



**City of Bristol
Board of Finance Meeting
September 23, 2008**

A regular meeting of the Board of Finance was held on September 23, 2008 at 6:30 p.m. in the City Hall, Meeting Room, 1st floor, 111 North Main Street, Bristol, Connecticut. The following Commissioners were in attendance: Chairman Richard Miecznikowski, Vice Chairman Roald Erling, Mayor Ward, John Smith, Paul Tonon, Cheryl Thibeault and Janet Moylan. Commissioners Messier and Peterson were absent. Also present from the Comptroller's Office: Robin Manuele.

September 18, 2008

Ladies and Gentlemen:

The Regular Board of Finance Meeting will be held on **Tuesday, September 23, 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. **Committee Reports: Banking & Audit- September 19, 2008**
4. **Consent Agenda:**
 - a. **Approval of the minutes from the Regular Board of Finance August 26, 2008**
 - b. **School Readiness: Additional appropriation of \$31,559 funded by grant revenue for the Quality Enhancement Grant**
 - c. **City Clerk:**
 1. **Additional appropriation of \$12,000 within the Special Grants & Donations Fund for the Historic Documents Preservation Grant**
 2. **Refer the National Historical Publications and Records Commission Archives and Records Project Grant to Miscellaneous Matters**
 - d. **Education:**
 1. **Additional appropriation totaling \$1,958,644 within the Special Educational Grant Fund funded by grant revenue**
 2. **Additional appropriation totaling \$17,500 funded by donations**
5. **Parks & Recreation:**
 - a. **Additional appropriation of \$15,000 funded by grant revenue**
 - b. **Transfer of \$3,500 for statue repairs**
6. **Police Department: Request for a bid waiver for CAD/RMS system**
7. **Public Works:**
 - a. **Transfer of \$21,400 within the Water Pollution Control's Operating budget**
 - b. **Transfer of \$131,413 within the LoCIP Fund**
 - c. **Transfer of \$20,410 within the Public Works Operating budget**
 - d. **WPC: Request for a bid waiver for Forestville force main project**

8. **New Business:**
9. **Old Business:**
 - a. **Monthly Update on General Fund**
 - b. **Monthly Update on Centre Mall**
 - c. **Monthly Update on Downtown Development Fund**
 - d. **Update on the Board of Education**
10. **Any other matter to come before said meeting**
11. **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**
None

3. **Committee Reports: Banking & Audit Committee- September 19, 2008**

Commissioner Moylan gave a brief summary of the Banking & Audit Committee meeting held on Friday, September 19, 2008. The meeting was held to discuss appointment of a new financial advisor. Our current financial advisor, People's Bank, will no longer be offering their services. They have discontinued this segment of their business. The Committee has requested the request for a bid waiver be placed on the October Board of Finance Agenda.

Mayor Ward asked Roger Rousseau if this was the proper thing to do. Roger stated the Board of Finance is the only Board which has the authority to issue bid waivers, and in this case it seems fitting to do so.

Commissioner Erling made a motion seconded by Commissioner Smith.

"To accept the Banking & Audit Committee report as presented and place on file."

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

Mayor Ward made a motion seconded by Commissioner Moylan.

"To discuss item 9d. Update on the Board of Education at the current time."

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

- 9d. **Update on the Board of Education**

Dr. Streifer provided the Board with an update on the Board of Education. Steve DeVaux was also present from the Board of Education to assist Dr. Streifer. The Board of Education

ended fiscal year 2008 with an \$800,000 surplus, because of the budget freeze, otherwise the deficit would have been over \$1M. Looking ahead to fiscal year 2009 special education and energy costs appear to be the areas which will go into deficit. The projected bottom line deficit right now will be approximately \$835,212.

The district's Connecticut Mastery Test (CMT) scores are at or slightly above state average in many grade levels and the cohorts made gains over time. The 10th grade CAPT test scores are above state average in all subtests and cohorts made gains over time. The cohort analyses are tested using several methods confirming positive overall results. Students who remain in Bristol schools for two or more years show tremendous academic growth. In conclusion: high expectations, effective instructional programming, and outstanding staff are the keys to this success.

The Board of Education has set the following goals: to continue the path focused on high achievement for all students, invest in continued professional development, , maximize opportunities for all students to attend a rigorous four-year college program, hire the best, brightest and most diverse staff possible and communicate successes and needs with all City Boards and Community at-large.

4. Consent Agenda:

- a. **Approval of the minutes from the Regular Board of Finance August 26, 2008**
- b. **School Readiness: Additional appropriation of \$31,559 funded by grant revenue for the Quality Enhancement Grant**
- c. **City Clerk:**
 1. **Additional appropriation of \$12,000 within the Special Grants & Donations Fund for the Historic Documents Preservation Grant**
 2. **Refer the National Historical Publications and Records Commission Archives and Records Project Grant to Miscellaneous Matters**
- d. **Education:**
 1. **Additional appropriation totaling \$1,958,644 within the Special Educational Grant Fund funded by grant revenue**
 2. **Additional appropriation totaling \$17,500 funded by donations**

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.

5. Parks & Recreation:

- a. **Additional appropriation of \$15,000 funded by grant revenue**

Commissioner Thibeault made a motion seconded by Commissioner Erling.

"To make an additional appropriation of \$15,000 funded by grant revenue for the restoration of the Memorial Boulevard statue and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Mayor Ward thanked Senator Colapietro for his help in securing these funds very quickly for the City.

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

b. Transfer of \$3,500 for statue repairs

Commissioner Tonon made a motion seconded by Commissioner Smith.

“To transfer \$3,500 from the Capital Projects WWI Monument Capital account to the Special Grants & Donations Fund- the Hiker for repairs.”

Mayor Ward commented the bid for the repair of the WWI Monument came in lower than anticipated; the excess funds are being used to supplement the grant money for the repairs of the statue.

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

6. Police Department: Request for a bid waiver for CAD/RMS system

Mayor Ward made a motion seconded by Commissioner Smith.

“To approve a bid waiver to HTE for the CAD/RMS system for the Police Department”

Commissioner Moylan questioned if it was necessary to do a bid waiver every year for this purchase. Roger Rousseau explained he felt it would be prudent due to the amount of the contract. The contract is approximately \$66,000.

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

7. Public Works:

a. Transfer of \$21,400 within the Water Pollution Control’s Operating budget

Commissioner Erling made a motion seconded by Commissioner Smith.

“To transfer \$21,400 within the Water Pollution Control’s budget for additional costs associated with the purchase of the Auxiliary pump station and screening processor 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.

b. Transfer of \$131,413 within the LoCIP Fund

Commissioner Smith made a motion seconded by Commissioner Tonon.

"To transfer \$131,413 within the LoCIP fund to provide funds for the reconstruction of Waterbury Road and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Commissioner Moylan questioned as to why the project went from about \$60,000 to \$180,000, was the budget that far off? Ray Rogozinski explained the scope of the project has been expanded. The project at this point is in the design stages and this is for the engineering services. The dollar amount for the project is reasonable because when Public Works went out for request for proposals 12-15 contractors responded with dollar amounts in the same ballpark.

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

c. Transfer of \$20,410 within the Public Works Operating budget

Commissioner Moylan made a motion seconded by Mayor Ward.

"To transfer \$20,410 within the Public Works operating budget to fund new line items in the Fiscal Year 2008-2009 budget and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

The Mayor stated he is holding everyone accountable for overtime. Departments must request his authorization for overtime.

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

d. WPC: Request for a bid waiver for Forestville force main project

Commissioner Tonon made a motion seconded by Commissioner Moylan.

"To approve a bid waiver to allow an amendment to the City's agreement with the State DOT to authorize the 24" force main to be installed as a change order to the State's existing construction contract with Manafort Brothers, Inc."

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

8. New Business:

Chairman Miecznikowski stated the Mayor has formed an energy committee and John Smith will be serving as the Board of Finance member on the Committee. Mayor Ward stated he has only received a few responses from the public with interest to serve on the Committee. Cheryl Thibeault stated she would also be interested.

Chairman Miecznikowski asked Assistant Comptroller Robin Manuele to include an item on the October agenda to go over with the Department Heads last fiscal year budget with highlights of where there might have been too much funding allocated and where adjustments need to be made.

9. Old Business:

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

Commissioner Moylan left the meeting at 7:18 pm.

Mayor Ward is scheduling a meeting with the 10 year planning committee, BDA, BDDC, and members of the Finance Board to get some ideas with the direction of Downtown and the community as a whole.

10. Any other matter to come before said meeting.

Mayor Ward stated he is still in the process of reviewing overtime and conference attendance. The only seminars that are allowed are those related to professional development and needed to maintain certifications.

11. Adjournment.

Commissioner Smith made a motion seconded by Mayor Ward.

"To adjourn at 7:20 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