



**City of Bristol  
Board of Finance Meeting  
August 26, 2008**

A regular meeting of the Board of Finance was held on August 26, 2008 at 6:30 p.m. in the City Hall, Meeting Room, 1<sup>st</sup> 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, Paul Tonon, Mark Peterson and Cheryl Thibeault. Janet Moylan was absent. Also present from the Comptroller's Office: Glenn Klocko and Robin Manuele.

**August 19, 2008**

**Ladies and Gentlemen:**

The Regular Board of Finance Meeting will be held on Tuesday, August 26, 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. Committee Reports: Insurance Committee- August 15, 2008**
- 4. Consent Agenda:**
  - a. Approval of the minutes from the Regular Board of Finance July 22, 2008**
  - b. Education:**
    - 1. Additional appropriation of \$3,763 within the Special Educational Grant Fund funded by grant revenue.**
    - 2. Additional appropriation of \$4,991 within the Special Grants and Donations Fund funded by grant revenue.**
  - c. Youth Services:**
    - 1. Additional appropriation of \$7,550 funded by grant revenue**
    - 2. Additional appropriation of \$4,000 funded by grant revenue**
  - d. Water Pollution Control: Transfers of \$10 within the Sewer Operating and Assessment Fund as of June 30, 2008**
  - e. City Clerk: Refer the Historic Document Preservation Grant to Miscellaneous Matters Committee**
  - f. School Readiness: Additional appropriation of \$2,091,188 funded by grant revenue**
  - g. BDA: Refer the CT DEP Recreational Trails Grant to Miscellaneous Matters Committee**
  - h. Police Department:**
    - 1. Refer the 2008-2009 DUI Enforcement Grant to Miscellaneous Matters Committee**

2. Additional appropriation of \$10,623 funded by grant revenue
3. Transfer of \$4,000 to replenish the Police Drug Forfeiture Account
5. Probate Court: Transfer of \$3,980 within the General Fund
6. Comptroller's Office:
  - a. Transfers of \$1,942,343.58 within the General Fund as of June 30, 2008
  - b. Transfers of \$1,261 within the Equipment and Building Sinking Fund as of June 30, 2008
  - c. Additional appropriation of \$552,994 within the Special Grants and Donations Fund as of June 30, 2008
  - d. Additional appropriations totaling \$561,378 with the General Fund as of June 30, 2008
  - e. Additional appropriation of \$109,849 within the Equipment and Building Sinking Fund as of June 30, 2008
  - f. Carryovers totaling \$1,888,051 within the General Fund from fiscal year 2007-08 to fiscal year 2008-09 as per the attached listing
  - g. Carryovers totaling \$80,000 within the Sewer Operating and Assessment Fund from 2007-08 to fiscal year 2008-09 as per the attached listing
7. New Business:
8. Old Business:
  - a. Monthly Update on General Fund
  - b. Monthly Update on Centre Mall
  - c. Monthly Update on Downtown Development Fund
9. Any other matter to come before said meeting
10. 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. **Committee Reports: Insurance Committee- August 15, 2008**

The Insurance Committee recently met to discuss Public Act No. 05-38, the claims audit, the Wellness Program and the City Self Insurance. Committee Chairman John Smith provided a brief report with the result of the meeting. A motion came out of the meeting to update the City's Purchasing Manual. The Claims audit is expected to be completed by mid-September. AON Consulting is working with the City on creating a Wellness Program.

Commissioner Peterson made a motion seconded by Commissioner Messier.

"In accordance with C.G.S. 49-4, to modify the Purchasing Manual, Section 3.F. Bonding and Insurance Requirements, as follows: Construction contracts where the cost exceeds \$100,000 shall require a labor and materials ("payment") bond and a performance bond guaranteed by a surety licensed to do business in the State of Connecticut"

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

Commissioner Peterson made a motion seconded by Commissioner Messier.

"To accept the Insurance Committee report as presented by Committee Chairman John Smith and place on file."

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

**4. Consent Agenda:**

- a. **Approval of the minutes from the Regular Board of Finance July 22, 2008**
- b. **Education:**
  1. **Additional appropriation of \$3,763 within the Special Educational Grant Fund funded by grant revenue.**
  2. **Additional appropriation of \$4,991 within the Special Grants and Donations Fund funded by grant revenue.**
- c. **Youth Services:**
  1. **Additional appropriation of \$7,550 funded by grant revenue**
  2. **Additional appropriation of \$4,000 funded by grant revenue**
- d. **Water Pollution Control: Transfers of \$10 within the Sewer Operating and Assessment Fund as of June 30, 2008**
- e. **City Clerk: Refer the Historic Document Preservation Grant to Miscellaneous Matters Committee**
- f. **School Readiness: Additional appropriation of \$2,091,188 funded by grant revenue**
- g. **BDA: Refer the CT DEP Recreational Trails Grant to Miscellaneous Matters Committee**
- h. **Police Department:**
  1. **Refer the 2008-2009 DUI Enforcement Grant to Miscellaneous Matters Committee**
  2. **Additional appropriation of \$10,623 funded by grant revenue**
  3. **Transfer of \$4,000 to replenish the Police Drug Forfeiture Account**

Commissioner Messier 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.

**i. Police Department:**

**1. Refer the 2008-2009 DUI Enforcement Grant to Miscellaneous Matters Committee**

Chairman Miecznikowski noted the City share increases each year and questioned if the complete grant was used for overtime. Chief Divenere confirmed all the money would be used for DUI stops performed on overtime and the grant can also be charged 35% for Health Care benefits.

Commissioner Smith made a motion seconded by Commissioner Tonon.

“To refer the 2008-2009 DUI Enforcement Grant to Miscellaneous Matters Committee”

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

**3. Transfer of \$4,000 to replenish the Police Drug Forfeiture Account**

Commissioner Smith made a motion seconded by Commissioner Messier.

“To transfer of \$4,000 to replenish the Police Drug Forfeiture Account”

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

**5. Probate Court: Transfer of \$3,980 within the General Fund**

Commissioner Erling made a motion seconded by Commissioner Smith.

“To transfer \$3,980 within the General Fund to Probate Court- Furniture and Fixtures for furniture.”

Commissioner Erling questioned if this was going through the City’s Purchasing Dept. Judge Andre Dorval stated he was working with Roger Rousseau for the purchase of the furniture for the expansion of the Probate Court.

Commissioner Messier questioned which account this money was coming from. Comptroller Glenn Klocko explained this was a miscellaneous account within the General Fund used for similar purposes, if a motor which costs \$500-\$600 was to break down it would be paid out of here because it is unanticipated.

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

**6. Comptroller's Office:**

**a. Transfers of \$1,942,343.58 within the General Fund as of June 30, 2008**

Commissioner Smith made a motion seconded by Commissioner Erling.

"To make interdepartmental transfers as of June 30, 2008 totaling \$1,942,343.58 within the General Fund to close out fiscal year 2007-2008 and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

The Board of Finance would like to see the Departments come before the Board at the time the money is needed instead of waiting until the end of the fiscal year. The Board would also like to have a workshop before the 2009-2010 budget starts to discuss the impact of the 2008-2009 budget on the next fiscal year.

Commissioner Thibeault questioned the review of these transfers. Comptroller Glenn Klocko stated his office reviews the transfers. There is a financial statement issued with the audit that has the original budget, any transfers and then the amended budget. This information will be distributed to the Departments at the kick-off meeting.

Commissioner Messier commented on the number of transfers within the Public Works Department budget. Glenn explained because there are several divisions within Public Works they have one of the largest budgets and the most individual line items. Commissioner Thibeault questioned the deficit in recycling bins due to unanticipated recycling bin purchase. Walter Veselka explained the enforcement of recycling along with education increased recycling. Very late in the year Public Works ran out of bins and needed to order more.

Assistant Comptroller Robin Manuele commented on the deficit in Employee Benefits. The Compensated Absence line item is not budgeted for but there is a designation in Fund Balance on the Balance Sheet for this purpose. Payouts for sick and vacation pay for retirements and terminations are paid here and the deficit was covered by other line items with excess money at the end of the year. Over \$490,000 was transferred to cover this deficit.

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

**b. Transfers of \$1,261 within the Equipment and Building Sinking Fund as of June 30, 2008**

Mayor Ward made a motion seconded by Commissioner Erling.

"To transfer \$1,261 within the Equipment and Building Sinking Fund as of June 30, 2008."

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

**c. Additional appropriation of \$552,994 within the Special Grants and Donations Fund as of June 30, 2008**

Commissioner Thibeault made a motion seconded by Commissioner Erling.

"To make additional appropriations totaling \$552,994 within the Special Grants and Donations Fund 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 Chairman declared the motion carried.

**d. Additional appropriations totaling \$561,378 with the General Fund as of June 30, 2008**

Commissioner Messier made a motion seconded by Commissioner Smith.

"To make additional appropriations totaling of \$561,378 within the General Fund 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 Chairman declared the motion carried.

**e. Additional appropriation of \$109,849 within the Equipment and Building Sinking Fund as of June 30, 2008**

Commissioner Erling made a motion seconded by Commissioner Smith.

"To make an additional appropriation of \$109,849 funded by interest income within the Equipment and Building Sinking Fund 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 Chairman declared the motion carried.

**f. Carryovers totaling \$1,888,051 within the General Fund from fiscal year 2007-08 to fiscal year 2008-09 as per the attached listing**

Commissioner Peterson made a motion seconded by Commissioner Smith.

Commissioner Thibeault questioned where the cash was for these carryovers. Glenn explained these are items in the fiscal year 2007-2008 budget which have not yet been purchased and the money is in the current year to carry over for these items to be purchased in 2008-2009. There are a number of reasons as to why these items were not expended in the current fiscal year. Commissioner Thibeault stated if this money was not carried over it would fall to Fund Balance.

"To carryover \$1,888,051 within the General Fund from fiscal year 2007-2008 to fiscal year 2008-2009 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 Chairman declared the motion carried.

- g. Carryovers totaling \$80,000 within the Sewer Operating and Assessment Fund from 2007-08 to fiscal year 2008-09 as per the attached listing**

Commissioner Tonon made a motion seconded by Commissioner Smith.

"To carryover \$80,000 within the Sewer Operating and Assessment Fund from fiscal year 2007-2008 to fiscal year 2008-2009 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 Chairman declared the motion carried.

**7. New Business:**

None

**8. Old Business:**

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

The Board received communication from BDDC, which stated their funding would carry through the fiscal year and if more money was needed the Corporation would follow the Board of Finance procedures. Commissioner Smith thought the letter was a rather nebulous response; the BDDC must have a general timeline that they could share with the Finance Board. Glenn suggested the issue be readdressed at the budget kick-off time.

Commissioner Thibeault requested to see a report which stated the original, amended and final budget of the Departments.

**9. Any other matter to come before said meeting.**

**10. Adjournment.**

Commissioner Smith made a motion seconded by Commissioner Tonon.

"To adjourn at 7:00 p.m."

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

Attest:

A handwritten signature in black ink, appearing to read "Glenn S. Klocko". The signature is fluid and cursive, with a long horizontal stroke at the end.

Glenn S. Klocko  
Board of Finance Clerk