



**City of Bristol
Board of Finance Meeting
December 20, 2011**

A meeting of the Board of Finance was held on Tuesday, December 20, 2011 at 6:30 p.m. in the City Hall, Council Chambers of City Hall, 111 North Main Street, Bristol, Connecticut. The following were in attendance: Chairman Rich Miecznikowski, Vice Chairman John Smith, Commissioners Bob Casar, Lisa Casey, Greg Fradette, Cheryl Thibeault, Paul Tonon and Robert Vojtek. Mayor Ward was absent. Also present from the Comptroller's Office: Robin Manuele.

December 14, 2011

Ladies and Gentleman:

The Regular Board of Finance Meeting will be held on Tuesday, December 20, 2011 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.
Pledge of Allegiance
2. Public Participation
3. Consent Agenda
 - a. Approval of the minutes from the Board of Finance Meeting November 22, 2011
 - b. Youth Services:
 1. Additional appropriation of \$2,300 within the Special Grants & Donations Fund
 2. Additional appropriation of \$875 within the Special Grants & Donations Fund
 3. Additional appropriation of \$90 within the Special Grants & Donations Fund
 - c. Treasurer's Office: Transfer of \$21 within the Treasurer's operating budget
 - d. Building Department: Transfer of \$163 within the Building Department operating budget
 - e. School Readiness:
 1. Additional appropriation of \$25,024 within the General Fund
 2. Additional appropriation of \$7,701 within the General Fund
 - f. Education
 1. Additional appropriation of \$337,500 within the Special Grants & Donations Fund
 2. Additional appropriation of \$41,115 within the Student Activities Fund
 3. Additional appropriation totaling \$193,814 within the Special Education Grant Fund
4. Committee Reports: Banking & Audit Committee- December 20, 2011
5. Police Department:
 - a. Transfer of \$47,775 within the General Fund

- b. Additional appropriation of \$191,100 within the Special Grants and Donations Fund funded by a transfer of \$47,775 from the General Fund Contingency account and \$143,325 in grant revenue
6. Code Enforcement Committee: Transfer of \$6,619 from the General Fund Contingency account for demolition
7. Public Works:
 - a. Additional appropriation of \$614,074 within the Capital Non-Recurring Fund
 - b. Authorize a bid waiver for the procurement of Engineering design services relevant to storm damage at the Memorial Boulevard retaining wall and 201 Terryville Avenue
8. Comptroller's Office:
 - a. Transfer of \$8,562 within the General Fund as of June 30, 2011
 - b. Transfer of \$80,340 within the Heart & Hypertension operating budget
 - c. Approval of Committed Fund Balance in the General Fund of \$4,975,141 as of June 30, 2011
9. New Business:
10. Old Business:
 - a. Monthly Update on General Fund
 - b. Monthly Update on BDDC
 - c. Monthly Update on Centre Mall 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 Board of Finance Meeting November 22, 2011
 - b. Youth Services:
 1. Additional appropriation of \$2,300 within the Special Grants & Donations Fund
 2. Additional appropriation of \$875 within the Special Grants & Donations Fund
 3. Additional appropriation of \$90 within the Special Grants & Donations Fund
 - c. Treasurer's Office: Transfer of \$21 within the Treasurer's operating budget
 - d. Building Department: Transfer of \$163 within the Building Department operating budget

- e. **School Readiness:**
 - 1. **Additional appropriation of \$25,024 within the General Fund**
 - 2. **Additional appropriation of \$7,701 within the General Fund**
- f. **Education**
 - 1. **Additional appropriation of \$337,500 within the Special Grants & Donations Fund**
 - 2. **Additional appropriation of \$41,115 within the Student Activities Fund**
 - 3. **Additional appropriation totaling \$193,814 within the Special Education Grant Fund**

Commissioner Smith made a motion seconded by Commissioner Casar.

"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: Banking & Audit Committee- December 20, 2011

Commissioner Thibeault gave a brief summary of the Banking & Audit Committee meeting which took place right before the Board of Finance meeting. The Treasurer's Office presented a draft investment policy, which is a work in progress. Thomaston Savings Bank will be added to the approved list of financial institutions. The Treasurer's Office is working with the Purchasing Agent to issue an RFP for banking services. The Banking & Audit Committee plans to meet again in January to review the Investment Policy.

Commissioner Casar made a motion seconded by Commissioner Smith.

"To add Thomaston Savings Bank to the approved list of banks and broker/dealers."

The approved list of banks and broker/dealers:

Thomaston Savings Bank

Bank of America	TD Bank
Citizens Bank	Webster Bank
Farmington Bank	Liberty Bank (Middletown)
New England Bank	Northern Capital
Sovereign Bank	Multi-Bank Securities
CLASS-Cutwater	STIF- State of CT Short Term Investment

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

5. Police Department:

- a. **Transfer of \$47,775 within the General Fund**

Commissioner Vojtek made a motion seconded by Commissioner Smith.

"To transfer \$47,775 within the General Fund from the General Fund Contingency account for the City share of the 2012 Comprehensive DUI Enforcement 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, the Chairman declared the motion carried.

- b. Additional appropriation of \$191,100 within the Special Grants and Donations Fund funded by a transfer of \$47,775 from the General Fund Contingency account and \$143,325 in grant revenue**

Commissioner Thibeault made a motion seconded by Commissioner Tonon.

"To make an additional appropriation of \$191,100 within the Special Grants and Donations Fund funded by a transfer of \$47,775 from the General Fund Contingency account and \$143,325 in grant revenue for the 2012 Comprehensive DUI Enforcement 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, the Chairman declared the motion carried.

- 6. Code Enforcement Committee: Transfer of \$6,619 from the General Fund Contingency account for demolition**

Commissioner Casey made a motion seconded by Commissioner Smith.

"To transfer \$6,619 from the General Fund Contingency account to the Code Enforcement operating budget for demolition and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Commissioner Smith questioned what property this was. Guy Morin explained this was for 507 West St, also known as 29 Pine View Street. Commissioner Smith questioned if there were any other places on the radar. Guy explained 544 North Main Street was just boarded up by the bank; it had a lot of drug activity and squatters living in it, but no running water. Notices were sent allowing the bank to close up the property, before the City physically does it. The order was issued around the end of September.

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

- 7. Public Works:**
 - a. Additional appropriation of \$614,074 within the Capital Non-Recurring Fund**

Commissioner Smith made a motion seconded by Commissioner Tonon.

"To make an additional appropriation of \$614,074 within the Capital Non-Recurring Fund funded by grant revenue, contributions and a transfer in from the General Fund for Tropical Storm Irene repairs and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Commissioner Smith questioned if there was any insurance revenue. Robin stated she would look into it with the Claims Office.

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

- b. Authorize a bid waiver for the procurement of Engineering design services relevant to storm damage at the Memorial Boulevard retaining wall and 201 Terryville Avenue**

Commissioner Casar made a motion seconded by Commissioner Tonon.

"To authorize a bid waiver for the procurement of Engineering design services relevant to storm damage at the Memorial Boulevard retaining wall and 201 Terryville Avenue."

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

8. Comptroller's Office:

- a. Transfer of \$8,562 within the General Fund as of June 30, 2011**

Commissioner Tonon made a motion seconded by Commissioner Smith.

"To transfer \$8,562 within the General Fund as of June 30, 2011 for Heart & Hypertension 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 \$80,340 within the Heart & Hypertension operating budget**

Commissioner Vojtek made a motion seconded by Commissioner Smith.

"To transfer \$80,340 within the Heart & Hypertension operating budget for Heart & Hypertension medical payments and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Robin explained the recommendation is to the transfer within the budget; however City Council did approve a Heart & Hypertension settlement at their last meeting.

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

c. Approval of Committed Fund Balance in the General Fund of \$4,975,141 as of June 30, 2011

Commissioner Smith made a motion seconded by Commissioner Tonon.
"To approve Committed Fund Balance in the General Fund of \$4,975,141 as of June 30, 2011."

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

9. New Business:

10. Old Business:

- a. Monthly Update on General Fund
- b. Monthly Update on BDDC
- c. Monthly Update on Centre Mall Fund

11. Any other matter to come before said meeting

12. Adjournment

Commissioner Smith made a motion seconded by Commissioner Thibeault.

"to adjourn at 6:47 p.m."

Attest:



Robin L. Manuele
Assistant Comptroller