



MEMORANDUM

From the office of Town Administrator Peter R. Flynn

Date: December 17, 2012

From: Peter Flynn

To: Board of Selectmen

Subject: Request for authority to spend

I have estimated that we should have at least \$100,000 to \$125,000 surplus from unexpended funds in the year 2012.

It has come up in Finance Committee and Selectmen's meeting discussions that the Board (and Department Managers), consider expending some of the 2013 funding requests in advance, under the 2012 budget.

The requested items thus far are:

1. Technology for Selectmen's Budget – 3 computers @ \$1,400 each and 1 laptop at \$850.
Web site redesign - \$1,500 and additional annual technology IT support costs \$2,000.
Total: \$8,550
2. Building Department Technology – Avitar "Building Permits" software \$3,500
3. Police Station Alarms and Security – Department is able to pay under their current budget.
4. Transfer Station 2nd Phone Line – Department already OK to pay in their budget.

Motion should read: "move to encumber \$12,050 from surplus to fund expenses as listed in proposal."