



**City of Bristol
Board of Finance Meeting
August 23, 2011**

A meeting of the Board of Finance was held on Tuesday, August 23, 2011 at 6:30 p.m. in the City Hall, Council Chambers of City Hall, 111 North Main Street, Bristol, Connecticut. The following were in attendance: Chairman Rich Miecznikowski, Vice Chairman John Smith, Commissioners Lisa Casey, Greg Fradette, Cheryl Thibeault, Paul Tonon and Robert Vojtek. Mayor Ward and Bob Casar were absent. Also present from the Comptroller's Office: Glenn Klocko and Robin Manuele.

August 16, 2011

Ladies and Gentleman:

The Regular Board of Finance Meeting will be held on Tuesday, August 23, 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.
Pledge of Allegiance**
- 2. Public Participation**
- 3. Consent Agenda**
 - a. Approval of the minutes from the Board of Finance Meeting
July 26, 2011**
 - b. Aging: Additional appropriation of \$44,993 within the General Fund for Dial-A-Ride**
 - c. Library: Transfer of \$2,430 within the Children's Library operating budget within fiscal year 2011-2012**
 - d. Youth Services: Transfers totaling \$8,974.12 within the Interdistrict CoOperative Grant Program as of June 30, 2011**
 - e. Education: Additional appropriation of \$874 within the Special Education Grant Fund**
 - f. Water Pollution Control: Transfer totaling \$27,202 within WPC operating budget as of June 30, 2011**
 - g. School Readiness: Additional appropriation of \$2,119,774 funded by grant revenue**
- 4. Parks Department: Additional appropriation of \$1,600 funded by grant revenue and \$400 transfer from General Fund Contingency account**
- 5. Youth Services:**
 - a. Carryover totaling \$22,940 from fiscal year 2010-2011 to fiscal year 2011-2012**
 - b. Transfer of \$15,080 within fiscal year 2011-2012**
- 6. Various Departments:**
 - a. Transfers totaling \$2,998,631 within the General Fund as of June 30, 2011**
 - b. Carryovers totaling \$721,955 within the General Fund from fiscal year 2010-2011 to fiscal year 2011-2012**

7. Comptroller's Office:
 - a. Transfer of \$408,848 within the General Fund
 - b. Transfer of \$55,000 within the General Fund
 - c. Additional appropriation of \$408,484 within the Equipment Building Sinking Fund
 - d. Additional appropriation of \$55,000 within the Equipment Building Sinking Fund
 - e. To amend the scope of the \$5,460,000 Broad Street Pump Station Force Main project
8. New Business:
9. Old Business:
 - a. Monthly Update on General Fund
 - b. Monthly Update on BDDC
 - c. Monthly Update on Centre Mall 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 minutes from the Board of Finance Meeting
July 26, 2011
 - b. Aging: Additional appropriation of \$44,993 within the General Fund for Dial-A-Ride
 - c. Library: Transfer of \$2,430 within the Children's Library operating budget within fiscal year 2011-2012
 - d. Youth Services: Transfers totaling \$8,974.12 within the Interdistrict CoOperative Grant Program as of June 30, 2011
 - e. Education: Additional appropriation of \$874 within the Special Education Grant Fund
 - f. Water Pollution Control: Transfer totaling \$27,202 within WPC operating budget as of June 30, 2011
 - g. School Readiness: Additional appropriation of \$2,119,774 funded by grant revenue

Commissioner Smith 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."

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

4. Parks Department: Additional appropriation of \$1,600 funded by grant revenue and \$400 transfer from General Fund Contingency account

Commissioner Fradette made a motion seconded by Commissioner Smith.

"To make an additional appropriation of \$1,600 within the Special Grants and Donations Fund and transfer \$400 from the General Fund Contingency account for the Recreational Trails 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.

5. Youth Services:

a. Carryover totaling \$22,940 from fiscal year 2010-2011 to fiscal year 2011-2012

Commissioner Casey made a motion seconded by Commissioner Fradette.

"To carryover \$22,940 from fiscal year 2010-2011 to fiscal year 2011-2012 for Youth Services and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Chairman Miecznikowski questioned if the employee funded through the grant would be eliminated or stay on the payroll, if the City did not receive the grant. Eileen McNulty stated if the position is not grant funded, there would need to be discussion held on the value of the position and any other resources available for funding. Tonight's appropriation will carry this position through mid December. The labor is shared between the Board of Education within the school system. Commissioner Thibeault questioned if this position could be made part time. Eileen stated she is in the predicament every two years; a letter of preliminary award is on file. This one position is full time and there are several part-time positions which work for the program.

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

b. Transfer of \$15,080 within fiscal year 2011-2012

Commissioner Wojtek made a motion seconded by Commissioner Smith.

"To transfer \$15,080 within fiscal year 2011-2012 for salary costs for Youth Services 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.

6. Various Departments:

a. Transfers totaling \$2,998,631 within the General Fund as of June 30, 2011

Commissioner Casey made a motion seconded by Commissioner Smith.

"To approve interdepartmental transfers totaling \$2,998,631 within the General Fund as of June 30, 2011 and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Commissioner Smith asked how the amount this year compares to other years. Robin Manuele stated it was a bit higher. Commissioner Thibeault requested a report of the account balances once the transfer is posted. This information will be distributed after posting.

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

b. Carryovers totaling \$721,955 within the General Fund from fiscal year 2010-2011 to fiscal year 2011-2012

Commissioner Tonon made a motion seconded by Commissioner Smith.

"To carryover \$721,955 within the General Fund from fiscal year 2010-2011 to fiscal year 2011-2012 and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Commissioner Smith asked if any of these projects are multi year carryovers. Robin explained if the project code starts with a number less than 11, it is from a prior year. For example, project code 11032 is the current fiscal year, but code 10015 is from last fiscal year and 08060 is from fiscal year 2007-08.

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

7. Comptroller's Office:

a. Transfer of \$408,848 within the General Fund

Commissioner Thibeault made a motion seconded by Commissioner Tonon.

"To transfer \$408,848 within the General Fund as of June 30, 2011 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 \$55,000 within the General Fund

Commissioner Smith made a motion seconded by Commissioner Tonon.

"To transfer \$55,000 within the General Fund as of June 30, 2011 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. Additional appropriation of \$408,484 within the Equipment Building Sinking Fund

Commissioner Fradette made a motion seconded by Commissioner Tonon.

"To make an additional appropriation of \$408,484 within the Equipment Building Sinking Fund as of June 30, 2011 for Public Buildings 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 appropriation of \$55,000 within the Equipment Building Sinking Fund

Commissioner Casar made a motion seconded by Commissioner Smith.

"To make an additional appropriation of \$55,000 within the Equipment Building Sinking Fund as of June 30, 2011 for Economic Development 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. To amend the scope of the \$5,460,000 Broad Street Pump Station Force Main project

Commissioner Vojtek made a motion seconded by Commissioner Smith.

"To approve the resolution amending the scope of the \$5,460,000 Broad Street Pump Station Force Main Installation Project, to waive the reading of the resolution but to include it as part of the minutes, and to recommend approval of this action to a joint meeting of the City Council and Board of Finance."

Commissioner Smith questioned how the project is progressing. Walter Veselka gave an update on the project, which is progressing very well. This resolution allows for additional work to be done within the appropriation. The bonding resolution is very specific and this will amend the scope.

Commissioner Fradette:	Yes	Commissioner Thibeault:	Yes
Commissioner Casey:	Yes	Commissioner Tonon:	Yes
Commissioner Vojtek:	Yes	Chairman Miecznikowski:	Yes
Commissioner Smith:	Yes		

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

RESOLUTION AMENDING THE SCOPE OF THE \$5,460,000 BROAD STREET PUMP STATION FORCE MAIN INSTALLATION PROJECT

WHEREAS, at meeting of the Board of Finance held March 22, 2011 and at joint meeting by the City Council and Board of Finance held April 12, 2011, the City of Bristol determined the necessity of and approved an appropriation and financing authorization in the amount of \$5,460,000 for design and installation of a new 24" relief forcemain from the Broad Street Pump Station to the City's Water Pollution Control Facility and related site and other work as required; and

WHEREAS, it is advisable to amend the scope of such project to include additional improvements to the City's sanitary sewer system to be undertaken within the \$5,460,000 appropriation and financing authorization approved for such project;

NOW, THEREFORE, RESOLVED,

(a) That, pursuant to Section 25 of the City Charter, the Board of Finance of the City of Bristol hereby determines that it is necessary to undertake (1) design and installation of an approximately 1,500 foot long relief sewer from Frederick Street, along the east side of the Coppermine Brook and Pequabuck River, under the railroad trestle bridge and into the pumping station located at 200 Broad Street, (2) design, permitting and, to the extent of available funds, installation of capped pipe sections under the Coppermine Brook to be located behind the Hubble School, at the dead end of Marine Court, and approximately 300 feet north of Artisan Street, and (3) related site and other work as required, to be funded from the FIVE MILLION FOUR HUNDRED SIXTY THOUSAND DOLLARS (\$5,460,000) appropriation approved at meeting of the Board of Finance held March 22, 2011 and at joint meeting by the City Council and Board of Finance held April 12, 2011 for design and installation of a new 24" relief forcemain from the Broad Street Pump Station to the City's Water Pollution Control Facility, the scope of which project is hereby amended to include the aforesaid relief sewer and capped pipe section improvements, and related site and other work as required. Said appropriation includes the \$5,460,000 approved by the Board of Finance on April 22, 2008 and by the Joint Board on May 19, 2008 as part of the 2008-2009 Capital Budget.

(b) The appropriation may be spent for design and construction costs, equipment, materials, land and easement acquisition, site improvements, engineering fees, legal fees, net interest on borrowings and other financing costs, and other expenses related to the project. The Board of Finance, subject to approval by a joint meeting by the City Council

and Board of Finance, may reduce or modify the scope of the project if funds are insufficient to complete the entire project, and the entire appropriation may be spent on the project as so reduced or modified. The appropriation is subject to approval by a joint meeting by the City Council and Board of Finance.

(c) The \$5,460,000 appropriation shall be funded from borrowing less any grants received for the project.

FURTHER RESOLVED, That under authority of and in compliance with the City Charter and any other acts of the General Assembly of the State of Connecticut thereto enabling, the Board of Finance of the City of Bristol hereby determines that it is necessary to issue bonds or notes in the principal sum of FIVE MILLION FOUR HUNDRED SIXTY THOUSAND DOLLARS (\$5,460,000), and issue and renew temporary notes from time to time in anticipation of such bonds and notes, to finance the aforesaid appropriation in the same amount, the scope of which shall be amended as stated above, if approved by a joint meeting of the City Council and the Board of Finance. The bonds or notes and temporary notes shall be issued pursuant to resolutions approved at meeting of the Board of Finance held March 22, 2011 and at joint meeting by the City Council and Board of Finance held April 12, 2011 authorizing the issuance of \$5,460,000 borrowings for the aforesaid project.

8. **New Business:**
9. **Old Business:**
 - a. **Monthly Update on General Fund**
 - b. **Monthly Update on BDDC**
 - c. **Monthly Update on Centre Mall Fund**
10. **Any other matter to come before said meeting**

Chairman Miecznikowski stated there was an article in the newspaper about a cover up. There was positively no cover up, and he is extremely disappointed with the allegations against the Mayor, Glenn and himself. Understandably, this is the silly season with politics. Since being on the board 25 years, there has never been any problems with accusations against the volunteers on the Board whether Republican, Democrat or Independent. The Board does not play politics and everyone has a voice and opinion. The main mission of the Board is to balance revenues and expenditures, keep up infrastructure and set the mill rate. If there was ever a cover up, would the Chairman of the Board of Finance be in the office of the Republican party Chairman's Office? When the situation first came about, Chairman Miecznikowski contacted Senator Welch directly for more information. Senator Welch was not aware of this public act, it was later learned this was part of the implementer bill. Governor Malloy signed the bill on July 13. Representative Nicastro was contacted to locate more information. Before any announcement was made, Chairman Miecznikowski wanted to make sure everything was official. He did not want this be blown out of proportion, until notification was received. Every Board of Finance member was contacted except Lisa Casey because the Chairman was unable to contact her. Conversations have been held with the Chairman,

Mayor and Glenn. The Board of Finance should not be part of silly season. The situation reminds Chairman Miecznikowski of the Shakespeare play, Much Ado About Nothing.

Commissioner Smith stated it is unfortunate people make blanket statements without reinforcement, it doesn't solve any problems and creates issues. Chairman Miecznikowski needed to clear the air.

Commissioner Wojtek stated he is so impressed with the diligence of the Board, not making decisions on the spot and gathering the facts.

Commissioner Fradette stated at the Joint Board meeting there was an option, to use Fund Balance or not. Now, there is not a choice. Fund Balance may be the only option the Board has at this point in time.

Commissioner Thibeault stated the implementer bill is dangerous. Corporation Counsel should look out for those. Cheryl asked if it was possible to use the \$780,000 against the \$2.5 million.

Glenn Klocko stated clarification is needed from the State. From what he understands any additional appropriation counts toward the \$2.5 million. The \$780,000 could fall to Fund Balance and appropriate from Fund Balance. Also, on the calculation the base is approximately \$10,000 more then expected. \$10,000 was appropriated for a lawsuit, but now looks like it is part of the base. Also, in a letter from the State it references information certified on August 4. The City does not have a copy of this information, and Glenn will be asking the Mayor to obtain a copy. It also appears telecommunication funds appropriated annually are included in the base. Glenn explained the Mayor should submit a formal request asking for a certified copy with back up. This document could become part of the budget process which the Board could go over with Dr. Streifer. Glenn stated the State needs to provide clarification on the funding of the \$2.5 million.

11. Adjournment

Commissioner Smith made a motion seconded by Commissioner Thibeault.

"to adjourn at 7:15 p.m."

Attest:



Glenn S. Klocko
Board of Finance Clerk