



**CITY OF BRISTOL  
BOARD OF FINANCE AGENDA REQUEST FORM**

To: Board of Finance Commissioners

From: BDA  
(Requesting Department)

Date: 5/16/19  
(Submission Date)

For the 5/28/19 Board of Finance Meeting Agenda  
(Date of Meeting)

This request is for:  
(Please check the type of request and list in whole dollar amounts)

- Additional Appropriation \$ \_\_\_\_\_
- Transfer from Contingency \$ \_\_\_\_\_
- Transfer(s) \$ 25,000
- Grant \$ \_\_\_\_\_
- Carry-over(s) \$ \_\_\_\_\_
- Other

**Approval:**

This request is expected to be approved by the Board of the BDA  
(governing Board of your department)  
at its meeting on May 20, 2019  
(date)

  
(Department Head's signature)

**All requests to appear on the Board of Finance meeting agenda for consideration must be submitted to Jodi McGrane in the Comptroller's Office by 10:00 a.m. Monday of the preceding week of the meeting. Board of Finance Meetings are held on the fourth Tuesday of each month at 5:30 p.m. in the Council Chambers.**

Board of Finance Agenda Request Form

Reason for request:

To make an emergency allocation to the Zion Lutheran Church "Meals for the Needy" soup kitchen for the installation of a fire suppression hood mandated by insurance; via transfer of CDBG reserve funds in the Housing Rehabilitation program to the Public Service program for FY 2018-19.

Additional Appropriation(s) and/or Appropriation(s) complete the following:

Account	Account Name	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____

Transfer(s) complete the following:

<b>From:</b> 1044102-587100-G2019	<b>To:</b> 1044105-587327-G2019	<b>Amount:</b> \$25,000
Residential Rehab	Zion Church Renov.	_____
<b>From:</b> _____	<b>To:</b> _____	<b>Amount:</b> _____
<b>From:</b> _____	<b>To:</b> _____	<b>Amount:</b> _____

Grants:

Total Amount: Grant \$ \_\_\_\_\_

City Share \$ \_\_\_\_\_ %

Federal/State Share \$ \_\_\_\_\_ %

Carry-overs list the following:

Account	Account Name	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____



**ZION EVANGELICAL LUTHERAN CHURCH**

*Home of "Meals for Neighbors"*  
27 Judd Street, Bristol, CT 06010  
(860) 589-7744

[office@zionbristol.comcastbiz.net](mailto:office@zionbristol.comcastbiz.net)

Mayor Ellen Zoppo-Sassu  
Dr. Dawn Leger, Bristol Development Authority  
111 North Main St.  
Bristol, CT 06010

Dear Mayor Zoppo-Sassu, and Dr. Leger,

Thank you for taking the time to listen to, and understand, the issue we are facing with needing a range hood for our soup kitchen. Our current Insurance provider is now mandating this installation. Cost estimates of purchasing and installing a new commercial range hood are \$20K - \$25K.

The Meals for Neighbors program is the oldest soup kitchen in Bristol, serving four dinners per week (Monday through Thursday evenings), as well as providing a food pantry, and a provision for clothing including coats, children's clothing, etc. Our most recent statistic is that we are serving an average of 1500 meals a month.

The Meals for Neighbors program is a ministry of Zion Evangelical Lutheran Church. We are a small church congregation; and frankly it isn't easy to keep the church doors open as well as providing for our ministries. We will have great difficulty funding this current mandate. And it is clear to us that we cannot do this alone.

We are extremely pleased to hear that the Bristol Development Authority may have funding available to assist this cause. Please let us know what steps we can take to help facilitate this funding.

Sincerely,

*Edward J. Duffy*

Pastor Ed Duffy

A handwritten signature in black ink, appearing to read "Rich Miskell".

Rich Miskell - VP Zion Church Council