



MEMORANDUM

From the office of Town Administrator Peter R. Flynn

Date: December 30, 2013

From: Peter R. Flynn

To: New Boston Selectmen

Subject: Encumbered Funds Approval Request

Attached is documentation to support the official approval of the Board of Selectmen's original approval of encumbering funds for the Police Department, Transfer Station and Highway Department.

Also, a request to encumber Town Buildings funding with the documentation attached.

1. Transfer Station Budget- \$25,400 (purchase of Steel roll off container)
2. Police Department- \$19,000- Radio upgrades and technology
3. Highway Department- \$43,722 from Block Grant funds for Engineering Services for Thornton Road Project
4. * Town Buildings- Air Conditioning Installation in Records/Copier Room \$1,745
 - Town Buildings- Town Clerk's counter \$ 145.00
 - Town Buildings- \$\$350. 5200 BTU A/C for server room - \$350.00
 - Town Buildings- \$685.00 Supply, labor and material to cut open framed opening for A/C unit for kitchen and utility room.
 - Town Buildings - \$775.00 -Supply, labor and equipment and material to remove and replace broken basement door, with new insulated door without glass, and locking knob and related trim. All debris to be disposed at the Transfer Station.

TOTAL -\$91,822