



City of Bristol CT
Purchasing Committee for the Board of Finance
Meeting Minutes – March 18, 2025

A Meeting of the Purchasing Committee of the Board of Finance was held on March 18, 2025 at 5:15pm in Meeting Room 3-4 within Bristol City Hall, 111 North Main Street, Bristol CT.

Present: David Maikowski, Mark Peterson (via Zoom), and Bill Campion.
Also present: Purchasing Agent Roger Rousseau, Raymond Rogozinski.

Meeting was called to order at 5:15 pm.

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

At its November 2024 meeting, the Board of Finance approved development of a policy and accompanying procedure for the placement of bids for online auctions run by other CT municipalities, for presentation to the BOF at a subsequent meeting.

A draft guideline was provided to the committee for review and discussion, within which budget availability is determined, the staff specifically authorized to submit an online bid, how wire transfers are secured to handle payment, and capital asset reporting for equipment purchase.

The development of a three-person ad hoc committee to facilitate an online bid was recommended, wherein the purchasing agent, department head, and departmental equipment specialist convene to verify available budget, review condition and estimated value of an auctioned item, and to set a bid cap for the auction under consideration.

Discussion ensued as to which staff is appropriate for placing the online bid (i.e. whether the purchasing department or the requesting department would place the online bid). General consensus indicated preference for the department to handle placement of actual bid.

Motion was made by Bill Campion, seconded by Mark Peterson, and unanimously approved:
To recommend to the full Board of Finance approval of a policy regarding permitting departments to bid on other CT municipality's online auctions.

Adjournment.

There being no other business, the meeting adjourned at 5:51 pm.

Respectfully submitted,

Roger D. Rousseau, Purchasing Agent