

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

DATE: 1-9-2018

TO THE MILLIS FINANCE COMMITTEE:

REQUEST IS HEREBY MADE FOR THE FOLLOWING TRANSFER FROM THE RESERVE FUND
(0113252-579000) IN ACCORDANCE WITH CHAPTER 40, SECTION 6 OF THE MASSACHUSETTS
GENERAL LAWS:

1. AMOUNT REQUESTED: \$ 20,000
2. TO BE TRANSFERRED TO: 0124151 510580 WAGE from FEB's
ACCOUNT NUMBER NAME OF APPROPRIATION
3. THE AMOUNT REQUESTED WILL BE USED FOR (GIVE SPECIFIC PURPOSE): Estimated permit FEE Payment to inspectors until June 30, 2018.

(PLEASE ATTACH ADDITIONAL PAGES WITH SUPPORTING DOCUMENTATION IF NECESSARY)

4. THIS EXPENDITURE IS EXTRAORDINARY AND/OR UNFORESEEN FOR THE FOLLOWING REASONS: Construction permits were paid for Electrical - Plumbing & Gas and ASBN Building inspection for 1/2 permit FEB's as seasonal plan Schedules A+B 9C + 8A construction expected back for many years.

[Signature] 1/9/18
DEPARTMENT HEAD/CHAIRPERSON DATE

THE FOLLOWING TO BE COMPLETED BY THE TOWN ACCOUNTANT

PRESENT BALANCE IN SAID LINE ITEM: \$ 2749.66

TOTAL BALANCE IN BUDGET: \$ 73,011.19

[Signature] 1/8/17
TOWN ACCOUNTANT DATE

RECOMMENDATION OF THE TOWN ADMINISTRATOR

☒ RECOMMENDED ☐ NOT RECOMMENDED

COMMENTS: _____

→ TOWN ADMINISTRATOR [Signature] DATE 1-10-18

FINANCE COMMITTEE ACTION

DATE OF MEETING _____ NUMBER PRESENT _____

AMOUNT APPROVED \$ _____

MILLIS PERSONNEL PLAN SCHEDULES A B

7/1/16 Effective Date
SCHEDULE A
CLASSIFICATION PLAN
SALARIED-WEEKLY AND STIPENDS
GRADE POSITION

	STEP	SCHEDULE B									
		1	2	3	4	5	6	7	8	9	10
16 DEPUTY DIR. DPW/CHIEF OF OPERATIONS		1595.94	1630.73	1667.36	1704.93	1743.89	1783.31	1823.20	1863.55	1905.29	1949.82
15 VACANT		1504.10	1538.43	1572.75	1608.46	1644.64	1681.75	1719.78	1757.81	1797.69	1838.50
12 OPERATIONS SUPPORT MANAGE		1228.60	1256.43	1283.80	1313.95	1342.24	1372.85	1403.92	1435.93	1467.47	1500.40
11 UNFILLED		1137.24	1164.13	1189.65	1217.01	1242.98	1272.67	1299.57	1330.64	1358.93	1390.47
11A* COA DIRECTOR*		710.77	727.58	743.53	760.63	776.87	795.42	812.23	831.65	849.34	869.05
9C* PLUMBING&GAS INSPECTOR		Stipend of \$4671/year plus 1/2 permit fees, not to exceed \$30,000/year									
WIRING INSPECTOR		Stipend of \$4671/year plus 1/2 permit fees, not to exceed \$30,000/year									
8A* DEP. BUILDING INSPECTOR		Stipend of \$1632/year plus 1/2 permit fees, when : as inspector, not to exceed \$30,000/year									
DEP. PLUMB/GAS INSPECTOR		Stipend of \$1121/year plus 1/2 permit fees, when : as inspector, not to exceed \$30,000/year									
DEP. WIRING INSPECTOR		Stipend of \$1121/year plus 1/2 permit fees, when : as inspector, not to exceed \$30,000/year									

* = Part time

HOURLY GRADE POSITION

4 DISPATCHER/PART TIME	1	2	3	4	5	6	7	8	9	10
	17.04	17.44	17.85	18.25	18.65	19.07	19.50	19.94	20.40	20.86
PUBLIC SAFETY GRADE POSITION										
PS9 DEPUTY FIRE CHIEF/EMT*	1	2	3	4	5	6	7	8	9	10
	29.38	30.04	30.72	31.39	32.11	32.82	33.57	34.33	35.11	35.88
FF STIPEND/YEAR	1383.29									
PS8 VACANT										
	27.21	27.81	28.43	29.08	29.72	30.40	31.08	31.78	32.50	33.22
FF STIPEND/YEAR	24.24	24.78	25.34	25.90	26.48	27.08	27.69	28.32	28.94	29.61
PS6 FIRE CAPTAIN/EMT										
	21.37	21.85	22.34	22.83	23.37	23.87	24.42	24.96	25.52	26.10
FF STIPEND/YEAR	703.49									
PS4 FIRE LIEUTENANT/EMT										

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TOWN OF MILLIS
YEAR-TO-DATE BUDGET

DECEMBER 2017

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FOR 2018 06

JOURNAL DETAIL 2018 6 TO 2018 6

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0001 GENERAL FUND							

0124151 BUILDING INSPECTION SALARY							

0124151 510100 SALARY-DEPT HEAD	87,672	87,672.00	42,150.00	6,744.00	.00	45,522.00	48.1%
2018/06/000146 12/14/2017 PRJ	3,372.00	REF 121417			WARRANT=121417 RUN=1 STANDARD		
2018/06/000317 12/28/2017 PRJ	3,372.00	REF 122817			WARRANT=122817 RUN=1 STANDARD		
0124151 510300 SALARIES CLERICAL	21,915	21,914.88	10,536.00	1,685.76	.00	11,378.88	48.1%
2018/06/000146 12/14/2017 PRJ	842.88	REF 121417			WARRANT=121417 RUN=1 STANDARD		
2018/06/000317 12/28/2017 PRJ	842.88	REF 122817			WARRANT=122817 RUN=1 STANDARD		
0124151 510580 WAGES FROM FEES	40,000	40,000.00	37,250.34	20,288.09	.00	2,749.66	93.1%
2018/06/000146 12/14/2017 PRJ	5,407.59	REF 121417			WARRANT=121417 RUN=1 STANDARD		
2018/06/000317 12/28/2017 PRJ	14,880.50	REF 122817			WARRANT=122817 RUN=1 STANDARD		
0124151 510600 LONGEVITY	750	750.00	750.00	.00	.00	.00	100.0%
0124151 510700 STIPENDS	13,614	13,614.00	5,672.20	1,134.40	.00	7,941.80	41.7%
2018/06/000146 12/14/2017 PRJ	1,134.40	REF 121417			WARRANT=121417 RUN=1 STANDARD		
TOTAL BUILDING INSPECTION SALA	163,951	163,950.88	96,358.54	29,852.25	.00	67,592.34	58.8%

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TOWN OF MILLIS
FY 2018

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED

0001 GENERAL FUND							

02 PUBLIC SAFETY							

0124151 BUILDING INSPECTION SALARY							

241 BUILDING DEPARTMENT							

0124151 510100 SALARY-DEPT HEAD	87,672	.00	87,672.00	42,150.00	.00	45,522.00	48.1%
0124151 510300 SALARIES CLERICAL	21,915	.00	21,914.88	10,536.00	.00	11,378.88	48.1%
0124151 510350 WAGES CLERICAL OVER	0	.00	.00	.00	.00	.00	.0%
0124151 510580 WAGES FROM FEES	40,000	.00	40,000.00	37,250.34	.00	2,749.66	93.1%
0124151 510600 LONGEVITY	750	.00	750.00	750.00	.00	.00	100.0%
0124151 510700 STIPENDS	13,614	.00	13,614.00	5,672.20	.00	7,941.80	41.7%
TOTAL BUILDING INSPECTION SALA	163,951	.00	163,950.88	96,358.54	.00	67,592.34	58.8%
0124152 BUILDING INSPECTION EXPENSE							

241 BUILDING DEPARTMENT							

0124152 540400 SUPPLIES & EXPENSES	2,965	.00	2,965.00	1,227.22	.00	1,737.78	41.4%
0124152 540450 POSTAGE	175	.00	175.00	.00	.00	175.00	.0%
0124152 540700 DUES & SUBSCRIPTION	350	.00	350.00	744.95	.00	-394.95	212.8%*
0124152 540710 MEETINGS	2,750	.00	2,750.00	280.00	.00	2,470.00	10.2%
0124152 570500 AUTO/MILEAGE REIMB	2,500	.00	2,500.00	1,068.98	.00	1,431.02	42.8%
TOTAL BUILDING INSPECTION EXPE	8,740	.00	8,740.00	3,321.15	.00	5,418.85	38.0%
TOTAL PUBLIC SAFETY	172,691	.00	172,690.88	99,679.69	.00	73,011.19	57.7%
TOTAL GENERAL FUND	172,691	.00	172,690.88	99,679.69	.00	73,011.19	57.7%
TOTAL EXPENSES	172,691	.00	172,690.88	99,679.69	.00	73,011.19	
GRAND TOTAL	172,691	.00	172,690.88	99,679.69	.00	73,011.19	57.7%

** END OF REPORT - Generated by Kathy LaPlant **