



111 North Main Street | Bristol, Connecticut 06010 | Phone: 860.584.6130

December 20, 2023

Mayor Jeffrey Caggiano
Chairman
City Hall
111 North Main Street
Bristol, Connecticut 06010

RECEIVED
2023 DEC 20 PM 2:55
TOWN AND CITY CLERK
BRISTOL, CT

Dear Mayor Caggiano:

At the Regular Board of Finance Meeting held on **December 19, 2023** it was voted as part of the consent agenda and referred to a Joint Meeting of the City Council and Board of Finance, "to transfer \$30,000 within the Public Works operating budget for Engineering Part Time wages."

Sincerely,

Diane M. Waldron
Board of Finance Clerk

cc: City Clerk



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

To: Board of Finance Commissioners

From: Public Works
(Requesting Department)

Date: December 1, 2023
(Submission Date)

For the December 19, 2023 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) \$ 30,000.00
- Grant \$ _____
- Carry-over(s) \$ _____
- Other

Approval:

This request was approved by the Board of Public Works
(governing Board of your department)
at its meeting held on December 21, 2023.
(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:

Use of Temporary staff to fill Assistant City Engineer vacant position. Transfer from regular wages into Part-time wages

Transfer(s) complete the following:

From:	0013011 514000	To:	0013011 515200	Amount:	\$30,000.00
From:	_____	To:	_____	Amount:	_____
From:	_____	To:	_____	Amount:	_____
	_____		_____		