treasurer's operating budget
- e. **Registrar of Voters:** Transfer of \$310 within the ROV's operating budget
- f. **Corporation Counsel:** Transfer of \$1,180 within the Corporation Counsel's operating budget
- g. **Public Works- Water Pollution Control:**
 - 1. Transfer of \$1,500 within the WPC's operating budget
 - 2. Additional appropriation of \$59,306 within the WPC's operating budget
- h. **Department of Aging:** Additional appropriation of \$7,698 funded by grant revenue and contributions
- i. **Public Works:**
 - 1. Transfer of \$28,500 within the LoCIP Projects Fund
 - 2. Transfer of \$40,667 within the Public Works operating budget
- j. **Education:**
 - 1. Additional appropriation of \$2,000 within the Special Grants & Donations Fund
 - 2. Additional appropriation \$310,771 within the Special Education Grant Fund
 - 3. Additional appropriation \$1,782,160 within the Special Education Grant Fund
 - 4. Additional appropriation of \$112,625 within the General Fund funded by telecommunication reimbursements

Commissioner Thibeault made a motion seconded by Commissioner Tonon.

"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 Chairman declared the motion carried.

- 4. **Housing Board Code of Appeals:** Transfer of \$250 from the General Fund Contingency account

Commissioner Casey made a motion seconded by Commissioner Thibeault.

"To transfer \$250 from the General Fund Contingency account to the Housing Board Code of Appeals operating budget for meeting minutes."

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

5. Tax Office: Transfer of \$366 from the General Fund Contingency account

Commissioner Wojtek made a motion seconded by Commissioner Thibeault.

“To transfer \$366 from the General Fund Contingency account to the Tax Office operating budget for printing and binding.”

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

6. Library: Transfer of \$9,580 from the General Fund Contingency account

Commissioner Tonon made a motion seconded by Commissioner Thibeault.

“To transfer \$9,580 from the General Fund Contingency account to the Library operating budget for the purchase of books returns and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance.”

Commissioner Thibeault stated she contacted Gail Straun at the Library and all of her questions were answered.

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

7. Fire Department: Additional appropriation of \$13,900 within the Special Grants & Donations Fund funded by \$11,120 in grant revenue and a transfer of \$2,780 from General Fund Contingency account

Commissioner Thibeault made a motion seconded by Commissioner Tonon.

“To make an additional appropriation of \$13,900 within the Special Grants & Donations Fund funded by \$11,120 in grant revenue and a transfer of \$2,780 from the General Fund Contingency account for the Assistance to Firefighters 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 Chairman declared the motion carried.

8. Comptroller’s Office:

a. Transfer of \$60,955 within the General Fund operating budget for Local #1338 contract settlement

Commissioner Casey made a motion seconded by Commissioner Thibeault.

“To transfer \$60,955 within the General Fund operating budget for the Local #1338 contract settlement and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance.”

Chairman Miecznikowski noted these funds were put aside in the contractual obligations account in anticipation of the contract settlement.

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

b. Transfer of \$14,020 within WPC's operating budget for Local #1338 contract settlement

Commissioner Wojtek made a motion seconded by Commissioner Thibeault.

"To transfer \$14,020 within the Water Pollution Control's operating budget for the Local #1338 contract settlement 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.

9. New Business:

Walter Veselka provided an update to the Board of the snow budget. There is approximately \$89,000 left in the snow budget, but almost \$45,000 of that was spent on the last storm and hasn't been paid yet. Chairman Miecznikowski questioned if other departments help in the snow operations. Walter explained their first priorities are their own departments, but are available to be used once they have completed their own areas. The snowplowing contractors are paid based on the gross vehicle weight of the truck which ranges from \$75-\$125. The public works employees are paid per their Union contract at time and a half for regular overtime, double time for holidays and Sundays. Every employee who plows for the City is required to have a CDL and participate in the City's drug and alcohol program.

Acting Mayor Kevin Fuller stated he witnessed first hand the snowplowing operations in the last big storm and was impressed with the work being done.

10. Old Business:

- a. **Monthly Update on General Fund**
- b. **Monthly Update on Centre Mall**
- c. **Monthly Update on Downtown Development Fund**

11. Any other matter to come before said meeting

Chairman Miecznikowski would like to put a freeze on all expenditures coming from the General Fund Contingency account.

Commissioner Tonon made a motion seconded by Commissioner Thibeault.

"To freeze all expenditure requests from the General Fund Contingency account except for emergency situations."

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

Glenn stated there will be requests which come in during the freeze and the Comptroller's Office will keep the Board aware of those requests. Once we know the condition of the snow budget, around April, the requests can be addressed.

Commissioner Thibeault questioned what departments should do with their vehicle requests to plan for the long term. The Police Department has a request for vehicles, but will not be putting it in the budget. One of the vehicles is an Animal Control truck Cheryl requested the Board become aware of these situations for future planning.

12. Adjournment

Commissioner Thibeault made a motion seconded by Commissioner Tonon.

"to adjourn at 6:50 p.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