



City of Bristol CT
Purchasing Committee for the Board of Finance
Meeting Minutes – February 16, 2023

A Meeting of the Purchasing Committee of the Board of Finance was held on February 16, 2023 at 5:15pm in the IT Meeting Room within City Hall West (131 North Main Street).

Present: David Maikowski, Ron Burns, and Mark Whitford.

Also Present: Purchasing Agent Roger Rousseau.

Meeting was called to order at 5:15 pm.

Public Participation.

There was no public participation.

To discuss materials and services with potential impact to FY2022-2023 budget and/or delivery constraints, and to take any action as necessary.

Diesel Fuel

The 2023-2024 projected cost for diesel fuel was 2.95 per gallon; the actual cost per gallon was secured at 3.0066 (inclusive of federal fees, the cost is 3.013642). Assuming usage of 270,000 gallons annually, the increase from 2023-2024 projections is approximately a \$17,000.00 overall impact.

Service Contracts

The Purchasing Department recently finalized new contracts for generator maintenance and for elevator maintenance. Annual generator and elevator maintenance costs are unchanged (with exception noted for prorated costs for new equipment either recently installed and finalizing installation). These may be an indication of capping of growth in costs, that has been seen more broadly in other service-based industries.

To discuss requirements for public notice and placement of legal notices.

The Purchasing Department and Comptroller's Office recently discussed costs for public notices as part of budget discussions. The purchasing agent gave an overview of statutory references to the committee, as follows:

Section 1-2 Legal Notices. This section simply says that if there is a state statute or local provision requiring a town to run public notice in a newspaper, the newspaper must have substantial circulation in the town.

Section 4b-91 Process for Bidding for Public Works Contracts. The section previously required placement of ads in the newspaper, for construction projects; it is now replaced with the requirement for “posting notice on the State Contracting Portal”. The requirement, before and now, are specific to construction projects and doesn’t relate to non-construction bids.

Section 7-148v Requirements for Competitive Bidding. Unless specifically written in a town charter (not just ordinance but in the charter), a municipality can’t have a bidding threshold higher than \$25,000.00.

Section 10-287 Construction Contracts Subject to Bid. This is a section within the “education” part of the statutes, and relates to school construction projects. Public Act 22-118 changed the requirement for placement of ads in the newspaper, to requirement for posting notice on the State Contracting Portal, mirroring the requirement in 4b-91.

There don’t appear to be any remaining references for a requirement to place ads in a newspaper. However, no other municipality has been identified that has eliminated newspaper ads. Some are running a weekly public notice that says its bids can be found on their website. At a per run cost of slightly more than \$100 for an ad, and the Purchasing advertising budget being roughly \$5,000.00, this wouldn’t be a meaningful change for Bristol.

It was noted that public notice requirements for the Purchasing Department are part of a broader issue that includes requirements for land use, clerk records, elections, and finance that would need action taken at the state legislative level.

Adjournment.

There being no other business, the meeting adjourned at 5:36 pm.