

REQUEST FOR TRANSFER OF FUNDS

(Reserve Fund Transfer for extraordinary or unforeseen expenditures in accordance with General Laws, Chapter 40, section 6, or for any use authorized by law under Chapter 44, section 33B. Please see instructions on next page.)

TO THE BOARD OF SELECTMEN AND THE FINANCE COMMITTEE, HOLLISTON, MA

Date: 6/25/13

Department: Youth - Family

The undersigned respectfully requests a: Reserve Fund Transfer or
X Line Item Transfer

in the amount of \$ 2025.50 from: Reserve Fund or Communication
X Budget Account Name Professional Development
Organization No. 01542, Object No. 52170 1714.

to Budget Account Name Personal Service Organization No. 01542 Object No. 52150 311.3
3106

Explanation: (what is purpose of the funds requested, what was or is unforeseen or extraordinary, what was not included in budget request)

This is necessary to balance the budget
due to our gift account being used last
year. This will not be an issue next
year.

Present unexpended balance in account: \$ 61.54 Town Accountant's initials: ADW

Total anticipated further expenditure: \$ 2025.50 (remainder of fiscal period)

Total of previous transfers this year: \$ 0 (this line item)

Signatures: _____

TO THE ACCOUNTANT:

By vote of the Board of Selectmen at a meeting held on _____ and/or by vote of the
Holliston Finance Committee at a meeting held on _____ and as recorded by them, a
transfer as requested above was voted in the amount of \$ _____.

Date _____ By _____ Received by Town Accountant _____

By vote of the Board of Selectmen at a meeting held on _____ and/or by vote of the Holliston Finance Committee at a meeting held on _____ and as recorded by them, a transfer as requested above was voted in the amount of \$ _____.

**The Global Ink &
Toner Experts**



INVOICE

Cartridge World Milford

196 E Main St #26
Milford, MA 01757
508 478-SAVE (7283)
Email: Info@CWMilford.com
We appreciate your business !

**Did you remember to
order handy spares
for your cartridges ?**

Bill To: Donna, Mary Bousquet
Town of Holliston
703 Washington St.
HOLLISTON, MA 01746

508 429 0608

Item #	Part #	Description	Size	QTY	PRICE	PR EXT
574	E460	Lexmark E260 K toner	15000	2	219.99	439.98

Subtotal: 439.98

TOTAL: 439.98

Charge Balance Due: 439.98

Terms: 1% 7 Net 30

Received By (Signature) _____

Drop ship direct 4-18-201

17#18618

Attachment for Com
minutes 6/27/13
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Date

Page

4/17/2013

1

ROPER-INGRAHAM ENTERPRISES, LLC
196 E. MAIN ST #26

Town of Holliston
703 Washington St.

MILFORD MA 01757

Donna Muzzy
Holliston MA 01746

ORDER NO.	ORDER DATE	CUSTOMER NO.	CUSTOMER PO NO.	SHIP VIA / F.O.B	NET DUE DATE	TERMS
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3235297	04/17/2013	97018		UPS GroundSaver	UPS GSR	
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Sales Rep:

LINE N	QTY ORDERED	QTY SHIPPED	QTY BCK/ORD	ITEM NO.	ITEM DESCRIPTION
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1	2	2	0	36710E460 7-E460X21A	E460/D/DN/DW BLACK, 15K YIELD
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Trashed

REQUEST FOR TRANSFER OF FUNDS

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TO THE BOARD OF SELECTMEN AND THE FINANCE COMMITTEE, HOLLISTON, MA

Date: 6/6/13

The undersigned respectfully requests a:

☐ Reserve Fund Transfer or

☒ Line Item Transfer

in the amount of \$ 433.42 from:

☐ Reserve Fund or

☒ Budget Account Name Energy

Organization No. 01610, Object No. 52110

to Budget Account Name Office Supplies, Organization No. 01610, Object No. 54200

Explanation: (what is purpose of the funds requested, what was or is unforeseen or extraordinary, what was not included in budget request)

Library Supply cooperative was discontinued in FY '13. Libraries now come under the Mass Higher Ed contract. We have to purchase greater quantities to get discount; there is more shipping & less charged discount in many cases.

Present unexpended balance in account: \$ 183.42 Town Accountant's initials: _____

Total anticipated further expenditure: \$ 433.42 (remainder of fiscal period)

Total of previous transfers this year: \$ 0- (this line item)

Signatures: _____

Jessie McDonnell

[Signature]
[Signature]
[Signature]

TO THE ACCOUNTANT:

By vote of the Board of Selectmen at a meeting held on _____ and/or by vote of the Holliston Finance Committee at a meeting held on _____ and as recorded by them, a transfer as requested above was voted in the amount of \$ _____

Date _____ By _____ Received by Town Accountant _____

REQUEST FOR TRANSFER OF FUNDS

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(Reserve Fund Transfer for extraordinary or unforeseen expenditures in accordance with General Laws, Chapter 40, section 6, or for any use authorized by law under Chapter 44, section 33B. Please see instructions on next page.)

TO THE BOARD OF SELECTMEN AND THE FINANCE COMMITTEE, HOLLISTON, MA

Date: 6/26/2013

Department: Elections

The undersigned respectfully requests a: Reserve Fund Transfer or

x Line Item Transfer

in the amount of \$ 3356.52 from: Reserve Fund or

x Budget Account Name Office Supplies


Organization No. 01162, Object No. 54200

to Budget Account Name Professional Svc, Organization No. 01162, Object o. 52190

Explanation: (what is purpose of the funds requested, what was or is unforeseen or extraordinary, what was not included in budget request)

The additional money of \$3,356.52 is need to cover the additional cost of programming the voting machines for the additional elections.

Present unexpended balance in account: \$ -3356.52

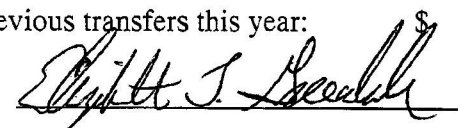
Town Accountant's initials: 

Total anticipated further expenditure: \$ 3356.52

(remainder of fiscal period)

Total of previous transfers this year: \$ 0

(this line item)

Signatures: 

TO THE ACCOUNTANT:

By vote of the Board of Selectmen at a meeting held on _____ and/or by vote of the Holliston Finance Committee at a meeting held on _____ and as recorded by them, a transfer as requested above was voted in the amount of \$ _____.

REQUEST FOR TRANSFER OF FUNDS

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TO THE BOARD OF SELECTMEN AND THE FINANCE COMMITTEE, HOLLISTON, MA

Date: 6/25/13

Department: Conservation
Commission

The undersigned respectfully requests a: Reserve Fund Transfer or

X Line Item Transfer

in the amount of \$ 83.75 from: Reserve Fund or

X Budget Account Name Professional/Technician

Organization No. 01171, Object No. 52190

to Budget Account Name Conservation Agent, Organization No. 01171, Object No. 50085

Explanation: (what is purpose of the funds requested, what was or is unforeseen or extraordinary, what was not included in budget request)

Purpose of funds is to pay for 3.25 hours of
Agent's salary which is not in the FY13 budget
for Personal Services (500)

Present unexpended balance in account: \$ 257.46 Town Accountant's initials: JS

Total anticipated further expenditure: \$ 341.21
~~257.46~~ (remainder of fiscal period)

Total of previous transfers this year: \$ 0 (this line item)

Signatures: Officer

Am. M. Gild

Althea Puthy

James A. McLaughlin
Shawn Seery

TO THE ACCOUNTANT:

By vote of the Board of Selectmen at a meeting held on _____ and/or by vote of the
Holliston Finance Committee at a meeting held on _____ and as recorded by them, a
transfer as requested above was voted in the amount of \$ _____.

Date _____ By _____ Received by Town Accountant _____

REQUEST FOR TRANSFER OF FUNDS

(Reserve Fund Transfer for extraordinary or unforeseen expenditures in accordance with General Laws, Chapter 40, section 6, or for any use authorized by law under Chapter 44, section 33B. Please see instructions on next page.)

TO THE BOARD OF SELECTMEN AND THE FINANCE COMMITTEE, HOLLISTON, MA

Date: June 25, 2013

Department: FIRE

The undersigned respectfully requests a: Reserve Fund Transfer or

X Line Item Transfer

in the amount of \$ 15,000 from: Reserve Fund or

X Budget Account Name PERSONAL SERVICES

Organization No. 01220, Object No. 51000

to Budget Account Name REPAIR & MAINTENANCE, Organization No. 01220, Object No. 53000

Explanation: (what is purpose of the funds requested, what was or is unforeseen or extraordinary, what was not included in budget request)

Unforeseen and extraordinary Buildings/Grounds (01220-53020) and Vehicle Repairs (01220-53031) expenses throughout the year. Five buildings and an aging fleet resulted in significant repairs costs.

Present unexpended balance in account: \$ 52,051 Town Accountant's initials: _____

Total anticipated further expenditure: \$ 2,000 (remainder of fiscal period)

Total of previous transfers this year: \$ 0 (this line item)

Signatures: _____

TO THE ACCOUNTANT:

By vote of the Board of Selectmen at a meeting held on _____ and/or by vote of the Holliston Finance Committee at a meeting held on _____ and as recorded by them, a transfer as requested above was voted in the amount of \$ _____.

Date _____ By _____ Received by Town Accountant _____

REQUEST FOR TRANSFER OF FUNDS

(Reserve Fund Transfer for extraordinary or unforeseen expenditures in accordance with General Laws, Chapter 40, section 6, or for any use authorized by law under Chapter 44, section 33B. Please see instructions on next page.)

TO THE BOARD OF SELECTMEN AND THE FINANCE COMMITTEE, HOLLISTON, MA

Date: 5/29/13

Department: Planning

The undersigned respectfully requests a: ☒ Reserve Fund Transfer or
_____ Line Item Transfer

in the amount of \$ 400.00 from: ☒ Reserve Fund or

_____ Budget Account Name _____

Organization No. _____, Object No. _____

to Budget Account Name Prof. Svcs, Organization No. 01172, Object No. 52190

Explanation: (what is purpose of the funds requested, what was or is unforeseen or extraordinary, what was not included in budget request)

Present unexpended balance in account: \$ _____ Town Accountant's initials: DB

Total anticipated further expenditure: \$ 0 (remainder of fiscal period)

Total of previous transfers this year: \$ 3336.50 (this line item)

Signatures: Carmel Sherman
Town Planner

TO THE ACCOUNTANT:

By vote of the Board of Selectmen at a meeting held on _____ and/or by vote of the
Holliston Finance Committee at a meeting held on _____ and as recorded by them, a
transfer as requested above was voted in the amount of \$ _____.

Date _____ By _____ Received by Town Accountant _____

BLATMAN, BOBROWSKI & MEAD, LLC
ATTORNEYS AT LAW

9 Damonmill Square, Suite 4A4
Concord, MA 01742
Phone: 978-371-3930
Fax: 978-371-3828

MARK BOBROWSKI
mark@bbmatlaw.com

NEWBURYPORT OFFICE
30 Green Street
Newburyport, MA 01950
Phone: 978-463-7700
Fax: 978-463-7747

May 24, 2013

Planning Board
Town of Holliston
Municipal Building
703 Washington Street
Holliston, Massachusetts 01746

RE: General Business


Dear Members of the Board:

Please remit the following for professional services rendered with regard to the above-referenced matters during March and April of 2013.

Date	Activity	Hours
<i>Grasshopper</i>		
3/28/13	Receipt and review: Email of K. Sherman with draft Special permit for Grasshopper	0.4
3/29/13	Review special permit; Telephone conference: K. Sherman; Revise special permit and Email	0.6
<i>Tennis Bubble</i>		
4/20/13	Receipt and review: Land Court Decision	0.4
4/21/13	Scan and Email Decision to K. Sherman	0.2
4/25/13	Receipt and review: Email Atty. Cavanaugh; Forward to K. Sherman	0.2
4/26/13	Receipt and review: Email of K. Sherman; Reply Email: Atty. Cavanaugh	0.2
4/29/13	Receipt and review: Email of Atty. Cavanaugh; Receipt and review: Email of Land Court; Reply; Email: K. Sherman	0.4

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Total Hours	2.6
Billing Rate	\$250/hour
Total Amount Due	\$650.00



Mark Bobrowski

REQUEST FOR TRANSFER OF FUNDS

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TO THE BOARD OF SELECTMEN AND THE FINANCE COMMITTEE, HOLLISTON, MA

Date: **June 27, 2013**

Department: **Finance Committee**

The undersigned respectfully requests a:

☒ Reserve Fund Transfer *or*

Line Item Transfer

in the amount of **\$245.29**

from: _____ Reserve Fund *or*

Budget Account Name

Organization No _____, Object No. _____

to Budget Account Name **Finance Committee Clerical** Organization No. **01131**, Object No. **50070**

Explanation: (what is purpose of the funds requested, what was or is unforeseen or extraordinary, what was not included in budget request)

Present unexpended balance in account: \$ - **245.29** Town Accountant's initials: _____

Total anticipated further expenditure: \$ **0** (remainder of fiscal period)

Total of previous transfers this year: \$ **0** (this line item)

Signatures: _____

TO THE ACCOUNTANT:

By vote of the Board of Selectmen at a meeting held on _____ and/or by vote of the Holliston Finance Committee at a meeting held on _____ and as recorded by them, a transfer as requested above was voted in the amount of \$ _____.

Date _____ By _____

REQUEST FOR TRANSFER OF FUNDS

(Reserve Fund Transfer for extraordinary or unforeseen expenditures in accordance with General Laws, Chapter 40, section 6, or for any use authorized by law under Chapter 44, section 33B. Please see instructions on next page.)

TO THE BOARD OF SELECTMEN AND THE FINANCE COMMITTEE, HOLLISTON, MA

Date: **June 26, 2013**

The undersigned respectfully requests a: **X** Reserve Fund Transfer *or*
Line Item Transfer

in the amount of **\$3,917.19** from: **X** Reserve Fund *or*
Budget Account Name

Organization No. , Object No.

to Budget Account Name **Snow & Ice** Organization No. **01423**, Object No. **50135**

Explanation: (what is purpose of the funds requested, what was or is unforeseen or extraordinary, what was not included in budget request)

Request is for a transfer to cover a deficit in the Snow Labor Account.

Present unexpended balance in account: **\$- 3,917.19** Town Accountant's initials: _____

Total anticipated further expenditure: **\$ 0** (remainder of fiscal period)

Total of previous transfers this year: **\$ 0** (this line item)

Signatures: _____

TO THE ACCOUNTANT:

By vote of the Board of Selectmen at a meeting held on _____ and/or by vote of the
Holliston Finance Committee at a meeting held on _____ and as recorded by them, a
transfer as requested above was voted in the amount of \$ _____.

Attachment for Com Minutes
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REQUEST FOR TRANSFER OF FUNDS

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TO THE BOARD OF SELECTMEN AND THE FINANCE COMMITTEE, HOLLISTON, MA

Date: **June 26, 2013**

The undersigned respectfully requests a: **X** Reserve Fund Transfer *or*
Line Item Transfer

in the amount of **\$23,155.56** from: **X** Reserve Fund *or*
Budget Account Name
Organization No. , Object No.

to Budget Account Name **Snow & Ice** Organization No. **01423**, Object No. **52200**

Explanation: (what is purpose of the funds requested, what was or is unforeseen or extraordinary, what was not included in budget request)

Request is for a transfer to cover a deficit in the Snow & Ice Purchased Services accounts.

Present unexpended balance in account: **\$- 23,155.56** Town Accountant's initials: _____

Total anticipated further expenditure: **\$ 0** (remainder of fiscal period)

Total of previous transfers this year: **\$ 0** (this line item)

Signatures: _____

TO THE ACCOUNTANT:

By vote of the Board of Selectmen at a meeting held on _____ and/or by vote of the
Holliston Finance Committee at a meeting held on _____ and as recorded by them, a
transfer as requested above was voted in the amount of \$ _____.

REQUEST FOR TRANSFER OF FUNDS

(Reserve Fund Transfer for extraordinary or unforeseen expenditures in accordance with General Laws, Chapter 40, section 6, or for any use authorized by law under Chapter 44, section 33B. Please see instructions on next page.)

TO THE BOARD OF SELECTMEN AND THE FINANCE COMMITTEE, HOLLISTON, MA

Date: **June 26, 2013**

The undersigned respectfully requests a: **X** Reserve Fund Transfer *or*
Line Item Transfer

in the amount of **\$8,884.48** from: **X** Reserve Fund *or*
Budget Account Name

Organization No. , Object No.

to Budget Account Name **Snow & Ice** Organization No. **01423**, Object No. **54210**

Explanation: (what is purpose of the funds requested, what was or is unforeseen or extraordinary, what was not included in budget request)

Request is for a transfer to cover a deficit in the Snow & Ice Supplies and Materials account.

Present unexpended balance in account: \$- **8,884.48** Town Accountant's initials: _____

Total anticipated further expenditure: \$ **0** (remainder of fiscal period)

Total of previous transfers this year: \$ **0** (this line item)

Signatures: _____

TO THE ACCOUNTANT:

By vote of the Board of Selectmen at a meeting held on _____ and/or by vote of the
Holliston Finance Committee at a meeting held on _____ and as recorded by them, a
transfer as requested above was voted in the amount of \$ _____.