

Advisory Board Meeting Minutes
Marshfield Town Hall – Room #2
June 26, 2017 – 7:00 P.M.

Present: Keith Polansky, Joanne Caulfield, Donald McAleer, Yvonne Price, Carlos Pena and Paul Sullivan (*Absent: Thomas Scollins and Elizabeth Zimmer*)

Minutes of April 3, 2017 Meeting: Paul moved to approve as amended, Carlos seconded, PASSED.

New Business

Patrick Dello Russo, Treasurer/Collector was in attendance, along with Barbara Costa, Town Accountant who presented an update on the closing of the books for the fiscal year and Requests for Appropriation Transfers Between or Within Departments and Reserve Fund Transfers.

#1 Joanne moved to approve a transfer of \$54,000 from the Reserve Fund for additional Treasurer/ Collector Payroll for Transition costs, Don seconded, PASSED.

#2 Paul moved to approve a transfer of \$7,650 from the Reserve Fund for additional OPEB Report costs (unexpected report due in FY17), Don seconded, PASSED.

#3 Paul moved to approve a transfer of \$580 from the Reserve Fund for additional Annual Audit costs (Filing Fee not budgeted in FY17), Don seconded, PASSED.

#4 Paul moved to approve a transfer of \$17,369.70 from the Reserve Fund for additional DPW Maintenance Parts costs (unexpected expense), Don seconded, PASSED.

#5 Paul moved to approve a transfer of \$50,000 from the Reserve Fund to the Water Enterprise Fund, Yvonne seconded, PASSED.

#6 Paul moved to approve a request for an Appropriation Transfer of \$27,630.30 from DPW-Highway Payroll to DPW- Maintenance Expense, Yvonne seconded, PASSED.

#7 Don moved to approve a request for an Appropriation Transfer of \$40,111 from Veterans account to Facilities account, Paul seconded, PASSED.

#8 Don moved to approve a request for an Appropriation Transfer of \$10,577 from Veterans Benefits account to Treasurer Tax Title account, Paul seconded, PASSED.

#9 Paul moved to approve a request for an Appropriation Transfer of \$5,423.32 from DPW-Administration Payroll to Planning Payroll, Yvonne seconded, PASSED.

#10 Carlos moved to approve a request for an Appropriation Transfer of \$2,000 from the Police Department to Animal Control, Yvonne seconded, PASSED.

#11 Carlos moved to approve a request for an Appropriation Transfer of \$192,496.17 from the Police Payroll (\$26,720.68) and Fuel Budget (\$165,775.49) to Snow and Ice, Yvonne seconded, PASSED.

#12 Carlos moved to approve a request for an Appropriation Transfer of \$9,000 from the Selectmen Payroll to Selectmen Expense, Don seconded, PASSED.

#13 Joanne moved to approve a request for an Appropriation Transfer of \$4,046.67 from the Fire Payroll account to the Unclassified account, Yvonne seconded, PASSED.

#14 Joanne moved to approve a request for an Appropriation Transfer of \$1,295.79 from the Fire Payroll account to the Unemployment account, Yvonne seconded, PASSED.

#15 Joanne moved to approve a request for an Appropriation Transfer of \$2,292.76 from the Fire Payroll account to the Workers Comp account, Yvonne seconded, PASSED.

#16 Joanne moved to approve a request for an Appropriation Transfer of \$6,288.55 from the Building Payroll account to the Zoning Payroll account (\$6,176.79) and the Zoning Expenses account (\$111.76), Yvonne seconded, PASSED.

Keith moved to allow the Chairman to sign off on any issues that may arise during the summer while the Board is not in session, Yvonne seconded, PASSED.

Member Elections for the Following Year:

Yvonne moved to nominate Keith as Chairman, Don seconded, PASSED.

Yvonne moved to nominate Paul as Vice Chairman, Don seconded, PASSED.

Yvonne moved to nominate Joanne as Clerk, Don seconded, PASSED.

Meeting adjourned at 8:15 P.M.

Next Meeting

To be announced

Respectfully Submitted,

Maria Hebert, Secretary

(The following documents were presented at the meeting: eleven Requests for Appropriation Transfers between or within Departments and five Requests for Transfer, by Barbara Costa.)

Town of Marshfield

Request for Transfer from the Reserve Fund

(To be submitted in triplicate- 1 (Advisory Board) 2 (Department) 3 (Town Accountant))

Date of Request:

06/26/17

Advisory Board:

Request is hereby made for the following transfer from the Reserve Fund in accordance with Chapter 40, Section 6, of the Massachusetts General Laws.

1. Amount requested:

54,000.00

2. To be transferred to:

01455105120


3. The amount requested will be used for (give specific purpose):

Treasurer/Collector Payroll

5. This expenditure is extraordinary and/or unforeseen for the following reason(s):

Transition costs

Signed:

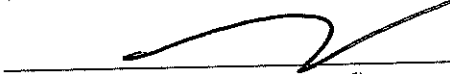

(Department Head Requesting Transfer)

Action of the Advisory Board

Date of Meeting: 6/26 Number Present and Voting: 6

Transfer voted in the sum of: \$ 54,000 Transfer Disapproved

Signed:


(Chairman, Advisory Board)

Request must be made and transfer voted before any expenditure in excess of appropriation is incurred.

Town of Marshfield

Request for Transfer from the Reserve Fund

(To be submitted in triplicate- 1 (Advisory Board) 2 (Department) 3 (Town Accountant))

Date of Request:

06/26/17

Advisory Board:

Request is hereby made for the following transfer from the Reserve Fund in accordance with Chapter 40, Section 6, of the Massachusetts General Laws.

1. Amount requested: 7,650.00

2. To be transferred to: 011485205312

3. The amount requested will be used for (give specific purpose):

OPEB Report

5. This expenditure is extraordinary and/or unforeseen for the following reason(s):

Unexpected Report due in FY17

Signed:

(Department Head Requesting Transfer)

Action of the Advisory Board

Date of Meeting: 6/26 Number Present and Voting: 6

Transfer voted in the sum of: \$ 7650 - Transfer Disapproved

Signed:

(Chairman, Advisory Board)

Request must be made and transfer voted before any expenditure in excess of appropriation is incurred.

Town of Marshfield

Request for Transfer from the Reserve Fund

(To be submitted in triplicate- 1 (Advisory Board) 2 (Department) 3 (Town Accountant))

Date of Request: 06/26/17

Advisory Board:

Request is hereby made for the following transfer from the Reserve Fund in accordance with Chapter 40, Section 6, of the Massachusetts General Laws.

1. Amount requested:

580.00

2. To be transferred to:

011495205300

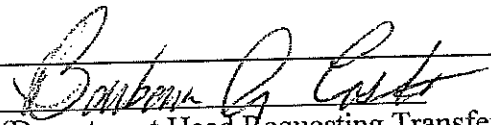
3. The amount requested will be used for (give specific purpose):

Annual Audit

5. This expenditure is extraordinary and/or unforeseen for the following reason(s):

Filling Fee not budgeted in FY17

Signed:

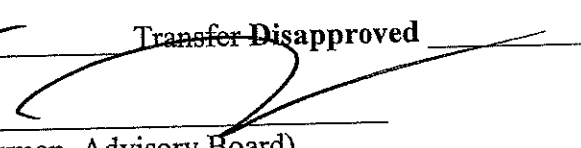

(Department Head Requesting Transfer)

Action of the Advisory Board

Date of Meeting: 6/26 Number Present and Voting: 6

Transfer **voted** in the sum of: \$ 580- Transfer **Disapproved**

Signed:


(Chairman, Advisory Board)

Request must be made and transfer voted before any expenditure in excess of appropriation is incurred.

Town of Marshfield

Request for Transfer from the Reserve Fund

(To be submitted in triplicate- 1 (Advisory Board) 2 (Department) 3 (Town Accountant))

Date of Request: **06/26/17**

Advisory Board:

Request is hereby made for the following transfer from the Reserve Fund in accordance with Chapter 40, Section 6, of the Massachusetts General Laws.

1. Amount requested: **17,369.70**

2. To be transferred to: **014495405444 DPW**

3. The amount requested will be used for (give specific purpose):

Maintenance Parts

5. This expenditure is extraordinary and/or unforeseen for the following reason(s):

Unexpected expenses

Signed:

[Signature]
(Department Head Requesting Transfer)

Action of the Advisory Board

Date of Meeting: 6/26 Number Present and Voting: 6

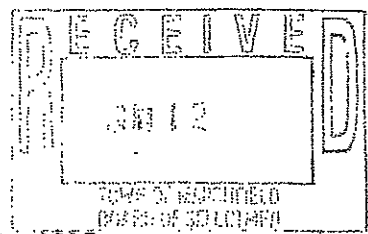
Transfer voted in the sum of: \$ 17,369.70 Transfer Disapproved _____

Signed:

[Signature]
(Chairman, Advisory Board)

Request must be made and transfer voted before any expenditure in excess of appropriation is incurred.

REQUEST FOR TRANSFER FROM RESERVE FUND

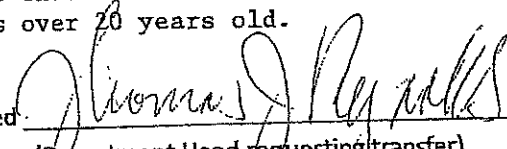


DATE OF REQUEST: June 12, 2017

ADVISORY BOARD OF THE TOWN OF MARSHFIELD

Request is hereby made for the transfer from the Reserve Fund in accordance with Chapter 40, Section 6 of the Massachusetts General Laws:

1. Amount requested: \$ 50,000.00
2. To be transferred to: Water Pump Station Maintenance (610104505295) ✓
3. Present Balance in this Appropriation: \$5,448.13
4. The amount requested will be used for:- To replace 20,000 lbs. of carbon in the treatment facility at the Furnance Brook #3 station, which is currently off-line. The carbon removes VOCs from the groundwater before pumping into the Town's water system. The cost to replace and conduct minor repairs is \$55,900.00.
5. This expenditure is extraordinary and/or unforeseen for the following reasons:-
Test results indicate that the current carbon has ceased to remove VOCs.
The current carbon is over 20 years old.

Signed 
(Department Head requesting transfer)

ACTION OF THE ADVISORY BOARD

Date of Meeting 6/26 Number of Members present and voting 6

Transfer voted in the sum of \$ 50,000 -

Transfer disapproved: _____

Signed 
Chairman, Advisory Board

CAUTION: Request should be made and transfer voted before any expenditure is incurred in excess of appropriation.

White- Town Accountant Pink-Advisory Board Gold-Selectman Yellow - Originating Department



Request For Appropriation Transfers Between or Within Departments

Date June 26, 2017

Board of Selectmen & Advisory Board
Town of Marshfield

Members:

Request is hereby made for the following transfer between departmental appropriations in accordance with Chapter 77 of the Acts of 2006 amending Chapter 44, Section 33B (non-expiring), of the Massachusetts General Laws:

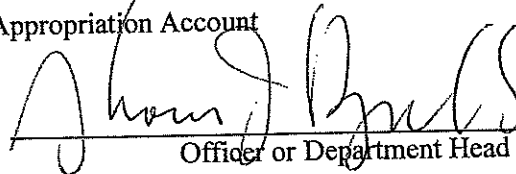
Amount requested: 27,630.30

1. To be transferred from: DPW-Highway Payroll - 014215105120
Appropriation Account

2. To be transferred to: DPW - Maintenance Expense - 014495405444
Appropriation Account

Request submitted by (signature required):

Appropriation Account


Officer or Department Head

APPROVALS

Board of Selectmen:

Date of Meeting: _____

Number Present and Voting: _____

Approved by Majority, list vote: _____

Transfer disapproved (checkmark): _____

Signature:

Chairman, Selectmen

Advisory Board:

Date of Meeting: 6/26

Number Present and Voting: 6

Approved by Majority, list vote: 6-0

Transfer disapproved (checkmark): _____

Signature:

Chairman, Advisory Board

Please Note:

This alternative year-end transfer procedure applies for the last two months of the fiscal year (May and June) and the first 15 days of July (for that same fiscal year) and requires a majority vote of the Board of Selectmen and the Advisory Board. This procedure may not be used to transfer from a Municipal Light or School Department. This procedure may not be used to transfer more than three percent of a department's annual budget, or \$5,000, whichever is greater. The signed originals of this request will be kept on file with the Town Accountant.



Request For Appropriation Transfers Between or Within Departments

Date June 26, 2017

Board of Selectmen & Advisory Board
Town of Marshfield

Members:

Request is hereby made for the following transfer between departmental appropriations in accordance with Chapter 77 of the Acts of 2006 amending Chapter 44, Section 33B (non-expiring), of the Massachusetts General Laws:

Amount requested: 40,111.00

1. To be transferred from: 015435705770 - VETERANS

Appropriation Account

2. To be transferred to: 011235105120 - 1,804.75
011231555210 - 38,306.25 Facilities

Appropriation Account

Request submitted by (signature required):


Officer or Department Head

APPROVALS

Board of Selectmen:

Date of Meeting: _____

Number Present and Voting: _____

Approved by Majority, list vote: _____

Transfer disapproved (checkmark): _____

Signature:

Chairman, Selectmen

Advisory Board:

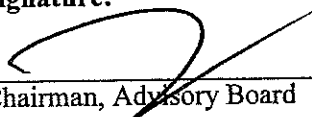
Date of Meeting: 6/26

Number Present and Voting: 6

Approved by Majority, list vote: 6-0

Transfer disapproved (checkmark): _____

Signature:


Chairman, Advisory Board

Please Note:

This alternative year-end transfer procedure applies for the last two months of the fiscal year (May and June) and the first 15 days of July (for that same fiscal year) and requires a majority vote of the Board of Selectmen and the Advisory Board. This procedure may not be used to transfer from a Municipal Light or School Department. This procedure may not be used to transfer more than three percent of a department's annual budget, or \$5,000, whichever is greater. The signed originals of this request will be kept on file with the Town Accountant.



Request For Appropriation Transfers Between or Within Departments

Date June 26, 2017

Board of Selectmen & Advisory Board
Town of Marshfield

Members:

Request is hereby made for the following transfer between departmental appropriations in accordance with Chapter 77 of the Acts of 2006 amending Chapter 44, Section 33B (non-expiring), of the Massachusetts General Laws:

Amount requested: 10,577.97

1. To be transferred from: Veterans Benefits - 015435705770

Appropriation Account

2. To be transferred to: Treasurer Tax Title - 011455705730

Appropriation Account

Request submitted by (signature required): _____
Officer or Department Head

APPROVALS

Board of Selectmen:

Date of Meeting: _____

Number Present and Voting: _____

Approved by Majority, list vote: _____

Transfer disapproved (checkmark): _____

Signature:

Chairman, Selectmen

Advisory Board:

Date of Meeting: 6/26

Number Present and Voting: 6

Approved by Majority, list vote: 6-0

Transfer disapproved (checkmark): _____

Signature:

Chairman, Advisory Board

Please Note:

This alternative year-end transfer procedure applies for the last two months of the fiscal year (May and June) and the first 15 days of July (for that same fiscal year) and requires a majority vote of the Board of Selectmen and the Advisory Board. This procedure may not be used to transfer from a Municipal Light or School Department. This procedure may not be used to transfer more than three percent of a department's annual budget, or \$5,000, whichever is greater. The signed originals of this request will be kept on file with the Town Accountant.



Request For Appropriation Transfers Between or Within Departments

Date June 26, 2017

Board of Selectmen & Advisory Board
Town of Marshfield

Members:

Request is hereby made for the following transfer between departmental appropriations in accordance with Chapter 77 of the Acts of 2006 amending Chapter 44, Section 33B (non-expiring), of the Massachusetts General Laws:

Amount requested: 5,423.32

1. To be transferred from: DPW Admin Payroll – 014005105120 – 5,423.32
Appropriation Account
2. To be transferred to: Planning Payroll – 011755105105 – 5,423.32
Appropriation Account

Request submitted by (signature required): _____
Officer or Department Head

APPROVALS

Board of Selectmen:

Date of Meeting: _____

Number Present and Voting: _____

Approved by Majority, list vote: _____

Transfer disapproved (checkmark): _____

Signature:

Chairman, Selectmen

Advisory Board:

Date of Meeting: 6/26

Number Present and Voting: 6

Approved by Majority, list vote: 6-0

Transfer disapproved (checkmark): _____

Signature:

Chairman, Advisory Board

Please Note:

This alternative year-end transfer procedure applies for the last two months of the fiscal year (May and June) and the first 15 days of July (for that same fiscal year) and requires a majority vote of the Board of Selectmen and the Advisory Board. This procedure may not be used to transfer from a Municipal Light or School Department. This procedure may not be used to transfer more than three percent of a department's annual budget, or \$5,000, whichever is greater. The signed originals of this request will be kept on file with the Town Accountant.



Request For Appropriation Transfers Between or Within Departments

6-26-17

10

Date June 26, 2017

Board of Selectmen & Advisory Board
Town of Marshfield

Members:

Request is hereby made for the following transfer between departmental appropriations in accordance with Chapter 77 of the Acts of 2006 amending Chapter 44, Section 33B (non-expiring), of the Massachusetts General Laws:

Amount requested: 2,000.00

1. To be transferred from: Police - 012105105120

Appropriation Account

2. To be transferred to: Animal Control - 012925705799

Appropriation Account

Request submitted by (signature required): _____
Officer or Department Head

APPROVALS

Board of Selectmen:

Date of Meeting: _____

Number Present and Voting: _____

Approved by Majority, list vote: _____

Transfer disapproved (checkmark): _____

Signature: _____

Chairman, Selectmen

Advisory Board:

Date of Meeting: 6/26

Number Present and Voting: 6

Approved by Majority, list vote: 6-0

Transfer disapproved (checkmark): _____

Signature: _____

Chairman, Advisory Board

Please Note:

This alternative year-end transfer procedure applies for the last two months of the fiscal year (May and June) and the first 15 days of July (for that same fiscal year) and requires a majority vote of the Board of Selectmen and the Advisory Board. This procedure may not be used to transfer from a Municipal Light or School Department. This procedure may not be used to transfer more than three percent of a department's annual budget, or \$5,000, whichever is greater. The signed originals of this request will be kept on file with the Town Accountant.



Request For Appropriation Transfers Between or Within Departments

Date June 26, 2017

Board of Selectmen & Advisory Board
Town of Marshfield

Members:
Request is hereby made for the following transfer between departmental appropriations in accordance with Chapter 77 of the Acts of 2006 amending Chapter 44, Section 33B (non-expiring), of the Massachusetts General Laws:

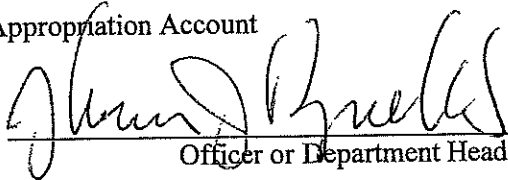
Amount requested: 192,496.17

1. To be transferred from: Police Payroll - 012105105120 - 26,720.68
Fuel Budget - 014244215452 - 165,775.49

Appropriation Account

2. To be transferred to: Snow & Ice - 014234215278

Appropriation Account

Request submitted by (signature required): 
Officer or Department Head

APPROVALS

Board of Selectmen:

Date of Meeting: _____

Number Present and Voting: _____

Approved by Majority, list vote: _____

Transfer disapproved (checkmark): _____

Signature: _____

Chairman, Selectmen

Advisory Board:

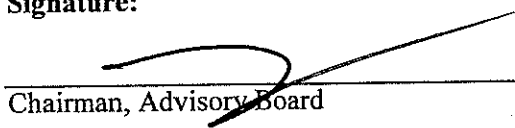
Date of Meeting: 6/26

Number Present and Voting: 6

Approved by Majority, list vote: 6-0

Transfer disapproved (checkmark): _____

Signature: _____


Chairman, Advisory Board

Please Note:
This alternative year-end transfer procedure applies for the last two months of the fiscal year (May and June) and the first 15 days of July (for that same fiscal year) and requires a majority vote of the Board of Selectmen and the Advisory Board.
This procedure may not be used to transfer from a Municipal Light or School Department.
This procedure may not be used to transfer more than three percent of a department's annual budget, or \$5,000, whichever is greater. The signed originals of this request will be kept on file with the Town Accountant.



Request For Appropriation Transfers Between or Within Departments

(12)

Date June 30, 2017

Board of Selectmen & Advisory Board
Town of Marshfield

Members:

Request is hereby made for the following transfer between departmental appropriations in accordance with Chapter 77 of the Acts of 2006 amending Chapter 44, Section 33B (non-expiring), of the Massachusetts General Laws:

Amount requested: 9,000.00

1. To be transferred from: Selectmen Payroll - 011225105120

Appropriation Account

2. To be transferred to: Selectmen Expense - 011225705710

Appropriation Account

Request submitted by (signature required): _____
Officer or Department Head

APPROVALS

Board of Selectmen:

Date of Meeting: _____

Number Present and Voting: _____

Approved by Majority, list vote: _____

Transfer disapproved (checkmark): _____

Signature: _____

Chairman, Selectmen

Advisory Board:

Date of Meeting: 6/26

Number Present and Voting: 6

Approved by Majority, list vote: 6-0

Transfer disapproved (checkmark): _____

Signature: _____

Chairman, Advisory Board

Please Note:

This alternative year-end transfer procedure applies for the last two months of the fiscal year (May and June) and the first 15 days of July (for that same fiscal year) and requires a majority vote of the Board of Selectmen and the Advisory Board.

This procedure may not be used to transfer from a Municipal Light or School Department.

This procedure may not be used to transfer more than three percent of a department's annual budget, or \$5,000, whichever is greater. The signed originals of this request will be kept on file with the Town Accountant.



Request For Appropriation Transfers Between or Within Departments

Date June 26, 2017

Board of Selectmen & Advisory Board
Town of Marshfield

Members:

Request is hereby made for the following transfer between departmental appropriations in accordance with Chapter 77 of the Acts of 2006 amending Chapter 44, Section 33B (non-expiring), of the Massachusetts General Laws:

Amount requested: 4,046.67

1. To be transferred from: Fire Payroll - 012205105120

Appropriation Account

2. To be transferred to: Unclassified 019405205216

Appropriation Account

Request submitted by (signature required): _____
Officer or Department Head

APPROVALS

Board of Selectmen:

Date of Meeting: _____

Number Present and Voting: _____

Approved by Majority, list vote: _____

Transfer disapproved (checkmark): _____

Signature:

Chairman, Selectmen

Advisory Board:

Date of Meeting: 6/26

Number Present and Voting: 6

Approved by Majority, list vote: 6-0

Transfer disapproved (checkmark): _____

Signature:

Chairman, Advisory Board

Please Note:

This alternative year-end transfer procedure applies for the last two months of the fiscal year (May and June) and the first 15 days of July (for that same fiscal year) and requires a majority vote of the Board of Selectmen and the Advisory Board.

This procedure may not be used to transfer from a Municipal Light or School Department.

This procedure may not be used to transfer more than three percent of a department's annual budget, or \$5,000, whichever is greater. The signed originals of this request will be kept on file with the Town Accountant.



Request For Appropriation Transfers Between or Within Departments

Date June 26, 2017

Board of Selectmen & Advisory Board
Town of Marshfield

Members:

Request is hereby made for the following transfer between departmental appropriations in accordance with Chapter 77 of the Acts of 2006 amending Chapter 44, Section 33B (non-expiring), of the Massachusetts General Laws:

Amount requested: 1,295.79

1. To be transferred from: Fire Payroll - 012205105120

Appropriation Account

2. To be transferred to: Unemployment - 019135705773

Appropriation Account

Request submitted by (signature required): _____
Officer or Department Head

APPROVALS

Board of Selectmen:

Date of Meeting: _____

Number Present and Voting: _____

Approved by Majority, list vote: _____

Transfer disapproved (checkmark): _____

Signature: _____

Chairman, Selectmen

Advisory Board:

Date of Meeting: 6/26

Number Present and Voting: 6

Approved by Majority, list vote: 6-0

Transfer disapproved (checkmark): _____

Signature: _____

Chairman, Advisory Board

Please Note:

This alternative year-end transfer procedure applies for the last two months of the fiscal year (May and June) and the first 15 days of July (for that same fiscal year) and requires a majority vote of the Board of Selectmen and the Advisory Board. This procedure may **not** be used to transfer from a Municipal Light or School Department. This procedure may **not** be used to transfer more than three percent of a department's annual budget, or \$5,000, whichever is greater. The signed originals of this request will be kept on file with the Town Accountant.



Request For Appropriation Transfers Between or Within Departments

Date June 26, 2017

Board of Selectmen & Advisory Board
Town of Marshfield

Members:

Request is hereby made for the following transfer between departmental appropriations in accordance with Chapter 77 of the Acts of 2006 amending Chapter 44, Section 33B (non-expiring), of the Massachusetts General Laws:

Amount requested: 2,292.76

1. To be transferred from: Fire Payroll - 012205105120
Appropriation Account

2. To be transferred to: Workers Comp -019105705741
Appropriation Account

Request submitted by (signature required): _____
Officer or Department Head

APPROVALS

Board of Selectmen:

Date of Meeting: _____

Number Present and Voting: _____

Approved by Majority, list vote: _____

Transfer disapproved (checkmark): _____

Signature: _____

Chairman, Selectmen

Advisory Board:

Date of Meeting: 6/26

Number Present and Voting: 6

Approved by Majority, list vote: 6-0

Transfer disapproved (checkmark): _____

Signature: _____

Chairman, Advisory Board

Please Note:

This alternative year-end transfer procedure applies for the last two months of the fiscal year (May and June) and the first 15 days of July (for that same fiscal year) and requires a majority vote of the Board of Selectmen and the Advisory Board.

This procedure may not be used to transfer from a Municipal Light or School Department.

This procedure may not be used to transfer more than three percent of a department's annual budget, or \$5,000, whichever is greater. The signed originals of this request will be kept on file with the Town Accountant.



Request For Appropriation Transfers Between or Within Departments

Date June 26, 2017

Board of Selectmen & Advisory Board
Town of Marshfield

Members:

Request is hereby made for the following transfer between departmental appropriations in accordance with Chapter 77 of the Acts of 2006 amending Chapter 44, Section 33B (non-expiring), of the Massachusetts General Laws:

Amount requested: 6,288.55

1. To be transferred from: Building Payroll - 012415105121 - 6,288.55
Appropriation Account
- Zoning Payroll - 011765105121 - 6,176.79
Zoning Expenses - 011765205216 - 111.76
2. To be transferred to: Appropriation Account

Request submitted by (signature required): _____
Officer or Department Head

APPROVALS

Board of Selectmen:

Date of Meeting: _____

Number Present and Voting: _____

Approved by Majority, list vote: _____

Transfer disapproved (checkmark): _____

Signature: _____

Chairman, Selectmen

Advisory Board:

Date of Meeting: 6/26

Number Present and Voting: 6

Approved by Majority, list vote: 60

Transfer disapproved (checkmark): _____

Signature: _____

Chairman, Advisory Board

Please Note:

This alternative year-end transfer procedure applies for the last two months of the fiscal year (May and June) and the first 15 days of July (for that same fiscal year) and requires a majority vote of the Board of Selectmen and the Advisory Board. This procedure may not be used to transfer from a Municipal Light or School Department. This procedure may not be used to transfer more than three percent of a department's annual budget, or \$5,000, whichever is greater. The signed originals of this request will be kept on file with the Town Accountant.