

**BOARD OF SELECTMEN
REGULAR SESSION MEETING MINUTES
Monday, July 13, 2016 at 6:30 PM
Veterans Memorial Building Room 229
900 Main Street, Millis, MA 02054**

CALL TO ORDER: Sel. Neville called the meeting to order at 6:30 pm. The following persons were present: Sel. James Neville, Sel. James McCaffrey, Sel. Catherine MacInnes, Operations Support Manager Karen Bouret, Finance Director Kathleen LaPlant and Interim Town Administrator Suzanne Kennedy.

SCHEDULED BUSINESS

16-196 Review and Approval of Inter-Function Transfers

Kathleen LaPlant explained that Inter-Function Transfers allows money to be moved from line to line in a budget but the keeps the bottom line budget from changing. Ms. LaPlant said sometimes unforeseen things cause a budget line to be over or under expended and money can be moved from one to the other to cover shortages. Ms. LaPlant said the DOR has strict regulations as to the last date these transfers can happen at the end of a fiscal year and thus tonight's meeting to approval some final moves.

Sel. McCaffrey made a motion that the Board approves the Inter-function transfer of \$29.00 from Weights and Measures salary to Weights and Measures Dues/Subscriptions to cover an increase in dues that were not budgeted for. The motion was seconded by Sel. MacInnes and passed unanimously.

Sel. McCaffrey made a motion that the Board approves the Inter-function transfer of \$1,000.00 from General Insurance to Legal to cover the remaining balance due from unforeseen litigation issues. The motion was seconded by Sel. MacInnes and passed unanimously.

Sel. McCaffrey made a motion that the Board approves the Inter-function transfer of \$2,800.00 from Fire Overtime to Fire Uniforms to cover an increased cost in uniform allowance in the union contract that was not budgeted for. The motion was seconded by Sel. MacInnes and passed unanimously.

Sel. McCaffrey made a motion that the Board approves the Inter-function transfer of \$420.16 from Animal Control Propane Gas to Animal Control Wages Part Time to cover wages between 7/1/15 and 10/15/15 when the department was down an employee. The motion was seconded by Sel. MacInnes and passed unanimously.

Sel. McCaffrey made a motion that the Board approves the Inter-function transfer of \$420.00 from Building Maintenance Contracts to Building Maintenance Overtime to cover wages from special projects. The motion was seconded by Sel. MacInnes and passed unanimously.

ADJOURNMENT

Sel. McCaffrey made a motion to adjourn at 6:40pm. The motion was seconded by Sel. MacInnes and passed unanimously.

Respectfully submitted: Karen M. Bouret