



**City of Bristol
Board of Finance Meeting
April 28, 2009**

A regular meeting of the Board of Finance was held on April 28, 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, Janet Moylan, Mark Peterson and Cheryl Thibeault. Mayor Ward and Paul Tonon were absent. Also present from the Comptroller's Office: Glenn Klocko and Robin Manuele.

April 21, 2009

Ladies and Gentlemen:

The Regular Board of Finance Meeting will be held on Tuesday, April 28, 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 March 24, 2009
 - b. Emergency Management:
 1. Transfer of \$200 within the Emergency Management operating budget
 2. Additional appropriation \$708 within the Emergency Management operating budget
 - c. Veteran's: Transfer of \$100 within the Veterans Operating budget
 - d. Education:
 1. Additional appropriation of \$152 within the Special Educational Grant Fund funded by grant revenue
 2. Transfer of \$23,600 within the Special Grants & Donations Fund
 - e. Youth Services: Additional appropriation of \$300 funded by a donation
 - f. Police Department:
 1. Refer the 2009 Edward Byrne Memorial Justice Assistance Grant to Miscellaneous Matters Committee
 2. Refer the COPS Hiring Recovery Program to Miscellaneous Matters Committee
4. Committee Reports:
 - a. Insurance Committee- March 26, 2009
 - b. Insurance Committee- April 28, 2009
5. Corporation Counsel:

- a. Transfer of \$25,000 from Contingency for tax foreclosures
- b. Transfer of \$102,000 within the Corporation Counsel's operating budget
6. Economic Development:
 - a. Approval of an Economic Development grant in the amount of \$75,000
 - b. Approval of an Economic Development grant in the amount of \$15,000
7. Public Works:
 - a. Transfer of \$25,500 within the WPC Operating budget
 - b. Authorization of a bid waiver to Hayes Pump Inc.
 - c. Transfer of \$1,120 within the WPC Operating budget
8. Comptroller's Office: Transfer of \$484,500 to General Fund Contingency account
9. New Business:
10. 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
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 March 24, 2009
 - b. Emergency Management:
 - i. Transfer of \$200 within the Emergency Management operating budget
 - ii. Additional appropriation \$708 within the Emergency Management operating budget
 - c. Veteran's: Transfer of \$100 within the Veterans Operating budget
 - d. Education:
 - i. Additional appropriation of \$152 within the Special Educational Grant Fund funded by grant revenue
 - ii. Transfer of \$23,600 within the Special Grants & Donations Fund
 - e. Youth Services: Additional appropriation of \$300 funded by a donation
 - f. Police Department:
 - i. Refer the 2009 Edward Byrne Memorial Justice Assistance Grant to Miscellaneous Matters Committee

ii. Refer the COPS Hiring Recovery Program to Miscellaneous Matters Committee

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:

a. Insurance Committee- March 26, 2009

Commissioner Smith provided a brief overview of the Insurance Committee Meeting. The Committee discussed Workers' Compensation, Life Insurance and the Wellness Program. The Committee would like to have National Insurance Services serve as the broker for the City to administer the life and disability plans. Anthem will be meeting with the City in the future to develop a Wellness Program. The Committee also discussed the retiree health insurance offered by the Treasurer's Office. The quote received from Anthem is better designed for both the retiree and the City.

Commissioner Messier made a motion seconded by Commissioner Smith.

"To accept the new retiree insurance plan from Anthem offered through the Treasurer's Office and close the existing plan effective July 1, 2009."

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

Commissioner Messier made a motion seconded by Commissioner Erling.

"To accept the Insurance Committee report as presented and place it on file."

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

b. Insurance Committee- April 28, 2009

The Insurance Committee just met again before tonight's Board of Finance meeting to discuss the City's life, disability and health insurance.

Commissioner Messier made a motion seconded by Commissioner Moylan.

"To approve a bid waiver to National Insurances Services to serve as the third party advisor for life and disability insurance."

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

Commissioner Smith explained the City currently deals directly with the provider for life and disability insurance. John and Diane Ferguson met with National Insurance (NIS) who provides assistance to municipalities and Board's of Education. The City will not be paying NIS and the City hopes we will be able to obtain a better rate.

Commissioner Moylan questioned why we needed a bid waiver. Commissioner Smith stated National Insurance is serving as advisors to the City. Since the Board of Education currently uses them, the Committee felt it was appropriate to ask for a bid waiver rather than advertise or go out to bid. The bid waiver is protecting the City in case there are questions down the road. Roger Rousseau stated he is comfortable with the bid waiver. Chairman Miecznikowski thanked the Insurance Committee for their hard work.

5. Corporation Counsel:

a. Transfer of \$25,000 from Contingency for tax foreclosures

Commissioner Erling made a motion seconded by Commissioner Smith.

"To transfer \$25,000 from the General Fund Contingency account to the Tax Foreclosure account 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 \$102,000 within the Corporation Counsel's operating budget

Commissioner Peterson made a motion seconded by Commissioner Moylan.

"To transfer \$102,000 within the Corporation Counsel's operating budget to cover legal fees and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Commissioner Thibeault stated the \$200,000 was supposed to pay off the settlement, and after this transfer only \$100,000 will be left to go towards the settlement. Assistant Comptroller Robin Manuele stated the \$200,000 was carried over from last year, there was not any money in the budget this year for the settlement. Bingham McCutcheon law firm is working with Corporation Counsel on this issue.

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

6. Economic Development:

a. Approval of an Economic Development grant in the amount of \$75,000

Commissioner Smith made a motion seconded by Commissioner Messier.

"To approve an Economic Development grant in the amount of \$75,000 to Bland Company and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Jonathan Rosenthal explained Bland Company which is located in West Hartford is going to construct a \$1.65 million building. The payback is in year three. Within six months to a year they are looking to hire four to six additional employees.

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

b. Approval of an Economic Development grant in the amount of \$15,000

Commissioner Erling made a motion seconded by Commissioner Thibeault.

"To approve an Economic Development grant in the amount of \$15,000 including \$5,000 for job creation to Tiger Claw and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Jonathan Rosenthal explained Tiger Claw currently rents space at 400 Middle Street and is going to construct a 9,500 square foot building. They are looking to hire four to seven additional employees in the future.

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

7. Public Works:

a. Transfer of \$25,500 within the WPC Operating budget

Commissioner Thibeault made a motion seconded by Commissioner Erling.

"To transfer \$25,500 within the Water Pollution Control's operating budget 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. Authorization of a bid waiver to Hayes Pump Inc.

Commissioner Moylan made a motion seconded by Commissioner Smith.

"To approve the request for a bid waiver to Hayes Pump Inc. for the replacement pump on Minor Street."

Commissioner Moylan questioned why the bid waiver was necessary. Walter Veselka explained the pump has failed, quotes were solicited in the past for pump stations and this firm has been consistently the lower bidder. In order to get this pump back in use

Commissioner Moylan questioned why the bid waiver was necessary. Walter Veselka explained the pump has failed, quotes were solicited in the past for pump stations and this firm has been consistently the lower bidder. In order to get this pump back in use the bid waiver is necessary to expedite the process. The pump is 30 years old and the other pump at the station is carrying the load.

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

c. Transfer of \$1,120 within the WPC Operating budget

Commissioner Messier made a motion seconded by Commissioner Smith.

“To transfer \$1,120 within the Water Pollution Control’s operating budget to cover additional costs for a compressor.”

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

8. Comptroller’s Office: Transfer of \$484,500 to General Fund Contingency account

Commissioner Smith made a motion seconded by Commissioner Moylan.

“To transfer \$484,500 to the General Fund contingency account due to position vacancies and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance.”

Chairman Miecznikowski stated with the transfer the Contingency account will have a balance of approximately \$1.2 million.

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

9. New Business:

Commissioner Smith made a motion seconded by Commissioner Messier.

“To bring to the table to discuss 165 Hill Street utilities.”

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

Commissioner Moylan stated based on the information given the Board would transfer \$3,199.15. Commissioner Moylan suggested the Board transfer \$5,000 for the rest of the year and ask the Fire Department to not come back.

Commissioner Moylan made a motion seconded by Commissioner Smith.

"To transfer \$5,000 from the General Fund Contingency account to the Fire Department's utilities account to cover expenditures until June 30, 2009."

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

10. 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**

Commissioner Smith made a motion seconded by Commissioner Messier.

"To bring to the table to discuss Local bidding preference quarterly update."

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

Commissioner Moylan made a motion seconded by Commissioner Smith.

"To accept the update of the Local Bidding Preference for the quarter ended March 31, 2009 as presented by the Purchasing Agent and place on file."

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

11. Any other matter to come before said meeting.

Commissioner Smith asked where the utilities for 165 Hill Street will be for the 2009-10 budget. Robin stated an estimate has been budgeted in the Fire Department budget.

Commissioner Thibeault asked to review the upcoming dates and meetings. Glenn explained the latest possible date for budget adoption is June 5 as a result of the City Council adopting to change the charter ordinance. There is other charter language which states when the other meetings need to be held. A budget workshop is scheduled for May 7. The \$1.8 million problem and decisions needed to be made by the Board of Finance were highlighted in Glenn's power point and will be sent to the Board of Finance again. The Board of Finance meeting to adopt the budget is May 19.

Commissioner Moylan asked if the Board of Finance will know by next Thursday what the Unions plan to do to help the City. Glenn stated Diane Ferguson and the Mayor are meeting with the unions, but Glenn does not know when there will be results, if any. Commissioner Moylan would like to avoid what happened last year at the Joint Board level with so many changes. Commissioner Smith stated the Board of Finance should proceed with the idea there will not be any concessions by the Unions. If something changes in between meeting dates another meeting will be called for the Board of

Finance to discuss any new information which comes to light. Glenn stated the decisions are now in the Board of Finance hands, not the Comptroller's Office.

12. Adjournment.

Commissioner Moylan made a motion seconded by Commissioner Peterson.

"To adjourn at 7:15 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