



City of Bristol
Board of Finance Meeting
May 24, 2011

A meeting of the Board of Finance was held on Tuesday, May 24, 2011 at 6:30 p.m. in the City Hall, 1st floor Meeting Room of City Hall, 111 North Main Street, Bristol, Connecticut. The following Commissioners were in attendance: Chairman Miecznikowski, Vice Chairman John Smith, Commissioners Lisa Casey, Greg Fradette, Cheryl Thibeault, and Robert Vojtek. Mayor Ward, Bob Casar and Paul Tonon were absent. Also present from the Comptroller's Office: Robin Manuele.

May 17, 2011

Ladies and Gentleman:

The Regular Board of Finance Meeting will be held on Tuesday, May 24, 2011 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 Board of Finance Meeting April 26, 2011
 - b. Additional appropriation of \$620 within the Mayor's HIV Task Force operating budget
 - c. Police Department:
 - i. Transfer of \$10,000 within the Police Department's operating budget
 - ii. Transfer of \$12 within the Communications operating budget
 - d. Fire Department: Transfer of \$16,700 within the Fire Department operating budget
 - e. Public Works:
 - i. Transfer of \$14,321 within the Public Buildings operating budget
 - ii. Transfer of \$10,000 within the Public Works operating budget
 - f. Veterans: Transfer of \$75 within the Veterans operating budget
 - g. Mayor's Office: Transfer of \$15,530 within the Mayor's operating budget
 - h. BDA:
 - i. Transfer of \$10,386 within the BDA's operating budget
 - ii. Refer the Renewable Energy Grant to Miscellaneous Matters Committee
 - i. Treasurer's Office: Transfer of \$150 within Treasurer's Office
 - j. Parks Department: Transfer of \$2,292 within the Parks & Recreation operating budget
 - k. Department of Aging: Transfer of \$3,700 within the Aging's operating budget
 - l. Cemetery Commission: Additional appropriation of \$150
 - m. Library: Transfer of \$12 within the Main Library operating budget

- n. Education: To revise the School Readiness Grant by reducing the appropriation by \$5,000 and internal transfers of \$16,800
- o. Comptroller's Office
 - i. Transfer of \$985 within the Comptroller's operating budget
 - ii. Transfer of \$26,100 within the General Fund operating budget
 - iii. Transfer of \$2,985 within the General Fund operating budget
4. Committee Reports: Banking & Audit Committee- May 23, 2011
5. Treasurer's Office: Approval of Resolution for Multi Bank Securities
6. Tax Collector: Transfer of \$529,062 of uncollectible taxes to the Municipal Suspense List (printout available in Comptroller's office)
7. Code Enforcement Committee: Transfer within the Code Enforcement Budget and from the General Fund Contingency account (amount known at meeting)
8. Public Works:
 - a. Additional appropriation of \$3,500 within the Equipment Building Sinking Fund
 - b. Transfer of \$6,000 within the Equipment Building Sinking Fund
 - c. Transfer of \$300,000 from the General Fund Contingency account
9. Comptroller's Office:
 - a. Additional appropriation of \$370,980 within the General Fund
 - b. Additional appropriation of \$370,980 within the Equipment Building Sinking Fund
 - c. Transfers totaling \$370,980 within the Equipment Building Sinking Fund
10. New Business:
11. Old Business:
 - a. Monthly Update on General Fund
 - b. Monthly Update on BDDC
 - c. Monthly Update on Centre Mall Fund
12. Any other matter to come before said meeting
13. Adjournment

PER ORDER OF THE CHAIRMAN
Richard Miecznikowski

Glenn S. Klocko
Board of Finance Clerk

The Meeting was moved to the 1st Floor Meeting Room

1. Chairman Miecznikowski to call the meeting to order.

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

2. Public Participation.
None.

3. Consent Agenda
 - a. Approval of the minutes from the Board of Finance Meeting April 26, 2011

- b. Additional appropriation of \$620 within the Mayor's HIV Task Force operating budget
- c. Police Department:
 - i. Transfer of \$10,000 within the Police Department's operating budget
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 - i. Transfer of \$10,386 within the BDA's operating budget
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- n. Education: To revise the School Readiness Grant by reducing the appropriation by \$5,000 and internal transfers of \$16,800
- o. Comptroller's Office
 - i. Transfer of \$985 within the Comptroller's operating budget
 - ii. Transfer of \$26,100 within the General Fund operating budget
 - iii. Transfer of \$2,985 within the General Fund operating budget

Commissioner Thibeault made a motion seconded by Commissioner Fradette. "To approve the consent agenda and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Chairman Miecznikowski requested to pull item 3g and Commissioner Smith requested to pull item 3d.

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

Commissioner Smith questioned as to why the equipment was not included in the price of the truck or ordered with the truck.

Robin Manuele stated Chief Pose came in to meet with Glenn to discuss the purchase of the equipment needed for the truck. It was not ordered or included in the initial price.

Chairman Miecznikowski questioned if this item was for Lori Coppinger's investigations. Robin confirmed it was, with a transfer from the Police Department Administration due to a vacant position and within the Mayor's Office for telephone and travel reimbursement.

"To approve item s3d. and 3g.."

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

4. Committee Reports: Banking & Audit Committee- May 23, 2011

The Banking & Audit Committee did not meet.

5. Treasurer's Office: Approval of Resolution for Multi Bank Securities

Commissioner Casey made a motion seconded by Commissioner Smith.

"To approve the resolution as presented to set up the City's account with Multi Bank Securities."

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

6. Tax Collector: Transfer of \$529,062 of uncollectible taxes to the Municipal Suspense List (printout available in Comptroller's office)

Commissioner Fradette made a motion seconded by Commissioner Smith.

"To transfer \$529,062 of uncollectible taxes; \$183,699 for Motor Vehicles, \$31,576 for Supplemental Motor Vehicle and \$313,787 for Personal Property and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Chairman Miecznikowski stated it is understood this is still collectible. Commissioner Smith asked if the City was still at 98%. Teresa Babon stated the current collection rate is 98.52% Teresa explained the collection process for personal property and motor vehicle taxes. Grand List 2009 & 2008 goes to the company for booting and all other years go to ANRG for collection. The office is testing using a Marshal or the collection agency for personal property. The companies add their fees onto the tax to get paid.

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

7. Code Enforcement Committee: Transfer within the Code Enforcement Budget and from the General Fund Contingency account (amount known at meeting)

Commissioner Vojtek made a motion seconded by Commissioner Smith .

"To transfer \$11,910 within the General Fund for Code Enforcement demolition and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Guy Morin stated this was for 59 Martin Road. He explained the Tax Collector is doing very well collecting the code enforcement fees and is pretty caught up.

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

8. Public Works:

a. Additional appropriation of \$3,500 within the Equipment Building Sinking Fund

Commissioner Fradette made a motion seconded by Commissioner Smith.

"To make an additional appropriation of \$3,500 within the Equipment Building Sinking Fund funded by a transfer from the General Fund and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Chairman Miecznikowski questioned why this was not purchased in 2009-2010. Walter explained the mower was more expensive and a budget plan was put together to purchase. This is to complete the funding for the bid results. Walter explained the mower being purchased and how it will benefit Public Works.

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

b. Transfer of \$6,000 within the Equipment Building Sinking Fund

Commissioner Casey made a motion seconded by Commissioner Thibeault.

"To transfer \$6,000 within the Equipment Building Sinking Fund for the Landfill Mower 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.

c. Transfer of \$300,000 from the General Fund Contingency account

Commissioner Smith made a motion seconded by Commissioner Thibeault.

"To transfer \$300,000 from the General Fund Contingency account for the Quonset Hut and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Walter explained the city is due back \$129,000 from insurance as well as an additional \$64,000 to rebuild the structure. However, there is a 180 day time frame which must be met. Commission Thibeault stated the City will recoup \$193,000 of the \$300,000 to go back in Contingency.

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

9. Comptroller's Office:

a. Additional appropriation of \$370,980 within the General Fund

Commissioner Thibeault made a motion seconded by Commissioner Smith.

"To make an additional appropriation of \$370,980 within the General Fund funded by grant revenue 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.

b. Additional appropriation of \$370,980 within the Equipment Building Sinking Fund

Commissioner Thibeault made a motion seconded by Commissioner Smith.

"To make an additional appropriation of \$370,980 within the Equipment Building Sinking Fund funded by a transfer from the General Fund 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.

c. Transfers totaling \$370,980 within the Equipment Building Sinking Fund

Commissioner Fradette made a motion seconded by Commissioner Smith.

"To transfer \$370,980 within the Equipment Building Sinking Fund for the purchase of Capital Equipment 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.

10. New Business:

Commissioner Fradette made a motion seconded by Commissioner Smith.

"To refer the 2011 COPS Hiring Grant Program to Miscellaneous Matters pending grant approval."

Commissioner Thibeault explained the grant could potentially fund five positions for three years and then the City was responsible for the funding for one year.

Commissioner Vojtek stated it's a long involved process to select these officers, send them to the academy and complete training. This takes almost half of the three years. Cheryl stated this is for three years of employment with the City, and begins the day of hire. The City has applied for this grant in the past and did not receive it.

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

Commissioner Fradette made a motion seconded by Commissioner Smith.

"To approve the request for a bid waiver to Martine Laveiro Construction Inc. for demolition."

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

11. Old Business:

- a. Monthly Update on General Fund
- b. Monthly Update on BDDC
- c. Monthly Update on Centre Mall Fund

12. Any other matter to come before said meeting

13. Adjournment

Commissioner Smith made a motion seconded by Commissioner Thibeault

"to adjourn at 6:57 p.m."

Attest:



Glenn S. Klocko
Board of Finance Clerk

