

INTER-FUNCTION TRANSFER

REQUEST TO BE MADE AND TRANSFER VOTED BEFORE ANY EXPENDITURE IN EXCESS OF THE APPROPRIATION IS INCURRED

DATE: 4/28/2017

Request is hereby made for the following inter-function transfer in accordance with the Town of Millis General Bylaw, Article VI (Appropriations) (amended May 12, 2003 Annual Town Meeting, Article #48)

AMOUNT \$ 3,028.00

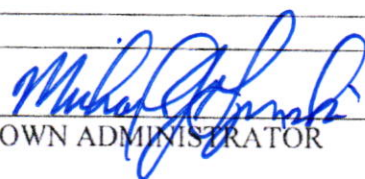
FROM ACCOUNT # 0117552-520180 \$1,500.00; 0117552-540400 \$400.00; 0117552-540500 \$1,028.00; 0117552-540700 \$100.00

NAME OF APPROPRIATION Planning Board Expense

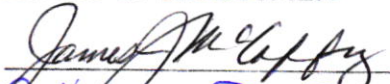
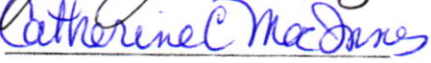
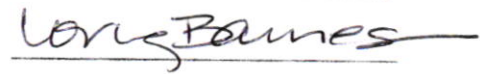
TO ACCOUNT # 0117551-510300

NAME OF APPROPRIATION Planning Board Salary

REASON: To cover deficit in salaries account.


TOWN ADMINISTRATOR

DATE 5-1-17

APPROVED
BOARD OF SELECTMEN




APPROVED
FINANCE COMMITTEE

DATE 5/8/17

DATE _____

Please return original to the Finance Director



TOWN OF MILLIS

Robert Cantoreggi, *Chairman*
George Yered, *Clerk*
James McKay
Nicole Riley
Richard Nichols
Carlo Molinari, *Associate*

OFFICE OF THE PLANNING BOARD

900 Main Street • Millis, MA 02054


Phone: 508-376-7045

Fax: 508-376-7053

Camille Standley
Administrative Assistant
cstandley@millis.net

April 11, 2017

To: Board of Selectmen
Finance Committee

From: Robert Cantoreggi, Chair 
Planning Board

Re: FY18 Budget – Requested Increase in Hours for Department Assistant II

The Planning Board recommends the increase in hours from 14 to 16 hours per week for Camille Standley, Department Assistant II. There has been a consistent deficit in the Salaries Clerical Account for at least the past four years.

With expanding responsibilities due, in part, to Open Meeting Law regulations, maintenance of web pages, adoption of new bylaws and subsequent increases in applications/filings, we recommend approval of the increase to maintain efficient operations for the office of the Planning Board.

Thank you.



TOWN OF MILLIS

Robert Cantoreggi, *Chairman*
George Yered, *Clerk*
James McKay
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Carlo Molinari, *Associate*

OFFICE OF THE PLANNING BOARD

900 Main Street • Millis, MA 02054

Phone: 508-376-7045

Fax: 508-376-7053

Camille Standley
Administrative Assistant
cstandley@millis.net

May 8, 2017

To: Board of Selectmen

From: Camille Standley, Administrative Assistant
Planning Board



Re: Inter-Function Transfer from Planning Board Expenses

As you know, there has been an Inter-Function Transfer Request submitted for funds to be transferred from the Planning Board Expenses Accounts to the Planning Board Salary Account for the balance of FY17. Some reasons that there are funds remaining in the account to cover the salary deficit are as follows:

- Most engineering expenses are paid by the applicants. There were no engineering expenses incurred by the Planning Board this fiscal year.
- There were no dues and/or subscriptions paid in fiscal 2017.
- The advertising account and printing account are fluid and dependent, in part, upon Town Meeting articles which change the Zoning Bylaw book and/or Zoning Map; which is the Planning Board's jurisdiction. In prior years where lengthy zoning bylaw changes were made and/or new bylaws passed, the advertising account and printing account (new Zoning Bylaw books) have been depleted. At the November 2016 Town Meeting, no bylaw changes were proposed; thereby leaving most of the funds intact.

Please let the Planning Board know if you have any further questions. Thank you.

PLANNING BOARD
FY 2017
EXPENSES

ENGINEERING

\$1,500.00

(#0117552-520180)

PRINTING

\$1,100.00

(#0117552-540100)

10/11/2016	\$306.00	\$794.00	AdPrint (Bylaw Books)
10/11/2016	\$84.00	\$710.00	Adprint (Envelopes)
2/7/2017	\$84.00	\$626.00	Adprint (Envelopes)

SUPPLIES/EXPENSE

\$625.00

(#0117552-540400)

12/6/2016	\$9.67	\$615.33	W.B. Mason
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POSTAGE

\$500.00

(#0117552-540450)

10/11/2016	\$94.00	\$406.00	C.Standley (postage)
2/7/2017	\$94.00	\$312.00	C.Standley (postage)
2/7/2017	\$98.00	\$214.00	C.Standley (postage)
3/1/2017	\$98.00	\$116.00	C.Standley (postage)
3/29/2017	\$52.68	\$63.32	C.Standley (postage)

ADVERTISING

\$5,000.00

(#0117552-540500)

9/6/2016	\$173.62	\$4,826.38	Gatehouse Media MA
10/11/2016	\$198.02	\$4,628.36	Gatehouse Media MA
12/6/2016	\$189.90	\$4,438.46	Gatehouse Media MA
2/7/2017	\$173.62	\$4,264.84	Gatehouse Media MA
2/7/2017	\$198.02	\$4,066.82	Gatehouse Media MA
3/1/2017	\$198.02	\$3,868.80	Gatehouse Media MA
3/29/2017	\$290.26	\$3,578.54	Gatehouse Media MA
3/29/2017	\$189.90	\$3,388.64	Gatehouse Media MA

PLANNING BOARD
FY 2017
EXPENSES

DUES/SUBSCRIPT. **\$100.00**
(#0117552-540700)

ADMIN. EXP. **\$600.00**
(#0117552-540900)

11/1/2016	\$50.00	\$550.00	R. Cantoreggi
11/1/2016	\$50.00	\$500.00	G. Yered
11/1/2016	\$50.00	\$450.00	J. McKay
11/1/2016	\$50.00	\$400.00	N. Riley
11/1/2016	\$50.00	\$350.00	R. Nichols
11/1/2016	\$28.22	\$321.78	C. Molinari
			R. Cantoreggi
			G. Yered
			J. McKay
			N. Riley
			R. Nichols
			C. Molinari

SALARY	HRS.		\$17,180.80
		LONGEVIT'	\$150.00
			\$17,330.80
(#0117551-510300)		Rev. budge	\$17,505.80
7/1-7/9/16	15 hrs.	\$354.00	\$17,151.80
	3 holiday	\$70.80	\$17,081.00
7/11-7/22/16	32 hrs.	\$755.20	\$16,325.80
7/25-8/5/16	32 hrs.	\$755.20	\$15,570.60
8/8-8/19/16	16 hrs.	\$377.60	\$15,193.00
	16 vacation	\$377.60	\$14,815.40
8/22-9/2/16	32 hrs.	\$755.20	\$14,060.20
9/5-9/16/16	28 hrs.	\$660.80	\$13,399.40
	4 holiday	\$94.40	\$13,305.00

PLANNING BOARD
FY 2017
EXPENSES

SALARY	HRS.		
9/19-9/30/16	32 hrs.	\$755.20	\$12,549.80
10/3-10/14/16	28 hrs.	\$660.80	\$11,889.00
	4 holiday	\$94.40	\$11,794.60
10/17-10/28/16	32 hrs.	\$755.20	\$11,039.40
10/31-11/11/16	30 hrs.	\$733.20	\$10,306.20
	2 holiday	\$48.88	\$10,257.32
11/23/2016	Retro	\$55.02	\$10,202.30
11/14-11/25/16	27 hrs.	\$659.88	\$9,542.42
	5 holiday	\$122.20	\$9,420.22
11/28-12/9/16	30 hrs.	\$733.20	\$8,687.02
	2 bereav.	\$48.88	\$8,638.14
12/12-12/23/16	32 hrs.	\$782.08	\$7,856.06
	Longevity	\$325.00	\$7,531.06
12/26-1/6/17	24 hrs.	\$586.56	\$6,944.50
	8 holiday	\$195.52	\$6,748.98
1/9-1/20/17	28 hrs.	\$684.32	\$6,064.66
	4 holiday	\$97.76	\$5,966.90
1/23-2/3/17	32 hrs.	\$782.08	\$5,184.82
2/6-2/17/17	32 hrs.	\$782.08	\$4,402.74
2/20-3/3/17	28 hrs.	\$684.32	\$3,718.42
	4 holiday	\$97.76	\$3,620.66
3/6-3/17/17	16 hrs.	\$391.04	\$3,229.62
	16 vacation	\$391.04	\$2,838.58
3/20-3/31/17	32 hrs.	\$782.08	\$2,056.50
4/3-4/14/17	32 hrs.	\$782.08	\$1,274.42
4/17-4/28/17	28 hrs.	\$684.32	\$590.10
	4 holiday	\$97.76	\$492.34