



**City of Bristol
Board of Finance Meeting
October 27, 2009**

A meeting of the Board of Finance was held on Tuesday, October 27, 2009 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 Roald Erling, Commissioners Paul Tonon, Cheryl Thibeault, John Smith, Janet Moylan and Greg Fradette. Mayor Ward and Mark Peterson were absent. Also present from the Comptroller's Office: Glenn Klocko and Robin Manuele.

October 20, 2009

Ladies and Gentlemen:

The Regular Board of Finance Meeting will be held on Tuesday,
October 27, 2009 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 September 22, 2009**
 - b. School Readiness:**
 - i. Additional appropriation of \$1,806,095 funded by grant revenue for the School Readiness & Child Care Grant program**
 - ii. Additional appropriation of \$31,559 for the Quality Enhancement Grant**
 - c. Code Enforcement: Transfer of \$3,000 within the Code Enforcement operating budget**
 - d. Bristol Development Authority: Additional appropriation of \$557,500 funded by the Energy Efficiency and Conservation Block Grant**
 - e. City Clerk:**
 - i. Additional appropriation of \$10,000 funded by the CT State Library Historic Documents Preservation Targeted Grant**
 - ii. Additional appropriation of \$26,013 funded by the National Historical Publications Commission**
 - f. Police Department: Refer the 2010 Comprehensive DUI Enforcement Program grant to Miscellaneous Matters**
 - g. Education:**

- i. Additional appropriation of \$10,325 within the Special Grants & Donations Fund
 - ii. Additional appropriation of \$48,835 within the Special Grants & Donation Fund
 - iii. Additional appropriations totaling \$411,131 within the Special Education Grant Fund
 - iv. Reduce the ARRA IDEA, Part B, Section 619 grant by \$230
 - v. Reduce the IDEA, Part B, Section 619 grant by \$75
 - vi. Reduce the ARRA IDEA, Section 611 grant by \$5,902
- 4. Committee Reports: Insurance Committee- September 24, 2009
 - 5. Board of Education: Transfer of \$209,000 from the Board of Education General Fund to the School Lunch Fund as of June 30, 2009
 - 6. Fire Department: Transfer of \$6,200 from Contingency for 165 Hill Street
 - 7. Public Works:
 - a. Approval of a bid waiver to Peterbilt of Connecticut, Inc. for the cab and chassis purchase of a hybrid refuse truck and a hybrid dump truck
 - b. Additional appropriation of \$33,000 funded by grant revenue
 - 8. New Business:
 - 9. Old Business:
 - a. Quarterly Update on Local Bidding Preference
 - b. Monthly Update on Code Enforcement
 - c. Monthly Update on General Fund
 - d. Monthly Update on Centre Mall
 - e. Monthly Update on Downtown Development Fund
 - f. Update on Bonding of City Officials
 - g. 2010-2011 Budget Discussion
 - 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

None

3. Consent Agenda:

- a. **Approval of the minutes from the Regular Board of Finance Meeting September 22, 2009**
- b. **School Readiness:**
 - i. **Additional appropriation of \$1,806,095 funded by grant revenue for the School Readiness & Child Care Grant program**
 - ii. **Additional appropriation of \$31,559 for the Quality Enhancement Grant**
- c. **Code Enforcement: Transfer of \$3,000 within the Code Enforcement operating budget**
- d. **Bristol Development Authority: Additional appropriation of \$557,500 funded by the Energy Efficiency and Conservation Block Grant**
- e. **City Clerk:**
 - i. **Additional appropriation of \$10,000 funded by the CT State Library Historic Documents Preservation Targeted Grant**
 - ii. **Additional appropriation of \$26,013 funded by the National Historical Publications Commission**
- f. **Police Department: Refer the 2010 Comprehensive DUI Enforcement Program grant to Miscellaneous Matters**
- g. **Education:**
 - i. **Additional appropriation of \$10,325 within the Special Grants & Donations Fund**
 - ii. **Additional appropriation of \$48,835 within the Special Grants & Donation Fund**
 - iii. **Additional appropriations totaling \$411,131 within the Special Education Grant Fund**
 - iv. **Reduce the ARRA IDEA, Part B, Section 619 grant by \$230**
 - v. **Reduce the IDEA, Part B, Section 619 grant by \$75**
 - vi. **Reduce the ARRA IDEA, Section 611 grant by \$5,902**

Commissioner Moylan made a motion seconded by Commissioner Erling.

“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. Committee Reports: Insurance Committee- September 24, 2009

Commissioner Smith provided a brief overview of the Insurance Committee Meeting. The Committee reviewed the Standardized Insurance Requirements as related to snow plowing operations and agreed to increase the limit from \$750,000 to \$1,000,000. The Committee reviewed Worker’s Compensation claims with PMA Management. The lag time for the City reporting claims has decreased

tremendously. The Committee discussed the bid process for Health Insurance, a dependent eligibility audit and an owner controlled insured program (OCIP). An OCIP would potentially save the City money because the City would control the worker's compensation insurance for contractors on large projects. Commissioner Thibeault made a motion seconded by Commissioner Tonon.

"To increase automobile liability insurance to \$1,000,000 combined single limit for snowplowing operations."

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

Commissioner Thibeault made a motion seconded by Commissioner Smith.

"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.

5. Board of Education: Transfer of \$209,000 from the Board of Education General Fund to the School Lunch Fund as of June 30, 2009

Commissioner Erling made a motion seconded by Commissioner Smith.

"To transfer funds of \$209,000 from the Board of Education General Fund to the School Lunch Fund as of June 30, 2009 to cover the operation deficit and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Commissioner Thibeault stated she would like to have this budgeted for. Based on her conversations with Greg Boulanger there is not a specific break even number and this needs to be accounted for.

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

6. Fire Department: Transfer of \$6,200 from Contingency for 165 Hill Street

Commissioner Tonon made a motion seconded by Commissioner Smith.

"To transfer \$6,200 from the General Fund Contingency account to the Fire Department operating budget for 165 Hill Street and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Chief Pose stated his intent is to use the building for record storage and storage of chemical protective suits. The suits are currently stored at the training facility on

Vincent P. Kelly road. Chairman Miecznikowski asked if these could be stored without heat. Chief Post stated he doesn't need heat and water but is being told he must pay for all the utilities. Walter Veselka stated as a City building Public Works has the responsibility to maintain the building. The Board continued to discuss the use of the building and the future of the building. The total estimate to maintain the building is \$10,200. The Fire Department has \$4,000 in their budget.

Commissioner Fradette: No	Commissioner Tonon: No
Commissioner Moylan: No	Chairman Miecznikowski: No
Commissioner Smith: No	Mayor Ward: absent
Commissioner Erling: Yes	Commissioner Peterson: absent
Commissioner Thibeault: No	

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

7. Public Works:

- a. Approval of a bid waiver to Peterbilt of Connecticut, Inc. for the cab and chassis purchase of a hybrid refuse truck and a hybrid dump truck**

Commissioner Erling made a motion seconded by Commissioner Smith.

"To approve a bid waiver to Peterbilt of Connecticut, Inc for the cab and chassis purchase of a hybrid refuse truck and a hybrid dump truck."

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

- b. Additional appropriation of \$33,000 funded by grant revenue**

Commissioner Smith made a motion seconded by Commissioner Moylan.

"To make an additional appropriation of \$33,000 within the Public Works Major Road Improvements funded by the Town Aid Road 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. New Business:

9. Old Business:

- a. Quarterly Update on Local Bidding Preference**
b. Monthly Update on Code Enforcement

Commissioner Thibeault questioned why Public Works needed \$2,000 for the code enforcement mowing. The salary of Public Works is already being paid in the budget. Chairman Miecznikowski stated this was being paid for by Code Enforcement. Roger Rousseau stated this is not a normal operation of Public Works; therefore Public Works is being reimbursed by Code Enforcement. Greg asked if Public Works needed to perform this work on overtime, we should bid it out to private contractors. Roger stated the issue would be if this was a personnel function or contract function.

- c. **Monthly Update on General Fund**
- d. **Monthly Update on Centre Mall**
- e. **Monthly Update on Downtown Development Fund**
- f. **Update on Bonding of City Officials**

Commissioner Moylan made a motion seconded by Commissioner Smith.

“To accept the limits for the bonding of City officials per the attached listing.”

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

g. 2010-2011 Budget Discussion

Chairman Miecznikowski stated the Board could have a short discussion on the 5 and 10% cuts. The Board should keep this information in their files; it is premature to go over the information without more information from other sources such as the Board of Education. This information can be discussed with the departments when they come in to discuss their budgets. Commissioner Smith stated he would like to know what other municipalities are doing and benchmark against their practices. Commissioner Smith stated the departments are looking at cuts, instead of a new way to do business. The City may need to come up with a new way to deliver the current services. Commissioner Moylan asked when the Board would begin the process, instead of waiting until the first of the year. The Board may want to look at the budget in a different format than they have in the past. Commissioner Thibeault stated the Board looks at each budget individually; the Board needs to look at shared services and need to bring them together. Commissioner Smith stated a good example of this would be the summer aides with the Board of Education and Parks Department. Chairman Miecznikowski stated the Board can also reach out to the workers because they have great ideas as well.

10. Any other matter to come before said meeting

11. Adjournment

Commissioner Moylan made a motion seconded by Commissioner Thibeault.

“to adjourn at 7:08 p.m.”

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

Attest:

A handwritten signature in cursive script, appearing to read "Glenn S. Klocko".

Glenn S. Klocko
Board of Finance Clerk