

**CITY OF BRISTOL
BOARD OF FINANCE MEETING
APRIL 22, 2008**

A regular meeting of the Board of Finance was held on Tuesday, April 22, 2008 in the City Hall, Council Chambers, 1st floor. 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.

April 16, 2008

Ladies and Gentlemen:

The Regular Board of Finance Meeting will be held on Tuesday, April 22, 2008 at 6:30 p.m. in City Hall Council Chambers, 111 North Main St., Bristol, Connecticut.

AGENDA

- 1. Chairman Miecznikowski to call the meeting to order.**
- 2. Public Participation.**
- 3. Committee Reports: Insurance Committee – March 28, 2008**
- 4. Consent Agenda:**
 - a. Approval of the minutes from the Regular Board of Finance Meeting – March 25, 2008.**
 - b. Police Department: Refer the 2008-10 Bulletproof Vest Program Grant to Miscellaneous Matters Committee.**
 - c. Library: Transfer of \$2,100 within Library’s Operating Budget.**
 - d. Education: Additional appropriation of \$10,000 funded by grant revenue.**
 - e. Public Works: Transfer of \$613 from the Contract Wage Adjustment account for the upgrade of the Administration Coordinator.**
 - f. City Clerk: Transfer of \$32,786 within City Clerk’s Operating Budget.**
 - g. Dept. of Aging:**
 - 1. Additional appropriation of \$5,000 funded by grant revenue.**
 - 2. Additional appropriation of \$3,450 funded by grant revenue.**
- 5. Public Works:**
 - a. Transfer of \$18,000 from General Fund Contingency account to the Public Buildings account.**
 - b. WPC: Transfer of \$70,300 within the WPC Operating Budget.**
- 6. Department of Aging: Transfer of \$11,850 from General Fund Contingency Account.**

7. **Fire Department: Request for a bid waiver to Northwest Communications, Inc. for Radios and an additional appropriation of \$15,300 funded by grant revenue.**
8. **City Council: Transfer of \$63,000 from the General Fund Contingency account to Fund the purchase of Lot #175 Dutton Ave.**
9. **Comptroller's Office:**
 - a. **To rescind the \$10,000 transfer from the General Fund Contingency account and to make an additional appropriation for \$10,000 within the Registrar of Voter's Operating Budget funded by a reimbursement.**
 - b. **To switch the West End Planning Study and Memorial Boulevard Crosswalks funding sources.**
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 local Bidding Preference**
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 to call the meeting to order.**

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

2. **Public Participation.**

Al Cianchetti, 98 Crown St. Bristol addressed the board regarding his veteran request status that was suppose to be on the agenda. Assistant Comptroller Robin Manuele stated it is on the agenda. Mr. Cianchetti then stated that he spoke to Lori Defillippi who is involved with the veterans and told her he was going to make a request that \$1,400 or \$1,500 be donated under the conveyance tax. He stated that this would avoid her sending out 150 letters asking for donations.

3. Committee Reports: Insurance Committee – March 28, 2008

Commissioner Smith explained to the board his recommendations from the insurance committee. Chairman Miecznikowski thanked Commissioner Smith and his committee for a job well done.

- 3a. A motion was made by Commissioner Messier seconded by Commissioner Smith:

“to accept the amendment to the contract between The City of Bristol and Webster Risk Service as follows: 1. The authorized payment level of \$10,000 per claim for full and final settlements shall be exclusive of any prior payments including medical expenses and specific injury awards. Any settlement in excess of this limit shall require authorization from the City of Bristol. 2. Except as modified herein, this agreement shall remain in full force and effect.”

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

- 3b. A motion was made by Commissioner Messier seconded by Commissioner Smith:

“To discontinue the aggregate stop loss coverage for the City and BOE Health Insurance for the period beginning July 1, 2008.”

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

- 3c. A motion was made by Commissioner Messier seconded by Commissioner Smith:

“To accept the proposal from Webster Insurance for a retrospective claim audit for a fee of \$35,000.”

Commissioner Thibeault questioned what will this audit report do? Comptroller Klocko stated that they will conduct a review to see how everything is done and try to save us money in the future.

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

3d. A motion was made by Commissioner Messier seconded by Commissioner Erling:

“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 Chairman declared the motion carried.

4. Consent Agenda:

- a. Approval of the minutes from the Regular Board of Finance Meeting – March 25, 2008.**
- b. Police Department: Refer the 2008-10 Bulletproof Vest Program Grant to Miscellaneous Matters Committee**
- c. Library: Transfer of \$1,200 within Library’s Operating Budget**
- d. Education: Additional appropriation of \$10,000 funded by grant revenue**
- e. Public Works: Transfer of \$613 from the Contract Wage Adjustment account for the upgrade of the Administration Coordinator**
- f. City Clerk: Transfer of \$32,786 within City Clerk’s Operating Budget**
- g. Dept. of Aging:**
 - 1. Additional appropriation of \$5,000 funded by grant revenue**
 - 2. Additional appropriation of \$3,450 funded by grant revenue**

A motion was made by Commissioner Moylan 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. Public Works:

- a. Transfer of \$18,000 from General Fund Contingency account to the Public Buildings Account**

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

“To transfer \$18,000 from the General Fund Contingency account to the Public Building account for renovations 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. WPC: Transfer of \$70,300 within the WPC Operating budget

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

“To transfer \$70,300 within Water Pollution Control’s Operating Budget to purchase a replacement pump 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. Department of Aging: Transfer of \$11,850 from General Fund Contingency account

A motion was made by Commissioner Smith seconded by Mayor Ward

“To transfer \$11,850 from the General Fund Contingency Account to the Dept. of Aging to purchase a new 4 deck oven 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: Request for a bid waiver to Northwest Communications, Inc. for radios and an additional appropriation of \$15,300 funded by grant revenue

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

“To approve the request for a bid waiver to Northwest Communications, Inc. for radios for the Fire Department and to make an additional appropriation of \$15,300 within the Special Grants and Donations Fund funded by grant revenue to purchase the radios and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance.”

Commissioner Smith raised the issue of a request every year for radios. He noted that maybe we should look into a contract.

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

8. City Council: Transfer of \$63,000 from the General Fund Contingency account to fund the purchase of Lot #175 Dutton Avenue

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

“To transfer \$63,000 from the General Fund Contingency account for the purchase of Lot #175 Dutton Ave and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance.”

Commissioner Smith asked how the appraisal was done. Mayor Ward stated the appraisal was done through the agency hired by the real estate committee. Commissioner Smith stated the appraisal was a lot higher than listed in the assessor’s office.

Following a voice vote in which Commissioner Messier voted no, the Chairman declared the motion carried.

9. Comptroller’s Office:

a. To rescind the \$10,000 transfer from the General Fund Contingency account and to make an additional appropriation for \$10,000 within the Registrar of Voter’s Operating Budget funded by a reimbursement

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

“To rescind the transfer from the General Fund Contingency account and make an additional appropriation of \$10,000 within the Registrar’s Operating Budget funded by a 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. To switch the West End Planning Study and Memorial Boulevard Crosswalks funding sources

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

“To rescind the appropriation of \$80,000 for the West End Planning Study in the LoCIP Projects Fund and reduce the appropriation by \$80,000 within the Capital Projects Fund for the Memorial Boulevard Crosswalks and to make an additional appropriation of \$80,000 within the Capital Projects Fund for the West End Planning Study funded by General Fund cash and to make an additional appropriation of \$80,000 For the Memorial Boulevard Crosswalks within the LoCIP Projects Fund 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:

None.

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 Local Bidding Preference**

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

“To accept the update of the Local Bidding Preference for the quarter ended December 31, 2007 as presented by the Purchasing Agent and place on file.”

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

12. Any other matter to come before said meeting.

Commissioner Smith had a question regarding 11c. He asked Comptroller Klocko if they monitor the fund. Comptroller Klocko stated that it is mainly monitored by Assistant Comptroller Robin Manuele. A brief discussion followed.

13. Adjournment.

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

“To adjourn at 7:03 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