



## City of Bristol

### Board of Finance Meeting November 25, 2008

A regular meeting of the Board of Finance was held on November 25, 2008 at 6:30 p.m. in the City Hall, Council Chambers, 111 North Main Street, Bristol, Connecticut. The following Commissioners were in attendance: Chairman Richard Miecznikowski, Vice Chairman Roald Erling, Mayor Ward, Ronald Messier, John Smith, Paul Tonon, Cheryl Thibeault and Janet Moylan. Mark Peterson was absent. Also present from the Comptroller's Office: Glenn Klocko and Robin Manuele.

November 18, 2008

Ladies and Gentlemen:

The Regular Board of Finance Meeting will be held on Tuesday, November 25, 2008 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 October 28, 2008
  - b. Approval of the 2009 Board of Finance Meeting Schedule
  - c. Public Works: Transfer of \$7,500 within the Public Works operating budget
  - d. City Council:
    1. Refer the Brownfields Cleanup Grant Application for the former H.J. Mills Property to Miscellaneous Matters Committee
    2. Refer the U.S. EPA Brownfields Cleanup Grant Application to Miscellaneous Matters Committee
  - e. Tax Office: Transfer of \$1,000 within the Tax Office operating budget
  - f. Library: Transfer of \$6 within the Library operating budget
  - g. Education: Additional appropriation totaling \$233,757 within the Special Educational Grant Fund funded by grant revenue
4. Committee Reports: Purchasing Committee- November 14, 2008
5. Parks & Recreation: Additional appropriation of \$25,000 within LoCIP
6. Comptroller's Office:
  - a. Additional appropriation of \$8,163 within the Capital Projects Fund funded by interest income as of June 30, 2008
  - b. Transfer of \$3,000 within the Capital Projects Fund as of June 30, 2008

- c. Additional appropriation totaling \$77,765 within the Capital and Nonrecurring Fund as of June 30, 2008
- d. Transfers totaling \$102,398 within the Capital and Nonrecurring Fund as of June 30, 2008
- e. Rescind \$198,000 appropriation within Capital Projects as of June 30, 2008
- f. Additional appropriation totaling \$487,000 within the Capital Projects School Fund as of June 30, 2008
- g. Approval of the purchase of the former Crowley dealership on Pine Street
7. New Business:
8. Old Business:
  - a. Monthly Update on General Fund
  - b. Monthly Update on Centre Mall
  - c. Monthly Update on Downtown Development Fund
9. Any other matter to come before said meeting
10. 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 October 28, 2008
- b. Approval of the 2009 Board of Finance Meeting Schedule
- c. Public Works: Transfer of \$7,500 within the Public Works operating budget
- d. City Council:
  1. Refer the Brownfields Cleanup Grant Application for the former H.J. Mills Property to Miscellaneous Matters Committee
  2. Refer the U.S. EPA Brownfields Cleanup Grant Application to Miscellaneous Matters Committee
- e. Tax Office: Transfer of \$1,000 within the Tax Office operating budget
- f. Library: Transfer of \$6 within the Library operating budget
- g. Education: Additional appropriation totaling \$233,757 within the Special Educational Grant Fund funded by grant revenue

Commissioner Erling made a motion seconded by Commissioner Tonon.

"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: Purchasing Committee- November 14, 2008**

Commissioner Messier gave a brief summary of the Purchasing Committee meeting held on November, 14, 2008. The topic of discussion was the City applying for a procurement card through the State of Connecticut Department of Administrative Services. The Purchasing Agent is going to draft a policy to present to the Committee and the Board of Finance. There will be restrictions on card use, and the card will never leave City Hall.

Commissioner Erling made a motion seconded by Commissioner Tonon.

“To accept the Purchasing 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. Parks & Recreation: Additional appropriation of \$25,000 within LoCIP**

Commissioner Thibeault made a motion seconded by Mayor Ward.

“To make an additional appropriation of \$25,000 within the LoCIP Fund for a retaining wall at the Skate Park 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 Chairman declared the motion carried.

**6. Comptroller’s Office:**

**a. Additional appropriation of \$8,163 within the Capital Projects Fund funded by interest income as of June 30, 2008**

Commissioner Messier made a motion seconded by Commissioner Tonon.

“To make an additional appropriation of \$8,163 within the Capital Projects Fund funded by interest income as of June 30, 2008 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 Chairman declared the motion carried.

**b. Transfer of \$3,000 within the Capital Projects Fund as of June 30, 2008**

Commissioner Tonon made a motion seconded by Commissioner Erling.

"To transfer \$3,000 within the Capital Projects Fund as of June 30, 2008."

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

**c. Additional appropriation totaling \$77,765 within the Capital and Nonrecurring Fund as of June 30, 2008**

Commissioner Moylan made a motion seconded by Commissioner Tonon.

"To make an additional appropriation totaling \$77,765 within the Capital and Nonrecurring Fund as of June 30, 2008 and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Commissioner Moylan questioned what this was for. Robin explained this was to appropriate expenditures and revenue at the same level to close out the fund.

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

**d. Transfers totaling \$102,398 within the Capital and Nonrecurring Fund as of June 30, 2008**

Commissioner Moylan made a motion seconded by Commissioner Messier.

"To transfer \$102,398 within the Capital and Nonrecurring Fund as of June 30, 2008 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 Chairman declared the motion carried.

**e. Rescind \$198,000 appropriation within Capital Projects as of June 30, 2008**

Mayor Ward made a motion seconded by Commissioner Erling.

"To rescind a \$198,000 appropriation within the Capital Projects Fund as of June 30, 2008 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 Chairman declared the motion carried.

**f. Additional appropriation totaling \$487,000 within the Capital Projects School Fund as of June 30, 2008**

Commissioner Thibeault made a motion seconded by Commissioner Messier.

“To make an additional appropriation totaling \$487,000 within the Capital Projects School Fund as of June 30, 2008 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 Chairman declared the motion carried.

**g. Approval of the purchase of the former Crowley dealership on Pine Street**

Commissioner Messier made a motion seconded by Commissioner Tonon.

“To approve the purchase of the former Crowley dealership on Pine Street and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance.”

Commissioner Moylan:	Yes	Commissioner Erling:	Yes
Commissioner Messier:	Yes	Commissioner Tonon:	Yes
Commissioner Thibeault:	Yes	Commissioner Miecznikowski:	Yes
Mayor Ward:	Yes		

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

**7. New Business:**

Dr. Streifer presented a proposal to the Board for the City of Bristol to join the Connecticut Coalition for Justice in Education Funding. The CCJEF has a lawsuit in place against the State of Connecticut stating the educational cost sharing (ECS) formula that funds public schools is inappropriate and unconstitutional. The cost for the City to join is \$10,000 and for the Board of Education to join it is \$1,500. Dr. Streifer is strongly recommending the City of Bristol join CCJEF along with the school system because the CCJECT case is well crafted and it will likely move forward to a new level; given how past equity/adequacy school funding cases have gone nationally there is an excellent chance the plaintiffs (CCJEF) will prevail; and if we are not part of the case we risk not benefiting. CCJEF vs. Rell is not a class action, and only those City's and BOE's participating will receive benefits from a settlement.

Commissioner Tonon made a motion seconded by Commissioner Moylan.

“To transfer \$10,000 from the General Fund Contingency Account for a membership to the Connecticut Coalition for Justice in Education Funding 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 Chairman declared the motion carried.

Ellen Zoppo and Stan Piotrowski presented a request to the Board from the Cemetery Commission for the removal of dangerous trees at the Downs Cemetery. This request was presented to the Public Works Board last week, but the job is out of the scope of Public Works. Chairman Miecznikowski explained they will listen to the request; review the information given and either refer to the Miscellaneous Matters Committee or put in next year’s budget process. Stan explained the current state of the trees at Downs Cemetery and how it is a liability to the City because of safety issues, the dead limbs of the trees could fall and hurt someone. The Cemetery Commission has met with various tree companies to evaluate Downs Cemetery. K&T Tree Removal and Colonial Tree Company declined to give prices because they felt that their method of tree and limb removal, which entails climbing the trees, was too risky due to the extreme level of decay present in the trunks. The Committee requests an appropriation of \$10,000 and a bid waiver for Bartlett Tree Experts.

Chairman Miecznikowski requested a walk through of the Cemetery to assess the situation of the trees.

Commissioner Moylan asked if this could be broken down into phases, prioritize and remove trees/limbs each time. Ellen explained that is possible, but after Downs Cemetery the other cemeteries do have similar problems, especially Lewis Street.

Commissioner Tonon made a motion seconded by Commissioner Erling.

“To refer the tree issues at Downs Cemetery to Miscellaneous Matters Committee.”

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

8. **Old Business:**
  - a. **Monthly Update on General Fund**
  - b. **Monthly Update on Centre Mall**
  - c. **Monthly Update on Downtown Development Fund**

Commissioner Messier asked if we heard any feedback or movement from BDDC. Glenn stated this was brought up at a meeting the Mayor had regarding downtown development and BDDC will present something during the budget process.

**9. Any other matter to come before said meeting.**

Commissioner Moylan asked if it was in the best interest of the Board of Finance for the Board to meet and discuss what was important to them and their priorities for the 2009-2010 budget process. Chairman Miecznikowski stated they could have a Special Meeting or include it as part of the December Board of Finance meeting. Mayor Ward explained the Comptroller has spoken with all of the larger department heads and their Boards regarding budget requests for 2009-2010. The general message is that no requests over a 2% increase, which may come down to zero depending on state funding. Commissioner Moylan stated the Board never can have a conversation over what they feel is important or what information the Board would like to base decisions on. This is not the first time these economic situations have been presented to the City and it would be helpful to know what has happened with past trends.

A special meeting will be held in the beginning of January for the Board of Finance to discuss the 2009-2010 budget.

Commissioner Messier requested information on the accounting of the Skate Park, including the funding sources.

**10. Adjournment.**

Commissioner Moylan made a motion seconded by Mayor Ward.

“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