



**City of Bristol  
Board of Finance Meeting  
February 23, 2010**

A meeting of the Board of Finance was held on Tuesday, February 23, 2010 at 6:30 p.m. in the City Hall, Council Chambers, 1<sup>st</sup> floor, 111 North Main Street, Bristol, Connecticut. The following Commissioners were in attendance: Chairman Miecznikowski, Commissioners Paul Tonon, Cheryl Thibeault, John Smith, Janet Moylan and Robert Casar. Greg Fradette and Mark Peterson were absent. Also present from the Comptroller's Office: Robin Manuele.

**February 16, 2010**

**Ladies and Gentlemen:**

**The Regular Board of Finance Meeting will be held on Tuesday,  
February 23, 2010 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 26, 2010**
  - b. Police Department:**
    - 1. Additional appropriation of \$1,975 funded the Mock Motor  
Vehicle accident grant**
    - 2. Transfer of \$50 within the Police operating budget**
  - c. Youth Services:**
    - 1. Additional appropriation of \$120,000 within the Youth Services  
Operating budget funded by grant revenue**
    - 2. Additional appropriation of \$725 funded by grant revenue**
  - d. Library: Additional appropriation of \$1,850 funded by Manross trust  
income**
  - e. Education: Additional appropriation totaling \$13,273 within the Special  
Education Grant Fund funded by grant revenue**
- 4. Committee Reports: Purchasing Committee- February 11, 2010**
- 5. New Business:**
- 6. Old Business:**
  - a. Monthly Update on Code Enforcement**
  - b. Monthly Update on General Fund**
  - c. Monthly Update on Centre Mall**

- d. **Monthly Update on Downtown Development Fund**
- e. **2010-2011 Budget Discussion**
- 7. **Any other matter to come before said meeting**
- 8. **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.

Chairman Miecznikowski welcomed Robert Casar to the Board of Finance.

2. **Public Participation**  
None

3. **Consent Agenda:**

- a. **Approval of the minutes from the Regular Board of Finance Meeting  
January 26, 2010**
- b. **Police Department:**
  - 1. **Additional appropriation of \$1,975 funded the Mock Motor Vehicle  
accident grant**
  - 2. **Transfer of \$50 within the Police operating budget**
- c. **Youth Services:**
  - 1. **Additional appropriation of \$120,000 within the Youth Services  
Operating budget funded by grant revenue**
  - 2. **Additional appropriation of \$725 funded by grant revenue**
- d. **Library: Additional appropriation of \$1,850 funded by Manross trust  
income**
- e. **Education: Additional appropriation totaling \$13,273 within the Special  
Education Grant Fund funded by grant revenue**

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. Committee Reports: Purchasing Committee- February 11, 2010**

Commissioner Tonon summarized the Purchasing Committee meeting. The Committee met to discuss disposal of surplus City assets. Purchasing Agent Roger Rousseau is going to put out an RFP to see what companies are out there to help with the sale. City Councilman Dave Mills attended the meeting and Vince Jennetta (a teacher at Memorial Boulevard) from the Board of Education will be joining the Committee to put a policy in place to dispose of surplus assets. The Committee is going to meet again to go over the RFP results and see how to proceed. All Department Heads seem to be on board.

**5. New Business:**

**6. Old Business:**

**a. Monthly Update on Code Enforcement**

**b. Monthly Update on General Fund**

Commissioner Moylan requested to add the Board of Education totals to the report. Robin stated the detail would be approximately 80 pages, but she could roll it up to a one page total report.

**c. Monthly Update on Centre Mall**

**d. Monthly Update on Downtown Development Fund**

Commissioner Smith asked if they were asking for more money. Mayor Ward stated their request of \$120,000 is based on the original amount of \$350,000 for three years.

**e. 2010-2011 Budget Discussion**

Chairman Miecznikowski stated the Mayor and Comptroller's Office Staff met to discuss preliminary budget information including GASB 45, Insurance, negotiations and other topics. The Mayor stated things are going to change everything will not stay the same; City government may be looked at in a new light.

Commissioner Moylan asked to open the discussion on the 2009-2010 deficit. Robin stated it is too premature to say what the number will be for June 30, 2010. There are many issues which factor in that Glenn has spoken to the Board about in the past. Interest income is \$650,000 below budget; Phil Streifer mentioned last month the Board of Education excess cost is coming in between \$800,000 - \$1,000,000 short. Also, when Fund Balance is used, which quite a bit was used this year for the Board of Education, Public Works Capital, and the Capital Budget an automatic deficit is created for operational purposes, a hole which must be dug out of by revenues coming in above budget or expenditures coming in below budget. Unfortunately, after reviewing the expenditure side there are not any areas where there will be a lot of money left over. Snowplowing is still unknown at this time and the contingency account is account is down to about \$415,000. In the past, the Mayor asked for capital outlay givebacks, which was successful last year, but this year there was such little capital given that there isn't much to give back. For all of those reasons, the City is expecting a deficit. As Glenn as mentioned in the past, two years worth of deficits will not look good for the rating agencies and the City is looking to

issue the largest debt it has ever issued this fall. Chairman Miecznikowski asked when the City would have a good handle on the number. Robin stated the fiscal year ends June 30, but there are still receivables being booked and invoices being paid through July and August applicable to the old year.

Mayor Ward stated there are 17 unfilled positions in the budget right now, 13 of them will most likely be eliminated, between last year and this year that's 30 positions. Chairman Miecznikowski asked if furloughs, layoffs and givebacks are being looked at. Mayor Ward stated he is currently in negotiations with the Unions. Commissioner Moylan expressed her concerns with waiting until September to know what the deficit is because the City will not be able to do anything about it then. Everything the Mayor mentioned is wonderful for next year, but what about this year. Something needs to be done now to eliminate expenditures or generate revenue. Robin stated she does not have an answer, fund balance has been used to balance the budget for several years. Commissioner Moylan stated it wasn't Robin's job to figure this out, it is the Board's or the City's job. The Board only has four months to fix it, the Board is aware of the deficit now and needs to do something about it. Mayor Ward stated the City is working towards it but there are many factors which play a role.

Chairman Miecznikowski stated he does not think Bristol is unique, he does not feel our deficit is not as large as other Cities, but it does need to be addressed. There are other Cities which are worse off than Bristol. The Board continued to discuss the current conditions of the City and cost saving measures already in place.

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

Commissioner Smith made a motion seconded by Commissioner Thibeault.

"to adjourn at 7:00 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