

**AGENDA**  
**Town of Winchester**  
**Meeting of the Board of Selectmen**  
**P. Francis Hicks Room, 2<sup>nd</sup> Floor, Town Hall • 338 Main St., Winsted, CT**

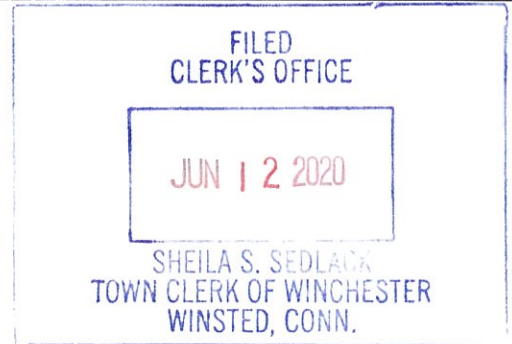
MONDAY, JUNE 15, 2020

7:00 P.M.

1. CALL TO ORDER (Turn your cell phones off)
2. PLEDGE OF ALLEGIANCE
3. AGENDA REVIEW
4. APPROVAL OF MINUTES
  - A) Minutes of Special Meeting on May 21, 2020
  - B) Minutes of Regular Meeting on June 1, 2020
5. PUBLIC HEARING/SPECIAL PRESENTATION:
  - Presentation by Public Works Director Jim Rollins regarding Capital Improvements
6. CITIZENS' COMMENTS

The Board of Selectmen welcomes public comments but speakers will be limited to three (3) minutes or less and may speak only once. Please call 860-738-6958 to make a public comment when we reach this agenda item. Please give your name and address.
7. TOWN MANAGER'S REPORT
8. FINANCE DIRECTOR'S REPORT
9. CORRESPONDENCE
  - Gilbert Trust Letter
10. BOARDS AND COMMISSIONS
11. UNFINISHED BUSINESS
  - A) 20-018b Land Swap and Permanent Easement Request at 29 Bridge Street (tabled from 6/1/2020 Selectmen's Meeting)
12. NEW BUSINESS
  - A) 20-030 Line Item Transfers (Town Manager Geiger)
  - B) 20-031 Returning to In-House Board of Selectmen Meetings (Mayor Perez)
  - C) 20-032 RFP Process regarding the Building Adjacent to the Former Mexican Grill location on Main Street (Mayor Perez)
13. CITIZENS' COMMENTS

The Board of Selectmen welcomes public comments but speakers will be limited to three (3) minutes or less and may speak only once. Please call 860-738-6958 to make a public comment when we reach this agenda item. Please give your name and address.
14. SELECTMEN'S COMMENTS AND REPORTS
15. ADJOURNMENT



**This meeting can be watched live on Spectrum Channel 194,  
accessed remotely by selecting the "livestream" link  
on the Town of Winchester website or at  
<https://www.youtube.com/channel/UCT1ffiBjMTBQM5OEXSgKIqg/videos>**

Board of Selectmen  
Special Meeting  
Minutes  
May 21, 2020

Item 1. Meeting called to order at 7:00 pm.

Meeting called to order by Mayor Perez at 7:00 pm.

Attendance: Sel. Arcelaschi, Sel. Bird, Sel. Bouchard, Sel. Bourque, Sel. Groppo, Sel. Perez, Sel. Sedlack, Town Manager, Bob Geiger Financial Director, Bruce Stratford.

Also in attendance: Superintendent of The Gilbert School and Superintendent of the Winchester Public Schools, Melony Brady-Shanley

Item 2. Pledge of Allegiance

The Pledge of Allegiance was recited.

Item 3. Discussion

Sel. Sedlack recused himself from discussion and any action on the Education Budget.

Item 4. Adoption of the 2020/2021 Fiscal Year Budget

Motion Sel. Bouchard, seconded by Sel. Bird.

That the Board of Selectmen adopt the Annual Town of Winchester Budget for fiscal year 2020/ 2021 in the amount of \$34,148,148 and the official budget to be filed with the Town Clerk listing revenues by major sources and proposed expenditures by function or department in a columnar form as required by the Town of Winchester Charter.

UNANIMOUS

Motion by Sel. Arcelaschi, seconded by Sel. Bird

To decrease line item 999-746-0000 (Building Permits Revenue) in the amount of \$40,000.

UNANIMOUS

Motion Sel. Bird, seconded by Sel. Bourque

To decrease line item 999-751-0000 (Town Clerk's Revenue) in the amount of \$40,000.

UNANIMOUS

Motion by Sel. Bourque, seconded by Sel. Groppo

To decrease line item 311-194-0000 (General Labor Highways) in the amount of \$59,384.

UNANIMOUS

Motion Sel. Bourque, seconded by Sel. Bouchard

To decrease line item 311-900-0001-0000 (Fringe Benefits-FICA Highways) in the amount of \$4,543

UNANIMOUS

Motion by Sel. Bouchard, seconded by Sel. Bourque

To decrease line item 311-900-0002 (Fringe Benefits – Medical Highways) in the amount of \$16,073.

UNANIMOUS

Item 5. Adoption of the Mill Rate for Fiscal Year 2020/2021.

Motion by Sel. Bourque, seconded by Sel. Arcelaschi

That the tax rate for Real Estate, Personal Property, and \$34,148,148 and Expenditures totaling \$34,148,148 and Motor Vehicle will be set at 33.54 mills based on the Grand List of October 2, 2019.

UNANIMOUS

Payments as follows:

Real Estate	Due July 1, 2020 and January 1, 2021
Personal Property Taxes	Due July 1, 2020 and January 1, 2021
Motor Vehicle	Due July 1, 2020
Supplemental M.V.	Due January 1, 2021

Item 6. Certified Resolution

Motion by Sel. Sedlack, seconded by Sel. Bird

That the Board of Selectmen of the Town of Winchester, as authorized by the Governor Ned Lamont's Executive Orders 7B, 71 and 7HH, hereby adopts as the Town of Winchester's General Fund Budget for Fiscal Year 2020-2021, the Town Manager's Proposed Budget dated May 4, 2020 with Revenues totaling \$34,148,148 and Expenditures totaling \$34,148,148.

UNANIMOUS

Item 7. Adjournment

Motion by Sedlack, seconded by Sel. Arcelaschi

To adjourn the meeting at 8:08 pm.

UNANIMOUS

ATTEST:

Sheila S. Sedlack, CCTC, CMC

Board of Selectmen  
Regular Meeting  
Minutes  
June 1, 2020

Due to the Coronavirus (COVID-19) epidemic the June 1<sup>st</sup> Board of Selectmen's meeting was held by ZOOM and all Selectmen were live streamed via Channel 194 and broadcast from home.

Item 1. Call to Order

Meeting called to order at 7:06 pm by Mayor Perez

Attendance: Sel. Arcelaschi, Sel. Bird, Sel. Bouchard, Sel. Bourque, Sel. Groppo, Sel. Perez, Sel. Sedlack. Town Manager, Bob Geiger and Finance Director, Bruce Stratford.

Item 2. Pledge of Allegiance

The Pledge of Allegiance was recited.

Item 3. Agenda Review

Motion by Sel. Bouchard, seconded by Sel. Bourque

To add Public Works Report to the Agenda under 10F.

UNANIMOUS

Item 4. Approval of Minutes

A). Minutes of Special Meeting on May 14, 2020

Motion by Sel. Arcelaschi, seconded by Sel. Bird

To approve the minutes of the Special Meeting on May 14, 2020

UNANIMOUS

B). Minutes of Regular Meeting on May 18, 2020

Motion by Sel. Bird, seconded by Sel. Groppo

To approve the minutes of the regular meeting on May 18, 2020

UNANIMOUS

Item 5. Town Manager's Report

The Town Manager presented to the Board all meetings that took place from May 18 through May 31<sup>st</sup> along with a preview of meeting to take place from June 1 through the 7<sup>th</sup>.

Item 6. Citizen's Comments NONE

Item 7. Correspondence NONE

Item 8. Boards and Commissions

Motion by Sel. Sedlack, seconded by Sel. Bouchard

To appoint Mary Ann Marino to the Inland Wetlands & Water Commission expiration date of April 2020, filling a vacancy left by Robert Haburey.

Unanimous

Sel. Sedlack accepted with thanks the resignation of Caitlyn McSherry from the Economic Development Commission.

Item 9. Unfinished Business

A). 20-018a Land Swap and Temporary Easement Request at 29 Bridge Street.

Motion by Sel. Bouchard, seconded by Sel. Arcelaschi

TABLED until June 15<sup>th</sup> Board meeting.

B). 20-022a Easement Request adjacent to 80 South Main Street (rear portion of 85 Rowley Street).

Motion by Sel. Bouchard, seconded by Sel. Bourque

I move that the Board of Selectmen schedule a Special Meeting on July 6, 2020 for the purpose of considering the proposed easement request.

UNANIMOUS.

Item 10 New Business

A). 20-25 Municipal Suspense Tax List (Town Manager Geiger)

Motion by Sel. Bourque, seconded by Sel. Groppo

I move that the Board of Selectmen approve the Town of Winchester Suspense List.

UNANIMOUS

B). 20-26 Proposed Line Item Transfers (Town Manager Geiger)

Motion by Sel. Bourque, seconded by Sel. Bird

I move that the Board of Selectmen approve the line-item transfer of \$5,000 from Labor Council (119-845-0002-0000) to Outside Legal Counsel (119-845-0001-0000) (Legal).

UNANIMOUS

Motion by Sel. Bouchard, seconded by Sel. Groppo

I move that the Board of Selectmen approve the line-item transfer of \$1,700 from Vehicle Allowance (117-819-0000-0000) to Maintenance of Office Equipment (117-809-0000-0000). for the (Tax Collector)

UNANIMOUS

Motion by Sel. Sedlack , seconded by Sel. Bird

I move that the Board of Selectmen approve the line-item transfer of \$1,300 from Fringe Benefits-FICA (117-900-0001-0000), \$500 from Training & Education (117-811-0000-0000) and \$4,000 from Administrative Assistant (117-191-0000-0000) to Overtime (117-197-0000-0000) in the amount of \$800, Contracted Printing (117-817-0000-0000), In the amount of \$500, Office Supplies (117-806-0000-0000) in the amount of \$500 and Medical Benefits (117-900-0002-0000) in the amount of \$4,000. (Tax Collector)

UNANIMOUS

Motion by Sel. Bourque, seconded by Sel. Arcelaschi

I move the Board of Selectmen approve the line-item transfer of \$4,000 from Maintenance of Vehicles (813-821-0000-0000-), \$500 from Electricity (813-822-0000-0000), \$1,500 from Heating Fuel (813-823-0000-0000), \$1,200 from Healthy Aging Programs (813-800-0001-0000) , \$1,000 from Secretarial/Support Staff (813-193-0000-0000), \$500 from Copier (813-806-0002-0000), \$1,800 from Vehicle; Oil, Gas,Grease (813-820-0000-0000) and \$1,000 from Tires (813-846-0000-0000) to Maintenance of Structures (813-827-0000-0000) in the amount of \$10,500 and Overtime (813-197-0000-0000) in the amount of \$1,000 (Senior Center).

UNANIMOUS

C 20-27 Building Healthier Communities

Mayor Perez spoke about the Building Healthier Communities Grant, she formed a Sub-Committee including herself, Sel. Bouchard, Sel. Bourque and Sel. Groppo to formulate a plan to promote the town with outreach to the media. The Grant of \$450,000 is to be used over a period a three- year period.

D. 20-28 Engagement of Town Auditor (Town Manager Geiger)

Motion by Sel. Sedlack, seconded by Sel. Arcelaschi

I move that the Board of Selectmen authorize the Town Manager to sign the letter of engagement with King , King, & Associates for the terms described in correspondence dated May 4, 2020, to complete the 2019-2020 .

UNANIMOUS

E. Bid Waiver for Demolition of 512-516 Main Street (Town Manager Geiger)

Motion by Sel. Sedlack, seconded by Sel. Bird

I move that the Board of Selectmen grant the Bid Waiver to Mountain Top Trucking to demolish the structure at 508 Main Street for the sum of \$34,000.

YES ( 6)

ABSTAIN Sel. Bouchard

F. Public Work Monthly Report (Added to Agenda)

Motion by Sel. Bouchard, seconded by Sel. Bourque

I move that we have a comprehensive written report from the Public Works Department regarding status of roads, sidewalks and bridges prior to the June 15<sup>th</sup> Board meeting and quarterly thereafter.

UNANIMOUS

Item 11 Citizens' Comments NONE

Item 12. Selectmen's Comments and Reports.

Sel. Bouchard: Complimented the Soldier's Monument Commission for the video made in remembrance of Memorial Day Celebration.

Sel. Bird: Gave an update as to the standing of the Laurel City Festival and the changes made due to the COVID19 virus.

Item 13. Adjournment

Motion by Sel. Sedlack, seconded by Sel. Bouchard

To adjourn the meeting at 9:00p.m.

UNANIMOUS

ATTEST:

Sheila S. Sedlack CCTC.CMC

*Correspondence*

Town of Winchester CT

Savings Report by Month

4/30/2020 12:00:00 AM -

2017	Jan-17	21	10	\$660.01	\$31.43	\$1,158.53	\$55.17	64%
2017	Feb-17	8	6	\$277.81	\$34.73	\$547.52	\$68.44	66%
2017	Mar-17	16	10	\$515.94	\$32.25	\$925.06	\$57.82	64%
2017	Apr-17	16	7	\$459.95	\$28.75	\$623.83	\$38.99	58%
2017	May-17	12	8	\$482.39	\$40.20	\$569.15	\$47.43	54%
2017	Jun-17	12	10	\$256.38	\$21.37	\$741.10	\$61.76	74%
2017	Jul-17	20	10	\$620.96	\$31.05	\$1,033.63	\$51.68	62%
2017	Aug-17	12	7	\$360.99	\$30.08	\$297.54	\$24.80	45%
2017	Sep-17	16	11	\$418.02	\$26.13	\$826.72	\$51.67	66%
2017	Oct-17	19	10	\$723.32	\$38.07	\$182.16	\$9.59	20%
2017	Nov-17	16	11	\$903.13	\$56.45	\$308.03	\$19.25	25%
2017	Dec-17	14	10	\$752.40	\$53.74	\$187.46	\$13.39	20%
2017	<b>Year Total:</b>	<b>182</b>	<b>110</b>	<b>\$6,431.30</b>	<b>\$35.34</b>	<b>\$7,400.73</b>	<b>\$40.66</b>	<b>54%</b>
2018	Jan-18	22	7	\$988.32	\$44.92	\$246.86	\$11.22	20%
2018	Feb-18	13	7	\$604.65	\$46.51	\$190.34	\$14.64	24%
2018	Mar-18	11	6	\$415.97	\$37.82	\$174.49	\$15.86	30%
2018	Apr-18	15	8	\$576.93	\$38.46	\$153.36	\$10.22	21%
2018	May-18	11	6	\$456.31	\$41.48	\$176.51	\$16.05	28%
2018	Jun-18	13	6	\$329.34	\$25.33	\$240.05	\$18.47	42%
2018	Jul-18	10	5	\$375.43	\$37.54	\$365.79	\$36.58	49%
2018	Aug-18	5	5	\$323.50	\$64.70	\$79.87	\$15.97	20%
2018	Sep-18	11	5	\$243.04	\$22.09	\$148.58	\$13.51	38%
2018	Oct-18	13	7	\$607.94	\$46.76	\$199.00	\$15.31	25%
2018	Nov-18	6	3	\$291.13	\$48.52	\$77.96	\$12.99	21%
2018	Dec-18	9	6	\$238.81	\$26.53	\$51.92	\$5.77	18%
2018	<b>Year Total:</b>	<b>139</b>	<b>71</b>	<b>\$5,451.37</b>	<b>\$39.22</b>	<b>\$2,104.73</b>	<b>\$15.14</b>	<b>28%</b>
2019	Jan-19	9	6	\$569.20	\$63.24	\$154.09	\$17.12	21%
2019	Feb-19	7	6	\$340.62	\$48.66	\$85.56	\$12.22	20%
2019	Mar-19	2	1	\$136.24	\$68.12	\$20.54	\$10.27	13%
2019	Apr-19	9	6	\$300.50	\$33.39	\$76.95	\$8.55	20%
2019	May-19	6	4	\$254.77	\$42.46	\$44.41	\$7.40	15%
2019	Jun-19	11	5	\$491.07	\$44.64	\$127.49	\$11.59	21%
2019	Jul-19	13	5	\$524.40	\$40.34	\$153.76	\$11.83	23%
2019	Aug-19	8	5	\$654.08	\$81.76	\$230.37	\$28.80	26%
2019	Sep-19	10	3	\$385.82	\$38.58	\$201.24	\$20.12	34%
2019	Oct-19	8	4	\$413.57	\$51.70	\$266.22	\$33.28	39%
2019	Nov-19	8	5	\$659.55	\$82.44	\$343.67	\$42.96	34%
2019	Dec-19	9	3	\$418.40	\$46.49	\$211.47	\$23.50	34%
2019	<b>Year Total:</b>	<b>100</b>	<b>53</b>	<b>\$5,148.22</b>	<b>\$51.48</b>	<b>\$1,915.77</b>	<b>\$19.16</b>	<b>27%</b>
2020	Jan-20	13	6	\$532.00	\$40.92	\$329.73	\$25.36	38%
2020	Feb-20	8	6	\$391.95	\$48.99	\$260.54	\$32.57	40%
2020	Mar-20	9	4	\$377.92	\$41.99	\$143.34	\$15.93	27%
2020	Apr-20	9	6	\$341.05	\$37.89	\$109.82	\$12.20	24%
2020	<b>Year Total:</b>	<b>39</b>	<b>22</b>	<b>\$1,642.92</b>	<b>\$42.13</b>	<b>\$843.43</b>	<b>\$21.63</b>	<b>34%</b>
<b>Total</b>		<b>2,723</b>	<b>1,571</b>	<b>\$122,586.72</b>	<b>\$45.02</b>	<b>\$114,406.10</b>	<b>\$42.01</b>	<b>48%</b>



# TOWN OF WINCHESTER – CITY OF WINSTED

Town Hall – 338 Main Street

WINSTED, CONNECTICUT 06098

## OFFICE OF THE TOWN MANAGER

**DATE:** June 12, 2020  
**TO:** Board of Selectmen  
**FROM:** Robert Geiger  
Town Manager  
**RE:** Town Manager Update

**Overall day-to-day operations are still primarily driven based on fluctuations and demands related to the current pandemic crisis**

### *LAST WEEK (June 1 - 7):*

**Monday:** Discussion on solar project with attorney and Public Works; Zoom meeting with the Economic Development Commission and local businesses regarding COVID; senior apartment discussion with attorney; **Hinsdale School Renovation meeting via Zoom; Board of Selectmen via Zoom**

**Tuesday:** Public Works regarding bridge reconstruction plans and paperwork; site visit regarding Sucker Brook erosion control and clean-up sediment issue

**Wednesday:** Public Works regarding cemetery issue; discussion with Town Attorney and outside counsel regarding solar filing; B. Stratford regarding discussion on line items; meeting with manager of senior apartments; Winsted Edge Works site visit and discussion with building foreman

**Thursday:** S. Williams regarding opening of playgrounds and PPE for schools and businesses; site visit to Lake to examine drainage into new system; blight site visit with owner on court decision plan agreement; library meeting via Zoom

**Friday:** Meeting with representative from Eversource regarding demolition

### *THIS WEEK (June 8 - 14):*

#### **Monday:**

- Public Works meeting regarding road and drainage issues
- Police Department update regarding motorcycle accident
- Discussion with citizen regarding Highland Lake issue

#### **Tuesday:**

- Mayor Perez regarding updates
- Attorney regarding senior apartments updates

#### **Wednesday:**

- Meeting regarding senior apartments updates

#### **Thursday:**

- **NWCoG meeting via Zoom**
- Fire Marshal Steve Williams regarding update on Elm Street house fire

**Friday:**

- Public Works regarding year-end budget/road plan
- Chief Fitzgerald regarding policy reviews

***NEXT WEEK (June 15 - 21):***

- **Monday:** Chief Sartirana regarding personnel updates; **Board of Selectmen via Zoom**

# Boards & Commissions

## NOMINATIONS

Date	Name	Board/Commission	Vote	Term Dates
6/15	Conor Ryan	Alternate on the Economic Development Commission		All terms are expired

## APPOINTMENTS

Date	Name	Board/Commission	Vote	Term Dates

## RE-APPOINTMENTS

Date	Name	Board/Commission	Vote	Next Term Exp

## RESIGNATIONS

Date	Name	Board/Commission	Term Expiration Date

**TOWN OF WINCHESTER  
BOARDS AND COMMISSIONS**

**ECONOMIC DEVELOPMENT COMMISSION\***

(Max # 11 Members / 5 year Terms)  
*Meets the 1st & 3rd Tuesday of every month*

<b>NAME</b>	<b>ADDRESS</b>	<b>CITY</b>	<b>PHONE #</b>	<b>AFFIL.</b>	<b>TERM EXP.</b>	<b>POSITION</b>
Allen, Phillip	80 Chestnut St, 4U	Winsted	860-459-1216	U	4/2022	Vice-Chair
Bourque, Jack						Liaison
Dressel, Dennis	103 Blue Street	Winchester	203-687-7293	R	4/2023	Chair
Giordano, Gary	128 Chapel Road	Winsted	238-7668	R	4/2024	Member
Groppo, Linda						Liaison
Sartirana, David	98 Main Street	Winsted			4/2023	
Tessman, Jessica	204 Walnut Street	Winsted		R	4/2024	Member
Welton, Jim	854 East Wakefield Boulevard	Winsted	203-589-0542	R	4/2023	Treasurer
Yeager, Dewey	119 Mundry Road, Torrington	Winchester		U	4/2024	Secretary
Vacant					4/19	Alternate
Vacant					4/18	Alternate
Vacant					4/16	Alternate
Vacant					4/18	Alternate

## Laurie Bessette

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**From:** jjb <jjb06098@yahoo.com>  
**Sent:** Friday, June 05, 2020 6:37 PM  
**To:** C. Perez; Candace Bouchard; Linda Groppo; Melissa Bird; Steven Sedlack; Todd Arcelaschi  
**Cc:** Robert Geiger; Laurie Bessette; Dennis Dressel  
**Subject:** volunteer interested in EDC membership

This sender is trusted.

I'd like to put Conor Ryan's name in for consideration at the next meeting of the Board of Selectmen (June 15) for membership on the Economic Development Commission where a resignation recently occurred.

Below is his letter of interest and background.

It's heartening to see young people interested in becoming active in our town's government.

Jack

Hi Jack,

Thanks again for getting back to me so promptly! I'll be sure to still attend the EDC meetings in the meantime, just so that I can get an even better idea of how they are run and what's going on with the Commission. Here is my letter of interest:

Dear Jack,

Thank you for considering me for the position open to become a member of the Economic Development Commission. My name is Conor Ryan, I'm 23 years-old, and I live at 151 Main Street, Winsted, CT, 06098. I can be reached over the phone at 860-480-8593 or via email at [conorryan@gmail.com](mailto:conorryan@gmail.com). I am registered to vote as a Democratic in Winsted.

I love Winsted and believe it has a lot to offer. Even over the past two years, seeing the way Winsted has transformed has been encouraging and I would love to be a part of the team that is helping ensure that change continues. A lot of times Winsted can sometimes carry a bad reputation, but any time someone I know brings that up I'm the first one to defend it and tell about all the great things this town has to offer. I truly love living here and want to help in any way I can to make it an even better place.

I've lived in town for almost two years now, but I was born and raised in Torrington. I currently work at Crate and Barrel in West Hartford and for the previous three years I worked at Bantam Tileworks in Bantam, CT. At the same time as working full time over those years, I attended online courses at SNHU and I just graduated with my BA in English this month. In my spare time, I also make music and have toured the country with various bands. I've seen a lot of other small towns and big cities along the way that have given me inspiration in various ways for what Winsted could offer.

As a member of the Commission, I hope I'm able to bring a fresh perspective on some of the things happening around town. Beyond this, I do have a lot of technological experience, especially with social media in promoting my own artistic endeavors, so I would be happy to help out on that end of things as well.

Thank you for your consideration and I'm looking forward to hearing from you.

Sincerely,

Conor Ryan

**BOARD OF SELECTMEN ACTION REQUEST**

No.: 20-030

Date: June 15, 2020

Topic: New Business (A)- Proposed Line Item Transfers (with attachments)

From: Robert Geiger, Town Manager

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**Background:** The Town of Winchester Charter (as amended) provides for the intra-departmental transfer of funds:

**Section 914.**

**INTRA-DEPARTMENTAL TRANSFER OF APPROPRIATIONS** When any department, commission, board or officer shall desire to secure a transfer of funds in its or his appropriation from funds set apart for one specific purpose to another, before incurring any expenditure therefor, such department, commission, board or officers shall make application to the Town Manager, whose duty it shall be to examine the matter, and upon approval of the Board of Selectmen, such transfer may be made. But not otherwise.

Additionally, Section 915 of the Town Charter (as amended) provides for inter-departmental transfers:

**Section 915.**

**INTER-DEPARTMENTAL TRANSFER OF APPROPRIATIONS** Upon the request of the Manager, but only within the last three (3) months of the fiscal year, the Board of Selectmen may, by resolution, transfer any unencumbered appropriation, balance or portion thereof, from one department, commission, board or office to another. No transfer shall be made from any appropriation for debt service and other statutory charges. Notwithstanding the above, no transfer shall be made from any appropriation for an uncompleted capital improvement or from a department sinking fund without approval of the Town acting by referendum.

**Requested Action:** The Board of Selectmen should consider the proposed line item transfers.

In accordance with Section 914, Building Inspector Marc Melanson has requested a transfer of funds to cover increased activity on the Demolition of Buildings account.

**Fiscal Implications:**

<b>FROM: Building (213)</b>			
<u>Line</u>		<u>Description</u>	<u>Amount</u>
197-0000-0000	Overtime		\$4,000
<b>TO: Building (213)</b>			
<u>Line</u>		<u>Description</u>	<u>Amount</u>
830-0001-0000	Demolition of Buildings		\$4,000

**Recommended Motion:** I move that the Board of Selectmen approve the line-item transfer of \$4,000 from Overtime (213-197-0000-0000) to Demolition of Buildings (213-860-0001-0000).



In accordance with Section 914, Fire Chief David Sartirana has requested a transfer of funds to cover a shortfall in computer maintenance.

**Fiscal Implications:**

2

<b>FROM: Fire (211)</b>		
<u>Line</u>	<u>Description</u>	<u>Amount</u>
814-0000-0000	Membership, Dues and Subscriptions	\$200
<b>TO: Fire (211)</b>		
<u>Line</u>	<u>Description</u>	<u>Amount</u>
812-0000-0000	Computer and Software	\$200

*Recommended Motion: I move that the Board of Selectmen approve the line-item transfer of \$200 from Membership, Dues and Subscriptions (211-814-0000-0000) to Computer and Software (211-812-0000-0000).*



In accordance with Section 914, Fire Chief David Sartirana has requested a transfer of funds to cover unanticipated heating needs.

**Fiscal Implications:**

3

<b>FROM: Fire (211)</b>		
<u>Line</u>	<u>Description</u>	<u>Amount</u>
811-0000-0000	Training and Education	\$2,500
<b>TO: Fire (211)</b>		
<u>Line</u>	<u>Description</u>	<u>Amount</u>
823-0000-0000	Heating Fuel	\$2,500

*Recommended Motion: I move that the Board of Selectmen approve the line-item transfer of \$2,500 from Training and Education (211-811-0000-0000) to Heating Fuel (211-823-0000-0000).*



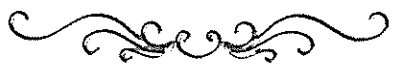
In accordance with Section 914, Pam Colombie, Land Use Assistant, has requested a transfer of funds to cover overages in training and education.

**Fiscal Implications:**

4

<b>FROM: Community Planning and Development (148)</b>		
<u>Line</u>	<u>Description</u>	<u>Amount</u>
190-0000-0000	Administrative Salary	\$312
<b>TO: Community Planning and Development (148)</b>		
<u>Line</u>	<u>Description</u>	<u>Amount</u>
811-0000-0000	Training and Education	\$312

*Recommended Motion: I move that the Board of Selectmen approve the line-item transfer of \$312 from Administrative Salary (148-190-0000-0000) to Training and Education (148-811-0000-0000).*



In accordance with Section 914, Police Chief Fitzgerald, has requested a transfer of funds to cover shortages in the Marine Patrol division, labor and vehicle maintenance.

**Fiscal Implications:**

5

<b>FROM: Police (210)</b>		
<u>Line</u>	<u>Description</u>	<u>Amount</u>
809-0000-0000	Maintenance of Office Equipment	\$1,000
811-0003-0000	Emergency Response Team	\$2,000
818-0000-0000	Clothing Allowance	\$10,000
820-0000-0000	Vehicles: Oil, Gas & Grease	\$6,000
825-0006-0000	Communication Equipment	\$7,030
826-0000-0000	Maintenance of Equipment	\$1,596
844-0000-0000	NCIC Terminal	\$3,800
<b>TO: Police (210)</b>		
<u>Line</u>	<u>Description</u>	<u>Amount</u>
843-0000-0000	Marine Patrol	\$3,000
821-0000-0000	Maintenance of Vehicles	\$5,000
846-0000-0000	Tires	\$1,500
197-0012-0000	Holiday Pay	\$21,926

*Recommended Motion: I move that the Board of Selectmen approve the line-item transfer of \$1,000 from Maintenance of Office Equipment (210-809-0000-0000), \$2,000 from Emergency Response Team (210-811-0003-0000), \$10,000 from Clothing Allowance (210-818-0000-0000), \$6,000 from Vehicles: Gas, Oil & Grease (210-820-0000-0000), \$7,030 from Communication Equipment (210-825-0006-0000), \$1,596 from Maintenance of Equipment (210-826-0000-0000) and \$3,800 from NCIC Terminal (210-844-0000-0000) to Marine Patrol (210-843-0000-0000) in the amount of \$3,000, Maintenance of Vehicles (210-821-0000-0000) in the amount of \$5,000, Tires (210-846-0000-0000) in the amount of \$1,500 and Holiday Pay (210-197-0012-0000) in the amount of \$21,926.*



In accordance with Section 914, Jack Bourque, Chairman of the Soldiers' Monument Commission, has requested a transfer of funds to fund ongoing restoration efforts.

**Fiscal Implications:**

(6)

<b>FROM: Soldiers' Monument Commission (129)</b>			
<u>Line</u>		<u>Description</u>	<u>Amount</u>
806-0000-0000	Office Supplies		\$250
822-0000-0000	Electricity		\$530
<b>TO: Soldiers' Monument Commission (129)</b>			
<u>Line</u>		<u>Description</u>	<u>Amount</u>
827-0000-0000	Maintenance of Structures		\$780

*Recommended Motion: I move that the Board of Selectmen approve the line-item transfer of \$250 from Office Supplies (129-806-0000-0000) and \$530 from Electricity (129-822-0000-0000) to Maintenance of Structures (129-827-0000-0000).*



In accordance with Section 914, Director of the Finance Bruce Stratford has requested a transfer of funds to cover unanticipated outside legal counsel.

**Fiscal Implications:**

(7)

<b>FROM: Legal (119)</b>			
<u>Line</u>		<u>Description</u>	<u>Amount</u>
845-0002-0000	Labor Counsel		\$6,000
<b>TO: Legal (119)</b>			
<u>Line</u>		<u>Description</u>	<u>Amount</u>
845-0001-0000	Outside Legal Counsel		\$6,000

*Recommended Motion: I move that the Board of Selectmen approve the line-item transfer of \$6,000 from Labor Counsel (119-845-0002-0000) to Outside Legal Counsel (119-845-0001-0000).*



In accordance with Section 914, Director of Public Works Jim Rollins, has requested a transfer of funds to cover unanticipated electricity costs.

**Fiscal Implications:**

8

<b>FROM: Highways (311)</b>		
<u>Line</u>	<u>Description</u>	<u>Amount</u>
827-0000-0000	Maintenance of Structures	\$1,500
814-0000-0000	Memberships, Dues and Subscriptions	\$2,500
<b>TO: Highways (311)</b>		
<u>Line</u>	<u>Description</u>	<u>Amount</u>
822-0000-0000	Electricity	\$4,000

*Recommended Motion: I move that the Board of Selectmen approve the line-item transfer of \$1,500 from Maintenance of Structures (311-827-0000-0000) and \$2,500 from Memberships, Dues and Subscriptions (311-814-0000-0000) to Electricity (311-822-0000-0000).*



In accordance with Section 914, Town Clerk Sheila Sedlack has requested a transfer of funds.

**Fiscal Implications:**

9

<b>FROM: Town Clerk (120)</b>		
<u>Line</u>	<u>Description</u>	<u>Amount</u>
806-0000-0000	Office Supplies	\$193
<b>TO: Town Clerk (120)</b>		
<u>Line</u>	<u>Description</u>	<u>Amount</u>
825-0000-0000	Supplies and Materials	\$193

*Recommended Motion: I move that the Board of Selectmen approve the line-item transfer of \$193 from Office Supplies (120-806-0000-0000) to Supplies and Materials (120-825-0000-0000).*



In accordance with Section 914, Director of Public Works Jim Rollins, has requested a transfer of funds to cover unanticipated costs.

**Fiscal Implications:**

10

<b>FROM: Highways (311)</b>		
<u>Line</u>	<u>Description</u>	<u>Amount</u>
814-0000-0000	Memberships, Dues and Subscriptions	\$4,590
<b>TO: Highways (311)</b>		
<u>Line</u>	<u>Description</u>	<u>Amount</u>
194-0001-0000	Water & Sewer Snow Removal	\$4,050
860-0000-0000	Sand	\$540

*Recommended Motion: I move that the Board of Selectmen approve the line-item transfer of \$4,590 from Memberships, Dues and Subscriptions (311-814-0000-0000) to Water and Sewer Snow Removal (311-194-0001-0000) in the amount of \$4,050 and Sand (311-860-0000-0000) in the amount of \$540.*



In accordance with Section 914, Director of Public Works Jim Rollins, has requested a transfer of funds to prepare for paving projects.

**Fiscal Implications:**

11

<b>FROM: Highways (311)</b>		
<u>Line</u>	<u>Description</u>	<u>Amount</u>
194-0000-0000	Labor	\$30,000
827-0000-0000	Maintenance of Structures	\$5,000
<b>TO: Highways (311)</b>		
<u>Line</u>	<u>Description</u>	<u>Amount</u>
197-0000-0000	Overtime	\$35,000

*Recommended Motion: I move that the Board of Selectmen approve the line-item transfer of \$30,000 from Labor (311-194-0000-0000) and \$5,000 from Maintenance of Structures (311-827-0000-0000) to Overtime (311-197-0000-0000).*



In accordance with Section 914, Recreation Director Tanya Risucci has requested a transfer of funds.

**Fiscal Implications:**

12

<b>FROM: Recreation (812)</b>		
<u>Line</u>	<u>Description</u>	<u>Amount</u>
841-0001-0000	Recreation Assisted Programs	\$2,000
841-0000-0000	Recreation Celebrations	\$367
811-0000-0000	Training & Education	\$50
<b>TO: Recreation (812)</b>		
<u>Line</u>	<u>Description</u>	<u>Amount</u>
827-0000-0000	Maintenance of Grounds	\$2,417

*Recommended Motion: I move that the Board of Selectmen approve the line-item transfer of \$2,000 from Recreation Assisted Programs (812-841-0001-0000), \$367 from Recreation Celebrations (812-841-0000-0000) and \$50 from Training & Education (812-811-0000-0000) to Maintenance of Grounds (812-827-0000-0000).*



In accordance with Section 915, Director of Public Works Jim Rollins has requested a transfer of funds to cover shortages for Town Hall.

**Fiscal Implications:**

13

<b>FROM: Assessor (115)</b>		
<u>Line</u>	<u>Description</u>	<u>Amount</u>
191-0000-0000	Administrative Assistant	\$24,000
<b>TO: Town Hall (127)</b>		
<u>Line</u>	<u>Description</u>	<u>Amount</u>
824-0000-0000	Water & Sewer Rent	\$100
822-0000-0000	Electricity	\$13,300
823-0000-0000	Heating Fuel	\$8,600
900-0002-0000	Medical Benefits	\$2,000

*Recommended Motion: I move that the Board of Selectmen approve the line-item transfer of \$24,000 from Assessor Administrative Assistant (115-191-0000-0000) to Town Hall Water & Sewer Rent (127-824-0000-0000) in the amount of \$100, Town Hall- Electricity (127-822-0000-0000) in the amount of \$13,300, Town Hall Heating Fuel (127-823-0000-0000) in the amount of \$8,600 and Town Hall Medical Benefits (127-900-0002-0000) in the amount of \$2,000.*



In accordance with Section 915, Pam Colombie, Land Use Assistant, has requested a transfer of funds to cover wages paid to the Planning Secretary for Inland Wetlands & Watercourses Commission work.

**Fiscal Implications:**

14

<b>FROM: Community Planning and Development (148)</b>		
<u>Line</u>	<u>Description</u>	<u>Amount</u>
190-0000-0000	Administrative Salary	\$700
<b>TO: Inland Wetlands Commission (136)</b>		
<u>Line</u>	<u>Description</u>	<u>Amount</u>
193-0000-0000	Secretary/Support Staff	\$650
900-0001-0000	Fringe Benefits- FICA	\$50

*Recommended Motion: I move that the Board of Selectmen approve the line-item transfer of \$700 from Community Planning & Development Administrative Salary (148-190-0000-0000) to Inland Wetlands Commission Secretary/Support Staff (136-193-0000-0000) in the amount of \$650 and Inland Wetlands Commission Fringe Benefits-FICA (136-900-0001-0000) in the amount of \$50.*



In accordance with Section 915, Mark Douglass, Purchasing/IT Director, has requested a transfer of funds.

**Fiscal Implications:**

15

<b>FROM: Purchasing (145)</b>		
<u>Line</u>	<u>Description</u>	<u>Amount</u>
197-0000-0000	Overtime	\$1,300
814-0000-0000	Memberships & Dues	\$500
816-0000-0000	Evictions	\$629
<b>FROM: Accounting (114)</b>		
<u>Line</u>	<u>Description</u>	<u>Amount</u>
193-0001-0000	Intern & Temp Help	\$2,000
<b>TO: Purchasing (145)</b>		
<u>Line</u>	<u>Description</u>	<u>Amount</u>
812-0000-0000	Data Processing	\$2,429
809-0000-0000	Maintenance of Equipment	\$2,000

*Recommended Motion: I move that the Board of Selectmen approve the line-item transfer of \$1,300 from Purchasing Overtime (145-197-0000-0000), \$500 from Purchasing Memberships & Dues (145-814-0000-0000), \$629 from Purchasing Evictions (145-816-0000-0000) and \$2,000 from Accounting Intern & Temp Help (114-193-0001-0000) to Purchasing Data Processing (145-812-0000-0000) in the amount of \$2429 and Purchasing Maintenance of Equipment (145-809-0000-0000) in the amount of \$2,000.*



In accordance with Section 915, Director of Public Works Jim Rollins, has requested a transfer of funds to improve turf and tree health in parks.

**Fiscal Implications:**

16

<b>FROM: Highways (311)</b>		
<u>Line</u>	<u>Description</u>	<u>Amount</u>
823-0000-0000	Heating Fuel	\$5,500
<b>TO: Parks (810)</b>		
<u>Line</u>	<u>Description</u>	<u>Amount</u>
830-0000-0000	Contracted Services	\$5,500

*Recommended Motion: I move that the Board of Selectmen approve the line-item transfer of \$5,500 from Highways Heating Fuel (311-823-0000-0000) to Parks Contracted Services (810-830-0000-0000).*



In accordance with Section 915, Police Chief Fitzgerald has requested a transfer of funds to cover unanticipated contracted services to Litchfield County Dispatch and fund the Police pension fund.

**Fiscal Implications:**

17

<b>FROM: Crossing Guards (912)</b>		
<u>Line</u>	<u>Description</u>	<u>Amount</u>
192-0000-0000	Labor – Skilled and Professional	\$21,000
900-0001-0000	Fringe Benefits- FICA	\$1,500
<b>FROM: Retirement &amp; Pension Contributions (918)</b>		
<u>Line</u>	<u>Description</u>	<u>Amount</u>
230-0000-0000	Defined Benefit Pension Contribution	\$5,000
203-0008-0000	Annuity – Town Planner	\$2,500
<b>TO: Public Safety Dispatch (231)</b>		
<u>Line</u>	<u>Description</u>	<u>Amount</u>
831-0001-0000	Contracted Services - LCD	\$11,500
<b>TO: Police (210)</b>		
<u>Line</u>	<u>Description</u>	<u>Amount</u>
900-0005-0000	Pension - MERFB	\$18,500

*Recommended Motion: I move that the Board of Selectmen approve the line-item transfer of \$21,000 from Crossing Guards Labor – Skilled and Professional (912-192-0000-0000), \$1,500 from Crossing Guards Fringe Benefits- FICA (912-900-0001-0000), \$5,000 from Retirement & Pension Contributions Defined Benefit Pension Contribution (918-230-0000-0000) and \$2,500 from Retirement & Pension Contributions Annuity – Town Planner (918-203-0008-0000) to Public Safety Dispatch Contracted Services - LCD (231-831-0001-0000)*

*in the amount of \$11,500 and Police Pension - MERFB (210-900-0005-0000) in the amount of \$18,500.*



*Attachments:*

Fund Transfer Request- Building Department, Fire Department (2), Planning, Police, Soldiers' Monument Commission, Legal Fees, Highways (4), Town Clerk, Recreation, Town Hall, Inland Wetlands Commission, Purchasing/IT, Dispatch/Police

# FUND TRANSFERS - TOWN OF WINCHESTER

1. DEPARTMENT REQUESTING TRANSFER

Building Department

2. TOTAL AMOUNT & FISCAL YEAR OF TRANSFER

\$4,000

FY20

ACCOUNT(S) TRANSFERRED FROM:

Fund:

DEPT#

OBJECT#

OBJECT#

AMOUNTS

Overtime			1	213	197		\$4,000

ACCOUNT(S) TRANSFERRED TO

DEPT#

OBJECT#

SUB-  
OBJECT#

AMOUNTS

Demolition of Buildings			1	213	830	1	\$4,000

3. REASON FOR REQUEST AND HOW SOURCE ACCOUNT CAN WITHSTAND TRANSFER:  
(ANTICIPATED ITEMIZED EXPENDITURE WHICH REQUIRES INCREASE FUNDING)

Moving surplus overtime funds to Demolition of Buildings to cover increased activity.

4. REQUESTING DEPARTMENT HEAD SIGNATURE:  
(PER SECTION 914 OF TOWN CHARTER) FURTHER COMMENTS:

*Marc Anderson*

5. DIRECTOR OF FINANCE VERIFICATION OF FUNDING SOURCE'S ABILITY  
TO FUND THIS REQUEST:

*R. Bradford* 6/1/20

6. TOWN MANAGER'S APPROVAL AND RECOMMENDATION:  
(PER SECTIONS 914 AND 915 OF TOWN CHARTER) FURTHER COMMENTS:

*R. Geiger* 6/2/20

7. DATE SUBMITTED TO BOARD OF SELECTMEN

6/15/2020

8. DATE APPROVED BY BOARD OF SELECTMEN

CC: Town Manager, Director of Finance, Purchasing Director, Department Requesting Fund Transfer

# FUND TRANSFERS - TOWN OF WINCHESTER

1. DEPARTMENT REQUESTING TRANSFER

Fire Department

2. TOTAL AMOUNT & FISCAL YEAR OF TRANSFER

\$200.00 2020

ACCOUNT(S) TRANSFERRED FROM:

DEPT# OBJECT# OBJECT# AMOUNTS

ACCOUNT(S) TRANSFERRED FROM:	DEPT#	OBJECT#	OBJECT#	AMOUNTS
Membership, Dues and Sub.	1	211	814	0000 \$200.00

ACCOUNT(S) TRANSFERRED TO

DEPT# OBJECT# SUB-OBJECT# AMOUNTS

ACCOUNT(S) TRANSFERRED TO	DEPT#	OBJECT#	SUB-OBJECT#	AMOUNTS
Computer and Software	1	211	812	0000 \$200.00

3. REASON FOR REQUEST AND HOW SOURCE ACCOUNT CAN WITHSTAND TRANSFER:  
(ANTICIPATED ITEMIZED EXPENDITURE WHICH REQUIRES INCREASE FUNDING)

Add expense for maintenance of server and computers lead to a short fall of \$200.00 for annual subscription.

4. REQUESTING DEPARTMENT HEAD SIGNATURE:



(PER SECTION 914 OF TOWN CHARTER) FURTHER COMMENTS:

5. DIRECTOR OF FINANCE VERIFICATION OF FUNDING SOURCE'S ABILITY TO FUND THIS REQUEST:

*M. Stafford* 6/3/20

6. TOWN MANAGER'S APPROVAL AND RECOMMENDATION:

(PER SECTIONS 914 AND 915 OF TOWN CHARTER) FURTHER COMMENTS:

*R. Keizer* 6/8/20

7. DATE SUBMITTED TO BOARD OF SELECTMEN

6-15-2020

8. DATE APPROVED BY BOARD OF SELECTMEN

\_\_\_\_\_

CC: Town Manager, Director of Finance, Purchasing Director, Department Requesting Fund Transfer

# FUND TRANSFERS - TOWN OF WINCHESTER

1. DEPARTMENT REQUESTING TRANSFER

Fire Department

2. TOTAL AMOUNT & FISCAL YEAR OF TRANSFER

\$2,500

FY20

ACCOUNT(S) TRANSFERRED FROM:

Fund:

DEPT#

OBJECT#

OBJECT#

AMOUNTS

Training and Education		1	211	811		\$2,500

ACCOUNT(S) TRANSFERRED TO

DEPT#

OBJECT#

SUB-OBJECT#

AMOUNTS

Heating fuel		1	211	823		\$2,500

3. REASON FOR REQUEST AND HOW SOURCE ACCOUNT CAN WITHSTAND TRANSFER:  
(ANTICIPATED ITEMIZED EXPENDITURE WHICH REQUIRES INCREASE FUNDING)

Moving unused training budget due to Covid-19 cancellations to cover <sup>natural</sup> Gas overages.

4. REQUESTING DEPARTMENT HEAD SIGNATURE:  
(PER SECTION 914 OF TOWN CHARTER) FURTHER COMMENTS:

5. DIRECTOR OF FINANCE VERIFICATION OF FUNDING SOURCE'S ABILITY TO FUND THIS REQUEST:

6/11/20

6. TOWN MANAGER'S APPROVAL AND RECOMMENDATION:  
(PER SECTIONS 914 AND 915 OF TOWN CHARTER) FURTHER COMMENTS:

6/11/20

7. DATE SUBMITTED TO BOARD OF SELECTMEN

6/15/2020

8. DATE APPROVED BY BOARD OF SELECTMEN

CC: Town Manager, Director of Finance, Purchasing Director, Department Requesting FA45:H57und Transfer

(4)

# FUND TRANSFERS - TOWN OF WINCHESTER

1. DEPARTMENT REQUESTING TRANSFER

Planning Department

2. TOTAL AMOUNT & FISCAL YEAR OF TRANSFER

\$312

FY20

ACCOUNT(S) TRANSFERRED FROM:

Fund:

DEPT#

OBJECT#

OBJECT#

AMOUNTS

ACCOUNT(S) TRANSFERRED FROM:	Fund:	DEPT#	OBJECT#	OBJECT#	AMOUNTS
Administrative Salary	I	148	190		\$312

ACCOUNT(S) TRANSFERRED TO

DEPT#

OBJECT#

SUB-OBJECT#

AMOUNTS

ACCOUNT(S) TRANSFERRED TO	DEPT#	OBJECT#	SUB-OBJECT#	AMOUNTS
Training and Education	I	148	811	\$312

3. REASON FOR REQUEST AND HOW SOURCE ACCOUNT CAN WITHSTAND TRANSFER:  
(ANTICIPATED ITEMIZED EXPENDITURE WHICH REQUIRES INCREASE FUNDING)

Transferring excess salary from 190 to cover overages in Training and Education.

4. REQUESTING DEPARTMENT HEAD SIGNATURE:  
(PER SECTION 914 OF TOWN CHARTER) FURTHER COMMENTS:

*Paula Le Carl*

5. DIRECTOR OF FINANCE VERIFICATION OF FUNDING SOURCE'S ABILITY TO FUND THIS REQUEST:

*Paula Le Carl* 6/11/20

6. TOWN MANAGER'S APPROVAL AND RECOMMENDATION:  
(PER SECTIONS 914 AND 915 OF TOWN CHARTER) FURTHER COMMENTS:

*R. G. Grier* 6/11/20

7. DATE SUBMITTED TO BOARD OF SELECTMEN

6/15/2020

8. DATE APPROVED BY BOARD OF SELECTMEN

\_\_\_\_\_

CC: Town Manager, Director of Finance, Purchasing Director, Department Requesting Fund Transfer

# FUND TRANSFERS - TOWN OF WINCHESTER

1. DEPARTMENT REQUESTING TRANSFER

Police - 210

2. TOTAL AMOUNT & FISCAL YEAR OF TRANSFER

\$31,426

FY20

ACCOUNT(S) TRANSFERRED FROM:

Fund:

DEPT#

OBJECT#

OBJECT#

AMOUNTS

Maintenance of Office Equipment		1	210	809		\$1,000
Emergency Response Team		1	210	811	3	\$2,000
Clothing Allowance		1	210	818		\$10,000
Vehicles, Oil, Gas & Grease		1	210	820		\$6,000
Communication Equipment		1	210	825	6	\$7,030
Maintenance of Equipment		1	210	826		\$1,596
NCIC Terminal		1	210	844		\$3,800

ACCOUNT(S) TRANSFERRED TO

DEPT#

OBJECT#

SUB-  
OBJECT#

AMOUNTS

Marine Patrol		1	210	843		\$3,000
Maintenance of Vehicles		1	210	821		\$5,000
Tires		1	210	846		\$ 1,500
Holiday Pay		1	210	197	12	\$21,926

3. REASON FOR REQUEST AND HOW SOURCE ACCOUNT CAN WITHSTAND TRANSFER:  
(ANTICIPATED ITEMIZED EXPENDITURE WHICH REQUIRES INCREASE FUNDING)

Moving surplus budget dollars to cover overages in marine patrol, labor and vehicle maintenance.

Marine Patrol costs increased over budgeted due to increased police presence on the Lake, per Town request.

Vehicle Maintenance and Tire costs went over budget due to aging fleet.

Holiday Pay exceeded budget as a result of overtime charges, which are attributed to vague contract items.

Contract is under negotiaion and budgets will be adjusted accordingly following ratification.

4. REQUESTING DEPARTMENT HEAD SIGNATURE:  
(PER SECTION 914 OF TOWN CHARTER) FURTHER COMMENTS:

5. DIRECTOR OF FINANCE VERIFICATION OF FUNDING SOURCE'S ABILITY  
TO FUND THIS REQUEST:

6/11/20

6. TOWN MANAGER'S APPROVAL AND RECOMMENDATION:  
(PER SECTIONS 914 AND 915 OF TOWN CHARTER) FURTHER COMMENTS:

6/11/20  
6/15/2020

7. DATE SUBMITTED TO BOARD OF SELECTMEN

8. DATE APPROVED BY BOARD OF SELECTMEN

CC: Town Manager, Director of Finance, Purchasing Director, Department Requesting Fund Transfer

6

# FUND TRANSFERS - TOWN OF WINCHESTER

1. DEPARTMENT REQUESTING TRANSFER

129 - Soldier's Monument

2. TOTAL AMOUNT & FISCAL YEAR OF TRANSFER

\$800

FY'20

ACCOUNT(S) TRANSFERRED FROM:

Fund:

DEPT#

OBJECT#

OBJECT#

AMOUNTS

Office Supplies			1	129	806		\$250
Electricity			1	129	822		\$530

ACCOUNT(S) TRANSFERRED TO

DEPT#

OBJECT#

SUB-  
OBJECT#

AMOUNTS

Maintenance of Structures			1	129	827		\$780

3. REASON FOR REQUEST AND HOW SOURCE ACCOUNT CAN WITHSTAND TRANSFER:  
(ANTICIPATED ITEMIZED EXPENDITURE WHICH REQUIRES INCREASE FUNDING)

Moving surplus budget dollars from Office Supplies to Supplies and Electricity to fund ongoing restoration efforts.

4. REQUESTING DEPARTMENT HEAD SIGNATURE:

(PER SECTION 914 OF TOWN CHARTER) FURTHER COMMENTS:

*John Bonpre*, Chairman Soldiers' Monument Commission

5. DIRECTOR OF FINANCE VERIFICATION OF FUNDING SOURCE'S ABILITY TO FUND THIS REQUEST:

*Blair Atwood* 6/11/20

6. TOWN MANAGER'S APPROVAL AND RECOMMENDATION:

(PER SECTIONS 914 AND 915 OF TOWN CHARTER) FURTHER COMMENTS:

*R. Goya* 6/11/20

7. DATE SUBMITTED TO BOARD OF SELECTMEN

6/15/2020

8. DATE APPROVED BY BOARD OF SELECTMEN

CC: Town Manager, Director of Finance, Purchasing Director, Department Requesting Fund Transfer

# FUND TRANSFERS - TOWN OF WINCHESTER

7

1. DEPARTMENT REQUESTING TRANSFER

119- Legal Fees

2. TOTAL AMOUNT & FISCAL YEAR OF TRANSFER

\$5,000

FY20

ACCOUNT(S) TRANSFERRED FROM:

Fund:

DEPT#

OBJECT#

OBJECT#

AMOUNTS

Labor Counsel			1	119	845	2	\$6,000

ACCOUNT(S) TRANSFERRED TO

DEPT#

OBJECT#

SUB-  
OBJECT#

AMOUNTS

Outside Legal Counsel			1	119	845	1	\$6,000

3. REASON FOR REQUEST AND HOW SOURCE ACCOUNT CAN WITHSTAND TRANSFER:  
(ANTICIPATED ITEMIZED EXPENDITURE WHICH REQUIRES INCREASE FUNDING)

Reallocating legal fees from Labor Counsel to cover Outside Legal Counsel. Labor Counsel did not have the activity anticipated.

4. REQUESTING DEPARTMENT HEAD SIGNATURE:  
(PER SECTION 914 OF TOWN CHARTER) FURTHER COMMENTS:

*[Handwritten Signature]*

5. DIRECTOR OF FINANCE VERIFICATION OF FUNDING SOURCE'S ABILITY  
TO FUND THIS REQUEST:

*[Handwritten Signature]*

6/11/20

6. TOWN MANAGER'S APPROVAL AND RECOMMENDATION:  
(PER SECTIONS 914 AND 915 OF TOWN CHARTER) FURTHER COMMENTS:

*[Handwritten Signature]* 6/11/20

7. DATE SUBMITTED TO BOARD OF SELECTMEN

6/15/2020

8. DATE APPROVED BY BOARD OF SELECTMEN

CC: Town Manager, Director of Finance, Purchasing Director, Department Requesting Fund Transfer

# FUND TRANSFERS - TOWN OF WINCHESTER

8

1. DEPARTMENT REQUESTING TRANSFER

Public Works

2. TOTAL AMOUNT & FISCAL YEAR OF TRANSFER

\$4,000.00 (2019-2020)

ACCOUNT(S) TRANSFERRED FROM:

	DEPT#	OBJECT#	SUB-OBJECT#	AMOUNTS
Street Dept. Maintenance of Structures	1	311	327	0
Street Dept. Memberships, Dues, Fees	1	311	314	0

1,500.<sup>00</sup>  
2,500.<sup>00</sup>

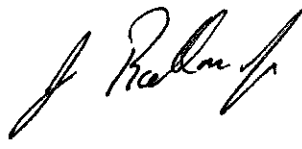
ACCOUNT(S) TRANSFERRED TO

	DEPT#	OBJECT#	SUB-OBJECT#	AMOUNTS
Street Dept. Electricity	1	311	822	0

\$4,000.00

3. REASON FOR REQUEST AND HOW SOURCE ACCOUNT CAN WITHSTAND TRANSFER:  
(ANTICIPATED ITEMIZED EXPENDITURE WHICH REQUIRES INCREASE FUNDING)

To add budget funds in Electricity account



4. REQUESTING DEPARTMENT HEAD SIGNATURE:

(PER SECTION 914 OF TOWN CHARTER) FURTHER COMMENTS:

5. DIRECTOR OF FINANCE VERIFICATION OF FUNDING SOURCE'S ABILITY TO FUND THIS REQUEST:

B. B. Attfield 6/4/20

6. TOWN MANAGER'S APPROVAL AND RECOMMENDATION:

(PER SECTIONS 914 AND 915 OF TOWN CHARTER) FURTHER COMMENTS:

R. Zeiger 6/8/20  
6/15/2020

7. DATE SUBMITTED TO BOARD OF SELECTMEN

8. DATE APPROVED BY BOARD OF SELECTMEN

CC: Town Manager, Director of Finance, Purchasing Director, Department Requesting Fund Transfer

*Shirley S. S...*

# FUND TRANSFERS - TOWN OF WINCHESTER

9

1. DEPARTMENT REQUESTING TRANSFER

120 - Town Clerk

2. TOTAL AMOUNT & FISCAL YEAR OF TRANSFER

\$193

FY20

ACCOUNT(S) TRANSFERRED FROM:

Fund:

DEPT#

OBJECT#

OBJECT#

AMOUNTS

Office Supplies			1	120	806		\$193

ACCOUNT(S) TRANSFERRED TO

DEPT#

OBJECT#

SUB-OBJECT#

AMOUNTS

Supplies and Materials			1	120	825		\$193

3. REASON FOR REQUEST AND HOW SOURCE ACCOUNT CAN WITHSTAND TRANSFER:  
(ANTICIPATED ITEMIZED EXPENDITURE WHICH REQUIRES INCREASE FUNDING)

Moving surplus budget dollars from Office Supplies to Supplies and Materials.

4. REQUESTING DEPARTMENT HEAD SIGNATURE:  
(PER SECTION 914 OF TOWN CHARTER) FURTHER COMMENTS:

*Shirley S. S...*

5. DIRECTOR OF FINANCE VERIFICATION OF FUNDING SOURCE'S ABILITY TO FUND THIS REQUEST:

*[Signature]* 6/11/20

6. TOWN MANAGER'S APPROVAL AND RECOMMENDATION:  
(PER SECTIONS 914 AND 915 OF TOWN CHARTER) FURTHER COMMENTS:

*[Signature]* 6/11/20

7. DATE SUBMITTED TO BOARD OF SELECTMEN

6/15/2020

8. DATE APPROVED BY BOARD OF SELECTMEN

CC: Town Manager, Director of Finance, Purchasing Director, Department Requesting Fund Transfer

*[Handwritten initials]*

# FUND TRANSFERS - TOWN OF WINCHESTER

10

1. DEPARTMENT REQUESTING TRANSFER

Public Works

2. TOTAL AMOUNT & FISCAL YEAR OF TRANSFER

\$ 4590 (2019-2020)

ACCOUNT(S) TRANSFERRED FROM:

	DEPT#	OBJECT#	SUB-OBJECT#	AMOUNTS
Street Dept. Membership, Dues & Subscriptions	311	814	0	4590. <sup>00</sup>

ACCOUNT(S) TRANSFERRED TO

	DEPT#	OBJECT#	SUB-OBJECT#	AMOUNTS
Street Dept. Water & Sewer Snow Removal	311	144	1	84050.00
Street Dept Sand	311	860	0	540. <sup>00</sup>

3. REASON FOR REQUEST AND HOW SOURCE ACCOUNT CAN WITHSTAND TRANSFER:  
(ANTICIPATED ITEMIZED EXPENDITURE WHICH REQUIRES INCREASE FUNDING)

We did not renew Accucom Subscription

*J. Ralston*

4. REQUESTING DEPARTMENT HEAD SIGNATURE:  
(PER SECTION 914 OF TOWN CHARTER) FURTHER COMMENTS:

5. DIRECTOR OF FINANCE VERIFICATION OF FUNDING SOURCE'S ABILITY TO FUND THIS REQUEST:

*B. B. [Signature]* 6/4/20

6. TOWN MANAGER'S APPROVAL AND RECOMMENDATION:  
(PER SECTIONS 914 AND 915 OF TOWN CHARTER) FURTHER COMMENTS:

*R. Keizer* 4/8/20

7. DATE SUBMITTED TO BOARD OF SELECTMEN

8. DATE APPROVED BY BOARD OF SELECTMEN

6/15/2020

CC: Town Manager, Director of Finance, Purchasing Director, Department Requesting Fund Transfer

# FUND TRANSFERS - TOWN OF WINCHESTER

(11)

1. DEPARTMENT REQUESTING TRANSFER

Public Works

2. TOTAL AMOUNT & FISCAL YEAR OF TRANSFER

\$35,000.00 (2019-2020)

ACCOUNT(S) TRANSFERRED FROM:

	DEPT#	OBJECT#	SUB-OBJECT#	AMOUNTS
Street Dept. Labor	311	194	0	\$30,000.00
Street Dept. Maintenance of Structures	311	827	0	5000

ACCOUNT(S) TRANSFERRED TO

	DEPT#	OBJECT#	SUB-OBJECT#	AMOUNTS
Street Dept. Overtime	311	197	0	\$35,000.00

3. REASON FOR REQUEST AND HOW SOURCE ACCOUNT CAN WITHSTAND TRANSFER:  
(ANTICIPATED ITEMIZED EXPENDITURE WHICH REQUIRES INCREASE FUNDING)

The Street Dept. was down a guy for part of the year.  
Preparation for paving projects and night and weekend snow storms expended the entire budgeted amount.

4. REQUESTING DEPARTMENT HEAD SIGNATURE:  
(PER SECTION 914 OF TOWN CHARTER) FURTHER COMMENTS:

*J. Ballou Jr.*

5. DIRECTOR OF FINANCE VERIFICATION OF FUNDING SOURCE'S ABILITY TO FUND THIS REQUEST:

*B. A. Sattell 6/4/20*

6. TOWN MANAGER'S APPROVAL AND RECOMMENDATION:  
(PER SECTIONS 914 AND 915 OF TOWN CHARTER) FURTHER COMMENTS:

*R. Y. Keizer 6/8/20*

7. DATE SUBMITTED TO BOARD OF SELECTMEN

*6/15/2020*

8. DATE APPROVED BY BOARD OF SELECTMEN

CC: Town Manager, Director of Finance, Purchasing Director, Department Requesting Fund Transfer

# FUND TRANSFERS - TOWN OF WINCHESTER

12

1. DEPARTMENT REQUESTING TRANSFER

Recreation # 812

2. TOTAL AMOUNT & FISCAL YEAR OF TRANSFER

Fy20

ACCOUNT(S) TRANSFERRED FROM:

Fund

DEPT#

OBJECT#

OBJECT#

AMOUNTS

ACCOUNT(S) TRANSFERRED FROM:	Fund	DEPT#	OBJECT#	OBJECT#	AMOUNTS
Recreation Assisted Programs	1	812	841	0001	\$2,000.00
Recreation Celebrations	1	812	841	0000	\$367.00
TRAINING + Education	1	812	811	0000	\$50.00

ACCOUNT(S) TRANSFERRED TO

DEPT#

OBJECT#

SUB-OBJECT#

AMOUNTS

ACCOUNT(S) TRANSFERRED TO	DEPT#	OBJECT#	SUB-OBJECT#	AMOUNTS
Maintenance of Grounds	1	812	827 0000	\$2,417.00

3. REASON FOR REQUEST AND HOW SOURCE ACCOUNT CAN WITHSTAND TRANSFER:  
(ANTICIPATED ITEMIZED EXPENDITURE WHICH REQUIRES INCREASE FUNDING)

Youth baseball + Elks didn't have season or derby due to Covid. Recreation Celebrations we normally have a field day before camp could not have due to Covid. One less person to train this year summer camp.

4. REQUESTING DEPARTMENT HEAD SIGNATURE: *T.K.*  
(PER SECTION 914 OF TOWN CHARTER) FURTHER COMMENTS:

5. DIRECTOR OF FINANCE VERIFICATION OF FUNDING SOURCE'S ABILITY TO FUND THIS REQUEST:

*B. Bradford* 6/11/20

6. TOWN MANAGER'S APPROVAL AND RECOMMENDATION:  
(PER SECTIONS 914 AND 915 OF TOWN CHARTER) FURTHER COMMENTS:

*R. Geyer* 6/11/20  
6/15/2020

7. DATE SUBMITTED TO BOARD OF SELECTMEN

8. DATE APPROVED BY BOARD OF SELECTMEN

CC: Town Manager, Director of Finance, Purchasing Director, Department Requesting Fund Transfer

10/9/20

# FUND TRANSFERS - TOWN OF WINCHESTER

13

1. DEPARTMENT REQUESTING TRANSFER

127 - Town Hall

2. TOTAL AMOUNT & FISCAL YEAR OF TRANSFER

\$27,000

FY20

ACCOUNT(S) TRANSFERRED FROM:

Fund:

DEPT#

OBJECT#

OBJECT#

AMOUNTS

ACCOUNT(S) TRANSFERRED FROM:	Fund:	DEPT#	OBJECT#	OBJECT#	AMOUNTS
Administrative Assistant		1	115	191	\$27,000

ACCOUNT(S) TRANSFERRED TO

DEPT#

OBJECT#

SUB-  
OBJECT#

AMOUNTS

ACCOUNT(S) TRANSFERRED TO	DEPT#	OBJECT#	SUB- OBJECT#	AMOUNTS
Water and Sewer Rent	1	127	824	\$100
Electricity	1	127	822	\$ 13,300
Heating Fuel	1	127	823	\$8,600
Medical Benefits	1	127	900	\$2,000

3. REASON FOR REQUEST AND HOW SOURCE ACCOUNT CAN WITHSTAND TRANSFER:  
(ANTICIPATED ITEMIZED EXPENDITURE WHICH REQUIRES INCREASE FUNDING)

Moving excess salary dollars from Assessor-Dept 115 to Town Hall-Dept 127 to cover shortages.

4. REQUESTING DEPARTMENT HEAD SIGNATURE:  
(PER SECTION 914 OF TOWN CHARTER) FURTHER COMMENTS:

RG

5. DIRECTOR OF FINANCE VERIFICATION OF FUNDING SOURCE'S ABILITY  
TO FUND THIS REQUEST:

*[Handwritten Signature]*

6. TOWN MANAGER'S APPROVAL AND RECOMMENDATION:  
(PER SECTIONS 914 AND 915 OF TOWN CHARTER) FURTHER COMMENTS:

*[Handwritten Signature]*

7. DATE SUBMITTED TO BOARD OF SELECTMEN

6/15/2020

8. DATE APPROVED BY BOARD OF SELECTMEN

CC: Town Manager, Director of Finance, Purchasing Director, Department Requesting Fund Transfer

# FUND TRANSFERS - TOWN OF WINCHESTER

(JW)

1. DEPARTMENT REQUESTING TRANSFER

Inlands - Wetlands

2. TOTAL AMOUNT & FISCAL YEAR OF TRANSFER

\$700

FY20

ACCOUNT(S) TRANSFERRED FROM:

Fund:

DEPT#

OBJECT#

OBJECT#

AMOUNTS

ACCOUNT(S) TRANSFERRED FROM:	Fund:	DEPT#	OBJECT#	OBJECT#	AMOUNTS
Administrative Salary	1	148	190		\$700

ACCOUNT(S) TRANSFERRED TO

DEPT#

OBJECT#

SUB-  
OBJECT#

AMOUNTS

ACCOUNT(S) TRANSFERRED TO	DEPT#	OBJECT#	SUB- OBJECT#	AMOUNTS
Secretary / Support Staff	1	136	193	\$650
Fringe Benefits - FICA	1	136	900	\$50

3. REASON FOR REQUEST AND HOW SOURCE ACCOUNT CAN WITHSTAND TRANSFER:  
(ANTICIPATED ITEMIZED EXPENDITURE WHICH REQUIRES INCREASE FUNDING)

Transferring excess salary from vacant Town Planner position to cover wages paid to Planning Secretary for IWWC work.

4. REQUESTING DEPARTMENT HEAD SIGNATURE:  
(PER SECTION 914 OF TOWN CHARTER) FURTHER COMMENTS:

*Paula A. Cael*

5. DIRECTOR OF FINANCE VERIFICATION OF FUNDING SOURCE'S ABILITY  
TO FUND THIS REQUEST:

*BB Bradford 6/11/20*

6. TOWN MANAGER'S APPROVAL AND RECOMMENDATION:  
(PER SECTIONS 914 AND 915 OF TOWN CHARTER) FURTHER COMMENTS:

*R. J. G. 6/11/20*

*6/15/2020*

7. DATE SUBMITTED TO BOARD OF SELECTMEN

8. DATE APPROVED BY BOARD OF SELECTMEN

CC: Town Manager, Director of Finance, Purchasing Director, Department Requesting Fund Transfer

# FUND TRANSFERS - TOWN OF WINCHESTER

15

1. DEPARTMENT REQUESTING TRANSFER

114 Acctg. & 145 Purchasing

2. TOTAL AMOUNT & FISCAL YEAR OF TRANSFER

\$4,429 FY20

ACCOUNT(S) TRANSFERRED FROM:

Fund: DEPT# OBJECT# OBJECT# AMOUNTS

ACCOUNT(S) TRANSFERRED FROM:	Fund:	DEPT#	OBJECT#	OBJECT#	AMOUNTS
OVERTIME	1	145	197	0000	1,300.00
Memberships & dues	1	145	814	0000	500.00
Evictions	1	145	816	0000	629.00
Intern + Temp Help	1	114	193	0001	2,000.00

ACCOUNT(S) TRANSFERRED TO

DEPT# OBJECT# SUB-OBJECT# AMOUNTS

ACCOUNT(S) TRANSFERRED TO	DEPT#	OBJECT#	SUB-OBJECT#	AMOUNTS
DATA Processing	1	145	812	0000 2,929.00
Maint of Equip	1	145	809	0000 2,000.00

3. REASON FOR REQUEST AND HOW SOURCE ACCOUNT CAN WITHSTAND TRANSFER:  
(ANTICIPATED ITEMIZED EXPENDITURE WHICH REQUIRES INCREASE FUNDING)

There will be no charges to OVERTIME this year  
The other accounts ARE currently done and will have no other charges

4. REQUESTING DEPARTMENT HEAD SIGNATURE:  
(PER SECTION 914 OF TOWN CHARTER) FURTHER COMMENTS:

5. DIRECTOR OF FINANCE VERIFICATION OF FUNDING SOURCE'S ABILITY TO FUND THIS REQUEST:

6/11/20

6. TOWN MANAGER'S APPROVAL AND RECOMMENDATION:  
(PER SECTIONS 914 AND 915 OF TOWN CHARTER) FURTHER COMMENTS:

6/11/20

7. DATE SUBMITTED TO BOARD OF SELECTMEN

6/15/2020

8. DATE APPROVED BY BOARD OF SELECTMEN

CC: Town Manager, Director of Finance, Purchasing Director, Department Requesting Fund Transfer

# FUND TRANSFERS - TOWN OF WINCHESTER

16

1. DEPARTMENT REQUESTING TRANSFER

Public Works

2. TOTAL AMOUNT & FISCAL YEAR OF TRANSFER

\$5,500.00 (2019-2020)

ACCOUNT(S) TRANSFERRED FROM:

			DEPT#	OBJECT#	SUB-OBJECT#	AMOUNTS
Street Dept.	Heating Fuel		311	823	0	\$5,500.00

ACCOUNT(S) TRANSFERRED TO

			DEPT#	OBJECT#	SUB-OBJECT#	AMOUNTS
Parks Dept.	Contracted Services		810	830	0	\$5,500.00

3. REASON FOR REQUEST AND HOW SOURCE ACCOUNT CAN WITHSTAND TRANSFER:  
(ANTICIPATED ITEMIZED EXPENDITURE WHICH REQUIRES INCREASE FUNDING)

The mild winter required less fuel than expected.  
Soil ammendment project to improve turf and tree health.

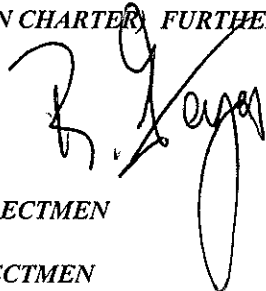


4. REQUESTING DEPARTMENT HEAD SIGNATURE:  
(PER SECTION 914 OF TOWN CHARTER) FURTHER COMMENTS:

5. DIRECTOR OF FINANCE VERIFICATION OF FUNDING SOURCE'S ABILITY  
TO FUND THIS REQUEST:

 6/4/20

6. TOWN MANAGER'S APPROVAL AND RECOMMENDATION:  
(PER SECTIONS 914 AND 915 OF TOWN CHARTER) FURTHER COMMENTS:

 6/8/20  
6/15/2020

7. DATE SUBMITTED TO BOARD OF SELECTMEN

8. DATE APPROVED BY BOARD OF SELECTMEN

CC: Town Manager, Director of Finance, Purchasing Director, Department Requesting Fund Transfer

# FUND TRANSFERS - TOWN OF WINCHESTER

17

1. DEPARTMENT REQUESTING TRANSFER 231 Dispatch, 912 Crossing Guards, 210 Police, 918 Retirement

2. TOTAL AMOUNT & FISCAL YEAR OF TRANSFER \$30,000 FY20

ACCOUNT(S) TRANSFERRED FROM: Fund: DEPT# OBJECT# OBJECT# AMOUNTS

Labor - Skilled & Professional	1	912	192	0000	\$21,000
Fringe Benefits - FICA	1	912	900	0001	\$1,500
Defined Benefit Pension Contrib	1	918	230	0000	\$5,000
Annuity Town Planner	1	918	203	0008	\$2,500

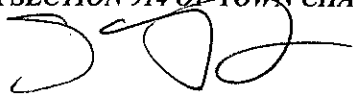
ACCOUNT(S) TRANSFERRED TO DEPT# OBJECT# SUB-OBJECT# AMOUNTS

Contracted Services - LCD	1	231	831	0001	\$11,500
Pension -MERFB	1	210	900	0005	\$18,500

3. REASON FOR REQUEST AND HOW SOURCE ACCOUNT CAN WITHSTAND TRANSFER:  
(ANTICIPATED ITEMIZED EXPENDITURE WHICH REQUIRES INCREASE FUNDING)

Dispatch Dept needs additional budget funds to cover cost of transition to LCD as primary contractor.  
 Police MERFB pension needs more budget funds due to holiday overtime higher than budget.  
 Crossing Guards have unused budget funds due to overestimating minimum wage increase back in March 2019.  
 Town Planner position was vacant this year making Annuity budget surplus available to assist the Police MERFB shortfall.  
 Defined Benefit plan employer contribution (ADEC) was \$5k less than budgeted. Surplus can assist Police MERFB shortfall.

4. REQUESTING DEPARTMENT HEAD SIGNATURE:  
(PER SECTION 914 OF TOWN CHARTER) FURTHER COMMENTS:



5. DIRECTOR OF FINANCE VERIFICATION OF FUNDING SOURCE'S ABILITY TO FUND THIS REQUEST:

*BB Hatfield* 6/11/20

6. TOWN MANAGER'S APPROVAL AND RECOMMENDATION:  
(PER SECTIONS 914 AND 915 OF TOWN CHARTER) FURTHER COMMENTS:

*R. Lough* 6/11/20  
6/15/2020

7. DATE SUBMITTED TO BOARD OF SELECTMEN

8. DATE APPROVED BY BOARD OF SELECTMEN

CC: Town Manager, Director of Finance, Purchasing Director, Department Requesting Fund Transfer