

City of Bristol
Board of Finance Meeting
October 23, 2007

A regular meeting of the Board of Finance was held on Tuesday, October 23, 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, Mayor Stortz, John Smith, Mark Peterson, Ron Messier, Janet Moylan, Don Soucy and Cheryl Thibeault. Also present from the Comptroller's Office: Glenn Klocko and Robin Manuele.

October 15, 2007

Ladies and Gentlemen:

The Regular Board of Finance Meeting will be held on Tuesday, October 23, 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. Committee Reports:
 - a. Insurance Committee- September 28, 2007
 - b. Purchasing Committee- October 2, 2007
4. Consent Agenda:
 - a. Approval of the minutes from the Regular Board of Finance Meeting- September 25, 2007
 - b. Public Works: Additional appropriation of \$6,000 funded by the America the Beautiful grant
 - c. Education:
 1. Additional appropriation of \$20,000 within the Special Educational Grant Fund funded by grant revenue for the HUSKY Program
 2. Additional appropriation of \$16,381 within the Special Educational Grant Fund funded by grant revenue for the Young Parents program
5. Parks & Recreation: Consideration of a request to use the \$200,000 appropriation toward rehabilitation of the stone structure in Rockwell Park
6. Bristol Development Authority: Additional appropriation of \$105,000 for the Southeast Industrial Business Park
7. Comptroller's Office: Additional appropriation of \$3,800 funded by a contribution from Bristol Preschool
8. New Business:
9. Old Business:
 - a. Update on Local Bidding Preference
 - b. Update on Board of Education
 - c. Monthly Update on General Fund
 - d. Monthly Update on Centre Mall
 - e. 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:

Al Cinchetti, 198 Crown Street, expressed his concerns regarding the Board of Finance and City Council acting responsible for the City's taxpayers in regards to the new school projects and decisions made by the Board of Education.

Tom Doyle, 181 Sherwood, expressed his concerns regarding the posting of the Agenda of the Board of Finance.

3. Committee Reports:

a. Insurance Committee- September 28, 2007

Committee Chairman John Smith summarized the meeting of the Insurance Committee held on September 28. The Committee discussed the City's Self Insured Workers' Compensation Plan, the offering of health insurance to outside agencies and the City's standardized insurance requirements. A decision should be made by the Committee and recommended to the Board of Finance to take action regarding the outside agencies health insurance coverage. Mayor Stortz brought up the issue of allowing non-city vehicles to park on City property, for example parking tractor trailer trucks overnight on City property. Comptroller Glenn Klocko stated our insurance consultant did not recommend this practice because of the potential liability.

Commissioner Messier made a motion seconded by Commissioner Erling.

"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.

b. Purchasing Committee- October 2, 2007

Committee Chairman Don Soucy summarized the meeting of the Purchasing Committee held on October 2. The Committee discussed the Purchasing Manual in relation to State

Contracts, the Local Bidding preference policy, consideration of changes to C.G.S. 10-287 regarding the hiring of architects, review committees as listed in Code of Ordinances 18-136 and credit card policies and procedures. Purchasing Agent Roger Rousseau is looking into the issues which came out of the discussion of the Committee.

Commissioner Erling made a motion seconded by Commissioner Smith.

"To accept the Purchasing Committee report as presented by Committee Chairman Don Soucy 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 Meeting- September 25, 2007**
- b. **Public Works: Additional appropriation of \$6,000 funded by the America the Beautiful grant**
- c. **Education:**
 1. **Additional appropriation of \$20,000 within the Special Educational Grant Fund funded by grant revenue for the HUSKY Program**
 2. **Additional appropriation of \$16,381 within the Special Educational Grant Fund funded by grant revenue for the Young Parents program**

Commissioner Moylan made a motion seconded by Commissioner Messier.

"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.

5. Parks & Recreation: Consideration of a request to use the \$200,000 appropriation toward rehabilitation of the stone structure in Rockwell Park

Mayor Stortz made a motion seconded by Commissioner Moylan.

"To allow the use of the \$200,000 appropriation toward rehabilitation of the stone structure in Rockwell Park."

Commissioner Erling asked for an explanation as to what happened and why. Ed Swicklas explained that once the process started for the grant application issues arose from Robyn Bugbee, Grants Administrator and Corporation Counsel. The Park Board determined several items required as part of the application/award process would not be beneficial to

the City and Rockwell Park. The restrictions hindered the rest of the work that was to be done due to a 20 year easement. The Parks Department would have to request special permission from State agencies in order to perform additional work in the Park as planned. The original intent will still stand with the appropriation, to rehab the stone structures.

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

6. Bristol Development Authority: Additional appropriation of \$105,000 for the Southeast Industrial Business Park

Commissioner Peterson made a motion seconded by Mayor Stortz.

“To make an additional appropriation of \$105,000 funded by Capital Non-Recurring Interest Income for the Southeast Industrial Business Park-Phase 2 and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance.”

Jonathan Rosenthal explained a reimbursement of approximately \$61,000 is expected from the gas company over the next ten years. Commissioner Peterson questioned why the appropriation was needed and what might have caused the need. Jonathan stated the utility numbers came in late, after the budget was developed a few years ago. At this point Jonathan does not anticipate any more change orders for utilities, there may be a few minor changes down the road as the project progresses.

Commissioner Smith asked Jonathan to give a brief update of the progress of the Industrial Park. Jonathan gave a brief overview of the project and where it stands. Work is being performed every day. There is interest being shown and discussion of the sale of property in Phase 2. Phase 2 should be completed in late November, early December or the end of April.

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

7. Comptroller’s Office: Additional appropriation of \$3,800 funded by a contribution from Bristol Preschool

Commissioner Smith made a motion seconded by Mayor Stortz.

“To make an additional appropriation within the Special Grants & Donations Fund of \$3,800 funded by a contribution from Bristol Preschool 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:

Commissioner Smith made a motion seconded by Mayor Stortz.

"To bring the Page Park Pond Dredging item to the Agenda"

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

Commissioner Peterson made a motion seconded by Mayor Stortz.

"To transfer \$28,685 within the Capital Project Fund for Page Park Pond Dredging and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Ed Swicklas explained the Malone Roof project is completed and the balance of the account is going to be transferred to complete the Page Park Pond Dredging project.

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

Mayor Stortz made a motion seconded by Commissioner Smith.

"To bring the Police Department's request to the Agenda"

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

Mayor Stortz made a motion seconded by Commissioner Erling.

"To transfer \$5,000 to replenish the Police Drug Forfeiture Account."

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

9. Old Business:

a. Update on Local Bidding Preference

Mayor Stortz made a motion seconded by Commissioner Smith.

"To accept the Update on the Local Bidding Preference for the quarter ended September 30, 2007 as presented by the Purchasing Agent and place it on file"

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

b. Update on Board of Education

This item was moved to the end of Old Business.

c. Monthly Update on General Fund

d. Monthly Update on Centre Mall

Mayor Stortz explained the demolition went out to bid, and a pre-bid meeting was held yesterday. Commissioner Smith asked if there was a lot of interest. Roger Rousseau explained about 37 companies signed up, and about 50 contractors were there along with Public Works staff. The bids are due November 8, with a quick turn around to City Council to award the contract to the lowest qualified bidder. Hopefully, by early December the work will begin, with demolition occurring in January.

e. Monthly Update on Downtown Development Fund

Commissioner Moylan asked why there were not expenditures for the Manager. Robin Manuele explained the City has not been billed for any services yet. Mayor Stortz stated the consulting firm will be paid out of the \$350,000 appropriation the Board of Finance set aside.

Mayor Stortz explained after the election the Mayor and Councilperson will not be members of the BDDC. The Board of Finance may want to develop a line of communication with BDDC.

b. Update on Board of Education

Dr. Streifer provided the Board with a status and direction update on the Board of Education. He discussed CMT/CAPT scores, the performance level of the district vs. state averages, challenges the district is facing, short-term and long-term plans. The cost to provide for Special Education students is rising and there are 26 students not accounted for in the 2007-2008 budget to date. 15 of these students have been placed in Bristol by DCF. The costs to educate these students range from a few thousand dollars to hundreds of thousands of dollars. Even with the Excess Cost Reimbursement to the City being appropriated directly to the Board of Education the City has a potential deficit in the School budget. With this known ahead of time, the Staff is able to plan accordingly to work within the budget, cutting back where needed. The Board agreed the information provided to the Board was very beneficial and should be shared with the general public.

Tom Doyle, 181 Sherwood, expressed his concerns regarding the sites of the new school buildings.

10. Any other matter to come before said meeting.

Mayor Stortz provided the Board with his concerns for the budget in relation to the current economic conditions affecting this year and next years budget. The Board can look at these items now rather than in May when the budget is approved. Mayor Stortz also discussed large projects which may come across the Board of Finance's scope within the next few years.

Chairman Miecznikowski thanked the Mayor on behalf of the Board for health and happiness in his retirement.

Commissioner Moylan thanked the Comptroller's Office for providing the names of the accounts on the agenda items, especially Robin.

11. Adjournment.

Commissioner Moylan made a motion seconded by Commissioner Messier.

"to adjourn at 8:35 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