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City of Bristol  
Board of Finance Meeting  
June 24, 2008

A regular meeting of the Board of Finance was held on June 24, 2008 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: Vice Chairman Roald Erling, John Smith, Don Soucy, Ron Messier, Janet Moylan, Mark Peterson and Cheryl Thibeault. Chairman Richard Miecznikowski and Don Soucy were absent. Also present from the Comptroller's Office: Glenn Klocko and Robin Manuele.

June 17, 2008

Ladies and Gentlemen:

The Regular Board of Finance Meeting will be held on Tuesday, June 24, 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 - Insurance Committee May 30, 2008.
4. Consent Agenda:
  - a. BDA: Transfer of \$1,100 within operating budget.
  - b. Personnel: Transfer of \$1,000 within operating budget.
  - c. BDDC: Additional appropriation of \$400 funded by contributions.
  - d. Library: Additional appropriation of \$4,280 funded by monetary gifts.
  - e. Education: Additional appropriation of \$70,131 within the Special Educational Grant Fund funded by grant revenue.
  - f. Police:
    1. Refer the 2008 Edward Byrne Memorial Justice Assistance Grant to Miscellaneous Matters pending grant approval.
    2. Refer the Active Shooting, Training & Preparedness Grant Program to Miscellaneous Matters pending grant approval.
5. Police: Additional appropriation of \$9,999 in fiscal year 2008-09 for the Youth Police Enrichment Program funded by grant revenue.
6. New Business: Discussion from the Library Director regarding grant funding from the State Public Library for maintenance projects.
7. Old Business:
  - a. Monthly Update on General Fund
  - b. Monthly Update on Centre Mall
  - c. Monthly Update on Downtown Development Fund
8. Any other matter to come before said meeting

**9. Adjournment**

*Next meeting Tuesday July 22, 2008 at 6:30 pm*

**PER ORDER OF THE CHAIRMAN  
Richard Miecznikowski**

**Glenn S. Klocko  
Board of Finance Clerk**

**1. Chairman Miecznikowski to call the meeting to order.**

Vice Chairman Erling called the meeting to order at 6:30 p.m.

**2. Public Participation**

Ann Dolson, President, Acting Chief Operating Officer Visiting Nurses Association (VNA) 195 Maltby Street

Ann addressed the concerns of the VNA due to the recent actions of the City Council and Board of Finance which wiped away the funding, without the funding the patients and their care will be impacted. Mary Ellen, also from the VNA, spoke about the economy and the impact on their patients along with the scope of the patients and their needs. Commissioner Erling questioned the amount of reserves the association has. Ann explained the total reserve is \$1,514,000. Mary Ellen explained the rising costs associated with running the association which includes keeping up with federal mandates and fuel prices.

**3. Committee Reports - Insurance Committee May 30, 2008.**

Commissioner Smith summarized the Insurance Committee meeting held on May 30, 2008. John explained an analysis Robin performed on Workers Compensation and the savings the City is experiencing. The Wellness Program was also discussed; the Committee feels creating an in house wellness program will be beneficial and cost saving to the City.

Commissioner Messier made a motion seconded by Commissioner Thibeault.

"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 Vice Chairman declared the motion carried.

**4. Consent Agenda:**

- a. **BDA: Transfer of \$1,100 within operating budget.**
- b. **Personnel: Transfer of \$1,000 within operating budget.**
- c. **BDDC: Additional appropriation of \$400 funded by contributions.**
- d. **Library: Additional appropriation of \$4,280 funded by monetary gifts.**

- e. **Education: Additional appropriation of \$70,131 within the Special Educational Grant Fund funded by grant revenue.**
- f. **Police:**
  - 1. **Refer the 2008 Edward Byrne Memorial Justice Assistance Grant to Miscellaneous Matters pending grant approval.**
  - 2. **Refer the Active Shooting, Training & Preparedness Grant Program to Miscellaneous Matters pending grant approval.**

Comptroller Glenn Klocko explained there has been a change to item 4f2. The grant has been approved and will need to be appropriated, not referred to Miscellaneous Matters Committee.

Commissioner Smith question item 4e. He questioned what impact the court case will have on the City going forward. Scotty Smyth explained Bristol may be forced to take more students. Commissioner Smith requested Dr. Streifer send information to the Board in regards to the impact this may have on the City. Scotty explained there are a lot of unknowns in the situation and it is hard to say what the direct impact will be on the City.

Commissioner Moylan questioned item 4a. She questioned why the costs of advertising were higher than expected and what the City was advertising for. Debbie Shaprio explained the public hearings and use of funds has to be publicized. The costs were higher than last year or expected. Debbie is not sure she budgeted enough for the 08-09 year because the cost has gone up.

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 Vice Chairman declared the motion carried.

- 5. **Police: Additional appropriation of \$9,999 in fiscal year 2008-09 for the Youth Police Enrichment Program funded by grant revenue.**

Commissioner Moylan made a motion seconded by Commissioner Smith.

"To make an additional appropriation of \$9,999 in fiscal year 2008-09 for the Youth Police Enrichment Program funded by grant revenue and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Chief Divinere explained how this grant money is spent.

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

**6. New Business:**

**Discussion from the Library Director regarding grant funding from the State Public Library for maintenance projects.**

Glenn and Francine felt it was appropriate to make the Board of Finance aware of this grant program for possible funding of maintenance projects. Francine explained the program to the Board. Some of projects at the Manross Library are resurfacing the lower parking and replacing the roof. If the City applies for the grant, the City share money will need to be appropriated within 18 months.

Mayor Ward stated these projects are things that are going to have to be repaired no matter what; they are not going to go away. The need is going to exist whether or not we apply or receive the grants. The application deadline is August 2 and the City will know before next budget year to appropriate and budget the funding.

Commissioner Smith made a motion seconded by Commissioner Messier.

“To allow the Library to apply for grant funding from the State Public Library for maintenance projects”

Commissioner Moylan asked if the letter of intent was filed. Francine explained it was filed prior to the Board’s approval because she wanted to have the opportunity to apply. Commissioner Smith expressed his concern for the Manross roof, since there is currently a tarp up there, and if the roof will hold up for another year to be replaced. Francine explained she has been in contact with Public Works and the project is receiving quotes.

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

**7. Old Business:**

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

Commissioner Moylan questioned the financial position of the City at year end. Robin explained Accounts Payable will still be receiving old year bills until the end of July. Glenn explained the books will not be closed until late summer. Commissioner Erling asked if there was an update on Public Work’s overtime. Mayor Ward said the information would be given to the Board as soon as possible.

Mayor Ward wanted to publicly comment on the department’s cooperation on overtime and conferences. Approval must be made by the Mayor and the departments are cooperating.

Commissioner Messier requested an overtime report through fiscal year end. Glenn explained the system allows reports to be generated by object code and will distribute it to the Board.

Commissioner Smith asked what additional expenditures will be coming out of the Centre Mall Fund. Robin explained just under \$11,000 in rent is still being collected from Discount Food and the Post Office, the expenses are minimal. Mayor Ward stated he does not think there will be any relocation for Ocean State. Glenn commented the BDDC funding will be rolled over to the next fiscal year, with any remaining money in the Centre Mall Fund to also go there with the Board's approval.

Commissioner Thibeault asked for the General Fund report to be sent out in Excel format.

Commissioner Thibeault questioned why the City would want to buy a foreclosure property on View Street. Mayor Ward stated there must be taxes owed.

Mayor Ward thanked Scotty Smyth for his services to the City and his assistance to the Finance Board and the Board of Education.

8. Any other matter to come before said meeting.
9. Adjournment.

Commissioner Moylan made a motion seconded by Commissioner Thibeault.

"To adjourn at 7:10 p.m."

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

Attest:



Glenn S. Klocko  
Board of Finance Clerk