



**City of Bristol
Board of Finance Meeting
March 25, 2008**

A regular meeting of the Board of Finance was held on March 25, 2008 at 6:30 p.m. in the City Hall, Meeting Room, 1st floor, 111 North Main Street, Bristol, Connecticut. The following Commissioners were in attendance: Vice Chairman Roald Erling, John Smith, Don Soucy, Ron Messier, Janet Moylan, Mark Peterson and Cheryl Thibeault. Chairman Miecznikowski was absent. Also present from the Comptroller's Office: Glenn Klocko and Robin Manuele.

March 19, 2008

Ladies and Gentlemen:

The Regular Board of Finance Meeting will be held on Tuesday,
March 25, 2008 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-February 26, 2008**
 - b. Probate Court: Transfer of \$499 within the Probate Operating budget**
 - c. Community Services: Additional appropriation of \$500 funded by a donation**
 - d. Fire Department: Refer the 2008 Assistance to Firefighters Grant to Miscellaneous Matters Committee**
 - e. Dept. of Aging: Refer the Demand Responsive/Dial-A-Ride Transportation Grant to Miscellaneous Matters Committee**
 - f. Water Pollution Control: Transfer of \$7,000 within the WPC Operating budget**
 - g. Building Department: Transfer of \$700 within the Building Operating budget**
- 4. Public Works:**
 - a. Transfer of \$24,003 within the Public Works Operating budget**
 - b. Transfer of \$11,000 within the Public Works Operating budget**
- 5. Board of Education: Additional appropriation of \$908,000 funded by grant revenue**
- 6. New Business:**
- 7. Old Business:**
 - a. Monthly Update on General Fund**
 - b. Monthly Update on Centre Mall**
 - c. Monthly Update on Downtown Development Fund**

8. Any other matter to come before said meeting.
9. Adjournment.

PER ORDER OF THE CHAIRMAN
Richard Miecznikowski

Glenn S. Klocko
Board of Finance Clerk

1. Chairman Miecznikowski to call the meeting to order.

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

2. **Public Participation**
None

3. **Consent Agenda:**

- a. **Approval of the minutes from the Regular Board of Finance Meeting- February 26, 2008**
- b. **Probate Court: Transfer of \$499 within the Probate Operating budget**
- c. **Community Services: Additional appropriation of \$500 funded by a donation**
- d. **Fire Department: Refer the 2008 Assistance to Firefighters Grant to Miscellaneous Matters Committee**
- e. **Dept. of Aging: Refer the Demand Responsive/Dial-A-Ride Transportation Grant to Miscellaneous Matters Committee**
- f. **Water Pollution Control: Transfer of \$7,000 within the WPC Operating budget**
- g. **Building Department: Transfer of \$700 within the Building Operating budget**

Commissioner Smith made a motion seconded by Mayor Ward.

"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 remove item 3d.

Commissioner Peterson requested to removed item 3e.

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

- d. **Fire Department: Refer the 2008 Assistance to Firefighters Grant to Miscellaneous Matters Committee**

Commissioner Smith questioned what the \$50,000 covered, if overtime was included. Chief Pose explained the \$50,000 was a preliminary number put in due to time constraints to get the paperwork to City Council for approval. Robyn Bugbee explained the new amount is \$30,400 with a grant amount of \$24,320 and a City cash match of \$6,080. Commissioner Thibeault asked if the City match was part of the budget. Robin

Manuele explained the City match is not budgeted; the Fire Dept. will come back to the Board once the grant is approved to request a transfer from Contingency. It is unknown if the City will receive the grant, therefore we do not budget for the City match.

Commissioner Smith made a motion seconded by Mayor Ward.

"To approve item 3d."

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

e. Dept. of Aging: Refer the Demand Responsive/Dial-A-Ride Transportation Grant to Miscellaneous Matters Committee

Commissioner Peterson asked if the City match amount was budgeted. Robin stated this is a regular item included in the budget every year.

Commissioner Peterson made a motion seconded by Commissioner Moylan.

"To approve item 3e."

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

4. Public Works:

a. Transfer of \$24,003 within the Public Works Operating budget

Commissioner Moylan made a motion seconded by Mayor Ward.

"To transfer \$24,003 within the Public Works Operating budget for the purchase of an automated rubbish truck 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 Vice Chairman declared the motion carried.

b. Transfer of \$11,000 within the Public Works Operating budget

Commissioner Peterson made a motion seconded by Mayor Ward.

“To transfer \$11,000 within the Public Works Operating budget for the purchase of a car and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance.”

Commissioner Thibeault questioned what type of vehicle will be purchased for \$28,000. Walter Veselka stated the vehicle will be purchased off of the state contract. There is a state grant program, where municipalities can apply to receive the difference between the hybrid and conventional vehicle. Public Works currently has two hybrid vehicles in their fleet. The Board discussed hybrid vehicles and cost savings to the City. The Board felt other Departments should also look into the cost savings of hybrid vehicles.

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

5. Board of Education: Additional appropriation of \$908,000 funded by grant revenue

Commissioner Messier made a motion seconded by Mayor Ward.

“To make an additional appropriation of \$908,000 within the Board of Education’s Operating budget funded by grant revenue and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance.”

William Smyth explained how the Board of Education is trying to cut costs to stay within their budget, despite the over expenditures in utility line items such as gas, fuel and oil. All expenditures have been frozen to stay within a balanced budget. The Board discussed the consequences of freezing expenditures and the Board of Education budget.

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

6. New Business:

7. Old Business:

a. Monthly Update on General Fund

Commissioner Peterson questioned how departments are able to spend their line items over 100%. The Board discussed various departments and over expenditures throughout the General Fund. Roald suggested the report to the Board include only those line items which are over expended so the Board can easily identify those. Robin explained some departments will spend money in one line item knowing they will have extra in another line item and can transfer the funds. The Department Heads should be held accountable to staying within their budget. Glenn suggested Department Heads come back to a workshop to discuss their budget for the next fiscal year, and how they plan to live within the cuts the Board makes. Commissioner Smith felt departments should provide

a financial plan for the future, to work with the budget given. The Board agreed this issue should be discussed further in the future.

b. Monthly Update on Centre Mall

Commissioner Smith asked if there was an estimate of how many more expenditures will be taken from this fund. Robin Manuele explained the expenditures are minimal; mainly just CL&P bills are being paid. \$125,000 was transferred from the General Fund to the Centre Mall Fund for the purpose of relocation, that money will be returned to the General Fund if it is not all used.

c. Monthly Update on Downtown Development Fund

Commissioner Smith asked Glenn to ask the BDDC for a financial plan in regards to their \$350,000 allocation. Glenn stated a memorandum will be sent to the Chairman for a response.

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

Commissioner Smith made a motion seconded by Commissioner Erling.

"To adjourn at 7:12 p.m."

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

Attest:



Glenn S. Klocko
Board of Finance Clerk