



**City of Bristol
Special Board of Finance Meeting
June 11, 2019**

A special meeting of the Board of Finance was held on Tuesday, June 11, 2019 at 6:30 p.m. in the Council Chambers of City Hall, 111 North Main Street, Bristol, Connecticut. The following were in attendance: Chairperson John Smith, Vice Chairman Orlando Calfe, Mayor Ellen Zoppo-Sassu, Commissioners Jake Carrier, Ron Burns, Nicolas Jones, Mike LaMothe, Marie O'Brien and Cheryl Thibeault. Also present from the Comptroller's Office: Diane Waldron

June 5, 2019

Ladies and Gentlemen:

A Special Board of Finance Meeting will be held on Tuesday, June 11, 2019 at 6:30 p.m. in City Hall Council Chambers, 111 North Main Street, Bristol, Connecticut.

Agenda

- 1. Call to order**
- 2. Bristol Development Authority:**
 - a. To transfer \$12,750 from the General Fund Contingency Account**
 - b. Additional appropriation of \$12,750 within the Special Grants and Donations Fund**
- 3. Adjournment**

PER ORDER OF THE CHAIRPERSON
John Smith

- 1. Call to order**

Chairperson Smith called the meeting to order at 6:30 p.m.

Pledge of Allegiance

- 2. Bristol Development Authority:**
 - a. To transfer \$12,750 from the General Fund Contingency Account**

Commissioner O'Brien made a motion seconded by Commissioner Calfe

"To transfer \$12,750 from the General Fund Contingency Account to Operating Transfers Out - Special Revenue Fund and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Justin Malley explained Commissioner Thibeault has submitted some questions before the meeting that he will address. At this point in time there is not a job description for the position, but there is criteria that must be followed. The position will be 20 hours a week for six months a year, four of those hours will be spent at the Farmer's Market on Saturday.

The Mayor's Office and BDA office currently spend three to four hours a week on the Farmer's Market. Right now there is a lot of planning and marketing to expand the market. Justin is getting the vendors ready right. Cheryl discussed the food desert component which the City qualifies for as there is not a major supermarket within one mile. Justin explained this year they will be tracking attendance at the market as well each week, which is not something they have done in the past.

Commissioner Calfe questioned if there was any funding in the grant for transportation. Justin stated for this year, the City will be partnering with Dial-A-Ride to provide transportation for seniors the first Saturday of each month to provide rides to the Farmer's Market. The City's Farmer's Market is a State Market which allows senior to obtain tickets to use. Commissioner O'Brien stated she is in full support of this, she is pleased the City is doing this and encourages the City to look at other larger Cities who are already doing this. This may also help Departments who need to do a community health needs assessment.

Justin stated the grant is due on Tuesday, hopefully the City will have a decision in the Fall.

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

b. Additional appropriation of \$12,750 within the Special Grants and Donations Fund

Commissioner Calfe made a motion seconded by Commissioner Thibeault

"To make an additional appropriation of \$12,750 within the Special Grants and Donations Fund for the City Match of the Farmers Market Promotion Program grant and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

3. Adjournment

Commissioner Thibeault made a motion seconded by Commissioner Calfe

"To adjourn at 6:43 p.m."

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

Attest:

A handwritten signature in cursive script, appearing to read "Diane M. Waldron". The signature is written in black ink and is positioned above the printed name and title.

Diane M. Waldron
Board of Finance Clerk