



**City of Bristol CT**  
**Purchasing Committee for the Board of Finance**  
**Meeting Minutes – July 20, 2023**

A Meeting of the Purchasing Committee of the Board of Finance was held on July 20, 2023 at 5:15pm in the IT Meeting Room within City Hall West (131 North Main Street).

Present: David Maikowski, Ron Burns, Mark Whitford.

Also present: Purchasing Agent Roger Rousseau.

Meeting was called to order at 5:15 pm.

**Public Participation.**

There was no public participation.

**Review of Purchase Card Policies and take any action as necessary**

Current guidelines allow for purchases of food at restaurants under limited circumstances, with card controls sufficient to manage transactions by merchant class (e.g. restaurant, gas station, retail). The Board of Education (BOE) has recently begun participation in the use of p-cards as part of the City program and subsequent integration into Tyler/Munis. Prior BOE practice involved a single card held by the Superintendent, with a log maintained for use by various staff; transaction management is assumed to have included manual/direct oversight by its Finance staff.

The BOE has asked their card parameters to permit use of the card to make purchases at food establishments for in-house staff training; such use is not considered under current City program guidelines. It was felt that the current program parameters are sufficient, and further that the City's parameters should not change to accommodate in-house training. If the BOE's Finance Committee specifically endorsed the purchase of food via food establishments for the purpose of staff in-house training, the City should permit such use by the BOE.

Motion was made by David Maikowski and seconded by Mark Whitford to refer the purchase of food via food establishments for the purpose of staff in-house training by BOE staff to the BOE Finance Committee, and if endorsed by the BOE Finance Committee, to modify the City p-card policy to accommodate such provision for the BOE; motion unanimously approved.

**Review of Signing Authority and take any action as necessary**

The City Charter outlines signing authority for contracts and other documents to be given to the Mayor, upon approval by the City Council; authority is given on a case by case basis. The Charter also includes the provision that contracts further require signature by the Board of Finance regarding appropriation of funds. No other reference to signing authority is found in either City Charter or Code of Ordinances. Purchase orders, considered to be contracts under the Uniform Commercial Code, are signed by the

Purchasing Agent. A wide variety of related documents are directly handled by the Purchasing Department (e.g. sales orders, equipment rentals) on a routine basis. In the interest of clarity, it may be prudent to formally grant authority for such activity.

Following discussion with the Mayor, the purchasing agent has approached Corporation Counsel for potential consultation with outside counsel that is currently retained for review of issues with the Charter. No other information is currently available, and this update is provided solely for informational purposes at this time.

**Adjournment.**

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