



**City of Bristol  
Board of Finance Meeting  
December 18, 2007**

A regular meeting of the Board of Finance was held on Tuesday, December 18, 2007 at 6:30 p.m. in the City Hall, Meeting Room, 1<sup>st</sup> floor, 111 North Main Street, Bristol, Connecticut. The following Commissioners were in attendance: Chairman Richard Miecznikowski, Vice Chairman Roald Erling, John Smith, Mark Peterson, Ron Messier, Janet Moylan, and Cheryl Thibeault. Commissioner Soucy and Mayor Ward were absent. Also present from the Comptroller's Office: Glenn Klocko and Robin Manuele.

December 12, 2007

Ladies and Gentlemen:

The Regular Board of Finance Meeting will be held on Tuesday, December 18, 2007 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 27, 2007
  - b. Education:
    1. Additional appropriations of \$1,690,595 within the Special Educational Grant Fund funded by grant revenue
    2. Additional appropriations of \$63,449 within the Special Educational Grant Fund funded by grant revenue
  - c. Purchasing: Transfer of \$100 within the Purchasing Operating budget
  - d. Blight: Transfer of \$420 within the Blight Operating Budget
  - e. Probate Court: Transfer of \$370 within the Probate Court Operating budget
  - f. Parks & Recreation:
    1. Transfer of \$1,480 within the Parks & Recreation Operating Budget
    2. Rescind transfer of \$1,480 from General Fund Contingency account to Parks & Recreation
  - g. Youth Services:
    1. Transfer of \$15,000 for the Paul Vivian Internship Program
    2. Additional appropriation of \$7,550 funded by grant revenue
4. Committee Reports:
  - a. Insurance Committee- November 30, 2007
  - b. Purchasing Committee- December 18, 2007
5. New Business:
6. Old Business:

- a. Monthly Update on General Fund
  - b. Monthly Update on Centre Mall
  - c. Monthly Update on Downtown Development Fund
7. Any other matter to come before said meeting.
  8. Adjournment.

**PER ORDER OF THE CHAIRMAN**  
Richard Miecznikowski

Robin L. Manuele  
Assistant Comptroller

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 Meeting- November 27, 2007
- b. Education:
  1. Additional appropriations of \$1,690,595 within the Special Educational Grant Fund funded by grant revenue
  2. Additional appropriations of \$63,449 within the Special Educational Grant Fund funded by grant revenue
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- d. Blight: Transfer of \$420 within the Blight Operating Budget
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  1. Transfer of \$1,480 within the Parks & Recreation Operating Budget
  2. Rescind transfer of \$1,480 from General Fund Contingency account to Parks & Recreation
- g. Youth Services:
  1. Transfer of \$15,000 for the Paul Vivian Internship Program
  2. Additional appropriation of \$7,550 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:
  - a. Insurance Committee- November 30, 2007

Commissioner Messier made a motion seconded by Commissioner Smith.

“To discontinue health insurance coverage for outside agencies effective June 30, 2009.”

Following a voice vote the Chairman declared the motion carried.

Commissioner Thibeault abstained.

Commissioner Peterson made a motion seconded by Commissioner Messier.

“To accept the Insurance Committee report as presented by Committee Chairman John Smith and place on file.”

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

**b. Purchasing Committee- December 18, 2007**

Commissioner Messier provided an update on the Purchasing Committee meeting. The Committee discussed changes to C.G.S 10-287 regarding hiring of architects and review committees as listed in Code of Ordinances 18-136. The Committee recommended changes be made to the Purchasing Manual based on the information Purchasing Agent Roger Rousseau presented and the discussion of the Committee.

Commissioner Erling made a motion seconded by Commissioner Smith.

“To add Section 4.H to the Purchasing Manual and to waive the reading of the Section but to include it as part of the minutes.”

**Section 4.H**

**Use of Prequalification**

If mandated by the funding source for a designated project, or if determined to be in the best interest of the City, the following method of selection may be used by the City of Bristol:

The Purchasing Agent shall issue a request for qualifications, describing the general type of work required to be completed by the architect or engineer. The document shall clearly define the review criteria (see Section 4.C.) and shall clearly define a set of minimum criteria. The review committee shall review the qualifications of all submittals received, and accept the qualifications of all firms it determines to be qualified for the work. Interviews may be conducted, if determined by the committee to be necessary, to further examine the qualifications of firms.

A specific scope of services will be sent to the list of qualified firms, and the qualified firms will be requested to submit a sealed bid for their services. The lowest qualified bid received from these firms will be recommended for award of the contract.

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

Commissioner Peterson made a motion seconded by Commissioner Erling.

"To modify Section 4.D of the Purchasing Manual and to waive the reading of the Section but to include it as part of the minutes."

#### Section 4.D

##### School Building Committees

In the case of a School Building Committee as defined in Sections 18-131 through 18-136 of the City Code of Ordinances, the selection of an architect shall be made by the School Building Committee in accordance with review criteria set forth in these policies; except that the Purchasing Agent and departmental staff shall serve in an advisory capacity to the School Building Committee. Said selection shall be forwarded to the City Council for subsequent approval.

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

Commissioner Moylan made a motion seconded by Commissioner Smith.

"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. New Business:

Commissioner Smith made a motion seconded by Commissioner Moylan.

"To discuss the purchase of 262-264-266 Park Street and the Backflow Preventer Assistance Program and take any action as necessary."

Commissioner Smith made a motion seconded by Commissioner Moylan.

"To make an additional appropriation of \$205,000 funded by Capital Projects Interest Income for the purchase of 262-264-266 Park Street and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Commissioner Moylan questioned if the Board would be better served to make this decision if the Board knew the entire plan, was this part of the renovation, what else is going on are there further proposals to buy more properties.

Commissioner Peterson asked what future expenses are going to be after the property is bought, to get the property to the final goal, i.e. demolition and landscaping and how will these expenses be funded?

Chairman Miecznikowski said the purchase of this property would be from interest income, but any future properties would have to be evaluated at the time. There won't be

any interest income left, and other properties should go through the budget process so there is funding available.

Comptroller Glenn Klocko explained requests that come from City Council usually are referred to the Board of Finance to provide funding and in many cases do not provide a dollar amount. The requests need to have an amount in order to be considered.

Commissioner Smith questioned if this was part of the Five Year Capital Improvement Plan. Glenn stated the Board would not be entertaining this request if it was part of the Five Year CIP.

Commissioner Smith suggested the Board hold off on approving the purchase of the property until the Board's questions are answered.

Chairman Miecznikowski questioned the time frame for closing on this property.

*Mayor Ward entered the meeting.*

Mayor Ward explained this is part of the overall park plan in conjunction with Rockwell Park and Muzzy Field. There is one other property on the front strip which may be purchased. The City has the opportunity to purchase this property at 262-264-266 Park Street because it is available. If someone else buys it, the City may not have the opportunity to purchase it down the road.

Commissioner Moylan questioned as to why the purchase of these properties were not included in the Five Year Plan if the Park Department planned to purchase these properties as part of the overall plan.

Commissioner Erling questioned if the money earmarked in the Five Year Capital Plan could be used to purchase the property. Comptroller Klocko stated the funding in the Five Year Capital Plan was funding by bonding and a specific description of the project is submitted to our Bond Counsel and can not be changed.

The Board continued to express their concerns about the purchase of the property and any other properties in the future, and where the funding would come from.

Chairman Miecznikowski called for a roll call vote.

Commissioner Messier: No

Commissioner Erling: No

Commissioner Peterson: No

Commissioner Thibeault: Yes

Commissioner Moylan: No

Chairman Miecznikowski: Yes

Commissioner Smith: Yes

Following a voice vote, the Chairman declared the motion failed.

Mayor Ward clarified the Board will want to make it clear to the owner that they did not turn down the purchase of the property, they turned down the motion because of the lack of information the Board received. Once the Board receives answers to their questions, the purchase will be reconsidered. The Board agreed the motion could be reconsidered once their questions were answered.

Commissioner Smith made a motion seconded by Commissioner Moylan.

"To table the purchase of 262-264-266 Park Street."

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

*Mayor Ward left the meeting.*

Commissioner Thibeault made a motion seconded by Commissioner Smith.

"To transfer \$5,000 from the General Fund Contingency account for the establishment of the Backflow Preventer Assistance Program."

Commissioner Moylan questioned the program, because it states a Certificate of Occupancy must be shown and it doesn't make any sense for a homeowner who purchased a home they did not build to have a CO. Commissioner Smith stated he bought a house that was built back in the 1950's and does not have his Certificate of Occupancy. Commissioner Erling questioned how many people would be involved in the program, is there an estimate? Commissioner Smith stated it would be nice to have more information when the request is submitted so the Board does not have to guess.

Commissioner Thibeault made a motion seconded by Commissioner Smith.

"To rescind the motion on the table."

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 refer the Backflow Preventer Assistance Program to the Miscellaneous Matters Committee."

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

**6. Old Business:**

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

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

Commissioner Messier asked how the Budget Kick Off meeting went. Chairman Miecznikowski explained the Mayor discussed Reevaluation, a 3-5% increase, and the Five Year Capital Improvement Plan.

Commissioner Peterson noted there were a lot of positions that received upgrades from Salary Committee that the Board is going to have to fund. Commissioner Moylan commented that some of the letters read effective July 1, 2008, so basically the Board is being told by Salary Committee these people will be receiving upgrades and it has to be included in the budget process. Commissioner Smith stated the ruling from Corporation

Counsel said it would have to be funded in the current budget year and could be denied in the next budget process, it's a game being played here. Commissioner Moylan said the Board is supposed to have the power to set the budget, but are basically being told these positions must be included.

Chairman Miecznikowski wished everyone a Merry Christmas and Happy New Year.

**8. Adjournment.**

Commissioner Smith made a motion seconded by Commissioner Erling.

"To adjourn at 7:31 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