

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

DATE: 7/10/17

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: \$ 2,486.34
2. TO BE TRANSFERRED TO: 0123551-510900 Dispatch-Sick Leave Buy Back  
ACCOUNT NUMBER NAME OF APPROPRIATION
3. THE AMOUNT REQUESTED WILL BE USED FOR (GIVE SPECIFIC  
PURPOSE): Payment necessary due to retirement of a full time dispatcher

*(PLEASE ATTACH ADDITIONAL PAGES WITH SUPPORTING DOCUMENTATION IF NECESSARY)*

4. THIS EXPENDITURE IS EXTRAORDINARY AND/OR UNFORESEEN FOR THE  
FOLLOWING REASONS: Unanticipated retirement of full time dispatcher.

*(PLEASE ATTACH ADDITIONAL PAGES WITH SUPPORTING DOCUMENTATION IF NECESSARY)*

✓ Ch. [Signature] 7/10/17  
DEPARTMENT HEAD/CHAIRPERSON DATE

**THE FOLLOWING TO BE COMPLETED BY THE TOWN ACCOUNTANT**

PRESENT BALANCE IN SAID LINE ITEM: \$ (10,888.34)

TOTAL BALANCE IN BUDGET: \$ (30,259.99)

[Signature] 7/10/17  
TOWN ACCOUNTANT DATE

**RECOMMENDATION OF THE TOWN ADMINISTRATOR**

☒ RECOMMENDED ☐ NOT RECOMMENDED

COMMENTS: \_\_\_\_\_

[Signature] 7/10/17  
TOWN ADMINISTRATOR DATE

**FINANCE COMMITTEE ACTION**

DATE OF MEETING 7/12/17 NUMBER PRESENT \_\_\_\_\_

AMOUNT APPROVED \$ \_\_\_\_\_

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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: \$ 3497.32
2. TO BE TRANSFERRED TO:  
0123551-510552 Dispatch-Training  
ACCOUNT NUMBER NAME OF APPROPRIATION
3. THE AMOUNT REQUESTED WILL BE USED FOR (GIVE SPECIFIC  
PURPOSE): Training required for new dispatchers

*(PLEASE ATTACH ADDITIONAL PAGES WITH SUPPORTING DOCUMENTATION IF NECESSARY)*

4. THIS EXPENDITURE IS EXTRAORDINARY AND/OR UNFORESEEN FOR THE  
FOLLOWING REASONS: Unanticipated retirement of full time dispatcher.

*(PLEASE ATTACH ADDITIONAL PAGES WITH SUPPORTING DOCUMENTATION IF NECESSARY)*

CE 7/10/17  
DEPARTMENT HEAD/CHAIRPERSON DATE

**THE FOLLOWING TO BE COMPLETED BY THE TOWN ACCOUNTANT**

PRESENT BALANCE IN SAID LINE ITEM: \$ (10,888.34)

TOTAL BALANCE IN BUDGET: \$ (30,259.99)

[Signature] 7/10/17  
TOWN ACCOUNTANT DATE

**RECOMMENDATION OF THE TOWN ADMINISTRATOR**

☒ RECOMMENDED ☐ NOT RECOMMENDED

COMMENTS: \_\_\_\_\_

[Signature] 7/10/17  
TOWN ADMINISTRATOR DATE

**FINANCE COMMITTEE ACTION**

DATE OF MEETING 7/12/17 NUMBER PRESENT \_\_\_\_\_

AMOUNT APPROVED \$ \_\_\_\_\_

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DATE: 7/10/17

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: \$ 10,888.34
2. TO BE TRANSFERRED TO:  
0123551-510510 Dispatch-Wages Part-Time  
ACCOUNT NUMBER NAME OF APPROPRIATION
3. THE AMOUNT REQUESTED WILL BE USED FOR (GIVE SPECIFIC  
PURPOSE): Cost of filling shift due to retirement of a full time dispatcher

*(PLEASE ATTACH ADDITIONAL PAGES WITH SUPPORTING DOCUMENTATION IF NECESSARY)*

4. THIS EXPENDITURE IS EXTRAORDINARY AND/OR UNFORESEEN FOR THE  
FOLLOWING REASONS: Unanticipated retirement of full time dispatcher.

*(PLEASE ATTACH ADDITIONAL PAGES WITH SUPPORTING DOCUMENTATION IF NECESSARY)*

 7/10/17  
DEPARTMENT HEAD/CHAIRPERSON DATE

**THE FOLLOWING TO BE COMPLETED BY THE TOWN ACCOUNTANT**

PRESENT BALANCE IN SAID LINE ITEM: \$ (10,888.34)

TOTAL BALANCE IN BUDGET: \$ (30,259.99)

 7/10/17  
TOWN ACCOUNTANT DATE

**RECOMMENDATION OF THE TOWN ADMINISTRATOR**

☒ RECOMMENDED ☐ NOT RECOMMENDED

COMMENTS: \_\_\_\_\_

 7/10/17  
TOWN ADMINISTRATOR DATE

**FINANCE COMMITTEE ACTION**

DATE OF MEETING 7/12/17 NUMBER PRESENT \_\_\_\_\_

AMOUNT APPROVED \$ \_\_\_\_\_

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

DATE: 6-29-2017

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: \$ 600.<sup>00</sup>
2. TO BE TRANSFERRED TO: 0124157 510 580 WAGES FROM FEES  
ACCOUNT NUMBER NAME OF APPROPRIATION
3. THE AMOUNT REQUESTED WILL BE USED FOR (GIVE SPECIFIC PURPOSE): Pay inspectors for 1/2 permit fees  
(PLEASE ATTACH ADDITIONAL PAGES WITH SUPPORTING DOCUMENTATION IF NECESSARY)

4. THIS EXPENDITURE IS EXTRAORDINARY AND/OR UNFORESEEN FOR THE FOLLOWING REASONS: Building Permit Activity  
(PLEASE ATTACH ADDITIONAL PAGES WITH SUPPORTING DOCUMENTATION IF NECESSARY)
- DEPARTMENT HEAD/CHAIRPERSON [Signature] DATE 6-29-2017

THE FOLLOWING TO BE COMPLETED BY THE TOWN ACCOUNTANT

PRESENT BALANCE IN SAID LINE ITEM: \$ (2603.37)

TOTAL BALANCE IN BUDGET: \$ (580.72)

TOWN ACCOUNTANT [Signature] DATE 7-17-17

**RECOMMENDATION OF THE TOWN ADMINISTRATOR**

☒ RECOMMENDED ☐ NOT RECOMMENDED

COMMENTS: \_\_\_\_\_

TOWN ADMINISTRATOR [Signature] DATE 7-10-17

**FINANCE COMMITTEE ACTION**

DATE OF MEETING \_\_\_\_\_ NUMBER PRESENT \_\_\_\_\_

AMOUNT APPROVED \$ \_\_\_\_\_

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