

Purchasing Committee Meeting
August 24, 2010

A meeting of the Purchasing Committee of the Board of Finance was held on August 24, 2010 in the Purchasing Conference Room, 2nd Floor, City Hall. The following were in attendance: Committee members Paul Tonon, Chair and Robert Casar. Also present was Roger Rousseau, Purchasing Agent and Robin Manuele, Assistant Comptroller.

The meeting was called to order at 6:03 p.m.

1. Review development of guidelines for provision of personal services by individuals and take any action as necessary.

Roger Rousseau reviewed the guidelines for provision of personal services with the Committee. These guidelines are used to determine whether an individual is working as an employee or a subcontractor for the City.

In accordance with United States Department of Labor guidelines, the City of Bristol is required to make appropriate classification of services provided by individuals. Effective upon issuance of this policy, any Department seeking to engage the services of an individual as an independent contractor is required to confirm proper classification of said services, prior to the provision of any services.

If it is determined that an individual providing service is considered to be an employee, the said individual will be classified as an employee and will be paid through the payroll system, and will be subject to applicable federal and state withholdings. The individual will be required to complete the necessary forms.

If it is determined that the individual is considered an independent contractor, the individual will be paid through Accounts Payable by way of the normal processing of vendor payments. The individual will also be required to complete the necessary forms and provide proof of insurance.

Roger provided examples from both the Board of Education and City where it has been questioned whether the person was an employee or subcontractor. These examples included Parks & Recreation, Water Department, Registrar of Voters and Youth Services. Parks and Recreation may hire teachers as a summer sport coaches, but they are not considered an employee. However, a lifeguard is considered an employee and paid through payroll.

It was agreed to forward this to the Insurance Committee for insurance purposes.

Robert Casar made a motion, "To refer the proposed guidelines for provision of personal services, as presented by the Purchasing Agent, to the Insurance Committee." Motion approved.

2. Adjournment.

Robert Casar made a motion to adjourn at 6:20 p.m.

Respectfully Submitted,

Paul Tonon/jam
Paul Tonon



CITY OF BRISTOL
OFFICE OF THE COMPTROLLER

A meeting of the Insurance Committee of the Board of Finance is scheduled for Friday, September 10, 2010 at 8:30 a.m. in the Purchasing Conference Room, 2nd Floor of City Hall.

Agenda

1. Meet with PMA Management Corp. to discuss the City's Self Insured Workers' Compensation Plan and take any action as necessary.
2. Discuss and take any action necessary on the management of Police and Fire Heart and Hypertension Claims.
3. Discuss and take any action necessary on Employee Benefit Programs.
4. Discuss and take any action necessary on the development of guidelines for provision of personal services by individuals.
5. Adjournment.

Per Order of the Chairman
John Smith

CC: Mayor Arthur J. Ward
Richard Miecznikowski

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