



**City of Bristol
Board of Finance Meeting
December 15, 2009**

A meeting of the Board of Finance was held on Tuesday, December 15, 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, Commissioners Paul Tonon, Cheryl Thibeault, John Smith, Janet Moylan, Greg Fradette, Mayor Ward and Mark Peterson. Also present from the Comptroller's Office: Glenn Klocko and Robin Manuele.

December 10, 2009

Ladies and Gentlemen:

The Regular Board of Finance Meeting will be held on Tuesday, December 15, 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. Reorganization of the Board
4. Consent Agenda:
 - a. Approval of the minutes from the Regular Board of Finance Meeting November 24, 2009
 - b. Board of Assessment Appeals: Transfer of \$400 within operating budget
 - c. Police Department: Transfer of \$1,990 within operating budget
 - d. Parks Department: Transfer of \$800 within operating budget
 - e. Youth Services:
 - i. Transfer of \$10,000 for the Paul Vivian Internship/Cooperative Work Experience Program
 - ii. Additional appropriation of \$7,550 funded by grant revenue
 - f. School Readiness: Transfer of \$25,000 within operating budget
 - g. Public Works:
 - i. WPC: Operating transfer out of \$4,980 funded by WPC Contingency account
 - ii. WPC: Additional appropriation of \$4,980 within the Water Pollution Control Capital Non Recurring account
 - iii. Refer the ARRA Supplemental Regional Bonus Pool Block Grant Program to Miscellaneous Matters Committee
 - h. Education:

- i. Additional appropriations of \$1,644,542 within the Special Education Grant Fund
 - ii. Additional appropriations of \$1,429,505 within the Special Education Grant Fund
 - iii. Additional appropriation of \$143,885 within the Special Education Grant Fund
 - iv. Transfer of \$5,943,040 within the Board of Education
5. Bristol Development Authority:
 - a. Approval of an Economic Development Grant to Etter Engineering Company, Inc. for \$21,600
 - b. Transfer of \$150,000 from General Fund Contingency account
6. City Council: Transfer of \$35,000 from General Fund Contingency account
7. Comptroller's Office: General Fund Designations of Fund Balance \$9,945,781 as of June 30, 2009
8. New Business:
9. Old Business:
 - a. Monthly Update on Code Enforcement
 - b. Monthly Update on General Fund
 - c. Monthly Update on Centre Mall
 - d. Monthly Update on Downtown Development Fund
 - e. 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. Reorganization of the Board

Chairman Miecznikowski opened the floor for nominations for Vice Chairman of the Board.

Mayor Ward made a motion seconded by Commissioner Tonon.

"To nominate John Smith as Vice Chairman of the Board of Finance"

There being no other nominations for Vice Chairman, Chairman Miecznikowski called for a voice vote, there being no opposition, he then declared the motion carried.

Chairman Miecznikowski turned the floor over to Vice Chairman Smith who opened the floor for nominations for Chairman.

Mayor Ward made a motion seconded by Commissioner Fradette.

"To nominate Richard Miecznikowski as Chairman of the Board of Finance"

There being no other nominations for Chairman, Vice Chairman Smith called for a voice vote, there being no opposition, he then declared the motion carried.

4. Consent Agenda:

- a. Approval of the minutes from the Regular Board of Finance Meeting
November 24, 2009**
- b. Board of Assessment Appeals: Transfer of \$400 within operating budget**
- c. Police Department: Transfer of \$1,990 within operating budget**
- d. Parks Department: Transfer of \$800 within operating budget**
- e. Youth Services:**
 - 1. Transfer of \$10,000 for the Paul Vivian Internship/Cooperative Work Experience Program**
 - 2. Additional appropriation of \$7,550 funded by grant revenue**
- f. School Readiness: Transfer of \$25,000 within operating budget**
- g. Public Works:**
 - 1. WPC: Operating transfer out of \$4,980 funded by WPC Contingency account**
 - 2. WPC: Additional appropriation of \$4,980 within the Water Pollution Control Capital Non Recurring account**
 - 3. Refer the ARRA Supplemental Regional Bonus Pool Block Grant Program to Miscellaneous Matters Committee**
- h. Education:**
 - 1. Additional appropriations of \$1,644,542 within the Special Education Grant Fund**
 - 2. Additional appropriations of \$1,429,505 within the Special Education Grant Fund**
 - 3. Additional appropriation of \$143,885 within the Special Education Grant Fund**
 - 4. Transfer of \$5,943,040 within the Board of Education**

Commissioner Thibeault requested to pull items 4e1. and 4g3.

Commissioner Moylan made a motion seconded by Commissioner Smith.

"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.

4e1. Youth Services: Transfer of \$10,000 for the Paul Vivian Internship/Cooperative Work Experience Program

Commissioner Thibeault questioned if Paul Vivian was an actual person and what would happen if the transfer was not made. Eileen McNulty, Director of Youth Services, stated Paul was a past director of Youth Services and the program would not be able to continue if the transfer was not made.

Commissioner Moylan made a motion seconded by Commissioner Smith.

"To approve item 4e1. as part of 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.

4g3. Public Works: Refer the ARRA Supplemental Regional Bonus Pool Block Grant Program to Miscellaneous Matters Committee

Commissioner Thibeault questioned if this grant would use a Bristol employee to pick up in Plainville and if someone would need to be hired to do this. Walter Veselka explained he will be able to allocate his resources to use one employee and truck to do the pick up in Plainville. The Mayor explained this grant application is part of the regionalization efforts of Plainville, Bristol, Wolcott, Burlington and Plymouth.

Commissioner Moylan made a motion seconded by Commissioner Smith.

"To approve item 4g3. as part of 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. Bristol Development Authority:

a. Approval of an Economic Development Grant to Etter Engineering Company, Inc. for \$21,600

Jonathan Rosenthal handed out a listing of commitments the City has made to various companies. Jonathan stated there is enough money for current year expenses contingent on job creation. Cheryl asked if this money would ultimately be coming out of the contingency. Robin Manuele explained item seven has a request to carry over Economic Development funds but as of June 30, 2009, approximately \$150,000 of that has been spent. Robin stated depending on the timing of the grant payment it may come out of the existing appropriation or contingency. Jonathan stated there is enough money in the account today to pay current liabilities, but contingent liabilities including job creation are paid at a later date. Cheryl asked how long the payback period generally is. Jonathan stated in general terms it is 3-5 years depending on if it is a new construction or renovations.

Commissioner Smith made a motion seconded by Commissioner Tonon.

"To approve an Economic Development grant in the amount of \$21,600 to Etter Engineering Company, Inc. 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. Transfer of \$150,000 from General Fund Contingency account

Commissioner Thibeault made a motion seconded by Commissioner Moylan.

"To transfer \$150,000 from the General Fund Contingency account to the Economic Development account and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Commissioner Moylan stated that she is not sure there is any other choice, but this does cut the amount in contingency down. Glenn explained he met with the Mayor and Jonathan to discuss potential businesses and current liabilities. The approach taken was to handle this in this fiscal year and use \$150,000 before the snow season begins. There is one potential company, which would be a larger economic grant, possibly awarded later in this fiscal year. Discussion continued on current and future economic grant possibilities. Commissioner Tonon questioned why the City gives grants to restaurants; he feels it is a waste of taxpayer money. Jonathan explained the budget submitted to the State allows for a certain amount to be used for restaurants, but this program will be coming to an end.

Commissioner Smith requested profiles of three or four companies so the Board could be aware of the results of the economic grants awarded.

Following a voice vote the Chairman declared the motion carried. Commissioner Moylan voted No.

6. City Council: Transfer of \$35,000 from General Fund Contingency account

Mayor Ward made a motion seconded by Commissioner Smith.

"To transfer \$35,000 from the General Fund Contingency account to the Claims-Council settlement account and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Commissioner Thibeault questioned if Titan Roofing had a claim against the City. Assistant Corporation Counsel Richard Lacey explained this was a pending litigation matter and the background information could be given in private or in Executive Session. Robin explained \$20,000 will be coming out of the claims-council settlement account in the budget and the remaining \$35,000 is the transfer from contingency.

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

**7. Comptroller's Office: General Fund Designations of Fund Balance
\$9,945,781 as of June 30, 2009**

Commissioner Peterson made a motion seconded by Commissioner Moylan.

"To designate \$9,945,781 as of June 30, 2009 of General Fund Fund Balance as per the attached listing and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Commissioner Moylan asked if these were audited numbers. Glenn stated the draft of the audit was received at 4:00 p.m. today and these designations are a result of the audit. Chairman Miecznikowski reviewed the GASB 45 designation. The Council voted to revisit GASB 45 and if this was to occur there could be a potential to close the \$8 million gap by \$3 million. Glenn stated in 2007 health benefits for retirees was approximately \$1.7 million, last year it increased to \$3.3 million and now this year's number is at \$3.1 million. These are out of pocket expenses. The City just received the actuarial reports concerning GASB 45, with Police and Fire significantly over funded over 200% and the City around approximately 135%.

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

8. New Business:

9. Old Business:

- a. Monthly Update on Code Enforcement**
- b. Monthly Update on General Fund**
- c. Monthly Update on Centre Mall**
- d. Monthly Update on Downtown Development Fund**
- e. 2010-2011 Budget Discussion**

Glenn explained there were serious concerns with interest income and conveyance tax continues to slide. The new Deputy Treasurer will be meeting with bank representatives to discuss a more aggressive approach with the investment schedule and other options. The Grand List has experienced some growth and when the list comes out in February there should be approximately \$500,000 in new revenue. This may sound good but in years past the City has generated over \$1 million in new revenue.

Commissioner Thibeault asked if the City was working with those in Hartford. Mayor Ward stated the City met with the delegation last week, expressed the City's concerns, recommendations and actions. Dr. Streifer and Mayor Ward continue to work with the unfunded mandates that directly affect Bristol.

10. Any other matter to come before said meeting

11. Adjournment

Commissioner Moylan made a motion seconded by Commissioner Thibeault.

"to adjourn at 7:25 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