



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

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TOWN AND CITY CLERK
BRISTOL, CT

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** the following motion was passed and referred to a Joint Meeting of the City Council and Board of Finance for action:

“To approve carryovers from fiscal year 2019-2020 to fiscal year 2020-2021 totaling \$1,171,373 within the General Fund.”

Sincerely,

Diane M. Waldron
Board of Finance Clerk

cc: Therese Pac

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

FISCAL YEAR END CARRYOVERS - GENERAL FUND

DEPT	ACCOUNT NUM.	ACCOUNT NAME	AMOUNT	DEPT TOTAL
MAYOR	0011011-583100	City Promotional	\$ 3,000	
MAYOR	0011034 581770	Mayor's Community Promotions	\$ 24,895	\$ 27,895
ROV	0011013 553100	Postage	\$ 3,000	
ROV	0011013 555000	Printing & Binding	\$ 6,000	
ROV	0011013 515200	Part Time Wages	\$ 15,000	\$ 24,000
HUMAN RES	0011021 531000	Professional Fees	\$ 7,135	\$ 7,135
CORP COUNSEL	0011022 531000	Professional Fees	\$ 170,000	
CORP COUNSEL	0011022 531000 14021	Professional Fees - Reval	\$ 130,000	\$ 300,000
POLICE	0012115 531140	Communications Training (Partial E911 Grant Funding)	\$ 14,853	
POLICE	0012115 570920	Communications Equipment (Partial E911 Grant Funding)	\$ 97,227	\$ 112,080
PUBLIC WORKS	0013011-570400 20036	Engineering - Plotter	\$ 9,000	
PUBLIC WORKS	0013017 570400 20016	Fleet Maint - Grease Gun	\$ 12,000	
PUBLIC WORKS	0013017-570500 20037	Fleet Maint - Lift Gates	\$ 18,000	
PUBLIC WORKS	0013018-570400 20038	Snow - Magnesium Tanks	\$ 40,000	
PUBLIC WORKS	0013018 570400 20018	Snow - Truck Plow	\$ 8,000	
PUBLIC WORKS	0013026 570400 20032	Fleet - Trench Dewatering System	\$ 2,500	
PUBLIC WORKS	0013026 570500 20004	Fleet - Dump Truck	\$ 209,300	\$ 298,800
LIB	0016014 561800	Goodsell Program Supplies (Trust)	\$ 5,519	
LIB	0016014 589100	Bristol Library Trust Fund (Trust)	\$ 3,172	
LIB	0016012 589100 MANRS	Manross Miscellaneous (Trust)	\$ 3,397	\$ 12,088
PARKS	0011031 531120	Project Aware (Grant)	\$ 24,359	
PARKS	0017021 589100	Various Equipment & Supplies (Trust)	\$ 215,016	\$ 239,375
ALL OTHER	0018106 522301	Contractual Obligations	\$ 150,000	\$ 150,000
		Total General Fund	\$ 1,171,373	\$ 1,171,373



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

To: Board of Finance Commissioners

From: Mayor's Office
(Requesting Department)

Date: August 3, 2020
(Submission Date)

For the August 25, 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) \$ _____
- Grant \$ _____
- Carry-over(s) \$ 3,000
- Other

Approval:

This request was approved by the _____
(governing Board of your department)
at its meeting held on _____
(date)

Ellen Zapp-Sasson
(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:

\$3,000 to be used for Social Media Training, CT Elite Baseball team and Cajun Ray Summer Concert on Federal Hill.

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

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

Transfer(s) complete the following:

From:	To:	Amount:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Carry-overs list the following:

Account	Account Name	Amount
0011011 583100	Mayor's City Promotions	\$3,000
_____	_____	_____
_____	_____	_____
_____	_____	_____



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

To: Board of Finance Commissioners

From: Mayor's Office
(Requesting Department)

Date: August 3, 2020
(Submission Date)

For the August 25, 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) \$ _____
- Grant \$ _____
- Carry-over(s) \$ 24,895
- Other

Approval:

This request was approved by the _____
(governing Board of your department)
at its meeting held on _____
(date)

Oliver Zayas-Sasso
(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:

Carryover of the Community Promotions account for the Arts and Culture Commission for the downtown mural and entertainment for the Farmer's Market.

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

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

Transfer(s) complete the following:

From:	To:	Amount:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Carry-overs list the following:

Account	Account Name	Amount
0011034 581770	Community Promotions	\$24,895
_____	_____	_____
_____	_____	_____
_____	_____	_____



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

To: Board of Finance Commissioners

From: Registrars of Voters
(Requesting Department)

Date: July 21, 2020
(Submission Date)

For the August 25, 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) \$ _____
- Grant \$ _____
- Carry-over(s) \$ 24,000
- Other

Approval:

This request was approved by the _____
(governing Board of your department)

at its meeting held on _____

Sharon Kravitz (date)
[Signature]
(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:

Transfers-To cover overage in Regular Wages & Program Supplies accounts.
 Carry Overs-Extra funds needed to cover increase canvass due to returns from absentee balloting as well as the hiring of extra poll workers to process the absentee ballots on election night.

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

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

Transfer(s) complete the following:

From:	To:	Amount:
_____	_____	_____
From:	To:	Amount:
_____	_____	_____
From:	To:	Amount:
_____	_____	_____
From:	To:	Amount:
_____	_____	_____

Grants:

Total Amount: Grant \$ _____
 City Share \$ _____ %
 Federal/State Share \$ _____ %

Carry-overs list the following:

Account	Account Name	Amount
0011013-553100	Postage	3,000
0011013-555000	Printing & Binding	6,000
0011013-515200	Part Time Wages & Salaries	15,000



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

To: Board of Finance Commissioners

From: Human Resources
(Requesting Department)

Date: August 10, 2020
(Submission Date)

For the August 25, 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 \$ _____
- New Appropriation \$ _____
- Transfer from Contingency \$ _____
- Transfer(s) \$ _____
- Grant \$ _____
- Carry-over(s) \$ 7,135

Approval:

This request was approved by the Board of _____
(governing Board of your department)
at its meeting held on _____
(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 6:30 p.m. in the Council Chambers.

Board of Finance Agenda Request Form

Reason for request: **Public safety promotional exams were delayed while seeking a new vendor. The four (4) police promotional exams that soon to be in process will cost approximately \$27,000. Budget for 20/21 is only \$34,500; more testing is sure to be necessary in this fiscal year.**

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

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

Transfer(s) complete the following:

From:	To:	Amount:
_____	_____	_____
_____	_____	_____
_____	_____	_____

Grants:

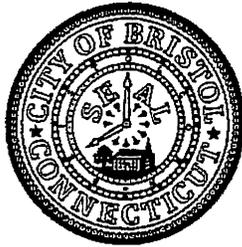
Total Amount: Grant \$ _____

City Share \$ _____ %

Federal/State Share \$ _____ %

Carry-overs list the following:

Account	Account Name	Amount
0011021-531000	Professional Fees	\$7135
_____	_____	_____
_____	_____	_____



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

To: Board of Finance Commissioners

From: Corporation Counsel
(Requesting Department)

Date: 08/10/2020
(Submission Date)

For the 08/25/2020 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) \$ _____
- Grant \$ _____
- Carry-over(s) \$ 300,000
- Other

Approval:

This request was approved by the _____
(governing Board of your department)
at its meeting held on 08-11-2020
(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:

Carry over pursuant to budget meeting with Comptroller's Office under Professional Fees to pay for ongoing litigation with Greene Hills School and ongoing litigation with Sprinturf at Bristol Eastern and Bristol Central High Schools. Carry over pursuant to budget meeting with Comptroller's under Reval Litigation is for ongoing Tax Appeal litigation.

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

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

Transfer(s) complete the following:

From:	To:	Amount:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Grants:

Total Amount: Grant \$ _____

City Share \$ _____ %

Federal/State Share \$ _____ %

Carry-overs list the following:

Account	Account Name	Amount
0011022-531000	Professional Fees	\$170,000
0011022-531000-14021	Reval Litigation	\$130,000
_____	_____	_____
_____	_____	_____



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

To: Board of Finance Commissioners

From: Bristol Police Department
(Requesting Department)

Date: August 14, 2020
(Submission Date)

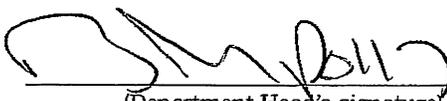
For the August 25, 2020 Board of Finance Meeting Agenda
(Date of Meeting)

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

- Additional Appropriation \$ _____
- Transfer from Contingency \$ _____
- Transfer(s) \$ _____
- Grant \$ _____
- Carry-over(s) \$112,080
- Other

Approval:

This request was approved by the Board of Police Commissioners
(governing Board of your department)
at its meeting held on August 18, 2020.
(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:

Communications Training – State reimbursed money for Communications Training to be carried over for FY 21 training.

Communications Equipment – State E911 money for Communications equipment to be carried over for FY 22 equipment.

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

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

Transfer(s) complete the following:

From:	To:	Amount:
_____	_____	_____
_____	_____	_____
_____	_____	_____

Grants:

Total Amount: Grant \$ _____

City Share \$ _____ %

Federal/State Share \$ _____ %

Carry-overs list the following:

Account	Account Name	Amount
0012115-531140	Communications Training	\$14,853
0012115-570920	Communications Equipment	\$97,227
_____	_____	_____



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

To: Board of Finance Commissioners

From: Public Works
(Requesting Department)

Date: 8/11/2020
(Submission Date)

For the August 25, 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) \$ _____
- Grant \$ _____
- Carry-over(s) \$ 298,800
- Other

Approval

This request was approved by the Board of Public Works
(governing Board of your department)
at its meeting held on August 20, 2020 9/17/20
(date)


(Department Head's signature)

Board of Finance Agenda Request Form

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.

Reason for request:

1. Carry forward/transfer to fund purchase of a new engineering plotter to replace DPW existing pen type plotter. Due to its age parts for the existing plotter are difficult to obtain and computer compatibility issues exist with the plotter's drivers. The new plotter will replace the existing plotter and provide back up to DPW Engineering KIP printer. DPW request \$9,000.
2. Carry forward \$12,000 to fund installation of a Fleet vehicle maintenance centralized grease gun system. Item budgeted in May 2020. DPW is currently preparing specification for bidding.
3. Carry forward/transfer to purchase lift gates for three DPW pickup trucks. Replacing standard tail gates with lift gates will eliminate the need for employees to lift heavy equipment into the trucks and reduce the risk of injury. DPW request \$18,000.
4. Carry forward/transfer to fund replacement of DPW Liquid Magnesium tanks used for De-icing. The current tanks are single wall tanks and do not conform to current environmental standards. DPW request \$40,000.
5. Carryforward \$8,000 to fund procurement of a truck snow plow. Item funded in May 2020. DPW is currently preparing specification for bidding.
6. Carryforward \$2,500 to fund a trench dewatering pump. Funding approved by Joint Board 7/14/2020. DPW is currently preparing specification for bidding.
7. Carry forward \$209,300 to fund DPW dump truck. A PO for the truck has been issued and the truck is on order.

Carry-overs list the following:

See attached form

FISCAL YEAR END CARRYOVERS - GENERAL FUND

DEPT	ACCOUNT NUM.	ACCOUNT NAME	AMOUNT	DEPT TOTAL
PUBLIC WORKS	0013011-570400 20036	Engineering - Plotter	\$ 9,000	
PUBLIC WORKS	0013017 570400 20016	Fleet Maint - Grease Gun	\$ 12,000	
PUBLIC WORKS	0013017-570500 20037	Fleet Maint - Lift Gates	\$ 18,000	
PUBLIC WORKS	0013018-570400 20038	Snow - Magnesium Tanks	\$ 40,000	
PUBLIC WORKS	0013018 570400 20018	Snow - Truck Plow	\$ 8,000	
PUBLIC WORKS	0013026 570400 20032	Fleet - Trench Dewatering System	\$ 2,500	
PUBLIC WORKS	0013026 570500 20004	Fleet - Dump Truck	\$ 209,300	\$ 298,800



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

To: Board of Finance Commissioners

From: Library
(Requesting Department)

Date: 7/30/20
(Submission Date)

For the 8/25/20 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) \$ _____
- Grant \$ _____
- Carry-over(s) \$ 12,088
- Other

Approval:

This request was approved by the Board of _____
(governing Board of your department)
at its meeting held on _____
(date)

Deborah Propp
(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: Carryovers to bring Trust Funds into new fiscal year. The board approved use of Goodsell funds for purchase of reference materials, use of Bristol Library and Manross Trust funds towards future author luncheons and technology needs, in addition to the Manross Trust funds for purchase of children's and nature books. The reason for carryover is the pandemic has made it difficult to fulfill all approved purchases including difficulty planning the author luncheon.

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

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

Transfer(s) complete the following:

From:

From: _____

From: _____

Grants:

Total Amount: Grant \$ _____

City Share \$ _____ %

Federal/State Share \$ _____ %

Carry-overs list the following:

Account	Account Name	Amount
0016014-561800	Goodsell Trust Fund	\$5,519
0016014-589100	Bristol Library Trust Fund	\$3,172
0016012-589100	Manross Trust Fund	\$3,397



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

To: Board of Finance Commissioners

From: Parks, Recreation, Youth & Community Services
(Requesting Department)

Date: 8/3/2020
(Submission Date)

For the 8/25/2020 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) \$ _____
- Grant \$ _____
- Carry-over(s) \$ 239,375
- Other

This request was approved by the Board of Park Commissioners at its meeting held on August 19, 2020.

Approval


(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:

1. Request to carry over the unspent trust fund overages totaling \$215,016 to the miscellaneous trust account for use throughout the year.

2. Request to carry over \$24,359 from Youth Services 0011031-531120. This is the balance of unspent Project Aware funds. These funds come from the State of CT Youth Services Bureau and are used annually for youth service programs and scholarships for Bristol children in need. With the schools closed due to COVID-19, the funds were not able to be fully spent this year. We are requesting to carry this balance over into the next year to provide us with additional funds to be utilized for scholarships/program enhancements for at risk families in need. Due to COVID-19 impact on families we believe these funds will be needed now more than ever.

Carry Overs

Account	Rev/Exp	Account Name	Amount
0017021-589100	Exp	Miscellaneous Trust	\$215,016
0011031-531120	Exp	Project Aware	\$24,359

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

Account	Account Name	Amount
_____	_____	_____