

**City of Bristol
Board of Finance Meeting
August 28, 2007**

A regular meeting of the Board of Finance was held on Tuesday, August 28, 2007 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, Commissioners John Smith, Mark Peterson, Ron Messier, and Mayor Stortz. Commissioners Janet Moylan and Don Soucy were absent. Also present from the Comptroller's Office: Robin Manuele and Glenn Klocko.

August 21, 2007

Ladies and Gentlemen:

**The Regular Board of Finance Meeting will be held on Tuesday,
August 28, 2007 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 Board of Finance Meeting- July 24, 2007**
 - b. Police Department:**
 - a. Additional appropriation of \$600 funded by grant revenue for the Expanded DUI Enforcement Grant**
 - b. Additional appropriation of \$30,209 funded by grant revenue for the Edward Byrne Memorial Justice Assistance Grant**
 - c. Community Services: Additional appropriation of \$525 within the Special Grants and Donations Fund funded by a donation**
 - d. Board of Education: Additional appropriation of \$25,000 within the Special Education Grant Fund funded by grant revenue**
 - e. School Readiness: Additional appropriation of \$1,594,027 within the General Fund funded by grant revenue**
- 4. Parks and Recreation: Transfer of \$3,600 within the Parks and Recreation Operating budget for workstations**
- 5. Board of Education: Additional appropriation of \$237,876 funded by additional State grant revenue as of June 30, 2007**
- 6. Public Works:**
 - a. Additional appropriation of \$20,000 within the WPC CNR fund**
 - b. Additional appropriation of \$35,000 within the WPC Operating budget**
 - c. Additional appropriation of \$19,800 within the WPC CNR fund**
 - d. Additional appropriation of \$106,000 within the LoCIP Projects Fund funded by grant revenue and a transfer of \$54,000 within the Sewer Operating and Assessment Fund**
 - e. Transfer of \$13,310 from the General Fund Contingency Account for services with QScend**

7. **Library:**
 - a. Transfer of \$2,245 from the General Fund Contingency account for pick-up truck
 - b. Additional appropriation of \$1,400 funded by the sale of property & equipment
8. **Comptroller's Office**
 - a. Transfers of \$366,063 within the Equipment and Building Sinking Fund as of June 30, 2007
 - b. Additional appropriation of \$611,651 within the Special Grants and Donations Fund as of June 30, 2007
 - c. Additional appropriation totaling \$260,262 with the General Fund as of June 30, 2007
 - d. Additional appropriations of \$163,922 to the Capital Projects Schools Fund Contingency account as of June 30, 2007
 - e. Additional appropriation of \$167,835 within the Equipment and Building Sinking Fund as of June 30, 2007
 - f. To authorize closeout of accounts in the Capital Projects Schools Fund as of June 30, 2007
 - g. Additional appropriation of \$71,904 within the Special Grants and Donations Fund funded by grant
 - h. Carryovers totaling \$1,399,704 within the General Fund from fiscal year 2006-07 to fiscal year 2007-08 as per the attached listing.
 - i. Carryovers totaling \$285,661 within the Sewer Operating and Assessment Fund from 2006-07 to fiscal year 2007-2008 as per the attached listing
9. **New Business:**
10. **Old Business:**
 - a. Monthly Update on General Fund
 - b. Monthly Update on Centre Mall
 - c. Monthly Update on Downtown Development Fund
11. Any other matter to come before said meeting.
12. 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 24, 2007
- b. Police Department:
 - a. Additional appropriation of \$600 funded by grant revenue for the Expanded DUI Enforcement Grant
 - b. Additional appropriation of \$30,209 funded by grant revenue for the Edward Byrne Memorial Justice Assistance Grant
- c. Community Services: Additional appropriation of \$525 within the Special Grants and Donations Fund funded by a donation
- d. Board of Education: Additional appropriation of \$25,000 within the Special Education Grant Fund funded by grant revenue
- e. School Readiness: Additional appropriation of \$1,594,027 within the General Fund funded by grant revenue

Commissioner Erling made a motion seconded by Mayor Stortz.

“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 and Recreation: Transfer of \$3,600 within the Parks and Recreation Operating budget for workstations

Mayor Stortz made a motion seconded by Commissioner Smith.

“To transfer \$3,600 within the Parks and Recreation Operating budget for workstations.”

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

5. Board of Education: Additional appropriation of \$237,876 funded by additional State grant revenue as of June 30, 2007

Commissioner Peterson made a motion seconded by Mayor Stortz.

“To make an additional appropriation of \$237, 876 within the General Fund- Board of Education’s Operating budget funded by additional State grant revenue as of June 30, 2007 as follows:

Excess Cost Student Based	\$188,545
Transportation- Public	<u>49,331</u>
	\$237,876

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.

Phil Streifer, Superintendent for the Board of Education was introduced to the Board of Finance. Phil stated he is looking forward to working with the Board of Finance and can provide the Commissioners with a quarterly report if they would like and the agenda allows.

6. Public Works:

a. Additional appropriation of \$20,000 within the WPC CNR fund

Commissioner Messier made a motion seconded by Commissioner Erling.

“To make an additional appropriation of \$20,000 within the Water Pollution Control’s Capital Non-recurring Fund funded by Undesignated Fund balance to increase the plant rated capacity 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. Additional appropriation of \$35,000 within the WPC Operating budget

Commissioner Smith made a motion seconded by Mayor Stortz.

“To make an additional appropriation of \$35,000 within the Water Pollution Control’s Operating budget funded by Undesignated Fund Balance to upgrade the solids aeration system and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance.”

Commissioner Smith asked if this will make the system more energy efficient, if there are any other similar initiatives and when will we see a payback. Walter Veselka explained the payback is between two to three years and there are two to three other initiatives they are pursuing.

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

c. Additional appropriation of \$19,800 within the WPC CNR fund

Commissioner Erling made a motion seconded by Mayor Stortz.

“To make an additional appropriation of \$19,800 within the Water Pollution Control’s Capital Non-recurring Fund funded by Undesignated Fund Balance for Allentown Road

Service Laterals 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 \$106,000 within the LoCIP Projects Fund funded by grant revenue and a transfer of \$54,000 within the Sewer Operating and Assessment Fund**

Mayor Stortz made a motion seconded by Commissioner Smith.

“To make an additional appropriation of \$106,000 within the LoCIP Project Fund funded by grant revenue and to transfer \$54,000 within the Sewer Operating and Assessment Fund for Jennings Terrace reconstruction 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. Transfer of \$13,310 from the General Fund Contingency Account for services with QScend**

Commissioner Peterson made a motion seconded by Mayor Stortz.

“To transfer \$13,310 from the General Fund Contingency account to the Public Works Operating budget for the purchase of web hosting services and QAlert software and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance.”

Walter Veselka explained the program and the benefits of it for Public Works. The City’s web hosting would be provided by QScend Technologies including the design, maintenance and software upgrades. A trial license would be purchased for QAlert Citizen Request Management system. QAlert allows citizens to open a work request via the web site, which is automatically assigned to the appropriate area based on the type of request. This would allow Public Works to more efficiently respond to the public’s requests. A similar system was put in the budget to be connected through MUNIS but it is not working out as planned. Also, QPolling would be included which allows the City to design polls and surveys via the website.

Commissioner Messier stated he would like to see this topic further investigated and why was it not included in the budget process.

Walter explained one of his employees attended a conference and learned about these features we can have using the web site.

Chairman Miecznikowski expressed his concerns because this appropriation would be coming from Contingency. The Contingency account is to be used for emergency situations, especially this early on in the fiscal year. The City does not know what kind of winter we have ahead of us.

Commissioner Peterson: No
Commissioner Messier: No
Commissioner Smith: No
Mayor Stortz: Yes

Commissioner Erling: No
Chairman Miecznikowski: No
Commissioner Moylan: Absent
Commissioner Soucy: Absent

Following a roll call vote, the Chairman declared the motion failed.

Commissioner Smith made a motion seconded by Commissioner Messier.

“To refer to the Data Processing Steering Committee”

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

Chairman Miecznikowski requested a letter be sent to all Department Heads reminding them the Contingency account is to be used in emergency circumstances.

7. Library:

- a. Transfer of \$2,245 from the General Fund Contingency account for pick-up truck**

Commissioner Messier made a motion seconded by Mayor Stortz.

“To transfer \$2,245 from the General Fund Contingency account to the Library Operating budget for a new pick up truck”

Following a voice vote, the Chairman declared the motion carried. Commissioner Smith voted no.

- b. Additional appropriation of \$1,400 funded by the sale of property & equipment**

Commissioner Smith made a motion seconded by Mayor Stortz.

“To make an additional appropriation of \$1,400 within the Library’s Operating budget funded by the sale of property and equipment 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. Comptroller’s Office

- a. Transfers of \$366,063 within the Equipment and Building Sinking Fund as of June 30, 2007**

Commissioner Erling made a motion seconded by Mayor Stortz.

"To transfer \$366,063 within the Equipment and Building Sinking Fund as of June 30, 2007 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. Additional appropriation of \$611,651 within the Special Grants and Donations Fund as of June 30, 2007

Mayor Stortz made a motion seconded by Commissioner Erling.

"To make an additional appropriation of \$611,651 within the Special Grants and Donations Fund as of June 30, 2007 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 totaling \$260,262 with the General Fund as of June 30, 2007

Commissioner Peterson made a motion seconded by Commissioner Messier.

"To make additional appropriations totaling \$260,262 within the General Fund as of June 30, 2007 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 of \$163,922 to the Capital Projects Schools Fund Contingency account as of June 30, 2007

Commissioner Messier made a motion seconded by Commissioner Smith.

"To make additional appropriations of \$163,922 within the Capital Projects Schools Fund as of June 30, 2007 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 \$167,835 within the Equipment and Building Sinking Fund as of June 30, 2007

Commissioner Smith made a motion seconded by Commissioner Erling.

"To make an additional appropriation of \$167,835 funded by interest income within the Equipment and Building Sinking Fund as of June 30, 2007 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. To authorize closeout of accounts in the Capital Projects Schools Fund as of June 30, 2007

Mayor Stortz made a motion seconded by Commissioner Smith.

"To authorize the closeout of the Ivy Drive Roof Replacement and Ivy Drive Asbestos Removal accounts in the Capital Project Schools Fund resulting in net appropriation reductions of \$186,860 as of June 30, 2007."

Commissioner Smith asked what the reimbursement rate was for these projects. William Smyth stated it was 70%.

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

g. Additional appropriation of \$71,904 within the Special Grants and Donations Fund funded by grant

Commissioner Peterson made a motion seconded by Mayor Stortz.

"To make an additional appropriation of \$71,904 within the Special Grants and Donations Fund funded by grant revenue 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 \$1,399,704 within the General Fund from fiscal year 2006-07 to fiscal year 2007-08 as per the attached listing.

Commissioner Messier made a motion seconded by Commissioner Smith.

"To carryover \$1,399,704 within the General Fund from fiscal year 2006-2007 to fiscal year 2007-2008 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.

- i. **Carryovers totaling \$285,661 within the Sewer Operating and Assessment Fund from 2006-07 to fiscal year 2007-2008 as per the attached listing**

Commissioner Smith made a motion seconded by Commissioner Erling.

"To carryover \$285,661 within the Sewer Operating and Assessment Fund from fiscal year 2006-2007 to fiscal year 2007-2008 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.

9. New Business:

10. Old Business:

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

Mayor Stortz explained the Bristol Downtown Corporation has named their legal counsel and executive director.

11. Any other matter to come before said meeting.

12. Adjournment.

Commissioner Moylan 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