

**RESERVE FUND TRANSFER FORM**

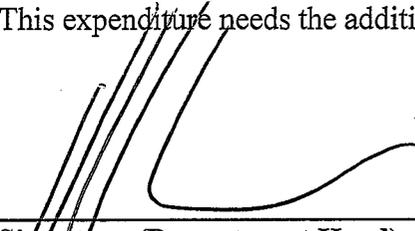
Name: Article 7 Town Hall Reorgaization Date: August 7, 2012

Request is hereby made of the following transfer from the Reserve Fund in accordance with Chapter 40 of the Massachusetts General Laws.

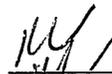
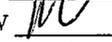
Name of Budget: Article 7 Town Hall Reorganization 5083.0192.580000.3041 Amount Requested: \$9,000.00

Approved budget prior to request: \$55,000.00. Budget Balance : \$3,000 with pending invoices  
Please provide a detailed explanation of why a transfer is needed. Attach additional pages as needed.

This expenditure needs the additional funds requested to avoid going over the amount original budgeted.

  
\_\_\_\_\_  
Signature (Department Head)

The Finance Committee requests the review and comments of the parties below. Each party should attach any comments the Finance Committee should consider in reviewing this request.

Town Accountant Review:  Are the budgets/balances above correct: \_\_\_\_\_  
Town Administrator Review   
Board of Selectmen Review reviewed August 7.

Action of Finance Committee: \_\_\_\_\_ Date of Meeting \_\_\_\_\_  
Transfer voted on in the sum of : \_\_\_\_\_

\_\_\_\_\_  
Finance Committee Chairman

**Request should be made and transfer voted on before any expenditure in excess of appropriation is incurred.**

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**Becky Mosca**

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**From:** Gregg Lefter  
**Sent:** Wednesday, August 15, 2012 11:31 AM  
**To:** Michael Sullivan  
**Cc:** Becky Mosca  
**Subject:** Fire safety devices lower town hall

Mike,

Due to needed upgrades to our existing fire protection system, which were not part of the original proposal, I am requesting an additional \$9000.00. This will enable us to complete the lower level and make it code compliant.

Thank you in advance.

Gregg Lefter  
Facilities Manager