



City of Bristol CT
Purchasing Committee for the Board of Finance
Meeting Minutes – November 21, 2024

A Meeting of the Purchasing Committee of the Board of Finance was held on November 21, 2024 at 5:15pm in Meeting Room 1-4 within Bristol City Hall, 111 North Main Street, Bristol CT.

Present: David Maikowski, Mark Peterson, Nicolle Duquette.

Also present: Purchasing Agent Roger Rousseau, Raymond Rogozinski.

Meeting was called to order at 5:15 pm.

To discuss the use of procurement cards for Rockwell Theatre performer needs, and to take any action as necessary.

A brief overview of the procurement card program was provided by Roger Rousseau, with attention given to restrictions on the use of cards for meals.

The Parks Department has taken on coordination of events at the Rockwell Theatre on Veterans Memorial Boulevard, and have a staff person (Arianna Therriault) for this work, who is provided a City card. According to the Parks Department, it is common practice that engagements with performing artists have contract provisions, that require the event host (the City) to provide meals for the performers. Due to meal restrictions on City cards, Parks has been buying these meals on staff's personal expense and subsequently submitting receipts for reimbursement.

The process for changing card settings at the bank issuer was reviewed, and the committee expressed the opinion that allowing the ability to provide performer meals on a fixed basis was sufficient, provided that card usage was routinely monitored to confirm that meals were contained to performance venues.

Motion was made by Mark Peterson, seconded by Nicolle Duquette, and unanimously approved:

To recommend to the Board of Finance modification of the procurement card policy to permit the purchase of meals by the Parks Department for event performer meals when required by contract.

To discuss City departments' ability to bid on other town's vehicle auctions, and to take any action as necessary.

The City of Bristol, as part of its asset disposal guidelines, routinely auctions its retired vehicles via a website Govdeals; a number of other municipalities also auction their retired vehicles via said website. The Public Works Department continually is in need of acquiring equipment to replace aging equipment; a large portion of this is addressed via capital expenditures, but also has acquired used vehicles via other means:

- Transfer into Public Works from other departments' equipment retired from use in the other department;

- Solicitation of bids for equipment, wherein the invitation to bid specifically permits acceptance of a bid for used equipment;
- Purchase from the State of CT's Department of Administrative Services ("DAS") retired fleet through a DAS program to sell retired equipment to municipalities.

In the interest of minimizing equipment cost and increasing options to upgrade its fleet, Public Works is looking for the ability to bid on online auctions run by other CT municipalities for vehicles and equipment.

It was asked if the City has expertise in assessing the value of a used vehicle; Public Works confirmed that the fleet staff has such ability. Public Works will also have the ability to examine equipment at the selling town's garages, and they have regular dialog with the other towns through which they can gather information about equipment being auctioned.

It was asked if there are known risks from participating in this type of auction. Auctions do not accommodate warranty; as with any used equipment, pending service needs are unknown. Public Works felt that these risks are mitigated by direct communication with the town selling the equipment.

It was asked if the use of an auction site could incur purchase of equipment beyond the available funding; no auction is finalized until the Comptroller's Office handles a wire transfer from the assigned budget, which would need exceed a budget. Coordination of wire transfers would need to be discussed further with the Comptroller's Office.

Motion was made by Mark Peterson, seconded by Nicolle Duquette, and unanimously approved:
To bring forward to the full Board of Finance conversation regarding development of a policy to permit the Purchasing Agent and/or the Public Works Director to bid on other CT municipality's online auctions.

Further conversation ensued to familiarize the committee with transfer of equipment between departments. Typically as one department retires a vehicle from service, another department may opt to repurpose the vehicle within its fleet, as replacement for an older vehicle. Recently, Public Works assumed possession of a Parks truck without retirement of a similar piece of equipment. Given that Public Works is seeking to backfill the shortage of private snow plow contractors, the committee felt that this fleet addition is warranted.

Adjournment.

There being no other business, the meeting adjourned at 6:10 pm.

Respectfully submitted,

Roger D. Rousseau, Purchasing Agent