



**City of Bristol
Board of Finance Meeting
September 28, 2010**

A meeting of the Board of Finance was held on Tuesday, September 28, 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, Vice Chairman John Smith, Mayor Ward, Commissioners Lisa Casey, Cheryl Thibeault, Robert Casar, Greg Fradette and Robert Vojtek. Commissioner Paul Tonon was absent. Also present from the Comptroller's Office: Glenn Klocko and Robin Manuele.

September 21, 2010

Ladies and Gentlemen:

**The Regular Board of Finance Meeting will be held on Tuesday,
September 28, 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 August 24, 2010**
 - b. Mayor's Office: Additional appropriation of \$8,000 within the Special Grants & Donations Fund**
 - c. Youth Services:**
 - 1. Additional appropriation of \$120,000 for the Interdistrict Cooperative Grant**
 - 2. Additional appropriation of \$7,550 for the Youth Services Enhancement Grant**
 - d. Personnel: Transfer of \$5,430 from Community Services operating budget to Youth Services operating budget**
 - e. Dept. of Aging: Additional appropriation of \$59,991 funded by the Demand Response Dial a Ride grant**
 - f. Parks & Recreation: Transfer of \$10,000 within the Parks operating budget**
 - g. Emergency Management: Refer the 2011 Emergency Management Performance Grant to Miscellaneous Matters Committee**
 - h. Comptroller's Office:**
 - 1. Transfer of \$435,595 within the General Fund operating budget for Local #773 contract settlement**
 - 2. Transfer of \$70,595 within the General Fund operating budget for Local #233 contract settlement**
 - 3. Transfer of \$595 within WPC's operating budget for Local #233 contract settlement**
 - i. Education:**

1. Additional appropriation of \$314,000 within the Special Education Grant Fund funded by grants
2. Additional appropriation of \$10,010 within the Special Grants & Donations Fund funded by a donation
4. Cemetery Restoration Committee:
 - a. Additional appropriation of \$6,000 within the Capital & Non Recurring account
 - b. Refer the Historic Restoration Fund grant to Miscellaneous Matters Committee
5. Subcommittee Reports:
 - a. Purchasing Committee- August 24, 2010
 - b. Purchasing Committee- September 28, 2010
 - c. Insurance Committee- September 10, 2010
 1. Request for a bid waiver to PMA
6. Parks & Recreation: Storm Damage Assessment
7. Police Department: Transfer of \$11,813 from the General Fund Contingency account
8. City Council: Transfer of \$180,000 from the General Fund Contingency account for 268 Park Street
9. Comptroller's Office:
 - a. Request for a bid waiver to Blum Shapiro for audit services
 - b. Request for a bid waiver to Blum Shapiro for a Fraud Risk Assessment
 - c. Transfer of \$5,500 from the General Fund Contingency account for a Fraud Risk Assessment
 - d. Consideration of a Resolution authorizing the issuance of refunding bonds not to exceed \$40,000,000
10. New Business:
11. Old Business:
 - a. Monthly Update on General Fund
 - b. Monthly Update on Centre Mall
 - c. Monthly Update on Downtown Development Fund
12. Any other matter to come before said meeting
13. 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 August 24, 2010**
- b. **Mayor's Office: Additional appropriation of \$8,000 within the Special Grants & Donations Fund**
- c. **Youth Services:**
 1. **Additional appropriation of \$120,000 for the Interdistrict Cooperative Grant**
 2. **Additional appropriation of \$7,550 for the Youth Services Enhancement Grant**
- d. **Personnel: Transfer of \$5,430 from Community Services operating budget to Youth Services operating budget**
- e. **Dept. of Aging: Additional appropriation of \$59,991 funded by the Demand Response Dial a Ride grant**
- f. **Parks & Recreation: Transfer of \$10,000 within the Parks operating budget**
- g. **Emergency Management: Refer the 2011 Emergency Management Performance Grant to Miscellaneous Matters Committee**
- h. **Comptroller's Office:**
 1. **Transfer of \$435,595 within the General Fund operating budget for Local #773 contract settlement**
 2. **Transfer of \$70,595 within the General Fund operating budget for Local #233 contract settlement**
 3. **Transfer of \$595 within WPC's operating budget for Local #233 contract settlement**
- i. **Education:**
 1. **Additional appropriation of \$314,000 within the Special Education Grant Fund funded by grants**
 2. **Additional appropriation of \$10,010 within the Special Grants & Donations Fund funded by a donation**

Commissioner Smith made a motion seconded by Commissioner Casar.

"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. Cemetery Restoration Committee:

- a. **Additional appropriation of \$6,000 within the Capital & Non Recurring account**

Commissioner Ward made a motion seconded by Commissioner Smith.

"To make an additional appropriation of \$6,000 within the Capital & Non Recurring Fund- Cemetery account 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. Refer the Historic Restoration Fund grant to Miscellaneous Matters Committee

Commissioner Casar made a motion seconded by Commissioner Smith.

“To refer the Historic Restoration Fund grant to Miscellaneous Matters Committee pending grant approval.”

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

5. Subcommittee Reports:

a. Purchasing Committee- August 24, 2010

Commissioner Thibeault made a motion seconded by Commissioner Smith.

“To accept the Purchasing Committee report as presented and place it on file.”

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

b. Purchasing Committee- September 28, 2010

Commissioner Vojtek made a motion seconded by Commissioner Casar.

“To accept the recommendations of the Purchasing Agent and to implement the Personal Services Guidelines for Independent Contractors effective October 15, 2010.”

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

c. Insurance Committee- September 10, 2010

1. Request for a bid waiver to PMA

Commissioner Fradette made a motion seconded by Commissioner Casar.

“To approve the request for a bid waiver to PMA for the management of Police and Fire Heart & Hypertension Claims”

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

Commissioner Fradette made a motion seconded by Mayor Ward.

“To accept the Insurance Committee report as presented and place it on file.”

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

6. Parks & Recreation: Storm Damage Assessment

Commissioner Thibeault questioned if the utility trailer was stored outside. Ed Swicklas confirmed they do not have anywhere inside to store it. Mayor Ward commented these costs do not include the cost of the trees uprooted. Commissioner Thibeault questioned if the remaining trees were being inspected to check for potential limbs which could fall. Ed confirmed they were doing that.

Glenn stated the reason this was put on the Agenda was to find out how the Board wanted to handle these extraordinary costs. The Board agreed to have the requests from all departments affected by the tornado presented to the Board using Contingency funds.

7. Police Department: Transfer of \$11,813 from the General Fund Contingency account

Commissioner Wojtek made a motion seconded by Commissioner Casar.

“To transfer \$11,813 from the General Fund Contingency account for the 2010 Bulletproof Vest Partnership 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.

8. City Council: Transfer of \$180,000 from the General Fund Contingency account for 268 Park Street

Commissioner Smith made a motion seconded by Mayor Ward.

“To transfer \$180,000 from the General Fund Contingency account for the purchase of 268 Park Street and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance.”

Chairman Miecznikowski expressed his concerns with hitting contingency for this amount. Mayor Ward stated there has been some difficulty with Bank of America; they have a provision where municipalities are not eligible to participate in a short sale. Congressman Larson’s office was contacted with this issue. Chairman Miecznikowski stated the City can proceed, but since this is a short sale the Board can hold off on allocating the money. Commissioner Smith stated he would like to see the price of demolition included in the request as well. Commissioner Thibeault stated she would like to see the sale of property or excess revenue sources to offset the cost of purchasing the property.

Commissioner Smith withdrew his motion and Mayor Ward withdrew his second.

Commissioner Smith made a motion seconded by Mayor Ward.

"To refer the purchase of 268 Park Street to Miscellaneous Matters Committee."

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

9. Comptroller's Office:

a. Request for a bid waiver to Blum Shapiro for audit services

Commissioner Casey made a motion seconded by Commissioner Smith.

"To approve the request for a bid waiver to Blum Shapiro & Company for audit services through June 30, 2013."

Commissioner Smith questioned if the City had any issues with Blum Shapiro and if we knew what other municipalities paid. Glenn stated he is very appreciative of their years of service; they have not increased their fees with the City since the June 30, 2005 audit. We do not know what other municipalities pay, and it would be hard to compare the two.

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

b. Request for a bid waiver to Blum Shapiro for a Fraud Risk Assessment

Mayor Ward made a motion seconded by Commissioner Smith.

"To approve the request for a bid waiver to Blum Shapiro & Company for a fraud risk assessment."

Glenn stated the Board of Water Commissioners had some questions of Blum Shapiro and Blum Shapiro will be attending their next meeting.

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

c. Transfer of \$5,500 from the General Fund Contingency account for a Fraud Risk Assessment

Commissioner Casar made a motion seconded by Commissioner Thibeault.

"To transfer \$5,500 from the General Fund Contingency account for a fraud risk assessment 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. Consideration of a Resolution authorizing the issuance of refunding bonds not to exceed \$40,000,000

Commissioner Thibeault made a motion seconded by Commissioner Smith.

“To approve the resolution authorizing the issuance of refunding bonds not to exceed \$40,000,000, 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 Fradette	Yes	Mayor Ward	Yes
Commissioner Vojtek	Yes	Commissioner Thibeault	Yes
Commissioner Casey	Yes	Commissioner Casar	Yes
Commissioner Smith	Yes	Chairman Miecznikowski	Yes

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

Commissioner Smith asked what the City was anticipating as a result of the refunding bonds. Glenn stated it's a negotiated rate which can save the City approximately \$40,000 in the upcoming budget year. Glenn stated the City issued refunding bonds 9-10 years ago and timing is everything.

10. New Business:

Chairman Miecznikowski asked Glenn for an update on the City's deficit. Glenn stated the City was expecting a deficit between \$1.5 and \$2 million. The Board of Education is returning \$2.3 million dollars, which means there will be a small surplus. Mayor Ward stated the stimulus funds allowed the Board of Education to return this money.

11. Old Business:

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

12. Any other matter to come before said meeting

Commissioner Thibeault brought up the item the Board referred back to Public Works in August regarding the transfer station. She raised several questions based on her review of the information provided by Public Works. Walter Veselka explained the data used was from 2008 and there were some assumptions made. Cheryl questioned the staff expense to run the transfer station. Walter explained due to staff reductions the

employees are doing multiple tasks, more there then just running the transfer station, such as loading trucks to go out. The Board continued to discuss the project.

Commissioner Smith made a motion seconded by Mayor Ward.

“To make an additional appropriation of \$54,500 funded by LoCIP funds for the transfer station scale replacement project and to recommend approval of this action to a joint meeting of the City Council and Board of Finance.”

Commissioner Fradette	Yes	Mayor Ward	Yes
Commissioner Vojtek	Yes	Commissioner Thibeault	No
Commissioner Casey	Yes	Commissioner Casar	Yes
Commissioner Smith	Yes	Chairman Mieczkowski	Yes

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

Commissioner Smith explained the employee benefits transition is on the home stretch. There has been a tremendous amount of work put in by the Board of Education, Glenn’s office and Diane Ferguson’s office.

Commissioner Smith requested the major departments come to one of the next Board of Finance meetings to give the Board an indication of where they are budgetwise. The departments will be staggered, including the Board of Education.

13. Adjournment

Mayor Ward made a motion seconded by Commissioner Thibeault.

“to adjourn at 7:16 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