



**City of Bristol
Board of Finance Meeting
January 27, 2009**

A regular meeting of the Board of Finance was held on January 27, 2009 at 6:30 p.m. in the City Hall, Council Chambers, 111 North Main Street, Bristol, Connecticut. The following Commissioners were in attendance: Chairman Richard Miecznikowski, Vice Chairman Roald Erling, Mayor Ward, Ronald Messier, John Smith, Paul Tonon, Janet Moylan, Mark Peterson and Cheryl Thibeault. Also present from the Comptroller's Office: Glenn Klocko and Robin Manuele.

January 20, 2008

Ladies and Gentlemen:

The Regular Board of Finance Meeting will be held on Tuesday, January 27, 2009 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. Reorganization of the Board**
- 3. Public Participation**
- 4. Consent Agenda:**
 - a. Approval of the minutes from the Regular Board of Finance Meeting December 16, 2008**
 - b. Approval of the minutes from the Special Board of Finance Meeting January 15, 2009**
 - c. Public Works: Transfer of \$549 within the Public Works operating budget**
 - d. Community Services: Additional appropriation of \$1,500 funded by donations**
 - e. Education:**
 - 1. Additional appropriation of \$102,780 funded by telecommunication reimbursements**
 - 2. Additional appropriation of \$1,871,583 within the Special Educational Grant Fund funded by grant revenue**
 - 3. Additional appropriation of \$15,000 within the Special Grants & Donations Fund funded by a donation**
- 5. Committee Reports:**
 - a. Purchasing Committee- January 5, 2009**
 - b. Insurance Committee- January 23, 2009**
- 6. Code Enforcement Committee: Transfer of \$235,966 from the General Fund Contingency account**
- 7. Library: Update on the Bristol Public Library Expansion and Renovation Project**

8. **Parks Department:**
 - a. Transfer of \$105,000 from the Capital Projects Fund
 - b. Transfer of \$5,876 from the Capital Projects Fund to the General Fund
 - c. Transfer of \$1,850 from the General Fund Contingency account
9. **Fire Department: Transfer of \$10,000 from the General Fund Contingency account**
10. **City Council: Approval of an Economic Development Grant to Dupont Systems for \$115,000**
11. **Water Pollution Control: Additional appropriation of \$40,000 within Water Pollution Control's Operating budget funded by Fund Balance**
12. **Public Works:**
 - a. Approval to purchase Microsoft Office Project 2007 from existing appropriation
 - b. Additional appropriation of \$70,000 funded by Water Department contribution
13. **Comptroller's Office:**
 - a. Transfer of \$170,669 within the General Fund for Local #233 contract settlement
 - b. Transfer of \$2,138 within Water Pollution Control's Operating budget for Local #233 contract settlement
 - c. Transfer of \$567,090 within the General Fund for Local #754 (Police) contract settlement
 - d. Discuss and take any action as necessary regarding appointment of auditors
14. **New Business:**
15. **Old Business:**
 - a. Quarterly Update on Local Bidding Preference
 - b. Monthly Update on General Fund
 1. Update on Snow Removal Account
 - c. Monthly Update on Centre Mall
 - d. Monthly Update on Downtown Development Fund
16. **Any other matter to come before said meeting**
17. **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. **Reorganization of the Board**

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

Mayor Ward made a motion seconded by Commissioner Tonon.

"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.

Mayor Ward made a motion seconded by Commissioner Thibeault.

"To nominate Richard Miecznikowski as Chairman of the Board of Finance"

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

3. Public Participation

4. Consent Agenda:

- a. **Approval of the minutes from the Regular Board of Finance Meeting December 16, 2008**
- b. **Approval of the minutes from the Special Board of Finance Meeting January 15, 2009**
- c. **Public Works: Transfer of \$549 within the Public Works operating budget**
- d. **Community Services: Additional appropriation of \$1,500 funded by donations**
- e. **Education:**
 1. **Additional appropriation of \$102,780 funded by telecommunication reimbursements**
 2. **Additional appropriation of \$1,871,583 within the Special Educational Grant Fund funded by grant revenue**
 3. **Additional appropriation of \$15,000 within the Special Grants & Donations Fund funded by a donation**

Items 4e1. and 4e2. were removed from the consent agenda.

Commissioner Moylan 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."

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

Commissioner Moylan made a motion seconded by Commissioner Smith.

4e1. Additional appropriation of \$102,780 funded by telecommunication reimbursements

Commissioner Moylan made a motion seconded by Commissioner Thibeault.

“To make an additional appropriation of \$102,780 funded by telecommunication reimbursements”

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

4e2. Additional appropriation of \$1,871,583 within the Special Educational Grant Fund funded by grant revenue

Commissioner Moylan made a motion seconded by Commissioner Smith.

“To make an additional appropriation of \$1,871,583 within the Special Educational Grant Fund funded by grant revenue”

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

5. Committee Reports:

a. Purchasing Committee- January 5, 2009

Commissioner Messier provided a summary of the Purchasing Committee meeting held on January 5, 2009. The Committee discussed indemnification language for the leasing of computers and a continued discussion on procurement card policies and procedures. The Committee agreed to accept the contract language with CCA Financial.

Commissioner Thibeault made a motion seconded by Commissioner Smith.

“To accept the indemnification contract language with CCA Financial for leasing of computers.”

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

Commissioner Thibeault made a motion seconded by Commissioner Erling.

“To accept the Purchasing 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. Insurance Committee- January 23, 2009

Commissioner Messier provided a summary of the Insurance Committee meeting held on January 23, 2009. The Committee discussed Workers' Compensation/PMA Management Corporation, the City's Insurance policies and the Wellness Program. The Committee discussed going out to bid for property and liability insurance. The City is no longer obligated by union contract to offer an HMO as they were in the past, the Committee decided to discontinue offering HealthNet. The Wellness program will be discussed in the next meeting of the Insurance Committee.

Commissioner Peterson made a motion seconded by Commissioner Smith.

"To bid the property and liability insurance for a two year contract commencing July 1, 2009."

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

Commissioner Peterson made a motion seconded by Commissioner Smith.

"To discontinue offering HealthNet health insurance as of July 1, 2009."

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

Commissioner Peterson made a motion seconded by Commissioner Smith.

"To accept 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.

6. Code Enforcement Committee: Transfer of \$235,966 from the General Fund Contingency account

Commissioner Tonon made a motion seconded by Mayor Ward.

"To transfer \$235,966 from the General Fund Contingency account to the Code Enforcement Demolition account and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Chairman Miecznikowski commented the Code Enforcement Committee is doing a fine job, but our revenues can not be more than our expenditures. The Contingency Fund is for emergencies or one time opportunities. The budget for demolition was only \$80,000.

Guy Morin explained Corporation Counsel has come up with a reimbursement policy for the Tax Collector to receive almost 100% of money back in the form of a tax lien. Guy stated so far this year collections are at \$140,295. Chairman Miecznikowski asked Glenn if Contingency can be replenished with the money collected. Glenn stated yes, they

could, it could be transferred to Contingency towards the end of the year. Commissioner Thibeault stated it is very likely people will neglect their properties due to economic conditions. Guy stated he has spent a lot of time with the Mayor discussing these issues. Guy stated there is not any demolition scheduled at this point, there will be emergency situations. Guy has a certain obligation under State law to act. Mayor Ward stated there needs to be a system in place, to give the Finance Board the knowledge of the situation. The Mayor spoke about some of the buildings in the community of Bristol and the effort to clean up the City. Overall, the project is worthy and the Code Enforcement team along with Social Services and the Comptroller's Office Staff do a great job working together throughout the process. Commissioner Moylan questioned who gave the authority for the money to be spent, if the budget is \$80,000 and \$315,000 was spent. Janet asked how did this happen. Chairman Miecznikowski stated it should not of happened and future projects/ demolition need to be looked at closely. Commissioner Thibeault asked if the Board could receive a monthly report, how much was billed, how much paid, so the Board can see where this is at. Mayor Ward stated the report could be included in the monthly packet. Guy explained the entire procedure to the Board, from the beginning where warnings are issued to the owner to meeting with the Mayor and Corporation Counsel.

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

7. Library: Update on the Bristol Public Library Expansion and Renovation Project

Francine Petosa updated the Board on the Library expansion and renovation project which is now complete. The project was completed on time and under budget by the amount of \$303,487.91. Over the past two and a half years, the Library has become a true community center and the expectations have exceeded in many ways. Both adult and children's services have been greatly expanded and circulation statistics continue to grow. A new computer lab, young adult department, Barnes audio-visual center and three new meeting rooms have brought new segments of the community of the Library. On behalf of the Building Committee Francine thanked the Board of Finance and Committee Chairperson Donna Papazian for their long and continued support of the Library Project.

8. Parks Department:

a. Transfer of \$105,000 from the Capital Projects Fund

Commissioner Smith made a motion seconded by Mayor Ward.

"To transfer \$105,000 within the Capital Projects Fund for Rockwell Park Phase III 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 Chairman declared the motion carried.

b. Transfer of \$5,876 from the Capital Projects Fund to the General Fund

Commissioner Messier made a motion seconded by Commissioner Smith.

"To transfer \$5,876 from the Capital Projects Fund to the Parks Dept. Repairs and Maintenance account for Malone Pool repairs 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 Chairman declared the motion carried.

c. Transfer of \$1,850 from the General Fund Contingency account

Commissioner Erling made a motion seconded by Commissioner Smith.

"To transfer \$1,850 from the General Fund Contingency account to the Parks Department- Motor Vehicle Service account for a rebuilt transmission."

Commissioner Thibeault asked if this amount included removing and installing the transmission, which Ed stated it did.

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

9. Fire Department: Transfer of \$10,000 from the General Fund Contingency account

Commissioner Moylan made a motion seconded by Commissioner Tonon.

"To transfer \$10,000 from the General Fund Contingency account to the Fire Department for utilities at 165 Hill Street and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

The Board discussed the property at 165 Hill Street. The City owns the building and it was rented out to CW Resources, who have since moved out. The Fire Department would like to use the building for cold storage, but was informed by Public Works the building needs to be heated and utilities kept on. Chief Pose wanted to cut everything off and use it for equipment storage. Regardless of who uses the building, the City must pay the utilities.

Commissioner Moylan made a motion seconded by Commissioner Tonon.

"To amend the current motion to transfer only \$3,000 from the General Fund Contingency account"

This amount is to cover the existing bills.

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

10. City Council: Approval of an Economic Development Grant to Dupont Systems for \$115,000

Mayor Ward made a motion seconded by Commissioner Smith.

“To approve an Economic Development grant in the amount of \$115,000 including \$15,000 for jobs up to \$1,000 per job to Dupont Systems 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 Chairman declared the motion carried.

11. Water Pollution Control: Additional appropriation of \$40,000 within Water Pollution Control’s Operating budget funded by Fund Balance

Commissioner Thibeault made a motion seconded by Commissioner Erling.

“To make an additional appropriation of \$40,000 funded by Water Pollution Control’s Undesignated Fund Balance for repairs 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 Chairman declared the motion carried.

12. Public Works:

a. Approval to purchase Microsoft Office Project 2007 from existing appropriation

Commissioner Peterson made a motion seconded by Commissioner Smith.

“To approve the purchase of Microsoft Office Project 2007 from the remaining funds in the Engineering Software Upgrade account.”

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

b. Additional appropriation of \$70,000 funded by Water Department contribution

Commissioner Smith made a motion seconded by Commissioner Messier.

"To make an additional appropriation of \$70,000 within the LOCIP Fund funded by a Water Department contribution for Jennings Terrace 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 Chairman declared the motion carried.

13. Comptroller's Office:

a. Transfer of \$170,669 within the General Fund for Local #233 contract settlement

Commissioner Messier made a motion seconded by Commissioner Smith.

"To transfer \$170,669 within the General Fund for the settlement of Local #233 contract 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 Chairman declared the motion carried.

b. Transfer of \$2,138 within Water Pollution Control's Operating budget for Local #233 contract settlement

Commissioner Erling made a motion seconded by Commissioner Smith.

"To transfer \$2,138 within Water Pollution Control's budget for the settlement of Local #233 contract."

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

c. Transfer of \$567,090 within the General Fund for Local #754 (Police) contract settlement

Commissioner Tonon made a motion seconded by Commissioner Smith.

"To transfer \$567,090 within the General Fund budget for the settlement of Local #754 (Police) contract 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 Chairman declared the motion carried.

d. Discuss and take any action as necessary regarding appointment of auditors

Mayor Ward made a motion seconded by Commissioner Smith.

“To approve the request for a bid waiver to Blum Shapiro for audit services and to extend their contract through June 30, 2010.”

Commissioner Smith asked how long we have had the same audit partner. Glenn responded this is Joe Kask’s last year. John corrected himself and asked how long the audit manager has been with us. Glenn stated Nikoleta McTigue has been our audit manager for seven or eight years. John asked if that person could be changed, Glenn said normally the partner is rotated, because the manager understands the process and is hands on. Glenn explained there is a misconception about auditors; their primary purpose is to give an opinion on the financial statements. Their job is not to look for fraud or embezzlement, but if it comes to their attention, they will report it to the appointing authority, the Board of Finance. The Comptroller’s Office gives the auditors a set of financial statement already prepared by the staff and the auditors verify the information. Chairman Miecznikowski and Glenn spoke with Joe Kask on the phone last week about extending our contract and the price. Glenn will speak to Blum Shapiro regarding this.

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

14. New Business:

Chairman Miecznikowski stated the Board has to have to discussion on the budget, specifically the Board of Education will be hard to manage. The Mayor stated the Board of Education will present their three scenarios to the Joint Board in March. Chairman Miecznikowski will be leaving with Roald taking over to discuss the budget.

Mayor Ward commended Glenn Klocko, Robin Manuele, David Bertangel, Jonathan Rosenthal and our Financial Advisor who presented to the Rating Agencies Fitch, Moody’s and Standard and Poor’s today. The Mayor was very honored and proud to be part of the team today, the knowledge and professionalism displayed was absolutely phenomenal. He does not see an upgrade, but to remain the same in this economy is great. John Smith commented they are looking closer at everything now so to stay the same is a big deal.

Chairman Miecznikowski left the meeting at 7:53 p.m.

15. Old Business:

a. Quarterly Update on Local Bidding Preference

Commissioner Peterson made a motion seconded by Commissioner Smith.

“To accept the update of the Local Bidding Preference for the quarter ended December 31, 2008 as presented by the Purchasing Agent and place on file.”

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

b. Monthly Update on General Fund
1. Update on Snow Removal Account

Walter provided a brief update on the Winter storms and how they have affected his budget. He estimates a deficit of \$300,000 in this account. Several of the storms have occurred on Holidays or weekends.

c. Monthly Update on Centre Mall
d. Monthly Update on Downtown Development Fund

16. Any other matter to come before said meeting.

Commissioner Moylan expressed her concerns with the upcoming budget and the process of approving. This year the budget is going to be the most difficult the City has seen in 20 years. Commissioner Moylan requests the Board have a meeting, with the Chairman present to discuss whether or not there will be a tax increase, a zero budget and what the Board would like to see with the budget before it is all put together. The Board of Finance does not need to just manage the Board of Education this year. Commissioner Smith asked if there was a list of the essential services the City has to provide. The Board asked the Departments to provide budgets with a 5% reduction and a 10% reduction, to see what would happen in those scenarios. The Board should know what their options are in order to come up with the budget. The Board of Finance continued their discussion in depth regarding the upcoming budget and the process.

17. Adjournment.

Commissioner Erling made a motion seconded by Commissioner Tonon.

“To adjourn at 8:45 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