



City of Bristol
Board of Finance Meeting
August 24, 2010

A meeting of the Board of Finance was held on Tuesday, August 24, 2010 at 6:30 p.m. in the City Hall, Council Chambers, 1st floor, 111 North Main Street, Bristol, Connecticut. The following Commissioners were in attendance: Chairman Miecznikowski, Mayor Ward (entered at 6:38), Commissioners Lisa Casey (enter at 6:34) Paul Tonon, Cheryl Thibeault, Robert Casar, Greg Fradette and Robert Vojtek. John Smith was absent. Also present from the Comptroller's Office: Glenn Klocko and Robin Manuele.

August 17, 2010

Ladies and Gentlemen:

The Regular Board of Finance Meeting will be held on Tuesday, August 24, 2010 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 July 27, 2010
 - b. Community Services: Additional appropriation of \$15,000 within the Special Grants & Donations Fund
 - c. Police Department: Additional appropriation of \$38,171 within the Special Grants & Donations Fund funded by grant revenue
 - d. Public Works: Additional appropriation of \$270,000 funded by LoCIP funds
 - e. School Readiness:
 1. Additional appropriation of \$2,119,776 funded by grant revenue for the School Readiness & Child Care Grant program
 2. Additional appropriation of \$31,559 for the Quality Enhancement Grant
4. Fire Department: Request for a bid waiver to AAA Emergency Supply Co.
5. Bristol Development Authority: Transfer of \$15,000 from the General Fund Contingency account for 316 Park Street remediation
6. Corporation Counsel: Transfer of \$10,000 from the General Fund Contingency account for the purchase of 316 Park Street
7. Comptroller's Office:
 - a. Transfers totaling \$705,101 within the General Fund as of June 30, 2010
 - b. Transfers totaling \$53,024 within the Water Pollution Control's operating budget as of June 30, 2010
 - c. Additional appropriations totaling \$908,746 with the General Fund as of June 30, 2010

- d. Additional appropriations totaling \$1,486,578 within the Special Grants and Donations Fund as of June 30, 2010
 - e. Carryovers totaling \$190,452 within the General Fund from fiscal year 2009-10 to fiscal year 2010-11 as per the attached listing
8. New Business:
 - a. Comptroller's Office: Fraud Risk Assessment
 9. Old Business:
 - a. Monthly Update on General Fund
 - b. Monthly Update on Centre Mall
 - c. 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

3. Consent Agenda:

- a. Approval of the minutes from the Regular Board of Finance Meeting July 27, 2010
- b. Community Services: Additional appropriation of \$15,000 within the Special Grants & Donations Fund
- c. Police Department: Additional appropriation of \$38,171 within the Special Grants & Donations Fund funded by grant revenue
- d. Public Works: Additional appropriation of \$270,000 funded by LoCIP funds
- e. School Readiness:
 1. Additional appropriation of \$2,119,776 funded by grant revenue for the School Readiness & Child Care Grant program
 2. Additional appropriation of \$31,559 for the Quality Enhancement Grant

Commissioner Thibeault made a motion seconded by Commissioner Tonon.

"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 Thibeault requested to remove item 3d.

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

3d. Public Works: Additional appropriation of \$270,000 funded by LoCIP funds

Commissioner Thibeault applauded the efforts of the Public Works Committee to try and recoup some of the costs of running the transfer station. This is a significant investment, almost \$300,000, when you add it all up including maintenance. Anything the Board of Finance decides will be a burden on the taxpayer. It is completely understandable the \$20 a year charged right now does not cover the costs of running the transfer station.

Commissioner Thibeault does not feel she has enough information at this time to make this decision. She would like to see a payback analysis along with an analysis of what is driving up the operational costs. There may be cost controls or reductions which could be put in place.

Walter explained the project and automated system. The transfer station will be a pay as you throw system based on the fee schedule set by the Public Works Board. The entire project includes purchasing two scales, the automated software and the transponders. The system is similar to the EZ Pass system where an account is set up and the system reads the transponder on the windshield. The actual setting of a fee structure for the operation of the station will require the Board of Public Works to publish notice of the proposed fees, conduct a public hearing to receive comments from the public and then adopt the fees in a public meeting. After adoption the Board is required to inform the City Council of their action.

The Board held a discussion on the new system and their concerns.

Commissioner Thibeault made a motion seconded by Commissioner Tonon.

"To defer back to the Public Works Board for a payback analysis."

Commissioner Fradette	No	Chairman Mieczkowski	Yes
Commissioner Casey	Yes	Commissioner Thibeault	Yes
Commissioner Wojtek	No	Commissioner Tonon	Yes
Mayor Ward	No	Commissioner Casar	Yes

Motion passed.

4. Fire Department: Request for a bid waiver to AAA Emergency Supply Co.

Commissioner Tonon made a motion seconded by Commissioner Casar.

"To approve the request for a bid waiver to AAA Emergency Supply Co. for a thermal imaging camera."

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

5. Bristol Development Authority: Transfer of \$15,000 from the General Fund Contingency account for 316 Park Street remediation

Commissioner Fradette made a motion seconded by Mayor Ward.

"To transfer \$15,000 from the General Fund Contingency account for the remediation of 316 Park Street and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Commissioner Thibeault thanked Robyn Bugbee and Dave Bertnagel for answering her questions on this item ahead of time.

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

6. Corporation Counsel: Transfer of \$10,000 from the General Fund Contingency account for the purchase of 316 Park Street

Glenn explained this item has been revised to \$11,500 due to closing cost estimates.

Commissioner Casar made a motion seconded by Commissioner Tonon.

"To transfer \$11,550 from the General Fund Contingency account for the purchase of 316 Park Street 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.

7. Comptroller's Office:

a. Transfers totaling \$705,101 within the General Fund as of June 30, 2010

Glenn stated these items from the Comptroller's Office are for year end close out in preparation of the audit.

Commissioner Vojtek made a motion seconded by Mayor Ward.

"To make interdepartmental transfers totaling \$705,101 within the General Fund as of June 30, 2010 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 totaling \$53,024 within the Water Pollution Control's operating budget as of June 30, 2010

Commissioner Fradette made a motion seconded by Mayor Ward.

"To make interdepartmental transfers totaling \$53,024 within the Sewer Operating and Assessment Fund as of June 30, 2010 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 appropriations totaling \$908,746 with the General Fund as of June 30, 2010

Commissioner Thibeault made a motion seconded by Commissioner Tonon.

"To make additional appropriations totaling \$908,746 within the General Fund as of June 30, 2010 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 \$1,486,578 within the Special Grants and Donations Fund as of June 30, 2010

Commissioner Tonon made a motion seconded by Commissioner Casar.

"To make additional appropriations totaling \$1,486,578 within the Special Grants and Donations Fund as of June 30, 2010 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. Carryovers totaling \$190,452 within the General Fund from fiscal year 2009-10 to fiscal year 2010-11 as per the attached listing

Commissioner Casar made a motion seconded by Commissioner Thibeault.

"To carryover \$190,452 within the General Fund from fiscal year 2009-2010 to fiscal year 2010-2011 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:

a. Comptroller's Office: Fraud Risk Assessment

Glenn explained he met with the auditors and Chairman Miecznikowski last month preparing for the audit. There are a series of questions which are reviewed every year, which include any major staffing or policy changes. At the Board of Education Scotty Smyth has retired, the City has a new Tax Collector along with a new Treasurer and Deputy Treasurer. The auditors suggested the City perform a fraud risk assessment. The proposal before the Board is for all departments excluding Water. MIS has also replaced servers recently, which the process should be reviewed regarding the data storage and disposal. This risk assessment goes beyond the scope of the annual audit of the financial statements.

Mayor Ward stated he would like a cost estimate to include the Water Department. The Water Department receives a lot of money and now takes credit cards.

Commissioner Fradette questioned if the risk assessment could be included as part of our crime bond. They may provide the services as part of our policy. Glenn will have Tracy Driscoll check with Travelers to see what services are offered and the extent of their audit. Glenn stated our auditors are familiar with departments, policies, procedures, financials and processes. If a new company came in to perform the audit the system would have to be explained to them.

This item will be followed up on September's agenda.

9. Old Business:

- a. **Monthly Update on General Fund**
- b. **Monthly Update on Centre Mall**
- c. **Monthly Update on Downtown Development Fund**

10. Any other matter to come before said meeting

Commissioner Tonon suggested Cheryl work with Public Works to expedite the payback analysis of the scale. Cheryl's expertise may provide valuable information.

11. Adjournment

Mayor Ward made a motion seconded by Commissioner Tonon.

"to adjourn at 7:23 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