

City of Bristol  
Board of Finance Meeting  
August 25, 2009

A meeting of the Board of Finance was held on Tuesday, August 25, 2009 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, Vice Chairman Roald Erling, Mayor Ward, Commissioners Paul Tonon, Cheryl Thibeault, John Smith, Janet Moylan, Mark Peterson and Ron Messier. Also present from the Comptroller's Office: Glenn Klocko and Robin Manuele.

August 18, 2009

Ladies and Gentlemen:

The Regular Board of Finance Meeting will be held on Tuesday, August 25, 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 July 28, 2009
  - b. Police Department:
    1. Transfer of \$1,467 within the Police Department's operating budget
    2. Additional appropriation of \$75,000 within the Special Grants & Donations Fund funded by grant revenue
  - c. Community Services: Additional appropriation of \$25 within the Special Grants & Donations Fund funded by a donation
  - d. Library: Additional appropriation of \$4,336 funded by Connecticard funds as of June 30, 2009
  - e. Probate: Transfer of \$83 within the Probate operating budget
  - f. Education:
    1. Additional appropriation of \$9,145 within the Special Education Grant Fund funded by grant revenue as of June 30, 2009
    2. Additional appropriation of \$1,816,458 within the Special Education Grant Fund funded by grant revenue
    3. Reduce the School Readiness Early Childhood grant appropriation by \$2,250 as of June 30, 2009
  - g. Personnel: Transfer of \$1,178 within Personnel's operating budget
  - h. School Readiness: Additional appropriation of \$333,077 within the School Readiness operating budget funded by grant revenue
  - i. Bristol Development Authority: Additional appropriation of \$21,312 within the Community Development Block Grant funded by grant revenue

4. Youth Services: Transfer of \$1,507 from the General Fund Contingency account
5. Public Works: Approval of a bid waiver to J. Iapaluccio, Inc. for the East Bristol SSO Reduction Project- Route 229
6. Personnel: Request to review bonding for various City employees
7. Comptroller's Office:
  - a. Transfers of \$1,842,105 within the General Fund as of June 30, 2009
  - b. Transfers of \$2,862 within the Equipment and Building Sinking Fund as of June 30, 2009
  - c. Additional appropriation of \$680,111 within the Special Grants and Donations Fund as of June 30, 2009
  - d. Additional appropriations totaling \$591,448 with the General Fund as of June 30, 2009
  - e. Additional appropriation of \$52,972 within the Equipment and Building Sinking Fund as of June 30, 2009
  - f. Carryovers totaling \$1,502,520 within the General Fund from fiscal year 2008-09 to fiscal year 2009-10 as per the attached listing
  - g. Carryover \$4,000 within the Bristol Development Authority from 2008-09 to fiscal year 2009-10
  - h. Carryovers totaling \$132,000 within the Sewer Operating and Assessment Fund from 2008-09 to fiscal year 2009-10 as per the attached listing
8. New Business:
9. 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
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
3. Consent Agenda:
  - a. Approval of the minutes from the Regular Board of Finance July 28, 2009
  - b. Police Department:
    - a. Transfer of \$1,467 within the Police Department's operating budget

- b. Additional appropriation of \$75,000 within the Special Grants & Donations Fund funded by grant revenue
- c. Community Services: Additional appropriation of \$25 within the Special Grants & Donations Fund funded by a donation
- d. Library: Additional appropriation of \$4,336 funded by Connecticut funds as of June 30, 2009
- e. Probate: Transfer of \$83 within the Probate operating budget
- f. Education:
  - a. Additional appropriation of \$9,145 within the Special Education Grant Fund funded by grant revenue as of June 30, 2009
  - b. Additional appropriation of \$1,816,458 within the Special Education Grant Fund funded by grant revenue
  - c. Reduce the School Readiness Early Childhood grant appropriation by \$2,250 as of June 30, 2009
- g. Personnel: Transfer of \$1,178 within Personnel's operating budget
- h. School Readiness: Additional appropriation of \$333,077 within the School Readiness operating budget funded by grant revenue
- i. Bristol Development Authority: Additional appropriation of \$21,312 within the Community Development Block Grant funded by grant revenue

Glenn noted item 3h. has been revised to \$313,605 per Mary Alice Petrucelli-Timek.

Commissioner Thibeault requested to pull item 3i.

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.

**3i. Bristol Development Authority: Additional appropriation of \$21,312 within the Community Development Block Grant funded by grant revenue**

Commissioner Thibeault questioned if this item was reimbursement for money already spent, and the money was applied for reimbursement and is now being appropriated. Debbie Shapiro confirmed this was true.

Commissioner Moylan made a motion seconded by Commissioner Smith.

"To approve item 3i. as part of the consent agenda and refer to Joint Board."

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

**4. Youth Services: Transfer of \$1,507 from the General Fund Contingency account**

Commissioner Erling made a motion seconded by Commissioner Moylan.

“To transfer \$1,507 from the General Fund Contingency account to the Youth Services Repairs & Maintenance account for boiler repairs”

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

Commissioner Smith questioned if the boiler was new when the building was renovated and if there was still a warranty on it. Neither Eileen McNulty or Walter Veselka knew. Commissioner Smith questioned why a firm from Old Saybrook would be repairing the boiler. Walter Veselka stated the City goes out to bid for these repair services and Harrington Engineering won the contract.

Commissioner Peterson asked why the request is lower than the invoice for the work. Eileen McNulty stated she had money in her repairs and maintenance budget but not enough to cover the expense.

**5. Public Works: Approval of a bid waiver to J. Iapaluccio, Inc. for the East Bristol SSO Reduction Project- Route 229**

Commissioner Smith made a motion seconded by Commissioner Tonon.

“To approve the request for a bid waiver to J. Iapaluccio, Inc. for the installation of a section of a force main through the CT Route 229 widening project.”

Commissioner Peterson asked why the City was seeking a bid waiver.

Walter Veselka explained J. Iapaluccio is the state contractor for the widening of Route 229. The City will be allowed to work within the State’s work zone. This is the cheapest way to do it because the City will not have to mill and overlay the road at another time.

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

**6. Personnel: Request to review bonding for various City employees**

Chairman Miecznikowski stated Glenn and Diane Ferguson are working together to come up with a policy for the bonding of City employees. Glenn explained the City currently has a blanket policy to cover the officials. Glenn is looking to his GFOA association to see what other towns are doing in this area. The Public Works director is bonded in some towns, along with the bond for the Tax Collector rising during peak collection times.

Commissioner Smith questioned Glenn if he was bonded. Glenn stated he was along with Robin under the blanket policy.

This topic is being looked into and will follow up at the September Board of Finance meeting.

**7. Comptroller's Office:**

**a. Transfers of \$1,842,105 within the General Fund as of June 30, 2009**

Commissioner Smith made a motion seconded by Commissioner Tonon.

"To make interdepartmental transfers as of June 30, 2009 totaling \$1,842,105 within the General Fund to close out fiscal year 2008-2009 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. Transfers of \$2,862 within the Equipment and Building Sinking Fund as of June 30, 2009**

Commissioner Tonon made a motion seconded by Mayor Ward.

"To transfer \$2,862 within the Equipment and Building Sinking Fund as of June 30, 2009."

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

**c. Additional appropriation of \$680,111 within the Special Grants and Donations Fund as of June 30, 2009**

Commissioner Thibeault made a motion seconded by Commissioner Erling.

"To make additional appropriations totaling \$680,111 within the Special Grants and Donations Fund as of June 30, 2009 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.

**d. Additional appropriations totaling \$591,448 with the General Fund as of June 30, 2009**

Commissioner Peterson made a motion seconded by Commissioner Smith.

"To make additional appropriations totaling of \$591,448 within the General Fund as of June 30, 2009 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.

- e. Additional appropriation of \$52,972 within the Equipment and Building Sinking Fund as of June 30, 2009**

Mayor Ward made a motion seconded by Commissioner Erling.

“To make an additional appropriation of \$52,972 funded by interest income within the Equipment and Building Sinking Fund as of June 30, 2009 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.

- f. Carryovers totaling \$1,502,520 within the General Fund from fiscal year 2008-09 to fiscal year 2009-10 as per the attached listing**

Commissioner Tonon made a motion seconded by Commissioner Smith.

“To carryover \$1,500,381 within the General Fund from fiscal year 2008-2009 to fiscal year 2009-2010 as per attached listing and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance.”

Commissioner Smith questioned why the money has not been spent on these items and why the carryover is necessary. Just looking at the list of projects it shows there are some which date back to 2004.

The Board requested a more thorough explanation from the Departments requesting the carry over. A detailed explanation is needed as to why the carry over is necessary and why the money was not spent in the fiscal year appropriated.

No action taken on this item. The item will be put on the September agenda.

- g. Carryover \$4,000 within the Bristol Development Authority from 2008-09 to fiscal year 2009-10**

Commissioner Moylan made a motion seconded by Commissioner Smith.

“To carryover \$4,000 within the Bristol Development Authority’s budget from fiscal year 2008-2009 to fiscal year 2009-2010 as per attached listing 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.

- h. Carryovers totaling \$132,000 within the Sewer Operating and Assessment Fund from 2008-09 to fiscal year 2009-10 as per the attached listing

Commissioner Thibeault made a motion seconded by Commissioner Smith.

"To carryover \$132,000 within the Sewer Operating and Assessment Fund from fiscal year 2008-2009 to fiscal year 2009-2010 as per attached listing 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.

---

## 8. New Business

Commissioner Smith made a motion seconded by Mayor Ward.

"To bring the BDA item to the table"

Jonathan Rosenthal explained the Main Street streetscapes project which was approved Monday night by the Bristol Downtown Development Corporation. The project has not changed since submitted but will now be paid for from State funds instead federal funds. Commissioner Thibeault questioned why there is not federal funding available. Jonathan stated the streetscapes and parking garages are handled at the State not at the federal level. Commissioner Thibeault expressed her concern for the State having money to fund this. Jonathan assured the Board the State funding is already in place for this project, through bonding. The City has a signed agreement from the State. Jonathan explained the project is divided into three sections, from the Boulevard to the railroad trestle, from there to the Library and from the Library to Center Street. The third section will be bid as an alternative, and will only be done based on the cost of the other two sections.

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

Commissioner Smith made a motion seconded by Mayor Ward.

"To approve the request."

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

Chairman Miecznikowski noted there have been several items submitted past the deadline for the Board's agenda. In the future, all late items will need to be approved by Chairman Miecznikowski. A Memo will be sent to Department Heads stating this.

Commissioner Smith made a motion seconded by Mayor Ward.

"To bring the Public Works item to the table."

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

Commissioner Smith made a motion seconded by Commissioner Moylan.

“To approve the request for a bid waiver to Tyler Equipment Corporation, Inc. for the repair of the 1996 Volvo L70C loader.”

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

**9. 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

Cheryl Thibeault asked how the current year tax collections were in comparison to last year. Glenn stated he spoke with Theresa Babon, Tax Collector, and the City is slightly ahead of last year. The City is right on target, at approximately 98.05%. Commissioner Smith stated the media shows other communities are in the same ball park.

Glenn reviewed anticipated 2010-2011 budget issues which estimate to a deficiency of \$8.6 million. Glenn asked for guidance from the Board for a game plan, or any questions regarding the budget. The Board held a discussion on the 2010-2011 budget and the challenges the City will face. The City is going to have to find a more effective way to conduct business and deliver services. The uncertainty of the State budget leaves the City with many questions regarding funding and services offered.

Dr. Streifer provided some insight on what the Board of Education is doing to save money. The Board of Education has started right out of the gate, taking 20% from all non salary accounts. Principals were instructed to make sure all expenses, especially those in May/June like graduation were budgeted for in the 80% they are allowed to spend. Special Education costs are now under control and a number of additional steps were initiated to control costs. Three administrative positions were not filled, along with eleven or twelve non certified positions. A retirement incentive program will be presented in July.

Commissioner Smith stated there are some things the City can control and some things that can't be controlled. The City will not be able to remain flat. The only way this will work is to find a more efficient way to run business. Departments will need to find a different way to present their current services or different services.

Commissioner Moylan stated she thought this was the appropriate time to ask for 5% and 10% reduction scenarios from all departments. Commissioner Thibeault thought it would be appropriate to figure out what the hours are for overtime that drives the dollars.

Glenn stated this has started the process, but the monumental task before the Board will take a lot of work on everyone's part. The Mayor will be meeting with Department Heads next week and will start to ask for ideas and suggestions for the budget.

10. Any other matter to come before said meeting.

11. Adjournment

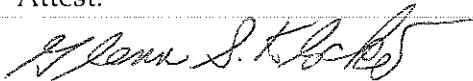
Mayor Ward made a motion seconded by Commissioner Smith.

“to adjourn at 7:43 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