



# Town of Hanson

## Finance Committee

Phone  
Fax

(781) 293-5070  
(781) 294-0884

RECEIVED  
TOWN CLERK  
JAN 22 P 12:03  
2015

Minutes of: June 23, 2015

Meeting Opened: 7:02 PM  
Adjourned: 8:35 PM

M: SM, (2<sup>nd</sup>) JP V: 5-0

	Barbara Arena <i>Chair</i>	Steve McKinnon <i>Vice Chair</i>	Joe Pelligra	OPEN	Michael Wojdag	Teresa Fettig	Michael Dugan
<b>Present</b>	✓	✓	✓		✓	A	✓
<b>Expires</b>	6/30/2015	6/30/2016	6/30/2015	6/30/2017	6/30/2016	6/30/2015	6/30/2017
<b>Time</b>							

Also Present: Chief Michael Miksch, Police Department  
Lt. Joseph Yakavonis, Police Department  
Bob Brown, Highway Surveyor  
Kim Nourse (New Member, effective July 1st)

Chief Miksch was present to discuss the line transfer request as follows:

**From: PATROLMEN SALARIES**      **To: POLICE VEHICLES**  
01-210-5110-5112                      01-210-5800-5870  
**Amount: \$40,000**                      **Balance Available: \$23.92**  
**Available: \$132,684.44**

### Reason:

Chief Miksch stated funds are needed to replace an unmarked police vehicle and a utility trailer. Excess funds are available due to unfilled retirements. Chief Miksch recently hired a replacement a few weeks ago.

The Dodge Charger that Lt. Yakavonis had been driving has had ignition issues which are no longer able to be "worked around." Currently, there are two Chargers and a Crown Vick that are off the road. The detective's vehicle was scheduled to be replaced in October with two vehicles to be replaced next year. The unmarked vehicles (3) have approximately a 6 year useful life. Would like to plan to take vehicles off the road at the five year mark. Replacement costs would be approximately \$26K to \$35K. Already received a quote for 2016. Chief Miksch and Lt. Yakavonis to visit MHQ lot to investigate best options. New 2016 cost estimated at \$36,000 but also a 2013 may be available that has not been put on the road at a reduced cost.

**2015 Opening Reserve Fund Balance: \$86,187**  
**8/12 Town Hall Phone System: (\$15,000)**  
**1/6/15 Approvals:**  
**BOH - VNA Services (\$2,000)**  
**HWY - Equipment Repair (\$3,500)**  
**HWY - Overtime (\$4,000)**  
**Tree Warden - Tree Removal (\$6,500)**  
**2/24/15 Balance: \$55,187**  
**3/24/15 Approvals:**  
**BOH - VNA Services (\$1,168)**  
**Library - Remove snow from roof (\$5,500)**  
**Highway - Repair (\$6,733)**  
**Highway - Traffic Light (\$2,724)**  
**Highway - Meals (\$3,313)**  
**3/24/15 Balance: \$35,749**  
**3/31/15 Approvals:**  
**BOH - Contracted Services (\$3,500)**  
**3/31/15 Balance: \$32,249**  
**4/7/15 Approvals:**  
**Veterans' Services (\$8,875)**  
**\$23,374**  
**6/23/15 Approvals:**  
**Tree Warden - Salaries (\$ 27)**  
**Veterans' Services - YE Expenses (\$3,500)**  
**\$19,847**

Request also includes \$4,500 for a utility trailer which would replace a 20 year old trailer and be used by 3 town departments (police, fire and highway) and housed at the highway department. The trailer has been spec'd out by all departments to ensure viability for needed uses/equipment. This new vehicle will greatly improve the efficiency of the town departments and reduce labor with loading/unloading of equipment.

Chief Miksch and Lt. Yakavonis left the meeting at approximately 7:35 p.m.

**Motion to Approve by SM, 2<sup>nd</sup> by JP, Vote: 5-0**

Consideration of Reserve Fund Transfers ~

Ms. Arena presented the following reserve fund transfers ~

The Tree Warden reserve fund transfer was submitted to cover year-end salaries.

- Tree Warden Salary - \$27  
Tree Warden Salary (01-420-5100-5110)

Due to calculation error, this line was not sufficiently funded. Discussion included need for RFT vs. a line item transfer.

**Motion Not to approve by SM, 2<sup>nd</sup> by JP, Vote: 2-3-0 Motion fails**

**Motion to approve by MW, 2<sup>nd</sup> by MD, Vote: 3-2-0**

The Veteran's Services reserve fund transfer was submitted to fund year-end reimbursable expenses. It was noted that expenses are reimbursed at 75% by the State.

- Veteran's Services - \$3,500  
Operating Expenses (01-543-5770-5770)  
**Motion to Approve by SM, 2<sup>nd</sup> by JP, Vote: 5-0**

*NB: Discussion of reserve fund transfer for Veteran's Agent was considered only after the committee was discussing availability for future meeting and the inability to obtain a quorum before year-end deadline.*

Review Line Item Transfer Requests ~

Ms. Arena presented line item transfer requests received from the following departments:

**From: LEGAL SERVICES**

**01-151-5200-5301**

**Amount: \$1,811**

**To:**

**01-176-5114-5114 – \$38 – Appeals – Clerical Support**

**01-241-5100-5111 – \$92 – Building – Salaries**

**01-245-5100-5112 – \$500 – Building – Electrical Salaries**

**01-175-5114-5114 – \$50 – Planning – Clerical Support**

**01-135-5114-5114 – \$170 – Town Clerk – Clerical Support**

**01-161-5114-5115 – \$808 – Town Clerk – Salaries**

**01-145-5114-5114 – \$45 – Treasurer – Clerical Support**

**01-122-5100-5113 – \$108 – Selectmen – Exec. Assistant Salary**

**Reason:**

To cover reconciliation of year-end salaries/wages.

**Motion to Approve by SM, 2<sup>nd</sup> by JP, Vote: 5-0**

**From: REGISTRATIONS – EXPENSE**

**01-163-5200-5780**

**Amount: \$250**

**Available: \$1,632.51**

**To: TOWN CLERK EXPENSE**

**01-161-5200-5200**

**Balance Available: \$37.09**

**Reason:**

To cover purchase of time clock, office supplies and Town Clerk's attendance at a conference.

**Motion to Approve by SM, 2<sup>nd</sup> by JP, Vote: 5-0**

**From: LEGAL SERVICES**  
**01-151-5200-5301**  
**Amount: \$3,000**

**To: SELECTMEN PUBLIC BUILDINGS**  
**01-192-5200-5430**

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JUL 22 P 12:05

**Reason:**

To purchase and install drop box for delivery of miscellaneous items to Town Hall during non-business hours. It was recommended this should be represented as an article at next town meeting as had presented at the May town meeting.

Motion to deny by SM, 2<sup>nd</sup> by JP, Vote: 5-0

Discuss Hanson Food Pantry ~

The Hanson Food Pantry lease has been renegotiated at a cost of \$1.00. Utilities continue to be expensive at \$35K/year because the entire building needs to be heated. The Town Accountant is searching for additional monies to help pay for utilities.

Discuss Appointment to Highway Building Committee ~

Ms. Arena presented the potential acceptance of a member of the Finance Committee joining the Highway Building Committee. The Lite Control Building Committee has officially been disbanded. A new committee is forming and the Highway Building Committee would like someone from the Finance Committee to join them. No Fincom members volunteered to join the Highway Building Committee.

Mr. Bob Brown joined the meeting at 7:55 p.m.

Mr. Brown noted he just had a 4-hour meeting with FEMA discussing reimbursement rates for snow removal. There is a 48-hour window to submit expenses totaling approximately \$125K - \$130K but that snow removal reimbursements are not a guarantee. FEMA pulled all our paperwork and discussed a potential 75% reimbursement.

Mr. Brown also mentioned that the residents who experienced property damage in February due to snow removal have contacted their insurance companies and, unfortunately, they will not cover the damage. Estimates totaling approximately \$8K-\$10K from 8-12 residents who experienced property damage should be submitted to Selectmen for consideration. Fincom expressed concern over setting precedent by reimbursing.

Mr. Brown left the meeting at 8:10p.

Reorganization of the Committee (Chair, Vice Chair, and Clerk) ~

Fincom voted to reorganize the committee as follows:

- Mr. Michael Wojdag – Chair  
Motion to Approve by BA, 2<sup>nd</sup> by JP, Vote: 4-1 (Wojdag)
- Mr. Steve McKinnon – Vice Chair  
Motion to Approve by MW, 2<sup>nd</sup> by BA, Vote: 4-1 (McKinnon)
- Mr. Michael Dugan – Clerk  
Motion to Approve by MW, 2<sup>nd</sup> by JP, Vote: 4-1 (Dugan)

Assignment of Department Liaisons ~

It was recommended that the discussion of department liaisons be held after July 2015.

Approve Minutes ~

Minutes of 5/19/15 Reviewed, Motion to Approve 5/19 Minutes as Written by JP, 2<sup>nd</sup> by SM, Vote: 5-0

Future Meeting Date: 6/29/15

6/30 was discussed, however Mike Wojdag will be on vacation and Joe Pelligra will not be available resulting in lack of quorum. 6/29 was discussed if Mike Wojdag has not left for vacation, Mike Dugan would not be available and Barbara and Joe also have conflicts. Meeting to be scheduled for 6/29 to address last minute reserve fund transfers if needed, otherwise meeting would be cancelled.

8:35 pm - Motion to Adjourn by SM, 2<sup>nd</sup> by JP, Vote: 5-0

TOWN OF HANSON

RESERVE FUND TRANSFER REQUISITION

RECEIVED  
TOWN CLERK  
HANSON, MA  
2015 JUN 22 P 12:03

DATE: May 26, 2015

DEPARTMENT: Tree Tree Warden Salary  
Account # 01-420-5100-5110

REQUEST FOR TRANSFER IN ACCORDANCE WITH CHAPTER 40, SECTION 6, OF MASSACHUSETTS GENERAL LAWS

AMOUNT OF REQUEST: \$27.00

SALARY & WAGE X EXPENSE

BALANCE UNENCUMBERED: -0-

PURPOSE OF TRANSFER: Lack of funding

SIGNED 

POSITION: Highway Surveyor/Tree Warden

FINANCE COMMITTEE ACTION

Approved  
3-2-0

DATE OF ACTION 6/23/15

AMOUNT OF TRANSFER \$ 27.00

EXPLANATION \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

  
CHAIRMAN, FINANCE COMMITTEE

Request should be made and transfer voted **BEFORE** any expenditure is incurred in excess of the above stated unencumbered.

**TOWN OF HANSON**  
**RESERVE FUND TRANSFER REQUISITION**

RECEIVED  
TOWN CLERK  
HANSON, MA  
2015 JUL 22 P 12:03

DATE: 6/23/2015

DEPARTMENT: Veterans Services - Operating Expenses 01-543-5770-5770

REQUEST FOR TRANSFER IN ACCORDANCE WITH CHAPTER 40, SECTION 6, OF MASSACHUSETTS GENERAL LAWS

AMOUNT OF REQUEST: \$3,500.00

SALARY & WAGE                      EXPENSE

BALANCE UNENCUMBERED: \$3,423.11

PURPOSE OF TRANSFER: Request additional \$3,500.00 to fund reimburseable expenses for FY

SIGNED: \_\_\_\_\_

POSITION: Veterans' Agent

**FINANCE COMMITTEE ACTION**

Approved 5-0

DATE OF ACTION 6/23/15

AMOUNT OF TRANSFER \$ 3,500.00

EXPLANATION Emergency approval as committee  
may not have quorum for next week.

Barbara Arena  
CHAIRMAN, FINANCE COMMITTEE

Request should be made and transfer voted **BEFORE** any expenditure is incurred in excess of the above stated unencumbered.

TOWN OF HANSON  
LINE ITEM TRANSFER REQUEST IN ACCORDANCE WITH M.G.L. C.44 Sec 33B

DEPARTMENT: Police DATE: 6/23/15  
DEFICIT BUDGET LINE 01-210-5800-5870  
AMOUNT OF DEFICIT \$40,000.00  
AMOUNT OF REQUEST \$40,000.00  
AVAILABLE BUDGET LINE \$23.92

RECEIVED  
TOWN CLERK  
HANSON, MA  
JUL 22 P 12:03

TYPE OF EXPENSE: SALARY & WAGES

EXPENSE

From: 01-210-510-5112  
\$132,684.44  
AVAIL

PURPOSE OF TRANSFER: Funds needed to replace  
unmarked police vehicle  
and a utility trailer  
[Signature]  
Signature

TOWN ADMINISTRATOR RECOMMENDATION

\_\_\_\_ APPROVED

\_\_\_\_ DENIED

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

[Signature]  
Signature

FINANCE COMMITTEE ACTION

DATE OF ACTION 6/23/15  
AMOUNT OF TRANSFER \$40,000.00  
FROM BUDGET LINE 01-210-5110-5112  
TO BUDGET LINE 01-210-5800-5870  
EXPLANATION \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

[Signature]  
CHAIRMAN, FINANCE COMMITTEE

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Requesting Dept.  
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TOWN OF HANSON  
TRANSFER REQUEST UNDER M.G.L. C.44 Sec 33B

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HANSON, MA  
2015 JUL 22 P 12:03

DEPARTMENT: Zoning Board of Appeals DATE June 19, 2015

DEFICIT BUDGET LINE Appeals - Clerical Support 01-176-5114-5114  
*Account Name Account Number*

AMOUNT OF DEFICIT \$38 AMOUNT OF REQUEST \$38

SOURCE BUDGET LINE Legal Services 01-151-5200-5301  
*Account Name Account Number*

REQUEST FOR TRANSFER IN ACCORDANCE WITH M.G.L. C.44 Sec. 33B

TYPE OF EXPENSE: SALARY & WAGES EXPENSE

PURPOSE OF TRANSFER: Shortfall in the salary line due to meeting schedules

  
DEPARTMENT HEAD SIGNATURE

TOWN ADMINISTRATOR ACTION

DATE: 6/22/15 APPROVE DENY

  
TOWN ADMINISTRATOR SIGNATURE

FINANCE COMMITTEE ACTION

DATE OF ACTION 6/23/15 APPROVE DENY

AMOUNT OF TRANSFER \$38.00

SOURCE BUDGET LINE Legal

DEFICIT BUDGET LINE Appeals - Clerical

COMMENT \_\_\_\_\_

  
CHAIRMAN, FINANCE COMMITTEE

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Town Accountant  
Requesting Dept.  
Finance Comm.  
Town Administrator

**TOWN OF HANSON**  
**TRANSFER REQUEST UNDER M.G.L. C.44 Sec 33B**

DEPARTMENT: Building Dept. DATE June 19, 2015

DEFICIT BUDGET LINE Building Salary 01-241-5100-5111  
*Account Name Account Number*

AMOUNT OF DEFICIT \$92 AMOUNT OF REQUEST \_\_\_\_\_

SOURCE BUDGET LINE Legal Services 01-151-5200-5301  
*Account Name Account Number*

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TOWN CLERK  
HANSON, MA  
2015 JUL 22 PM 2:03

REQUEST FOR TRANSFER IN ACCORDANCE WITH M.G.L. C.44 Sec. 33B

TYPE OF EXPENSE: SALARY & WAGES EXPENSE

PURPOSE OF TRANSFER: Shortfall in the salary line due to inspections

  
DEPARTMENT HEAD SIGNATURE

**TOWN ADMINISTRATOR ACTION**

DATE: 6/22/15 APPROVE DENY

  
TOWN ADMINISTRATOR SIGNATURE

**FINANCE COMMITTEE ACTION**

DATE OF ACTION 6/23/15 APPROVE DENY

AMOUNT OF TRANSFER \$92.00

SOURCE BUDGET LINE Legal Services

DEFICIT BUDGET LINE Building

COMMENT \_\_\_\_\_

  
CHAIRMAN, FINANCE COMMITTEE

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Town Accountant  
Requesting Dept.  
Finance Comm.  
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TOWN OF HANSON  
TRANSFER REQUEST UNDER M.G.L. C.44 Sec 33B

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TOWN CLERK  
HANSON, MA  
2015 JUL 22 P 12:03

DEPARTMENT: Building Dept. DATE June 19, 2015

DEFICIT BUDGET LINE Electrical Wages 01-245-5100-5112  
*Account Name Account Number*

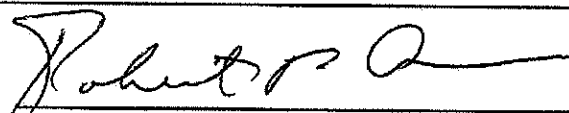
AMOUNT OF DEFICIT \$500 AMOUNT OF REQUEST \$500

SOURCE BUDGET LINE Legal Services 01-151-5200-5301  
*Account Name Account Number*

REQUEST FOR TRANSFER IN ACCORDANCE WITH M.G.L. C.44 Sec. 33B

TYPE OF EXPENSE: SALARY & WAGES EXPENSE

PURPOSE OF TRANSFER: Shortfall in the salary line due to inspections

  
DEPARTMENT HEAD SIGNATURE

TOWN ADMINISTRATOR ACTION

DATE: 6/22/15

APPROVE

DENY

  
TOWN ADMINISTRATOR SIGNATURE

FINANCE COMMITTEE ACTION

DATE OF ACTION 6/23/15

APPROVE

DENY

AMOUNT OF TRANSFER \$500

SOURCE BUDGET LINE Legal

DEFICIT BUDGET LINE Electric Wages

COMMENT

  
CHAIRMAN, FINANCE COMMITTEE

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Town Accountant  
Requesting Dept.  
Finance Comm.  
Town Administrator

**TOWN OF HANSON**  
**TRANSFER REQUEST UNDER M.G.L. C.44 Sec 33B**

DEPARTMENT: Planning DATE June 19, 2015

DEFICIT BUDGET LINE Planning - Clerical Support 01-175-5114-5114  
*Account Name* *Account Number*

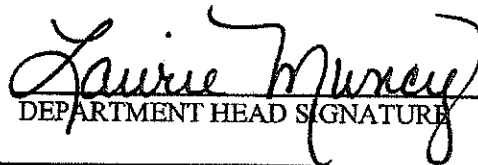
AMOUNT OF DEFICIT \$50 AMOUNT OF REQUEST \$50

SOURCE BUDGET LINE Legal Services 01-151-5200-5301  
*Account Name* *Account Number*

REQUEST FOR TRANSFER IN ACCORDANCE WITH M.G.L. C.44 Sec. 33B

TYPE OF EXPENSE: SALARY & WAGES EXPENSE

PURPOSE OF TRANSFER: Shortfall in the salary line due to meeting schedules

  
DEPARTMENT HEAD SIGNATURE

**TOWN ADMINISTRATOR ACTION**

DATE: 4/22/15

APPROVE  
  
TOWN ADMINISTRATOR SIGNATURE

DENY

**FINANCE COMMITTEE ACTION**

DATE OF ACTION 6/23/15 APPROVE DENY

AMOUNT OF TRANSFER \$50

SOURCE BUDGET LINE Legal Services

DEFICIT BUDGET LINE Planning-Clerical

COMMENT \_\_\_\_\_

  
CHAIRMAN, FINANCE COMMITTEE

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Town Accountant  
Requesting Dept.  
Finance Comm.  
Town Administrator

**TOWN OF HANSON**  
**TRANSFER REQUEST UNDER M.G.L. C.44 Sec 33B**

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TOWN CLERK  
HANSON, MA  
2015 JUL 22 P 12:03

DEPARTMENT: Town Clerk DATE June 19, 2015

DEFICIT BUDGET LINE Town Clerk - Clerical Support 01-135-5114-5114  
*Account Name* *Account Number*

AMOUNT OF DEFICIT \$170 AMOUNT OF REQUEST \$170

SOURCE BUDGET LINE Legal Services 01-151-5200-5301  
*Account Name* *Account Number*

REQUEST FOR TRANSFER IN ACCORDANCE WITH M.G.L. C.44 Sec. 33B

TYPE OF EXPENSE: SALARY & WAGES EXPENSE

PURPOSE OF TRANSFER: Shortfall in the salary line due to overtime for Town Meeting and elections

  
DEPARTMENT HEAD SIGNATURE

**TOWN ADMINISTRATOR ACTION**

DATE: 6/22/15

APPROVE

DENY

  
TOWN ADMINISTRATOR SIGNATURE

**FINANCE COMMITTEE ACTION**

DATE OF ACTION 6/23/15 APPROVE DENY

AMOUNT OF TRANSFER \$170

SOURCE BUDGET LINE Legal Services

DEFICIT BUDGET LINE Town Clerk - Clerical Support

COMMENT \_\_\_\_\_

  
CHAIRMAN, FINANCE COMMITTEE

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Town Accountant  
Requesting Dept.  
Finance Comm.  
Town Administrator

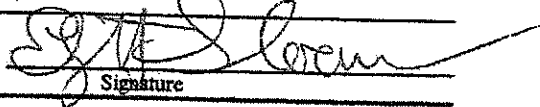
**TOWN OF HANSON**  
**LINE ITEM TRANSFER REQUEST IN ACCORDANCE WITH M.G.L. C44 Sec 33B**

DEPARTMENT: TOWN CLERK DATE: MAY 12, 2015  
DEFICIT BUDGET LINE TOWN CLERK SALARIES 01-161-5114-5114  
AMOUNT OF DEFICIT \$808.00  
AMOUNT OF REQUEST \$808.00

AVAILABLE BUDGET LINE LEGAL SERVICES 01-151-5200-4301

TYPE OF EXPENSE: SALARY & WAGES EXPENSE

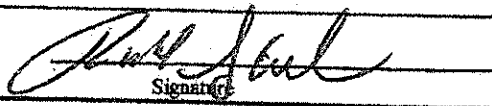
PURPOSE OF TRANSFER: TO PAY FOR THE ASSISTANT TOWN CLERK'S EXTRA HOURS FOR  
COVERAGE - TOWN MEETING & CLERK'S VACATION.  
TO PAY TOWN CLERK SALARY CORRECTION FROM TOWN MEETING 2014(FY15)

  
Signature

**TOWN ADMINISTRATOR RECOMMENDATION**

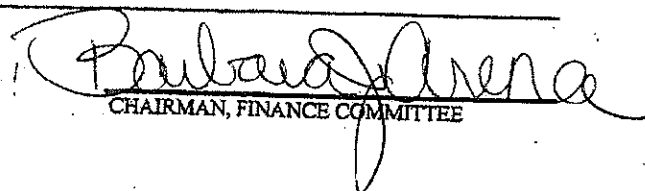
☒ APPROVED ☐ DENIED

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

  
Signature

**FINANCE COMMITTEE ACTION**

DATE OF ACTION 6/23/15  
AMOUNT OF TRANSFER \$808.00  
FROM BUDGET LINE 01-151-5200-4301  
TO BUDGET LINE 01-161-5114-5114  
EXPLANATION \_\_\_\_\_

  
CHAIRMAN, FINANCE COMMITTEE

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Town Accountant  
Requesting Dept.  
Finance Comm.  
Town Administrator

**TOWN OF HANSON**  
**TRANSFER REQUEST UNDER M.G.L. C.44 Sec 33B**

DEPARTMENT: Treasurer/Collector DATE June 19, 2015

DEFICIT BUDGET LINE Treasurer - Clerical Support 01-145-5114-5114  
*Account Name* *Account Number*

AMOUNT OF DEFICIT \$45 AMOUNT OF REQUEST \$45

SOURCE BUDGET LINE Legal Services 01-151-5200-5301  
*Account Name* *Account Number*

REQUEST FOR TRANSFER IN ACCORDANCE WITH M.G.L. C.44 Sec. 33B

TYPE OF EXPENSE: SALARY & WAGES EXPENSE

PURPOSE OF TRANSFER: Shortfall in the salary line for extra coverage

  
DEPARTMENT HEAD SIGNATURE

**TOWN ADMINISTRATOR ACTION**

DATE: 6/22/15

APPROVE

DENY

  
TOWN ADMINISTRATOR SIGNATURE

**FINANCE COMMITTEE ACTION**

DATE OF ACTION 6/23/15 APPROVE DENY

AMOUNT OF TRANSFER \$45

SOURCE BUDGET LINE Legal

DEFICIT BUDGET LINE Treasurer - Clerical

COMMENT \_\_\_\_\_

  
CHAIRMAN, FINANCE COMMITTEE

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**Town Accountant**  
Requesting Dept.  
Finance Comm.  
Town Administrator

**TOWN OF HANSON**  
**TRANSFER REQUEST UNDER M.G.L. C.44 Sec 33B**

DEPARTMENT: Selectmen DATE June 19, 2015

DEFICIT BUDGET LINE Selectmen's Executive Assistant 01-122-5100-5113  
*Account Name Account Number*

AMOUNT OF DEFICIT \$108 AMOUNT OF REQUEST \$108

SOURCE BUDGET LINE Legal Services 01-151-5200-5301  
*Account Name Account Number*

REQUEST FOR TRANSFER IN ACCORDANCE WITH M.G.L. C.44 Sec. 33B

TYPE OF EXPENSE: SALARY & WAGES EXPENSE

PURPOSE OF TRANSFER: Shortfall in the salary line due to fiscal year ending the 12 hour work day.

  
DEPARTMENT HEAD SIGNATURE

**TOWN ADMINISTRATOR ACTION**

DATE: 6/22/15

APPROVE DENY  
  
TOWN ADMINISTRATOR SIGNATURE

**FINANCE COMMITTEE ACTION**

DATE OF ACTION 6/23/15 APPROVE DENY

AMOUNT OF TRANSFER \$108

SOURCE BUDGET LINE Legal

DEFICIT BUDGET LINE Selectmen's Exec. Assistant

COMMENT \_\_\_\_\_

  
CHAIRMAN, FINANCE COMMITTEE

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Town Accountant  
Requesting Dept.  
Finance Comm.  
Town Administrator

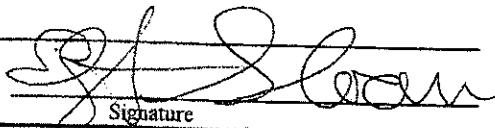
**TOWN OF HANSON**  
**LINE ITEM TRANSFER REQUEST IN ACCORDANCE WITH M.G.L. C.44 Sec 33B**

DEPARTMENT: TOWN CLERK DATE: MAY 27, 2015  
DEFICIT BUDGET LINE TOWN CLERK EXPENSE 01-161-5200-5200  
AMOUNT OF DEFICIT 250.00  
AMOUNT OF REQUEST 250.00

AVAILABLE BUDGET LINE REGISTRARS EXPENSES 01-163-5200-5780

TYPE OF EXPENSE: SALARY & WAGES EXPENSE

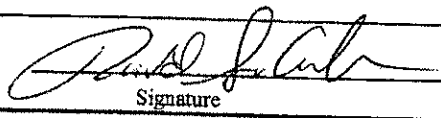
PURPOSE OF TRANSFER: TO PAY FOR THE DEFICIT CAUSED BY THE PURCHASE OF TIME CLOCK  
NEED OFFICE SUPPLIES AND COST OF TOWN CLERK'S CONFERENCE

  
Signature

**TOWN ADMINISTRATOR RECOMMENDATION**

☒ APPROVED ☐ DENIED

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

  
Signature

**FINANCE COMMITTEE ACTION**

DATE OF ACTION 6/23/15  
AMOUNT OF TRANSFER \$250.00  
FROM BUDGET LINE 01-163-5200-5780  
TO BUDGET LINE 01-161-5200-5200  
EXPLANATION \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved  
5-0

  
BARBARA ARENA  
CHAIRMAN, FINANCE COMMITTEE

Original to  
Copy to  
Town Accountant  
Requesting Dept.  
Finance Comm.  
Town Administrator

**TOWN OF HANSON**  
**TRANSFER REQUEST UNDER M.G.L. C.44 Sec 33B**

DEPARTMENT: Selectmen DATE June 19, 2015

DEFICIT BUDGET LINE Public Buildings 01-192-5200-5430  
*Account Name Account Number*

AMOUNT OF DEFICIT \$3,000 AMOUNT OF REQUEST \$3,000

SOURCE BUDGET LINE Legal Services 01-151-5200-5301  
*Account Name Account Number*

REQUEST FOR TRANSFER IN ACCORDANCE WITH M.G.L. C.44 Sec. 33B

TYPE OF EXPENSE: SALARY & WAGES EXPENSE

PURPOSE OF TRANSFER: Purchase and install a drop box for the delivery of tax payments, licenses and documents  
to Town Hall during non business hours.

  
DEPARTMENT HEAD SIGNATURE

**TOWN ADMINISTRATOR ACTION**

DATE: 6/22/15

APPROVE

DENY

  
TOWN ADMINISTRATOR SIGNATURE

**FINANCE COMMITTEE ACTION**

DATE OF ACTION 6/23/15 APPROVE

DENY

5-0

AMOUNT OF TRANSFER \_\_\_\_\_

SOURCE BUDGET LINE \_\_\_\_\_

DEFICIT BUDGET LINE \_\_\_\_\_

COMMENT Should be represented as article at  
next town meeting.

  
CHAIRMAN, FINANCE COMMITTEE

Original to  
Copy to

Town Accountant  
Requesting Dept.  
Finance Comm.  
Town Administrator