

⑥ Line Item Transfers

DATE: JUNE 4, 2018
TO: LEA ANDERSON, CHAIR, BOARD OF SELECTMEN
FROM: ELIZABETH DOUCETTE, ASSISTANT TOWN ADMINISTRATOR
SUBJECT: VOTE TO APPROVE LINE ITEM TRANSFERS AND REFER TO FINANCE COMMITTEE FOR CONCURRENCE

BOARD ACTION REQUESTED

VOTE TO APPROVE LINE ITEM TRANSFERS OF \$79,000 AND REFER TO FINANCE COMMITTEE FOR CONCURRENCE

AUTHORITY TO MAKE LINE ITEM TRANSFERS

This request for *Line Item Transfers* is pursuant to G.L. c. 44, Section 33B(b), as amended by the Municipal Modernization Act of 2016 and allows that the Board of Selectmen may vote to request that the Finance Committee approve a transfer of any funds that are available at the end of the year from one budgeted item to another. The revised statute provides: "A town may, by majority vote at any meeting duly held, transfer any amount previously appropriated to any other use authorized by law. Alternatively, the selectmen, with the concurrence of the Finance Committee" ... may transfer within the last 2 months of any fiscal year, or during the first 15 days of the new fiscal year to apply to the previous fiscal year, any amount appropriated, other than for the use of a municipal light department or a school department, to any other appropriation."

Note that *Line Item Transfers* differ from *Reserve Fund Transfers* and do not require that the expenditure is extraordinary and/or unforeseen.

REQUESTED LINE ITEM TRANSFERS **

	Department	Description	Amount	Funding Source	Amount
1	Town Office Expenses	Human Resources Consultant	\$10,000	Landfill Services Expenses	\$10,000
2	Town Counsel Expenses	Legal: Cable Negotiations	\$20,000	Treasurer Expenses	\$20,000
3	IT Expenses	IT Consultant	\$30,000	IT Personnel Services	\$30,000
4	Building Expenses	Building Temporary Staff	\$4,000	Building Personnel Services	\$4,000
5	Facilities Supplies	Replacement Chairs	\$15,000	Facilities Utilities	\$15,000
			<u>\$79,000</u>		<u>\$79,000</u>

** Funding sources recommended by Finance Director.

\$10,000 HUMAN RESOURCES CONSULTANT
Following the HR Director's retirement in February and an unsuccessful search for a replacement, a Human Resources consultant was engaged to provide these services.

\$20,000 LEGAL SERVICES: CABLE NEGOTIATIONS
Cable negotiations will begin in fiscal year 2018 and continue through fiscal year 2019.

\$30,000 INFORMATION TECHNOLOGY CONSULTANT
After the IT Director resigned in February a consultant was engaged to provide technical and managerial oversight of the IT Department. This solution provides continuity and specific technical expertise required for the successful completion of projects, and the opportunity to explore this solution long-term, previously recommended by technical community members. The Town was recently awarded an IT Community Compact Grant to implement an electronic

permitting process in fiscal year 2019; the IT budget will fund the initial design required for this project.

- \$ 4,000** **BUILDING DEPARTMENT TEMPORARY STAFF**
A Building Department staff member had an extended, unplanned absence requiring the services of temporary office staff.
- \$15,000** **REPLACEMENT CHAIRS**
The Council on Aging and Selectmen's meeting room chairs have exceeded their useful life, are soiled and some have exposed sharp edges that are hazardous, in particular to the elderly. Replacement of these chairs was not budgeted in Fiscal Year 2019 and will not otherwise be available until fiscal year 2020 or later.
- \$79,000** **TOTAL REQUEST**

RECOMMENDATION

I recommend a vote to approve the requested line item transfers and refer to the Finance Committee for concurrence. The approval of this request provides funding for critical expenses in the Town Office, Legal, Information Technology, Building and Facilities departments.

CC: Dave Watkins, Chair, and members of the Finance Committee