



Comptroller's Office | Phone: 860.584.6130 | Fax: 860.584.3827

September 23, 2020

Mayor Ellen Zoppo-Sassu
Chairman
City Hall
111 North Main Street
Bristol, Connecticut 06010

Dear Mayor Zoppo-Sassu:

At the Regular Board of Finance Meeting held on **September 22, 2020** it was voted as part of the consent agenda and referred to a Joint Meeting of the City Council and Board of Finance, "to make transfers totaling \$10,033 within the General Fund as of June 30, 2020 for the Department of Aging salary upgrades."

Sincerely,

A handwritten signature in black ink that reads 'Diane M. Waldron'. The signature is fluid and cursive, with a long horizontal line extending from the end of the name.

Diane M. Waldron
Board of Finance Clerk

cc: Therese Pac

City of Bristol
111 North Main Street
Bristol, CT 06010
www.bristolct.gov



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TOWN AND CITY CLERK
BRISTOL, CT



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

To: Board of Finance Commissioners

From: Human Resources Dept.
(Requesting Department)

Date: September 9, 2020
(Submission Date)

For the September 22, 2020 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) \$ 2,931
- Grant \$ _____
- Carry-over(s) \$ _____
- Other

Approval:

This request was approved by the City Council at its meeting held on September 8, 2020.

Cheryl Poe Town Clerk
(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:

The purpose of the request is to refer to the Board of Finance for informational purposes the upgrade of the position of Senior Coordinator in the Department of Aging from Salary Code 6 to Salary Code 8 within the Local #233 bargaining unit, effective October 1, 2020.

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

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

Transfer(s) complete the following:

From: 0018106-522301 Contractual Obligations	To: 0011027-514000 Aging - Regular Wages	Amount: \$2,931
From: _____	To: _____	Amount: _____
From: _____	To: _____	Amount: _____

Grants:

Total Amount: Grant \$ _____

City Share \$ _____ %

Federal/State Share \$ _____ %

Carry-overs list the following:

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



City of Bristol
Office of Town and City Clerk
111 North Main Street
Bristol, Connecticut
(860)584-6200

September 9, 2020

Board of Finance
Diane M. Waldron, Clerk
City Hall
111 North Main Street
Bristol, Connecticut 06010

Dear Members:

At a meeting of the City Council on September 8, 2020 it was voted to approve an upgrade to the position of Senior Coordinator in the Department of Aging from Salary Code 6 to Salary Code 8 within the Local #233 bargaining unit, effective October 1, 2020, and to refer to the Board of Finance for funding.

Very truly yours,

A handwritten signature in cursive script that reads "Therese Pac".

Therese Pac, MCTC, MMC
Town and City Clerk

cc: Patricia Tomascak, Ex. Dir. of Aging
TP/dml



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

To: Board of Finance Commissioners

From: Human Resources Dept.
(Requesting Department)

Date: September 9, 2020
(Submission Date)

For the September 22, 2020 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) \$ 7,102
- Grant \$ _____
- Carry-over(s) \$ _____
- Other

Approval:

This request was approved by the City Council at its meeting held on September 8, 2020.

Chelsea Poe Town Clerk
(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:

The purpose of the request is to refer to the Board of Finance for informational purposes the upgrade of the position of Executive Director – Department of Aging from Salary Level 9 to Salary Level 10 within the BPSA bargaining unit, effective July 1, 2020.

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

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

Transfer(s) complete the following:

From: 0018106-522301	To: 0011027-514000	Amount: \$7,102
<u>Contractual Obligations</u>	<u>Aging - Regular Wages</u>	_____
From: _____	To: _____	Amount: _____
From: _____	To: _____	Amount: _____

Grants:

Total Amount: Grant \$ _____

City Share \$ _____ %

Federal/State Share \$ _____ %

Carry-overs list the following:

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



City of Bristol
Office of Town and City Clerk
111 North Main Street
Bristol, Connecticut
(860)584-6200

September 9, 2020

Board of Finance
Diane M. Waldron, Clerk
City Hall
111 North Main Street
Bristol, Connecticut 06010

Dear Members:

At a meeting of the City Council on September 8, 2020 it was voted to approve an upgrade to the position of Executive Director - Department of Aging from Salary Level 9 to Salary Level 10 within the BPSA bargaining unit, effective July 1, 2020, and to refer to the Board of Finance for funding.

Very truly yours,

A handwritten signature in cursive script that reads "Therese Pac".

Therese Pac, MCTC, MMC
Town and City Clerk

cc: Patricia Tomascak, Ex. Dir. of Aging
TP/dml