



**City of Bristol  
Board of Finance Meeting  
December 16, 2008**

A regular meeting of the Board of Finance was held on December 16, 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, Ronald Messier, John Smith, Paul Tonon and Janet Moylan. Mayor Ward and Cheryl Thibeault were absent. Also present from the Comptroller's Office: Glenn Klocko and Robin Manuele.

**December 10, 2008**

**Ladies and Gentlemen:**

**The Regular Board of Finance Meeting will be held on Tuesday,  
December 16, 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 Meeting  
November 25, 2008**
  - b. Fire Department: Refer the U.S. Smokeless Tobacco Company Operation  
Ranger Program to Miscellaneous Matters Committee**
  - c. Education:**
    - 1. Additional appropriation of \$159,701 within the Special Educational  
Grant Fund funded by grant revenue**
    - 2. Additional appropriation totaling \$194,000 within the Special Grants  
& Donations Fund funded by grant revenue**
- 4. Committee Reports: Miscellaneous Matters Committee- December 4, 2008**
- 5. Police Department: Approval of the 2009 Expanded DUI Program Grant funded by  
\$134,775 in federal grant revenue and transfer of \$44,925 from the General Fund  
Contingency account**
- 6. City Council: Approval of an Economic Development Grant to Better Molded  
Products for \$28,800**
- 7. Bristol Development Authority: Approval of the funding of the City Share for the  
CEDS Update**
- 8. Dept of Aging: Approval to use \$11,821 of the Dial-A-Ride appropriation towards  
BCO's purchase of a new van**
- 9. Comptroller's Office: General Fund Designations of Fund Balance \$13,617,719 as  
of June 30, 2008**
- 10. New Business:**

11. **Old Business:**
  - a. **Monthly Update on General Fund**
  - b. **Monthly Update on Centre Mall**
  - c. **Monthly Update on Downtown Development Fund**
11. **Any other matter to come before said meeting**
12. **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 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 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.

4. **Committee Reports: Miscellaneous Matters Committee Meeting- December 4, 2008**

Chairman Miecznikowski gave a brief summary of the Miscellaneous Matters Committee meeting held on December 4, 2008. Rich, Roald, Paul, John along with members of the Cemetery Commission performed on-site inspections of the trees at Downs Cemetery that the Cemetery Commission has identified as dangerous trees. The

Committee decided to have other tree companies, besides Bartlett Tree, provide quotes for the project as a whole and for each individual tree.

Commissioner Smith made a motion seconded by Commissioner Tonon.

“To accept the Miscellaneous Matters 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. Police Department: Approval of the 2009 Expanded DUI Program Grant funded by \$134,775 in federal grant revenue and transfer of \$44,925 from the General Fund Contingency account**

Commissioner Tonon made a motion seconded by Commissioner Smith.

“To make an additional appropriation of \$134,775 funded by grant revenue and to transfer \$44,925 from the General Fund contingency account for the 2009 Expanded DUI Program 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 Chairman declared the motion carried.

**6. City Council: Approval of an Economic Development Grant to Better Molded Products for \$28,800**

Commissioner Messier made a motion seconded by Commissioner Moylan.

“To approve an Economic Development grant in the amount of \$28,800 to Better Molded Products and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance.”

Jonathan Rosenthal explained the company is located on Valley Street and will be bringing a new product line from China, which will lead to a 5,000 sq ft expansion and 18 jobs.

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

**7. Bristol Development Authority: Approval of the funding of the City Share for the CEDS Update**

Commissioner Smith made a motion seconded by Commissioner Tonon.

“To approve funding of \$7,967 in the 2009-2010 budget for the balance of the City Share for the CEDS Update”

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

**8. Dept of Aging: Approval to use \$11,821 of the Dial-A-Ride appropriation towards BCO's purchase of a new van**

Commissioner Messier made a motion seconded by Commissioner Tonon.

"To approve the use of \$11,821 of the Dial-A-Ride appropriation towards BCO's purchase of new van."

Commissioner Peterson asked what happened here. Peggy Sokol from the Department of Aging explained the grant in the past has allowed the purchase of capital equipment with the grant funding. However, this year (08-09) does not allow the grant to be used for capital equipment. BCO (Bristol Community Organization) misinterpreted the grant and purchased the van, under the impression the grant funding would cover the costs. The \$11,821 will be coming out of the City funding of Dial-A-Ride. BCO is making a commitment to continue services without any additional funding from the City. The Dial-A-Ride program will continue as usual. BCO is going to try to seek additional funding through ADA.

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

**9. Comptroller's Office: General Fund Designations of Fund Balance \$13,617,719 as of June 30, 2008**

Commissioner Peterson made a motion seconded by Commissioner Smith.

"To designate \$13,617,719 as of June 30, 2008 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 questioned the balance of undesignated fund balance. Robin explained originally we were going to have about 10.5% undesignated fund balance, but once the surplus is known designations are made, with the balance undesignated. There is a \$2.5 million reservation for sinking fund which brings the percentage down. Chairman Miecznikowski explained with the current economic situation and the next budget coming up this designation to the sinking fund can help us. Glenn explained this is going to clean up the balance sheet with anticipation of bonding shortly. This will show a transfer instead of using fund balance to balance the budget. The use of fund balance is supposed to decrease each year in keeping with the policy the Board of Finance has set forth.

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

**10. New Business:**

**11. Old Business:**

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

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

**13. Adjournment.**

Commissioner Erling made a motion seconded by Commissioner Tonon.

“To adjourn at 7:14 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