

**Board of Finance Meeting
September 26, 2006**

A regular meeting of the Board of Finance was held on Tuesday, September 26, 2006 at 6:30 p.m. in the City Hall, Council Chambers, 1st floor. The following Commissioners were in attendance: Chairman Richard Miecznikowski, Mayor William T. Stortz, Vice Chairman Roald Erling, Commissioners Robert J. Dunlap, Ronald Messier, John Smith, and Delores Capers, Donald Soucy and Mark Peterson.

September 18, 2006

Ladies and Gentlemen:

The regular Board of Finance Meeting will be held on Tuesday,
September 26, 2006 at 6:30 pm in City Council Chambers.

Agenda

1. Chairman Miecznikowski to call the meeting to order.
2. Approval of the minutes from the Regular Board of Finance Meeting- August 22, 2006
3. Parks & Recreation:
 - a. Transfer of \$9,420 from General Fund Contingency for Parks Department repairs
 - b. Transfer of \$55,000 from General Fund Contingency for the roof replacement at Dennis Malone Aquatic Center
 - c. Additional appropriation of \$440,000 within the Capital Projects Fund
4. Aging Services:
 - a. Additional appropriation of \$20,000 within the Special Grants and Donations Fund funded by grant revenue
 - b. Additional appropriation of \$59,991 within the General Fund funded by grant revenue
5. Fire Department:

Additional appropriation of \$91,383 funded by grant revenue
6. Board of Education:
 - a. Additional appropriation of \$280,053 within the Special Education Grant Fund funded by grant revenue
 - b. Additional appropriation of \$3,000 within the Special Grants and Donations Fund funded by a donation
7. Public Works:

Additional appropriation of \$11,000 within Capital Projects Fund for safety improvements on North Main Street
8. Comptroller's Office:
 - a. Carryovers totaling \$1,558,066 within the General Fund from fiscal 2005-06 to fiscal year 2006-2007 as per the attached listing.

- b. Carryovers totaling \$308,531 within the Sewer Operating and Assessment Fund from 2005-06 to fiscal year 2006-2007 as per the attached listing
 - c. Additional appropriation of \$92,984 and transfers totaling \$21,312 within the Sinking Fund
 - d. Transfers within the General Fund totaling \$6,689,846; \$3,293,441 General City and \$3,396,405 Board of Education to close out fiscal year 2005-2006
9. **New Business:**
 10. **Old Business:**
 - a. School Readiness Program
 - b. VNA Financial Statements
 - c. Monthly Update on Centre Mall
 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.

Chairman Miecznikowski welcomed Mark Peterson to the Board of Finance.

2. **Approval of the minutes from the Regular Board of Finance Meeting- August 22, 2006**

Commissioner Messier made a motion seconded by Commissioner Erling.

“To approve the minutes from the Regular Board of Finance Meeting held on August 22, 2006 as presented.”

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

3. **Parks & Recreation:**
 - a. **Transfer of \$9,420 from General Fund Contingency for Parks Department repairs**

Commissioner Smith made a motion seconded by Mayor Stortz.

"To transfer \$9,420 from General Fund Contingency Account to Parks & Recreation Maintenance for repairs 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 from General Fund Contingency for the roof replacement at Dennis Malone Aquatic Center

Commissioner Erling made a motion seconded by Commissioner Dunlap.

"To transfer \$55,000 from General Fund Contingency to Capital Projects Fund for the roof replacement at Dennis Malone Aquatic Center and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Ed Swicklas explained the situation with the current roof and what has transpired for the roof to be replaced. The warranty for the new roof would be at least 50 years. The new roof should be completely air tight to prevent the current issues with moisture. This warranty is with the manufacturer not with the company, and the manufacturer has been around for over 50 years already.

Commissioner Smith questioned if the bid was in the right ballpark. There are two bids in the \$400,000 range and one for over a million. Roger Rousseau and Ed Swicklas both confirmed the \$440,000 winning bid is a reasonable price, but higher than expected.

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

c. Additional appropriation of \$440,000 within the Capital Projects Fund

Commissioner Erling made a motion seconded by Commissioner Dunlap.

"To make an additional appropriation of \$440,000 within the Capital Projects Fund, \$200,000 funded by a State Grant and \$240,000 (\$200,000 City Match and \$40,000 architect fees) funded by a transfer from the General Fund Contingency Account and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Ed Swicklas explained the Park Board reviewed the grant from the State of Connecticut and voted to move forward with applying for it. This grant looks at renovating historical buildings. The deadline for the application is October 27th.

Robyn Bugbee explained the grant and the process for applying for it. This is the first year the State of Connecticut Commission on Culture & Tourism has offered the grant, which has a City match, dollar for dollar, with a maximum award of \$200,000. The grant would cover actual constructions costs, soft costs are not included. The City would pay Milone & MacBroom \$40,000 in architect fees. This money would be in addition to the \$4 million the City is seeking for Park Revitalization.

Along with the grant application are three documents the Mayor must attest to; including a gift affidavit. These documents were sent to Corporation Counsel for approval. Robyn is not sure if Corporation Counsel will allow the Mayor to sign all three if the City does not meet the specifications.

Chairman Miecznikowski asked when the City would find out if they were awarded the grant, and Robyn stated notification would be sent in April. However, the funds need to be allocated now, and not referred to Miscellaneous Matters pending grant approval. This particular grant application requires the dollars to be appropriated by the City when the application is submitted. If the Board approves moving forward with this project and funding is not received from the State, the \$40,000 will still have to be paid to Milone & MacBroom for the costs incurred.

Commissioner Erling questioned which buildings would be renovated with this grant. Ed responded there was a list of nine including: the old pavilion in the playground, the bell tower, two stone pillars on the Dutton Avenue, the bathhouse, comfort station, summer house, old lagoon tower and stonework throughout the lagoon wall.

A roll call vote was taken:

Commissioner Messier -No	Mayor Stortz- inaudible
Commissioner Smith - No	Commissioner Erling - No
Commissioner Soucy -Yes	Commissioner Capers - No
Commissioner Peterson - No	Commissioner Dunlap - No

Chairman declared the motion failed. Vote 1-6-1 (inaudible)

4. **Aging Services:**
 - a. **Additional appropriation of \$20,000 within the Special Grants and Donations Fund funded by grant revenue**

Commissioner Capers made a motion seconded by Commissioner Dunlap.

"To make an additional appropriation of \$20,000 within the Special Grants and Donations Fund funded by grant revenue to provide elderly transportation 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 \$59,991 within the General Fund funded by grant revenue

Commissioner Messier made a motion seconded by Commissioner Smith.

"To make an additional appropriation totaling \$59,991 within the Department of Aging Operating Budget funded by the State Match program for Elderly and Disabled Demand Responsive Transportation Agreement 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. Fire Department:

Additional appropriation of \$91,383 funded by grant revenue

Commissioner Smith made a motion seconded by Commissioner Dunlap.

"To refer the Assistance to Firefighters Grant to the Miscellaneous Matters Committee pending grant approval from the State."

Chief Pose clarified this is a federal grant.

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

6. Board of Education:

a. Additional appropriation of \$280,053 within the Special Education Grant Fund funded by grant revenue

Mayor Stortz made a motion seconded by Commissioner Smith.

"To make an additional appropriation of \$280,053 within the Special Education Grant Fund funded by grant revenue for the 21st Century Community

Learning Centers Program 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 \$3,000 within the Special Grants and Donations Fund funded by a donation

Commissioner Erling made a motion seconded by Commissioner Dunlap.

“To make an additional appropriation of \$3,000 within the Special Grants & Donations Fund funded by a donation for the Sharing the Dream project 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. Public Works:

Additional appropriation of \$11,000 within Capital Projects Fund for safety improvements on North Main Street

Commissioner Dunlap made a motion seconded by Mayor Stortz.

“To make an additional appropriation of \$11,000 within the Capital Projects Fund for safety improvements on North Main Street funded by interest income 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. Carryovers totaling \$1,558,066 within the General Fund from fiscal 2005-06 to fiscal year 2006-2007 as per the attached listing.

Commissioner Capers made a motion seconded by Commissioner Dunlap.

“To carryover \$1,558,066 within the General Fund from fiscal year 2005-2006 to fiscal year 2006-2007 as per attached listing and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance.”

Chairman Miecznikowski questioned the carryover for Personnel, because he remembers it being requested during the budget process, and the item was

denied. Glenn confirmed it was a MUNIS system for Personnel for payroll. The reason this item was denied was because the maintenance of the module costs more than the actual module. The software would provide a 12 month calendar for vacation/personal time etc. Diane Ferguson felt this module was to her office and the City's benefit.

Mayor Stortz asked if the Diane provided any documentation of the cost savings to each department, as a benefit of purchasing the module. Glenn stated Diane provided the cost to purchase and maintain the module and said the module would provide a more effective and efficient system in Personnel.

William Smyth clarified the money the Board of Education requested to carryover will go into the Contingency for the Ivy Drive and Mountain View School Projects.

Commissioner Capers made a motion seconded by Commissioner Dunlap.

"To approve the carryover minus \$10,250 from Personnel."

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

b. Carryovers totaling \$308,531 within the Sewer Operating and Assessment Fund from 2005-06 to fiscal year 2006-2007 as per the attached listing

Commissioner Soucy made a motion seconded by Mayor Stortz.

"To carryover \$308,531 within the Sewer Operating and Assessment Fund from fiscal year 2005-2006 to fiscal year 2006-2007 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.

c. Additional appropriation of \$92,984 and transfers totaling \$21,312 within the Sinking Fund

Mayor Stortz made a motion seconded by Commissioner Messier.

"To make an additional appropriation of \$92,984 and transfers totaling \$21,312 within the Equipment and Building Sinking Fund (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.

d. Transfers within the General Fund totaling \$6,689,846; \$3,293,441 General City and \$3,396,405 Board of Education to close out fiscal year 2005-2006

Commissioner Messier made a motion seconded by Commissioner Dunlap.

“To make interdepartmental transfers totaling \$6,689,846; \$3,293,441 for the General City and \$3,396,405 for the Board of Education to close out fiscal year 2005-2006 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:

Commissioner Smith made a motion seconded by Commissioner Messier.

“To discuss a consent agenda”

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

Commissioner Smith suggested the Board of Finance agenda include a consent agenda. The agenda would include items that are quickly approved by the Board without any discussion. The Board agreed this would be a good idea, and the Mayor has implemented it already with the City Council.

10. Old Business:

a. School Readiness Program

Robin Manuele stated this was the information Commissioner Smith requested at the last Board of Finance meeting along with the next item.

b. VNA Financial Statements

c. Monthly Update on Centre Mall

Mayor Stortz provided an update to the Board on the Centre Mall. Centre Mall Pizza will be out of the mall by October 15, which will mean the maintenance of the mall can be reduced. The article in the paper today, was what happened eight weeks ago when the judge made a decision. Rent A Center has to moved to North Main Street. The City is going to Court

tomorrow to see if an agreement can be worked out. There has not been much change since the last update three-four weeks ago.

11. Any other matter to come before said meeting.


12. Adjournment.

Commissioner Erling made a motion seconded by Commissioner Dunlap.

“to adjourn at 7:45 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