



City of Bristol  
Board of Finance Meeting  
December 21, 2010

A meeting of the Board of Finance was held on Tuesday, December 21, 2010 at 6:30 p.m. in the City Hall, Council Chambers, 1<sup>st</sup> floor, 111 North Main Street, Bristol, Connecticut. The following Commissioners were in attendance: Chairman Miecznikowski, Vice Chairman John Smith, Commissioners Robert Casar, Lisa Casey, Cheryl Thibeault, Paul Tonon, Greg Fradette and Robert Vojtek. Mayor Ward was absent. Also present from the Comptroller's Office: Glenn Klocko and Robin Manuele.

December 16, 2010

Ladies and Gentleman:

The Regular Board of Finance Meeting will be held on Tuesday, December 21, 2010 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 23, 2010
  - b. Education:
    - i. Additional appropriation of \$7,831 within the Special Education Grant Fund
    - ii. Additional appropriation of \$37,091 within the Special Education Grant Fund
4. Subcommittee Report: Insurance Committee- December 17, 2010
5. Parks & Recreation:
  - a. Transfer of \$3,768 from the General Fund Contingency account for repairs
  - b. Transfer of \$11,161 from the General Fund Contingency account for repairs
6. Public Works:
  - a. Transfer of \$17,200 within the Public Works Fleet Maintenance operating budget
  - b. Transfer of \$876,100 within the Equipment Building Sinking Fund for the purchase of vehicles and equipment
7. Fire Department: Transfer of \$116,336 within the Equipment Building Sinking Fund for the balance of the fire truck
8. Police Department:
  - a. Additional appropriation of \$12,613 within the Equipment Building Sinking Fund funded by an insurance reimbursement
  - b. Transfer of \$304,907 within the Equipment Building Sinking Fund for Police Cruisers

9. Budget Update: Public Works
10. Comptroller's Office: General Fund Designations and Reservations of Fund Balance  
\$8,176,825 as of June 30, 2010
11. New Business
12. Old Business:
  - a. Monthly Update on General Fund
  - b. Monthly Update on BDDC
  - c. Monthly Update on Centre Mall Fund
13. Any other matter to come before said meeting
14. 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 Meeting  
November 23, 2010
  - b. Education:
    1. Additional appropriation of \$7,831 within the Special Education Grant Fund
    2. Additional appropriation of \$37,091 within the Special Education Grant Fund

Commissioner Thibeault 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. Subcommittee Report: Insurance Committee- December 17, 2010

John Smith provided a summary of the Insurance Committee which met on December 17. The Committee met with PMA to review the City's Self Insured Workers' Compensation Plan along with reviewing the outstanding workers' compensation liability. It was decided since there were surplus funds in the Health Benefits Fund, the funds should be transferred to eliminate the deficit. This money is being put aside for claims which may happen in the future. There has been a large liability accumulating

year after year that needed to be addressed. A discussion was held on various training held for employees along with the emphasis on eliminated small sized claims.

The Committee also reviewed the City's Section 125 plan working off a draft based on the Board of Education's plan. Tracy Driscoll and Corporation Counsel will review the draft.

Commissioner Fradette made a motion seconded by Commissioner Tonon.

"To transfer \$5.2 million from the Health Benefits Fund to the New Workers' Compensation Fund for outstanding liabilities 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.

Commissioner Fradette made a motion seconded by Commissioner Smith.

"To accept the Insurance Committee report as presented and place it on file."

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

**5. Parks & Recreation:**

**a. Transfer of \$3,768 from the General Fund Contingency account for repairs**

Commissioner Casar made a motion seconded by Commissioner Tonon.

"To transfer \$3,768 from the General Fund Contingency account to Parks & Recreation operating budget for repairs."

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

**b. Transfer of \$11,161 from the General Fund Contingency account for repairs**

Glenn noted the amount was reduced to \$9,886.

Commissioner Tonon made a motion seconded by Commissioner Fradette.

"To transfer \$9,886 from the General Fund Contingency account to Parks & Recreation operating budget for repairs 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. Public Works:**

**a. Transfer of \$17,200 within the Public Works Fleet Maintenance operating budget**

Commissioner Casey made a motion seconded by Commissioner Casar.

"To transfer \$17,200 within the Public Works Fleet Maintenance operating budget and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Commissioner Smith questioned if an analysis was done on whether it is more cost efficient to have work sent out to be repaired. Walter Veselka stated the garage has been running more efficiently in the past nine months since the Fleet Manager position was created. When work is sent out, it is not because the employees can not perform the job, it is because there are not enough hours to complete all required repairs.

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

**b. Transfer of \$876,100 within the Equipment Building Sinking Fund for the purchase of vehicles and equipment**

Commissioner Tonon made a motion seconded by Commissioner Smith.

"To transfer \$876,100 within the Equipment Building and Sinking Fund for the purchase of vehicles and equipment 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.

**7. Fire Department: Transfer of \$116,336 within the Equipment Building Sinking Fund for the balance of the fire truck**

Glenn noted the amount was increased to \$120,115.

Commissioner Wojtek made a motion seconded by Commissioner Smith.

"To transfer \$120,115 within the Equipment Building and Sinking Fund for the balance of the fire truck purchase 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.

**8. Police Department:**

**a. Additional appropriation of \$12,613 within the Equipment Building Sinking Fund funded by an insurance reimbursement**

Commissioner Thibeault made a motion seconded by Commissioner Smith.

"To make an additional appropriation of \$12,613 within the Equipment Building and Sinking Fund funded by an insurance reimbursement 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 \$304,907 within the Equipment Building Sinking Fund for Police Cruisers**

Commissioner Fradette made a motion seconded by Commissioner Smith.

"To transfer \$304,907 within the Equipment Building and Sinking Fund for the purchase of police cruisers and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Commissioner Thibeault thanked Lt. Morrell for provided her a vehicle listing of police vehicles, which she would like shared with the entire board.

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

**10. Comptroller's Office: General Fund Designations and Reservations of Fund Balance \$8,176,825 as of June 30, 2010**

Commissioner Smith made a motion seconded by Commissioner Tonon.

"To designate \$8,176,825 as of June 30, 2010 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."

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

**11. New Business:**

Commissioner Tonon made a motion seconded by Commissioner Smith.

"To make an additional appropriation of \$55,000 within the Capital Projects Fund for the South, Union & Church Street project and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Chairman Miecznikowski noted there is no affect to the General Fund with this transfer.

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

**9. Budget Updates:**

**a. Public Works**

Walter provided the Board with a memo regarding areas of concern within the Public Works budget. All overtime accounts are well within the budget except for Fleet Maintenance due to a backlog in repairs. The fuel accounts are within reason, with a new

bid price coming in soon. The heating accounts are doing well with the new boiler and temperature controls in place. Overall, Public Works is down three positions this year and eleven positions over two years.

In regards to snowplowing, the request for outside contractors was completed. A few contractors were lost due to the fact this is the fourth year the rates have remained the same and insurance requirements. The Public Works Board is looking at adjusting the rates next year. The trucks are paid based on the size of the vehicle. Every City vehicle capable of being used during a snowstorm is used.

**12. Old Business:**

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

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

Commissioner Smith spoke briefly regarding the West Bristol School Committee bid which came in under budget, which is very good for the City.

**14. Adjournment**

Commissioner Smith made a motion seconded by Commissioner Tonon.

“to adjourn at 7:13 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