



**City of Bristol
Board of Finance Meeting
February 24, 2009**

A regular meeting of the Board of Finance was held on February 24, 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, Ronald Messier, John Smith, Paul Tonon, Janet Moylan, Mark Peterson and Cheryl Thibeault. Mayor Ward was absent. Also present from the Comptroller's Office: Glenn Klocko and Robin Manuele.

February 18, 2009

Ladies and Gentlemen:

**The Regular Board of Finance Meeting will be held on Tuesday,
February 24, 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. Public Participation**
- 3. Consent Agenda:**
 - a. Approval of the minutes from the Regular Board of Finance Meeting
January 27, 2009**
 - b. Building Department: Transfer of \$800 within the Building Department
operating budget**
 - c. Public Works: Transfer of \$125 within the Public Works operating budget**
 - d. Emergency Management: Transfer of \$97 within the Emergency
Management operating budget**
 - e. Comptroller's Office: Transfer of \$3,461 within the Comptroller's Office
operating budget**
 - f. Youth Services:**
 - 1. Additional appropriation of \$120,000 within the Youth Services
Operating Budget funded by grant revenue**
 - 2. Additional appropriation of \$1,100 within the Youth Services
Operating Budget funded by a donation**
 - g. Bristol Development Authority: Refer the Housing for Economic Growth
Program grant to Miscellaneous Matters Committee**
 - h. Education:**
 - 1. Additional appropriation of \$40,777 within the Special Educational
Grant Fund funded by grant revenue**
 - 2. Additional appropriation of \$19,610 within the Special Educational
Grant Fund funded by grant revenue**

3. Additional appropriation of \$2,000 within the Special Grants & Donations Fund funded by grant revenue
4. Additional appropriation of \$106,195 for Education Heating Assistance
5. Reduce the Family Resource Center Program- South Side appropriation by \$5,100
6. Reduce the Family Resource Center Program- O'Connell appropriation by \$5,100
4. Miscellaneous Matters Committee: Discuss and take any action as necessary on Downs Cemetery Tree Removal.
5. Water Pollution Control: Transfer of \$12,000 within the Water Pollution Control's operating budget
6. Mayor's Office: Transfer of \$88,311 from various Capital Outlay accounts to the General Fund Contingency account
7. New Business:
8. Old Business:
 - a. Monthly Update on Code Enforcement Committee
 - b. Monthly Update on General Fund
 - c. Monthly Update on Centre Mall
 - d. Monthly Update on Downtown Development Fund
9. Any other matter to come before said meeting
10. 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 January 27, 2009
- b. Building Department: Transfer of \$800 within the Building Department operating budget
- c. Public Works: Transfer of \$125 within the Public Works operating budget
- d. Emergency Management: Transfer of \$97 within the Emergency Management operating budget
- e. Comptroller's Office: Transfer of \$3,461 within the Comptroller's Office operating budget
- f. Youth Services:
 1. Additional appropriation of \$120,000 within the Youth Services Operating Budget funded by grant revenue

2. Additional appropriation of \$1,100 within the Youth Services Operating Budget funded by a donation
- g. Bristol Development Authority: Refer the Housing for Economic Growth Program grant to Miscellaneous Matters Committee
- h. Education:
 1. Additional appropriation of \$40,777 within the Special Educational Grant Fund funded by grant revenue
 2. Additional appropriation of \$19,610 within the Special Educational Grant Fund funded by grant revenue
 3. Additional appropriation of \$2,000 within the Special Grants & Donations Fund funded by grant revenue
 4. Additional appropriation of \$106,195 for Education Heating Assistance
 5. Reduce the Family Resource Center Program- South Side appropriation by \$5,100
 6. Reduce the Family Resource Center Program- O'Connell appropriation by \$5,100

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.

4. Miscellaneous Matters Committee: Discuss and take any action as necessary on Downs Cemetery Tree Removal.

Commissioner Smith made a motion seconded by Commissioner Moylan.

"To transfer \$7,950 from the General Fund Contingency account to Cemetery- Repairs & Maintenance for Arborist Services at Downs Street Cemetery and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Chairman Miecznikowski asked Roger Rousseau if he felt we needed a licensed arborist to perform the job. Roger stated he contacted Department of Environmental Protection, and the requirement is that any work which involves pruning requires a licensed arborist. The bid received from Connecticut Valley Tree Service was the lowest but they are not licensed in Connecticut. Commissioner Smith stated the sooner the work can be done the better, while the ground is hard. Commissioner Moylan asked if Public Works could perform the work. Chairman Miecznikowski stated Public Works is unable to get into the Cemetery to perform the work. The graves are very shallow and caskets were not used. Commissioner Thibeault asked if the cemetery would be completely taken care of after this work is performed, Roger stated in a few years maintenance may have to be performed on some of the trees, especially the ones which are being pruned. Commissioner Thibeault stated the budget for the cemetery should include maintenance expenses.

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

5. Water Pollution Control: Transfer of \$12,000 within the Water Pollution Control's operating budget

Commissioner Thibeault made a motion seconded by Commissioner Smith.

"To transfer \$12,000 within the Water Pollution Control's Operating budget for pump station upgrade work 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.

6. Mayor's Office: Transfer of \$88,311 from various Capital Outlay accounts to the General Fund Contingency account

Glenn noted this amount has changed since the Agenda was issued. The Police and Fire Department amounts have increased.

Commissioner Peterson made a motion seconded by Commissioner Moylan.

"To transfer \$116,936 from various General Fund Capital Outlay accounts to the General Fund Contingency account and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Commissioner Smith asked if we were being foolish in any of these. Glenn stated he spoke with the Department Heads and they can live without them, it's a deferment. Walter Veselka commented, it's not that he can live without them the items were justified in the last budget.

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

7. New Business:

8. Old Business:

a. Monthly Update on Code Enforcement Committee

Glenn worked with Guy Morin to come up with a formalized report to show the appropriations and expenditures along with accounts receivable. Glenn also worked with the Tax Collector to show the actual collections by the Tax Office. The properties do have liens placed on them. Chairman Miecznikowski spoke with Guy Morin to cease and desist unless it is an absolute emergency with safety concerns.

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

9. Any other matter to come before said meeting.

Commissioner Moylan stated at the last meeting the Board of Finance requested from Departments scenarios reflecting a 5% and 10% reduction with an impact statement. The Mayor has determined that is not necessary, and Commissioner Moylan felt the Board should be polled to see if the Board feels the same way as the Mayor. Chairman Miecznikowski stated after speaking with the Mayor, the Mayor feels he is able to get this information quickly from the Departments. Commissioner Moylan is requesting the information for the Budget Hearings. Chairman Miecznikowski stated the Mayor wanted to prevent chaos. Commissioner Smith explained he will ask questions he probably would not ask at the Budget Hearings because this information was not provided in advance. Commissioner Moylan asked if the Board had no recourse once the Mayor makes a decision. The Board continued their discussion regarding their request from Departments and the budget process.

10. Adjournment.

Commissioner Moylan made a motion seconded by Commissioner Peterson.

"To adjourn at 7:08 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