



3a1.

CITY OF BRISTOL
BOARD OF FINANCE
MAY 27, 2008

A Regular Board of Finance Meeting was held on Tuesday, May 27, 2008 at 6:30p.m. in City Hall, Council Chambers, 111 North Main Street, Bristol, Connecticut. The following members were in attendance: Chairman Richard Miecznikowski, Vice Chairman Roald Erling, Mayor Arthur J. Ward, Commissioners Ronald Messier, Janet Moylan, John E. Smith, Donald Soucy, and Cheryl Thibeault. Commissioner Mark Peterson was not in attendance.

May 21, 2008

Ladies and Gentlemen:

The Regular Board of Finance Meeting will be held on Tuesday, May 27, 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. Department Head Meeting.
4. Consent Agenda:
 - a. Approval of the minutes from the Regular Board of Finance Meeting- April 22, 2008.
 - b. Approval of the minutes from the Special Board of Finance Meeting - April 22, 2008.
 - c. Tax Collector: Transfer of \$345,918 of uncollectible taxes to the Municipal Suspense List) printout available in Comptroller's office)
 - d. Education: Additional appropriation of \$2,500 within the Special Grants and Donations Fund funded by grant revenue
 - e. Mayor's Task Force on HIV/AIDS: Additional appropriation of \$600 funded by registration fees.
 - f. Library: Additional appropriation of \$4,249 funded by Connecticut funds.
 - g. Comptroller: Additional appropriation of \$690,150 within the Special Grants & Donations for the Child Day Care program funded by grant revenue
5. Registrar of Voters: Request to transfer \$9,473 within operating budget to cover overexpenditures
6. Personnel: Request to transfer \$75,000 from the General Fund Contingency account to cover additional legal costs
7. Public Works:
 - a. Transfer of \$208,500 within to cover various overexpenditures
 - b. Transfer of \$49,000 within Building Maintenance to cover overexpenditures

- c. Transfer of \$100,000 within the Streets Division to cover overexpenditures
8. Fire: Request for a bid waiver to Atlantic Detroit Diesel for two engine overhauls
9. BDA: Request to approve the expenditure of up to \$10,000 from the Economic Development appropriation for Thirteenth Floor Graphics and Printing
10. New Business:
11. Old Business:
 - a. Monthly Update on General Fund
 - b. Monthly Update on Centre Mall
 - c. Monthly Update on Downtown Development Fund
 - d. Quarterly Update on the Board of Education
12. Any other matter to come before said meeting.
13. Adjournment.

PER ORDER OF THE CHAIRMAN

Richard Miecznikowski
Glenn S. Klocko
Board of Finance Clerk

1. Chairman Miecznikowski called the meeting to order.

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

2. Public Participation

None.

3. Department Head Meeting

Chairman Miecznikowski addressed the department heads with ways to save money. He read to them a list of recommendations from the board of finance that they would like to see department heads abide by. Commissioner Moylan asked if the board could get a copy of the recommendation list that Chairman Miecznikowski was reading off of. Comptroller Klocko stated he would provide copies.

4. Consent Agenda:

- a. Approval of the minutes from the Regular Board of Finance Meeting - April 22, 2008
- b. Approval of the minutes from the Special Board of Finance Meeting - April 22, 2008
- c. Tax Collector: Transfer of \$345,918 of uncollectible taxes to the Municipal Suspense List (printout available in Comptroller's office)
- d. Education" Additional appropriation of \$2,500 within the Special Grants and Donations Fund funded by grant revenue
- e. Mayor's Task Force on HIV/AIDS: Additional appropriation of \$600 funded by registration fees

- f. **Library: Additional appropriation of \$4,249 funded by Connecticut card funds**
- g. **Comptroller: Additional appropriation of \$690,150 within the Special Grants & Donations for the Child Day Care program funded by grant revenue**

A motion was made by Commissioner Erling seconded by Commissioner Smith:

“to approve the consent agenda excluding item C 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 Thibeault asked for an explanation on the delinquent taxes. Tax Collector Mildred Parks addressed the board regarding the handling of old delinquent accounts noting they were going out to an RFP to see if they could hire someone to collect old taxes. A brief discussion followed.

A motion was made by Commissioner Smith seconded by Commissioner Thibeault:

“to approve item C on the consent agenda.”

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

5. Registrar of Voters: Request to transfer \$9,473 within operating budget to cover overexpenditures

A motion was made by Commissioner Moylan seconded by Commissioner Smith:

“to transfer \$9,473 within the Registrar of Voters operating budget to cover various overexpenditures and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance.”

Commissioner Smith asked when did they know that they would be over budget. Bob Badal, Registrar of Voters addressed the board stating that they have known all year that they would be over budget, explaining how it worked. A brief discussion followed in which Commissioner Smith asked that in the future the board be notified in advance.

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

6. Personnel: Request to transfer \$75,000 from the General Fund Contingency account to cover additional legal costs

A motion was made by Commissioner Thibeault seconded by Commissioner Smith:

“to transfer \$75,000 from the General Fund Contingency account to Personnel – Professional Fees to cover additional legal costs and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance.”

Commissioner Messier asked if there was anymore outstanding amounts and wondered how they came up with this amount. Diane Ferguson, Personnel Director stated that she and Comptroller Klocko figured out this amount. Comptroller Klocko stated that he figured they would come in a little over so that in case more bills came in they would not need to request more money.

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

7. Public Works:

a. Transfer of \$208,500 within to cover various overexpenditures

A motion was made by Mayor Ward seconded by Commissioner Smith:

“to transfer \$208,500 within Public Works operating budget to cover various overexpenditures and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance.”

Walter Veselka, Director of Public Works stated they were projecting what they would need until the end of the year. A brief discussion followed.

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

b. Transfer of \$49,000 within Building Maintenance to cover over-expenditures

A motion was made by Commissioner Thibeault seconded by Commissioner Smith:

“to transfer \$49,000 within Public Works – Building Maintenance for overtime and heating fuel costs 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. Transfer of \$100,000 within the Streets Division to cover over-

expenditures

A motion was made by Commissioner Soucy seconded by Commissioner Smith:

“to transfer \$100,000 within Public Works – Streets Division to cover cost overruns in other wages and program supplies 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. Fire: Request for a Bid waiver to Atlantic Detroit Diesel for two engine overhauls

A motion was made by Commissioner Smith seconded by Commissioner Messier:

“to approve the bid waiver to Atlantic Detroit Diesel for two engine overhauls.”

Commissioner Smith asked how many hours are on the vehicles. Jon Pose, Fire Chief stated that there is a couple of thousand of hours on these vehicles noting that the condition of these vehicles is not good.

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

9. BDA: Request to approve the expenditure of up to \$10,000 from the Economic Development appropriation for Thirteenth Floor Graphics and Printing

A motion was made by Vice Chairman Erling seconded by Commissioner Smith:

“to approve the expenditure of up to \$10,000 from the Economic Development appropriation for Thirteenth Floor Graphics and Printing 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.

10. New Business

A motion was made by Commissioner Smith seconded by Commissioner Messier:

“to bring to the table a request to transfer of \$274,000 from the General Fund Contingency account to Public Works – Roads account for Willis Street reconstruction.”

Walter Veselka, Director of Public Works thanked the board for their approval, and noted that now is a better time to get it done.

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

A motion was made by Commissioner Messier seconded by Commissioner Smith:

“to transfer \$274,000 from the General Fund Contingency account to the Public Works - Roads account for Willis Street reconstruction 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.

A motion was made by Vice Chairman Erling seconded by Commissioner Smith:

“to bring to the table a request to transfer \$12,000 from the Public Works - Line Stripping account to the Professional Fees account.”

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

A motion was made by Commissioner Messier seconded by Commissioner Smith:

“to transfer \$12,000 from the Public Works - Line Stripping Overtime account to the Professional Fees account 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.

Chairman Miecznikowski asked Roger Rousseau, Purchasing Agent to address the board. Mr. Rousseau addressed the board regarding diesel fuel noting that he locked in a price. He noted that since he locked in the price, it has gone up twice. A brief discussion followed.

11. Old Business:

- a. Monthly Update on General Fund**
- b. Monthly Update on Centre Mall**
- c. Monthly Update on Downtown Development Fund**
- d. Quarterly Update on the Board of Education**

Dr. Philip Streifer gave a brief presentation updating the board on the status of the board of education. He noted that the board will be ending the year in the black and will be starting the new fiscal year on a good note. Dr. Streifer then introduced the new Assistant to the Superintendent for Business Steven Devaux to the board. Mayor Ward along with other Commissioners thanked William Smyth for a job well done and wished him the best in his retirement.

12. Any other matter to come before said meeting.

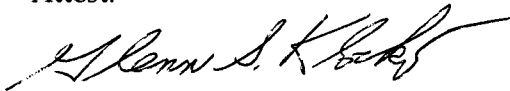
13. Adjournment:

With no further business to come before said meeting, a motion was made by Commissioner Smith seconded by Commissioner Messier:

“to adjourn at 7:47p.m.”

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

Attest:



Glenn S. Klocko
Comptroller
Board of Finance Clerk