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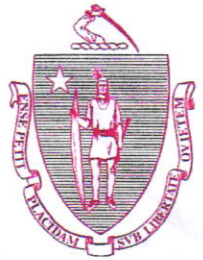


# Millis Fire/Rescue

885 Main Street  
Millis, Massachusetts 02054

Phone: 508-376-2361

Fax: 508-376-4339



Richard Barrett  
*Chief*

Date: July 11, 2017

To: Finance Director

Reg: Salary overages

The Millis Fire/Rescue Department saw a drastic increase in the need to utilize our On Call firefighters in 2017, with call volume, storms and shift coverage. Also the addition of 1 Fulltime Firefighter/Paramedic caused the salary overages.

Respectfully,

  
Richard Barrett

INTER-FUNCTION TRANSFER

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

DATE: 7/10/17

Request is hereby made for the following inter-function transfer:

AMOUNT \$ 298.66

FROM ACCOUNT # 0161051-510500

NAME OF APPROPRIATION LIBRARY WAGES

REASON FUNDS ARE AVAILABLE: \_\_\_\_\_

UNFILLED SHIFTS

TO ACCOUNT # 0161052-540140

NAME OF APPROPRIATION LIBRARY-MATERIALS

REASON FOR TRANSFER: MATERIALS CAME IN HIGHER THAN EXPECTED

\_\_\_\_\_  
Department Head/Chairperson

\_\_\_\_\_  
Town Administrator

7/10/17

\_\_\_\_\_  
Date

7/10/17

\_\_\_\_\_  
Date

APPROVED  
BOARD OF SELECTMEN

James McCaffrey  
Catherine C. McDermott

Lorrie Barnes

DATE 7/10/17

APPROVED  
FINANCE COMMITTEE

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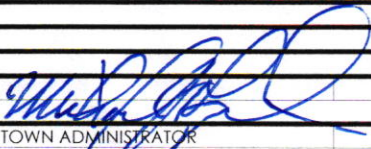
DATE 7/12/17

Please return original to the Finance Director



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**TOWN OF MILLIS  
FY 2017  
INTER-FUNCTION TRANSFERS**

DATE	LINE ITEM/DESCRIPTION TO	INCREASE	LINE ITEM/DESCRIPTION FROM	DECREASE
07/10/17	0119852-541410 TOWN BUILDING-HEAT & FUEL	\$ 442.22	0112951-510200 TOWN ADMINISTRATOR SALARY	\$ 13,364.00
	0119852-540440 TOWN BUILDING-ELECTRICITY	\$ 22,727.63	0112951-510300 SELECTMEN-DEPARTMENT HEAD	\$ 7,185.00
	0119852-530000 TOWN BUILDING-ENERGY MANAGER	\$ 5,551.02	0119352-570100 GENERAL INSURANCE	\$ 12,592.19
	0119852-540492 TOWN BUILDING-VMB S/E <sup>XP.</sup>	\$ 488.42		
	0119852-570500 TOWN BUILDING-AUTO REIMBURSEMENT	\$ 184.90		
	0119852-520241 TOWN BUILDING-VMB REPAIRS	\$1,986.00		
	0119852-520800 TOWN BUILDING-MAINT CONTRACTS	\$516.00		
	0119852-540490 TOWN BUILDING-SPECIAL EXPENDITURES	\$1,245.00		
	TOTAL	\$33,141.19	TOTAL	\$33,141.19
	REASON FOR TRANSFER		REASON FUNDS ARE AVAILABLE	
	<i>New Police + Fire Stations use far more electricity than originally anticipated.</i>		<i>Transition in T.A. Position Premiums lower than anticipated</i>	
				
	TOWN ADMINISTRATOR			
	APPROVED BOARD OF SELECTMEN		APPROVED FINANCE COMMITTEE	
	<i>James McLaffey</i>			
	<i>Catherine McNamee</i>			
	<i>Larry Barnes</i>			
	7/10/2017		7/12/2017	
	GRAND TOTALS	\$66,282.38		\$66,282.38





**TOWN OF MILLIS  
FY 2017  
INTER-FUNCTION TRANSFERS**

[illegible]

INTER-FUNCTION TRANSFER

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

DATE: 7/10/17

Request is hereby made for the following inter-function transfer:

AMOUNT \$ 91.24


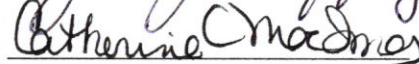

FROM ACCOUNT # 0190051-519150  
NAME OF APPROPRIATION HEALTH INSURANCE  
REASON FUNDS ARE AVAILABLE: \_\_\_\_\_  
ADDITIONS/DELETIONS DURING THE YEAR PROVIDED A SURPLUS IN APPROPRIATION \_\_\_\_\_

TO ACCOUNT # 0116151-510350  
NAME OF APPROPRIATION TOWN CLERK-OVERTIME  
REASON FOR TRANSFER: ADDITIONAL TIME NEEDED TO COMPLETE REQUIRED WORK

  
\_\_\_\_\_  
Department Head/Chairperson  
  
\_\_\_\_\_  
Town Administrator

7/10/17  
\_\_\_\_\_  
Date  
7/10/17  
\_\_\_\_\_  
Date

APPROVED  
BOARD OF SELECTMEN

DATE 7/10/17

APPROVED  
FINANCE COMMITTEE

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DATE 7/12/17

Please return original to the Finance Director



INTER-FUNCTION TRANSFER

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

DATE: 7/10/17

Request is hereby made for the following inter-function transfer:

AMOUNT \$ 372.82

FROM ACCOUNT # 0190051-519150

NAME OF APPROPRIATION HEALTH INSURANCE

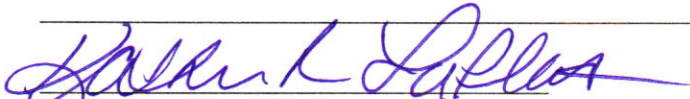
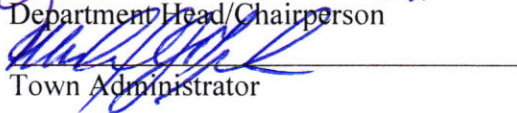
REASON FUNDS ARE AVAILABLE: \_\_\_\_\_

ADDITIONS/DELETIONS DURING THE YEAR PROVIDED A SURPLUS IN APPROPRIATION \_\_\_\_\_

TO ACCOUNT # 0116151-510300

NAME OF APPROPRIATION TOWN CLERK-CLERICAL

REASON FOR TRANSFER: 7/1/16 (FRIDAY) NOT BUDGETED FOR IN THE FY17 BUDGET

  
\_\_\_\_\_  
Department Head/Chairperson  
  
\_\_\_\_\_  
Town Administrator


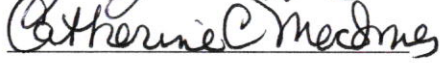
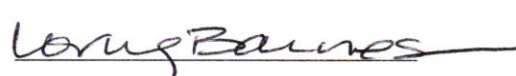
7/10/17

Date

7/10/17

Date

APPROVED  
BOARD OF SELECTMEN

DATE 7/10/17

APPROVED  
FINANCE COMMITTEE

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DATE 7/12/17

Please return original to the Finance Director

INTER-FUNCTION TRANSFER

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

DATE: 7/10/17

Request is hereby made for the following inter-function transfer:

AMOUNT \$ 132.50

FROM ACCOUNT # 0190051-519150

NAME OF APPROPRIATION HEALTH INSURANCE

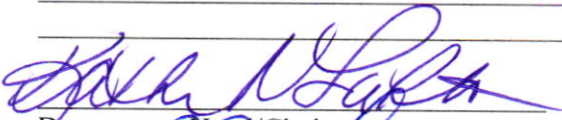
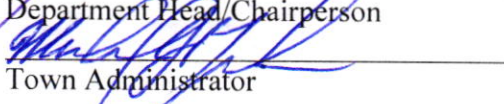
REASON FUNDS ARE AVAILABLE: \_\_\_\_\_

ADDITIONS/DELETIONS DURING THE YEAR PROVIDED A SURPLUS IN APPROPRIATION \_\_\_\_\_

TO ACCOUNT # 0114151-510200

NAME OF APPROPRIATION ASSESSORS-CLERICAL

REASON FOR TRANSFER: 7/1/16 (FRIDAY) NOT BUDGETED FOR IN THE FY17 BUDGET

  
\_\_\_\_\_  
Department Head/Chairperson  
  
\_\_\_\_\_  
Town Administrator

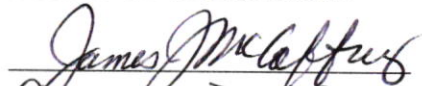

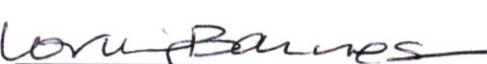
7/10/17

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Date

7/10/17

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Date

APPROVED  
BOARD OF SELECTMEN

DATE 7/10/17

APPROVED  
FINANCE COMMITTEE

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DATE 7/12/17

Please return original to the Finance Director

INTER-FUNCTION TRANSFER

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

DATE: 7/10/17

Request is hereby made for the following inter-function transfer:

AMOUNT \$ 173.95

FROM ACCOUNT # 0190051-519150

NAME OF APPROPRIATION HEALTH INSURANCE

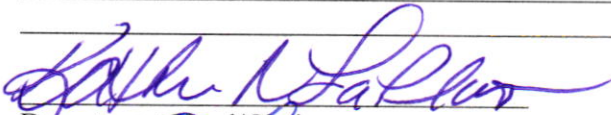
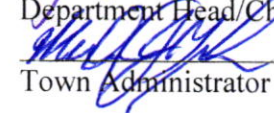
REASON FUNDS ARE AVAILABLE: \_\_\_\_\_

ADDITIONS/DELETIONS DURING THE YEAR PROVIDED A SURPLUS IN APPROPRIATION \_\_\_\_\_

TO ACCOUNT # 0114151-510200

NAME OF APPROPRIATION ASSESSORS-SALARY DEPARTMENT HEAD

REASON FOR TRANSFER: 7/1/16 (FRIDAY) NOT BUDGETED FOR IN THE FY17 BUDGET

  
\_\_\_\_\_  
Department Head/Chairperson  
  
\_\_\_\_\_  
Town Administrator



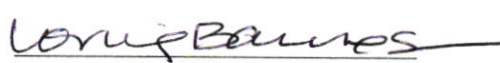
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Date

7/10/17

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Date

APPROVED  
BOARD OF SELECTMEN

  
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DATE 7/10/17

APPROVED  
FINANCE COMMITTEE

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DATE 7/12/17

Please return original to the Finance Director

✓  
Revised 4-28-17



INTER-FUNCTION TRANSFER

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

DATE: 7/10/17

Request is hereby made for the following inter-function transfer:

AMOUNT \$ 577.37

FROM ACCOUNT # 0190051-519150

NAME OF APPROPRIATION HEALTH INSURANCE

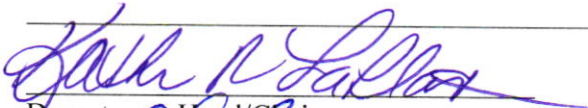
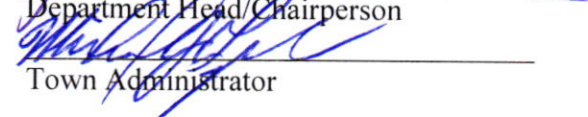
REASON FUNDS ARE AVAILABLE: \_\_\_\_\_

ADDITIONS/DELETIONS DURING THE YEAR PROVIDED A SURPLUS IN APPROPRIATION \_\_\_\_\_

TO ACCOUNT # 0113551-510350

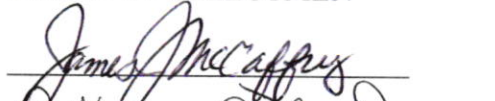
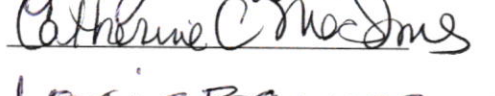

NAME OF APPROPRIATION FINANCE DIRECTOR/ACCOUNTANT WAGES OVERTIME

REASON FOR TRANSFER: DUE TO NUMEROUS TRANSITION ISSUES, OVERTIME WAS  
NECESSARY FOR ASSISTANT TOWN ACCOUNTANT

  
\_\_\_\_\_  
Department Head/Chairperson  
  
\_\_\_\_\_  
Town Administrator

7/10/17  
\_\_\_\_\_  
Date  
7/10/17  
\_\_\_\_\_  
Date

APPROVED  
BOARD OF SELECTMEN

  
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DATE 7/10/17

APPROVED  
FINANCE COMMITTEE

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DATE 7/12/17

Please return original to the Finance Director

INTER-FUNCTION TRANSFER

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

DATE: 7/10/17

Request is hereby made for the following inter-function transfer:

AMOUNT \$ 4309.36

FROM ACCOUNT # 0112159-590002

NAME OF APPROPRIATION NON-UNION WAGE INCREASE

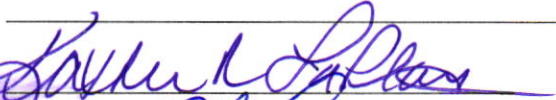
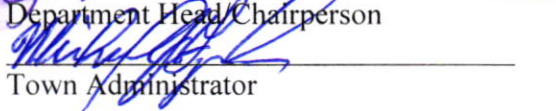
REASON FUNDS ARE AVAILABLE: \_\_\_\_\_

ARTICLE FUNDED SPECIFICALLY FOR NON-UNION SALARY/WAGE INCREASE

TO ACCOUNT # 0113551-510200

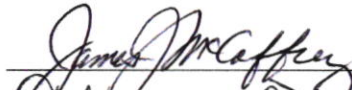
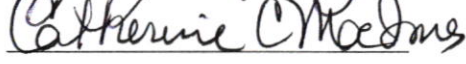
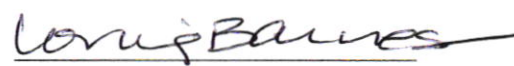
NAME OF APPROPRIATION FINANCE DIRECTOR/ACCOUNTANT SALARY

REASON FOR TRANSFER: FINANCE DIRECTOR CONTRACT SETTLED

  
\_\_\_\_\_  
Department Head/Chairperson  
  
\_\_\_\_\_  
Town Administrator

7/10/17  
\_\_\_\_\_  
Date  
7/10/17  
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Date

APPROVED  
BOARD OF SELECTMEN

  
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DATE 7/10/17

APPROVED  
FINANCE COMMITTEE

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DATE 7/12/17

Please return original to the Finance Director

**INTER-FUNCTION TRANSFER**

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

DATE: 7/10/17

Request is hereby made for the following inter-function transfer:

AMOUNT \$ 125.77

FROM ACCOUNT # 0124451-510100

NAME OF APPROPRIATION WEIGHTS/MEASURES-SALARY

REASON FUNDS ARE AVAILABLE: \_\_\_\_\_

OVERBUDGETED

TO ACCOUNT # 0122052-540400

NAME OF APPROPRIATION FIRE DEPT-SUPPLIES/EXPENSES

REASON FOR TRANSFER: SOFTWARE FEE CAME IN HIGHER THAN EXPECTED

\_\_\_\_\_  
Department Head/Chairperson

  
Town Administrator


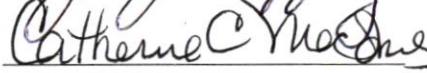

7/10/17

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Date

7/10/17

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Date

APPROVED  
BOARD OF SELECTMEN

DATE 7/10/17

APPROVED  
FINANCE COMMITTEE

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DATE 7/12/17

Please return original to the Finance Director



INTER-FUNCTION TRANSFER

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

DATE: 7/10/17

Request is hereby made for the following inter-function transfer:

AMOUNT \$ 1464.62

FROM ACCOUNT # 0143952-520190

NAME OF APPROPRIATION TRANSFER STATION-RECYCLING

REASON FUNDS ARE AVAILABLE: \_\_\_\_\_

LESS RECYCLING

TO ACCOUNT # 0143951-510550

NAME OF APPROPRIATION TRANSFER STATION-OVERTIME

REASON FOR TRANSFER: \_\_\_\_\_

\_\_\_\_\_  
Department Head/Chairperson

\_\_\_\_\_  
Town Administrator

7/10/17

\_\_\_\_\_  
Date

7/10/17

\_\_\_\_\_  
Date

APPROVED  
BOARD OF SELECTMEN

James McCaffrey  
Catherine C. Madonia  
Lorrie Barnes

DATE 7/10/17

APPROVED  
FINANCE COMMITTEE

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DATE 7/12/17

Please return original to the Finance Director