

**Board of Finance Meeting
December 19, 2006**

A regular meeting of the Board of Finance was held on Tuesday, December 19, 2006 at 6:30 p.m. in the City Hall, Council Chambers, 1st floor. The following Commissioners were in attendance: Chairman Richard Miecznikowski, Vice Chairman Roald Erling, Commissioners Robert J. Dunlap, John Smith, Don Soucy, Mark Peterson, Ron Messier and Delores Capers. Mayor Stortz entered the meeting at 7:30 p.m.

December 13, 2006

Ladies and Gentlemen:

The regular Board of Finance Meeting will be held on Tuesday, December 19, 2006 at 6:30 pm in City Council Chambers.

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 28, 2006.
 - b. Approval of the 2007 Board of Finance Meeting Schedule.
 - c. Approval of the 2007-2008 Budget Calendar.
 - d. Fire Department-
 1. Additional appropriation totaling \$1,000 funded by a donation.
 2. Refer the Assistance to Firefighter's Grant to Miscellaneous Matters (total grant of \$91,383 with \$73,106 funded by grant revenue and a 20% match funded by private donations of \$18,277).
 - e. Youth Services- Additional appropriation totaling \$100 funded by a donation.
 - f. Police Department- Transfer of \$5,000 to petty cash.
 - g. BDA- An Economic Development grant not to exceed \$180,000 with \$30,000 for job creation to Clark Cincinnati Inc.
4. Registrar of Voters:
 - a. Rescind transfer of \$1,000 from Contract Wage Adjustment account for 2.75% salary increase.
 - b. Transfer of \$9,000 from the Contract Wage Adjustment account for a 2.75% increase and an additional \$4,000 increase per Registrar.
 - c. Refer funding for pay increase for Deputy Registrar to 2007-2008 budget process.
5. Comptroller's Office:
 - a. An additional appropriation of \$398,386 to appropriate debt service premiums
 - b. Transfer of \$75,000 from General Fund Contingency for relocation costs for former mall tenants.

6. **City Council:**
 - a. Transfer of \$10,000 from General Fund Contingency for the retainer fee for the Reimbursement Assistance for Street lighting to Municipal Energy Consulting Group LLC.
 - b. Consideration of a request of \$200,000 for Phase 1 of GIS.
7. **New Business:**
8. **Old Business:**
 - a. Monthly Update on General Fund
 - b. Monthly Update on Centre Mall
9. Any other matter to come before said meeting.
10. 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:**

Scott Smith, MIS Manager, gave a presentation to the Board regarding GIS. He explained what the system was and how it could be used in the City throughout the various Departments and citizens. The proposed layers included water, sewer, road, parcel, building and any additional data layers deemed necessary. The \$200,000 request presented to the Board would fund Phase 1 which includes software licenses to cover all pertinent users, GIS server, training and rectification of the parcel map. This would give the City a 100% working system. Phase II and III would be implemented at later dates to continue the development of the system.

Councilman Minor told the Board of Finance the City Council was looking for a yes or no answer from them and would like the decision made tonight, not in the budget process.

Chairman Miecznikowski explained he understands the importance and value of this project but it will most likely have to wait until the budget process to receive funding.

Commissioner Messier questioned the maintenance fee of the system and the City's cost each year. Scott explained the annual maintenance fee would be 15% of the software cost.

Commissioner Capers asked what departments would benefit from this system. Scott responded the Police, Fire, Public Works, Health and Water Departments would benefit the most along with the Assessor's office.

3. Consent Agenda:

- a. Approval of the minutes from the Regular Board of Finance Meeting- November 28, 2006.
- b. Approval of the 2007 Board of Finance Meeting Schedule.
- c. Approval of the 2007-2008 Budget Calendar.
- d. Fire Department-
 1. Additional appropriation totaling \$1,000 funded by a donation.
 2. Refer the Assistance to Firefighter's Grant to Miscellaneous Matters (total grant of \$91,383 with \$73,106 funded by grant revenue and a 20% match funded by private donations of \$18,277).
- e. Youth Services- Additional appropriation totaling \$100 funded by a donation.
- f. Police Department- Transfer of \$5,000 to petty cash.
- g. BDA- An Economic Development grant not to exceed \$180,000 with \$30,000 for job creation to Clark Cincinnati Inc.

Commissioner Erling 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."

Chairman Miecznikowski requested to remove item **3d2.** from the consent agenda.

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

3d2. Refer the Assistance to Firefighter's Grant to Miscellaneous Matters (total grant of \$91,383 with \$73,106 funded by grant revenue and a 20% match funded by private donations of \$18,277).

Chief Pose explained the Fire Department has received \$19,277 in private donations to offset the 20% City share cost of the grant. The Main Street Foundation will donate \$15,000, \$277 from the New England Carousel Museum, \$3,000 from the School Readiness grant and \$1,000 from Craig Yarde.

Commissioner Erling made a motion seconded by Commissioner Smith.

"To Refer the Assistance to Firefighter's Grant to the Miscellaneous Matters committee (total grant of \$91,383 with \$73,106 funded by grant revenue and a 20% match funded by private donations of \$18,277)."

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

4. Registrar of Voters:

- a. Rescind transfer of \$1,000 from Contract Wage Adjustment account for 2.75% salary increase.

Commissioner Messier made a motion seconded by Commissioner Smith.

“To rescind the transfer of \$1,000 from the Contract Wage Adjustment account for 2.75% salary increase for Registrar of Voters.”

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

- b. Transfer of \$9,000 from the Contract Wage Adjustment account for a 2.75% increase and an additional \$4,000 increase per Registrar.**

Commissioner Soucy made a motion seconded by Commissioner Smith.

“To transfer \$9,000 from the Contract Wage Adjustment account for a 2.75% increase and an additional \$4,000 increase per Registrar 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. Refer funding for pay increase for Deputy Registrar to 2007-2008 budget process.**

Commissioner Smith made a motion seconded by Commissioner Dunlap.

“To refer funding for a pay increase for the Deputy Registrar to the 2007-2008 budget process.”

Commissioner Smith rescinded the motion seconded by Commissioner Dunlap.

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

5. Comptroller’s Office:

- a. An additional appropriation of \$398,386 to appropriate debt service premiums**

Commissioner Capers made a motion seconded by Commissioner Dunlap.

“To make an additional appropriation of \$398,386 from debt service premiums 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.

Mayor Stortz entered the meeting at 7:30 p.m.

b. Transfer of \$75,000 from General Fund Contingency for relocation costs for former mall tenants.

Commissioner Dunlap made a motion seconded by Mayor Stortz.

“To transfer \$75,000 from the General Fund Contingency Account to the Centre Mall Fund for relocation costs of former mall tenants and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance.”

Commissioner Soucy asked what is paid under the category rents and leases under expenditures. Assistant Comptroller Robin Manuele stated she would get back to the Board with the specific information.

Commissioner Dunlap questioned if the City was done with paying for relocation? Mayor Stortz responded there were still 3 tenants who may receive relocation funds included Discount Food Outlet, Sherwin Williams and Ocean State Job Lot.

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

6. City Council:

a. Transfer of \$10,000 from General Fund Contingency for the retainer fee for the Reimbursement Assistance for Street lighting to Municipal Energy Consulting Group LLC.

Commissioner Peterson made a motion seconded by Commissioner Dunlap.

“To transfer \$10,000 from the General Fund Contingency Account for the retainer fee for the Reimbursement Assistance for Street lighting to Municipal Energy Consulting Group LLC 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. Consideration of a request of \$200,000 for Phase 1 of GIS.

Commissioner Erling made a motion seconded by Commissioner Dunlap.

“To refer funding for Phase I of GIS to the 2007-2008 budget process.”

Commissioner Smith noted if there were funds available at the end of Fiscal Year 2007 he would like to look into funding this.

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Commissioner Erling requested additional information regarding the details of the entire project. He would like to see the plan for the whole system.

Commissioner Smith also would like to see what our expected return on investment would be.

Commissioner Soucy voted No.

Following a voice vote the Chairman declared the motion carried.

7. New Business:

Purchasing Agent Roger Rousseau approached the Board to make the Commissioners aware of the current situation with two buildings on King Street. Both building presents a health and safety issue to the City. One property is owned by the City and the other is owned privately. The City has sent a letter to the owner of the property requesting he make the area up to code or demolish the property. Normally, the City would have to go out to bid for this situation, but because of the health and safety hazards the City would like to demolish these buildings as soon as possible.

Commissioner Smith made a motion seconded by Commissioner Messier.

“To allow a bid waiver for the demolition of the King Street properties.”

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

8. Old Business:

a. **Monthly Update on General Fund**

b. **Monthly Update on Centre Mall**

9. Any other matter to come before said meeting.

Commissioner Messier asked for clarification of funding Salary Committee approved positions through the year.

10. Adjournment.

Mayor Stortz made a motion seconded by Commissioner Smith.

“to adjourn at 7:55p.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