

RECEIVED
JAN 24 2018
FINANCE DEPT.

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

DATE: 1/23/2018

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: \$ 2440.00
2. TO BE TRANSFERRED TO: 0161052-520240 Library - Building Repairs
ACCOUNT NUMBER NAME OF APPROPRIATION
3. THE AMOUNT REQUESTED WILL BE USED FOR (GIVE SPECIFIC PURPOSE): Semi annual HVAC maintenance, \$1220 twice a year

(PLEASE ATTACH ADDITIONAL PAGES WITH SUPPORTING DOCUMENTATION IF NECESSARY)

4. THIS EXPENDITURE IS EXTRAORDINARY AND/OR UNFORESEEN FOR THE FOLLOWING REASONS: Town used to cover, responsibility transferred to Library but no money/line item was ever added to the budget for this expense.

(PLEASE ATTACH ADDITIONAL PAGES WITH SUPPORTING DOCUMENTATION IF NECESSARY)

Maria Neerle 1/24/18
DEPARTMENT HEAD/CHAIRPERSON DATE

THE FOLLOWING TO BE COMPLETED BY THE FINANCE DIRECTOR

PRESENT BALANCE IN SAID LINE ITEM: \$ (491.67)

TOTAL BALANCE IN BUDGET: \$ 33,690.59

William LaPlante 1/24/18
FINANCE DIRECTOR DATE

RECOMMENDATION OF THE TOWN ADMINISTRATOR

☒ RECOMMENDED ☐ NOT RECOMMENDED

COMMENTS: _____

TOWN ADMINISTRATOR William LaPlante DATE 1-24-18

FINANCE COMMITTEE ACTION

DATE OF MEETING _____ NUMBER PRESENT _____

AMOUNT APPROVED \$ _____



Kim Borst <kborst@minlib.net>

Commercial Boiler

Michael Guzinski <mguzinski@millis.net>

Tue, Jan 2, 2018 at 12:34 PM

To: Maria Neville <mneville@minlib.net>

Cc: Karen Bouret <kbouret@millisma.net>, Kim Borst <kborst@minlib.net>

O.K. I recommend that you seek a reserve fund transfer at an upcoming Finance Committee Meeting. I don't have a meeting date at this time, but they should be meeting sometime later this month.

Thanks.

Mike

Michael J. Guzinski

Town Administrator

Veterans Memorial Building

900 Main Street

Millis, MA 02054

508-376-7040 ext.101

mguzinski@millis.net

From: Maria Neville [mailto:mneville@minlib.net]

Sent: Tuesday, January 02, 2018 12:28 PM

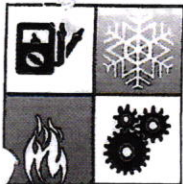
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TO THE TOWN ACCOUNTANT:

DATE: 1/4/18

B	R
✓	
✓	
✓	✓



Commercial Boiler Systems, Inc.
152 Oldham Street
Pembroke, MA 02359

Bldg Repairs

Invoice

Date	Invoice #
12/14/2017	68583

Bill To
Ms. Karen Bouret Millis Town Hall 900 Main Street Millis, MA 02054

Ship To
Millis Library 961 Main Street Millis, MA 02054

Service Order #		Purchase Order #	Site	Terms
42932			Millis Library	Net 30
Quantity	Item Code	Description	Price Ea...	Amount
	Q	Quoted work for the semi-annual HVAC maintenance. Cleaned all applicable filters. Changed filters in AHU 1 and 2. Changed filters in all registers. Reset the hot water heater. All work was completed on December 12, 2017.	1,220.00	1,220.00
<i>Thank you for your prompt payment.</i>			Sales Tax (0.0%)	\$0.00
Phone #	Fax #	E-mail	Total	\$1,220.00
781-294-4437	781-294-7604	mvail@snowmelters.com	Payments/Credits	\$0.00
			Balance Due	\$1,220.00

12/12/17
DATE

01/24/2018 13:42
1222klap

TOWN OF MILLIS
FY 2018

P 1
glytdbud

FOR 2018 12

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

0001 GENERAL FUND							

09 CULTURE & RECREATION							

0161052 LIBRARY EXPENSE							

610 LIBRARY DEPARTMENT							

0161052 520240 BUILDING REPAIRS	6,000	4,000.00	10,000.00	10,491.67	.00	-491.67	104.9%*
0161052 540140 LIBRARY MATERIALS	75,500	.00	75,500.00	48,947.15	.00	26,552.85	64.8%
0161052 540400 SUPPLIES & EXPENSES	12,000	.00	12,000.00	9,157.39	.00	2,842.61	76.3%
0161052 540405 OFFICE SUPPLIES	3,000	.00	3,000.00	690.53	.00	2,309.47	23.0%
0161052 540420 WATER/SEWER	1,500	.00	1,500.00	761.87	.00	738.13	50.8%
0161052 540450 POSTAGE	250	.00	250.00	21.62	.00	228.38	8.6%
0161052 540720 MEMBERSHIP	32,854	.00	32,854.00	30,704.16	.00	2,149.84	93.5%
0161052 540800 EQUIPMENT	5,000	.00	5,000.00	5,639.02	.00	-639.02	112.8%*
TOTAL LIBRARY EXPENSE	136,104	4,000.00	140,104.00	106,413.41	.00	33,690.59	76.0%
TOTAL CULTURE & RECREATION	136,104	4,000.00	140,104.00	106,413.41	.00	33,690.59	76.0%
TOTAL GENERAL FUND	136,104	4,000.00	140,104.00	106,413.41	.00	33,690.59	76.0%
TOTAL EXPENSES	136,104	4,000.00	140,104.00	106,413.41	.00	33,690.59	
GRAND TOTAL	136,104	4,000.00	140,104.00	106,413.41	.00	33,690.59	76.0%

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