		The state of the s
	OHEST TO DE MADE AND TRANSE	ED VOTED PEROPE AND
<u>E</u> 2	QUEST TO BE MADE AND TRANSF XPENDITURE IN EXCESS OF THE API	PROPRIATION IS INCURRED N 2 4 2018
DATE:_	1/23/2018	
		FINANCE DEPT.
TO THE	E MILLIS FINANCE COMMITTEE:	
(011325	EST IS HEREBY MADE FOR THE FOLLOWING 52-579000) IN ACCORDANCE WITH CHAPTER 4 EAL LAWS:	0, SECTION 6 OF THE MASSACHUSETTS
1.	AMOUNT REQUESTED:	s 2440,00
2.	TO BE TRANSFERRED TO: O161052-520240 ACCOUNT NUMBER	Library-Building Repairs
3.	THE AMOUNT REQUESTED WILL E PURPOSE): Semi annual HVAC main	BE USED FOR (GIVE SPECIFIC MENONCE, \$1220 TWILL A YEAR
	(PLEASE ATTACH ADDITIONAL PAGES WITH SUF	PORTING DOCUMENTATION IF NECESSARY)
4.	THIS EXPENDITURE IS EXTRAORDINARY FOLLOWING REASONS: town used to co to Ubrany but no money line The budget for this expanse.	iver, responsibility transferred
DEPAR	(PLEASE ATTACH ADDITIONAL PAGES WITH SUF MACA DELSCORES TMENT HEAD/CHAIRPERSON	DATE
	THE FOLLOWING TO BE COMPLETED B	Y THE FINANCE DIRECTOR
PRESEN	NT BALANCE IN SAID LINE ITEM:	s(491.67)_
TOTAL	BALANCE IN BUDGET:	\$ 33,690.59
FINANC	CE DIRECTOR	DATE DATE
/	RECOMMENDATION OF THE TOV	
		NOT RECOMMENDED
COMMI	ENTS:	
TOWN	ADMINISTRATOR MALANTA	DATE 1-24-18
	FINANCE COMMITTEI	E ACTION
DATE C	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

[Quoted text hidden]

[Quoted text hidden]

## TOWN OF MILLIS SCHEDULE OF DEPARTMENTAL BILLS PAYABLE

TO THE TOWN ACCOUNTANT:

THE FOLLOWING BILLS OF THE LIBRARY DEPARTMENT AMOUNTING TO AN AGGREGATE OF 1,387.92 HAS BEEN APPROVED AND YOU ARE REQUESTED TO PLACE THEM ON A WARRANT FOR PAYMENT.

DATE:

1/4/18

LINE ITEM NUMBER	AMOU	NT	VENDOR ID	INVOICE NUMBER	INVOICE DATE	PAY TO	ACCT USE ONL
							1
0161052-540140	\$	45.98	894	95709239	01/05/18	Midwest Tape - DVDs	<del> </del>
0161052-540140	\$	71.96	894	95709237	01/05/18	Midwest Tape - DVDs	
0161052-540140	\$	49.98	894	95721740	01/05/18	Midwest Tape - Audiobooks	
0161052-520240	\$	1,220.00	8476	68583	12/14/17	Commercial Boiler Systems, Inc B	uild Rep.
							1
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				·			
						DVDS	117.94
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						DVDS audidooks blig maint	. 1,220.00
							1387.92
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				***************************************			
Total of Bills	\$ 1	,387.92					



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

## Invoice

Date	Invoice #					
12/14/2017	68583					

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

Service Order #			Purchase Order #			Site	Terms	
	4293	2		Millis Library			Net 30	
Quantity	Item Code		De	Description			Price Ea	Amount
	Q	Cleaned al 2. Change	l applicable filte d filters in all re	eannual HVAC mars. Changed filters. Reset the pleted on December	ers in AHU 1	and	1,220.00	1,220.00
	Thank you	mpt payment.		Sales 7	Гах ((	0.0%)	\$0.00	
Phone	#	Fax#	E-	mail	Total			\$1,220.00
781-294-4	1437 781	294-7604	mvail@snov	wmelters.com	Payme	nts/C	redits	\$0.00
-					Balance	e Du	3	\$1,220.00



COMMERCIAL BOILER SYSTEMS, INC. HVAC/Mechanical & Snowmelters 152 Oldham Street Pembroke, MA 02359 (781) 294-4437 FAX (781) 294-7604 www.snowmelters.com

		,			www.sno	owmelters.com		
DAY TLUS	DAT	E 12-/1	2		SITE MILL	5 Li Brany		
CUSTOMER					1,000	5 0 131414		
ADDRESS								
CITY		STATE	ZIF	)	CUST P.O.			
CONTACT PERSO		PHON	<b>-</b> #					
EQUIPMENT DESC	CRIPTION				S/N			-
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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 0161052 540140 LIBRARY MATERIALS 0161052 540400 SUPPLIES & EXPENSES 0161052 540405 OFFICE SUPPLIES 0161052 540420 WATER/SEWER 0161052 540450 POSTAGE 0161052 540720 MEMBERSHIP 0161052 540800 EQUIPMENT	6,000 75,500 12,000 3,000 1,500 250 32,854 5,000	4,000.00 .00 .00 .00 .00 .00	10,000.00 75,500.00 12,000.00 3,000.00 1,500.00 250.00 32,854.00 5,000.00	10,491.67 48,947.15 9,157.39 690.53 761.87 21.62 30,704.16 5,639.02	.00 .00 .00 .00 .00 .00	-491.67 26,552.85 2,842.61 2,309.47 738.13 228.38 2,149.84 -639.02	104.9%* 64.8% 76.3% 23.0% 50.8% 8.6% 93.5% 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 B	REPORT - Gener	ated by Kathy	LaPlant **			