



**City of Bristol
Board of Finance Meeting
July 22, 2008**

A regular meeting of the Board of Finance was held on July 22, 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: Chairman Richard Miecznikowski, Vice Chairman Roald Erling, John Smith, Don Soucy, Ron Messier, Janet Moylan and Paul Tonon. Mark Peterson and Cheryl Thibeault were absent. Also present from the Comptroller's Office: Glenn Klocko and Robin Manuele.

July 15, 2008

Ladies and Gentlemen:

The Regular Board of Finance Meeting will be held on Tuesday, July 22, 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 following minutes:
 1. Regular Board of Finance May 27, 2008
 2. Regular Board of Finance June 24, 2008
 - b. Education:
 1. Additional appropriation of \$4,017 within the Special Educational Grant Fund funded by grant revenue.
 2. Additional appropriation of \$10,000 within the Special Grants and Donations Fund funded by grant revenue.
 - c. Police Department: Refer the Urban Crime and Community Safety Grant to Miscellaneous Matters Committee
 - d. Dept. of Aging: Additional appropriation of \$59,991 within the General Fund funded by grant revenue
4. Fire Department: Additional appropriation totaling \$30,400 with \$24,320 funded by grant revenue and a City match of \$6,080 for the FY 2008 Assistance to Firefighters Grant
5. Community Services:
 - a. Transfer of \$22,193 from General Fund Contingency account as of 6/30/08
 - b. Transfer of \$31 within operating budget as of 6/30/08
6. City Council: Transfer of \$4,900 from General Fund Contingency account for Regional Brownfields
7. Creation of Lake Avenue Cemetery Trust Fund

8. **New Business:**
9. **Old Business:**
 - a. **Quarterly Update on the Local Bidding Preference**
 - b. **Monthly Update on General Fund**
 - c. **Monthly Update on Centre Mall**
 - d. **Monthly Update on Downtown Development Fund**
10. **Any other matter to come before said meeting**
11. **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**
None

3. **Consent Agenda:**
 - a. **Approval of the following minutes:**
 1. **Regular Board of Finance May 27, 2008**
 2. **Regular Board of Finance June 24, 2008**
 - b. **Education:**
 1. **Additional appropriation of \$4,017 within the Special Educational Grant Fund funded by grant revenue.**
 2. **Additional appropriation of \$10,000 within the Special Grants and Donations Fund funded by grant revenue.**
 - c. **Police Department: Refer the Urban Crime and Community Safety Grant to Miscellaneous Matters Committee**
 - d. **Dept. of Aging: Additional appropriation of \$59,991 within the General Fund funded by grant revenue**

Comptroller Klocko explained the City has been awarded item 3c, the grant will need to be appropriated instead of referring it to Miscellaneous Matters.

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.”

Commissioner Smith questioned item 3d. He asked if the grant was automatically awarded to BCO. Purchasing Agent Roger Rousseau explained the contract goes out to bid every 3 years.

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

Commissioner Moylan made a motion seconded by Commissioner Smith.

“To make an additional appropriation of \$40,000 funded by grant revenue for the Urban Crime and Community Safety Grant 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. Fire Department: Additional appropriation totaling \$30,400 with \$24,320 funded by grant revenue and a City match of \$6,080 for the FY 2008 Assistance to Firefighters Grant

Commissioner Smith made a motion seconded by Commissioner Messier.

“To make an additional appropriation totaling \$30,400 with \$24,320 funded by grant revenue and a City match of \$6,080 funded by a transfer from the General Fund Contingency Account for the 2008 Assistance to Firefighters Grant and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance.”

Chairman Miecznikowski questioned if this grant was used for training purposes. Chief Pose explained the purpose of the grant and what the money would be used for, firefighters would be trained through the CT Fire Academy. Captain Mark Martin from the Fire Dept. would then incorporate this training into the schedule for future use.

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

5. Community Services:
a. Transfer of \$22,193 from General Fund Contingency account as of 6/30/08

Commissioner Moylan made a motion seconded by Commissioner Smith.

“To transfer \$22,193 from the General Fund Contingency Account to the Community Services Operating budget for over expenditures as of June 30, 2008 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. Transfer of \$31 within operating budget as of 6/30/08

Commissioner Erling made a motion seconded by Commissioner Tonon.

“To transfer \$31 within the Community Services Operating budget for over expenditures as of June 30, 2008.”

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

6. City Council: Transfer of \$4,900 from General Fund Contingency account for Regional Brownfields

Commissioner Smith made a motion seconded by Commissioner Moylan.

“To transfer \$4,900 from 2008-2009 the General Fund Contingency Account for administrative services for underground storage tank removal at 316 Park Street.”

Commissioner Smith questioned if the City owned this property and what the purpose was for the City to pay for the cleanup. Grants Administrator Robyn Bugbee provided background on the property. The City has a letter of intent to purchase the property with the current owners. The current owners do not have the financial capability to pay for the clean up. The property has already gone through phases of testing to see the extent of contamination that exists. The City is applying for grants to fund the clean up before purchasing the property. The \$4,900 would pay for administrative services for underground storage tank removal and remediation at 316 Park Street. Grant funds are being sought from the LUST Fund- CT Leaking Underground Storage Fund. Discussion was held regarding the property.

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

7. Creation of Lake Avenue Cemetery Trust Fund

Commissioner Moylan made a motion seconded by Commissioner Smith.

The Board discussed Lake Avenue Cemetery and the City's role in caring for the cemetery. The City has \$35,000 in the 2008-09 Budget for maintenance. The principal balance in the Trust is \$19,505.

“To create a new fund entitled “Lake Avenue Cemetery Trust Fund” as of June 30, 2008. Following a voice vote in which there was no opposition, the Chairman declared the motion carried.

8. New Business:

None

9. Old Business:

a. Quarterly Update on the Local Bidding Preference

Commissioner Messier made a motion seconded by Commissioner Smith.

"To accept the update of the Local Bidding Preference for the quarter ended June 30, 2008 as presented by the Purchasing Agent and place on file."

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

b. Monthly Update on General Fund

c. Monthly Update on Centre Mall

d. Monthly Update on Downtown Development Fund

The Board requested an update from BDDC as to where their funding stands. A follow-up memo will be sent to Frank Johnson to see if the \$350,000 in place will suffice.

10. Any other matter to come before said meeting.

Commissioner Smith suggested the Board meet to discuss the financials of 2007-2008. Glenn suggested after Labor Day or mid October would be the best time because the auditors will finish their work.

The Board discussed the Visiting Nurses Association briefly and their meeting with the Mayor.

The Board discussed a subsidy policy, which Glenn stated he would research.


11. Adjournment.

Commissioner Smith made a motion seconded by Commissioner Messier.

"To adjourn at 7:30 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