



City of Bristol
Board of Finance Meeting
November 22, 2011

A meeting of the Board of Finance was held on Tuesday, November 22, 2011 at 6:30 p.m. in the City Hall, Council Chambers of City Hall, 111 North Main Street, Bristol, Connecticut. The following were in attendance: Chairman Rich Miecznikowski, Vice Chairman John Smith, Mayor Ward, Commissioners Bob Casar, Lisa Casey, Greg Fradette, Cheryl Thibeault, Paul Tonon and Robert Vojtek. Also present from the Comptroller's Office: Robin Manuele and Dave Bernagel.

November 14, 2011

Ladies and Gentleman:

The Regular Board of Finance Meeting will be held on Tuesday, November 22, 2011 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.
Pledge of Allegiance
2. Public Participation
3. Consent Agenda
 - a. Approval of the minutes from the Board of Finance Meeting October 25, 2011
 - b. Approval of the 2012-2013 Budget Calendar
 - c. Approval of the 2012 Board of Finance Meeting Calendar
 - d. Purchasing: Local Bidding Preference- September 30, 2011
 - e. Fire Department: Transfer of \$1,500 within Equipment Building Sinking Fund
 - f. Youth Services: Additional appropriation of \$1,000 within the Special Grants and Donations Fund
 - g. Education
 1. Additional appropriation totaling \$53,419 within the Special Grants and Donations Fund
 2. Additional appropriation of \$107,102 within the Special Education Grant Fund
4. Committee Reports: Insurance Committee- October 25, 2011
5. Youth Services/Education:
 - a. Education: Rescind the October 25, 2011 Board of Finance Additional appropriation of \$120,000 within the General Fund for the Interdistrict CoOperative Grant
 - b. Education: Additional appropriation of \$120,000 within the Special Education Grant Fund
 - c. Youth Services: Additional appropriation of \$120,000 within the General Fund
 - d. Youth Services: Transfer of \$9,000 for the Paul Vivian Internship/Cooperative Work Experience Program

6. Education: Additional appropriation of \$127,017 within the General Fund funded by telecom reimbursements
7. Comptroller's Office: Approval to closeout various Capital Project accounts as of June 30, 2011
8. New Business:
9. Old Business:
 - a. Monthly Update on General Fund
 - b. Monthly Update on BDDC
 - c. Monthly Update on Centre Mall 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.
3. Consent Agenda
 - a. Approval of the minutes from the Board of Finance Meeting October 25, 2011
 - b. Approval of the 2012-2013 Budget Calendar
 - c. Approval of the 2012 Board of Finance Meeting Calendar
 - d. Purchasing: Local Bidding Preference- September 30, 2011
 - e. Fire Department: Transfer of \$1,500 within Equipment Building Sinking Fund
 - f. Youth Services: Additional appropriation of \$1,000 within the Special Grants and Donations Fund
 - g. Education
 1. Additional appropriation totaling \$53,419 within the Special Grants and Donations Fund
 2. Additional appropriation of \$107,102 within the Special Education Grant Fund

Chairman Miecznikowski asked Robin to go over her Memo regarding the Board of Education items on the agenda. Some of the Board of Finance Commissioners and City Councilors have contacted the Comptroller's Office with concern about any item that will impact the Board of Education General Fund budget. As everyone is aware, the minimum budget requirement required by the State had the City give the BOE an additional \$2.5 million. At the last Council meeting, Councilman Cockayne asked about the Interdistrict CoOperative grant. The action was written incorrectly and will be rescinded tonight. The Memo was written to bring to the Board's attention two items on the agenda which could potentially impact the Board of Education's General Fund

budget. Subsequently to putting out the memo, Robin spoke with the Mayor and Dr. Sue Moreau to come up with alternative solutions for the items on the agenda. Item 5d. is going to be pulled from the Agenda with no action taken. Each year \$9,000 - \$10,000 is transferred from Eileen McNulty Youth Service's budget for the Project Aware grant, increasing the Board of Education's base budget. The Board of Education will still spend the funds; the Comptroller's Office will do an internal transfer to cover the expenditures. The other item is \$127,017 in telecom reimbursements. This money will be put into the Special Grants & Donations Funds. The Special Education Grant Fund is specifically for education purposes, where the Special Grants & Donations Funds is used by all Departments for donations from private companies. Commissioner Wojtek questioned the telecom reimbursements being built into the BOE's budget. Robin explained these funds are appropriated every year after budget adoption, so it's added to the budget. This item can be explored further during the budget process.

Commissioner Wojtek requested to remove item 3g2.

Commissioner Smith made a motion seconded by Commissioner Wojtek.

"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.

Commissioner Wojtek questioned appropriating the Carl Perkins grant to the Special Education Grant Fund; it should not be listed as a Special Education Grant. If someone disagrees, Commissioner Wojtek would like a legal opinion. Robin stated she can research it, but all of the grants in the Special Education Grant Fund are not specifically for Special Education. Commissioner Smith explained this fund was started around 1985 because several of these grants came in and is not specifically for Special Education. Robin explained the fund similar to the Special Grants & Donations Fund.

Commissioner Smith made a motion seconded by Commissioner Tonon to approve item 3g2.

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

4. Committee Reports: Insurance Committee- October 25, 2011

Commissioner Smith gave an overview of the meeting and Workers' Compensation. The main topic was exploring a fixed cost type of plan like the City had back before 2003. The Insurance Committee will make a recommendation based on research with information provided by PMA & Tracy Driscoll. Chairman Miecznikowski questioned why Greg has been asking for the mod number for two years, without getting it. Commissioner Smith stated we now have the number from PMA, which Robin confirmed is 1.57. Tracy Driscoll had lost power with the storm, and the City should expect their number after Thanksgiving. The Insurance Committee will then meet to make an informed decision on the direction the City should go. Commissioner Fradette explained what a mod number was and how it would impact the City.

Commissioner Fradette made a motion seconded by Commissioner Smith.
"To approve the Insurance Committee report as presented and place on file."

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

5. Youth Services/Education:

- a. Education: Rescind the October 25, 2011 Board of Finance Additional appropriation of \$120,000 within the General Fund for the Interdistrict CoOperative Grant**

Commissioner Vojtek made a motion seconded by Commissioner Thibeault.
"To rescind the October 25, 2011 Board of Education additional appropriation of \$120,000 within the General Fund for the Interdistrict CoOperative Grant."

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

- b. Education: Additional appropriation of \$120,000 within the Special Education Grant Fund**

Mayor Ward made a motion seconded by Commissioner Smith.
"To make an additional appropriation of \$120,000 within the Special Education Grant Fund for the Interdistrict CoOperative Grant 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.

- c. Youth Services: Additional appropriation of \$120,000 within the General Fund**

Commissioner Casey made a motion seconded by Commissioner Tonon.
"To make an additional appropriation of \$120,000 within the General Fund for the Youth Services- Interdistrict CoOperative 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.

- d. Youth Services: Transfer of \$9,000 for the Paul Vivian Internship/Cooperative Work Experience Program**

This item was removed from the agenda- no action.

6. Education: Additional appropriation of \$127,017 within the General Fund funded by telecom reimbursements

Commissioner Casar made a motion seconded by Commissioner Tonon.

"To make an additional appropriation of \$127,017 within the Special Grants & Donations Fund funded by telecom reimbursements 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. Comptroller's Office: Approval to closeout various Capital Project accounts as of June 30, 2011

Commissioner Thibeault made a motion seconded by Commissioner Casey.

"To approve the close out of various Capital Project accounts as of June 30, 2011 per the attached listing."

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

8. New Business:

Chairman Miecznikowski asked the Board to come up with objectives for the next budget. The Mayor has spoken about consolidation of Departments. This information can be discussed in January before the budget process starts.

Mayor Ward stated Walter Veselka has provided an update for general information. As of today, 40,000 cubic yards of wood debris was picked up and another 20,000 cubic yards was picked up by citizens and/or Public Works and brought to the transfer station. Costs are up around \$1.5 million with 75% reimbursement. The large wood debris pickup should be completed up by the beginning of next week, followed by the smaller debris. The commitment of the City workers and citizens has been a big help in the clean up process. The transfer station has been open extended hours and has been very busy. All workers need to be commended for their efforts.

9. Old Business:

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

10. Any other matter to come before said meeting

11. Adjournment

Commissioner Smith made a motion seconded by Commissioner Thibeault.

"to adjourn at 7:03 p.m."

Attest:



Robin L. Manuele
Assistant Comptroller

