



CITY OF MELROSE
FINANCE COMMITTEE
AGENDA • APRIL 24, 2017

Aldermanic Chamber, Melrose City Hall
562 Main Street, Melrose, MA 02176

Committee Meeting

7:40 PM

The public should take notice that the Melrose Board of Aldermen may, on certain occasions, have a quorum in attendance due to standing committees of the Board of Aldermen consisting of both voting and non-voting members. Members attending this duly posted meeting are participating and deliberating only in conjunction with the business of the standing committee.

I. CALL TO ORDER

- | | |
|----------------------------|-----------------------------|
| Scott M. Forbes | Chairman |
| John N. Tramontozzi | Vice Chairman |
| Francis X. Wright Jr. | Ward 3 Alderman |
| Peter D. Mortimer | Ward 6 Alderman |
| Michael P. Zwirko | Alderman at Large |
| Donald L. Conn Jr. | President/Ex-officio Member |
| Robert A. Boisselle | Nonvoting Member |
| Gail M. Infurna | Nonvoting Member |
| Jennifer L. Lemmerman | Nonvoting Member |
| Mary Beth McAteer-Margolis | Nonvoting Member |
| Monica C. Medeiros | Nonvoting Member |

II. PUBLIC PARTICIPATION

III. ORDERS

1. **ORDER-2017-122** : Transfer of \$14,000.00 from City Clerk and Election Accounts to City Clerk – Salaries & Wages as set forth herein.

From: Board of Aldermen

ASSIGNED TO COMMITTEE

IV. ADJOURNMENT



CITY OF MELROSE

CITY CLERK

City Hall, 562 Main Street
Melrose, MA 02176
Telephone - 781-979-4115

MARY-RITA O'SHEA

City Clerk

To: Mayor Robert Dolan
From: Mary-Rita O'Shea
Meeting Date: April 3, 2017
Subject: Transfer of \$14,000.00 from City Clerk & Election Accounts to City Clerk – S&W
Order #: ORDER-2017-122

Honorable Robert J. Dolan and
Honorable Board of Aldermen

This is to inform you that Ruth Covino, Head Clerk in the City Clerk's Office will be retiring at the end of April, 2017. Melissa Ripley in the Health Department will be transferring to the Clerk's Office and will replace Ruth Covino. The additional funds are needed to cover the transition period for training (3 weeks) and for additional hours that the position requires. Hence, I respectfully request the following transfer of funds:

From: A/C #011612-529000 - City Clerk - Professional Services.. \$5,269.00

A/C #011612-529301 - City Clerk -Recodification..... 1,154.77

A/C #011621-512000 - Election - Part-time S&W.....7,576.23

To: A/C #011611-511000 - City Clerk - Salaries & Wages.....\$14,000.00

Thank you for your consideration.

Respectfully,

Mary-Rita O'Shea, City Clerk

FINANCIAL IMPACT: Transfer to account 011611-511000 (Ctyclk Sal Salary & Wages) in the amount of \$14,000.00; and Transfer from account 011612-529000 (Ctyclk Exp Professional Services) in the amount of \$5,269.00; and Transfer from account 011612-529301 (Ctyclk Exp Recodification) in the amount of \$1,154.77; and Transfer from account 011621-512000 (Elec Sal Part Time Salaries & Wages) in the amount of \$7,576.23

04/03/17	011611-511000 · Ctyclk Sal Salary & Wages	\$14,000.00
04/03/17	011612-529301 · Ctyclk Exp Recodification	(\$1,154.77)
04/03/17	011612-529000 · Ctyclk Exp Professional Services	(\$5,269.00)
04/03/17	011621-512000 · Elec Sal Part Time Salaries & Wages	(\$7,576.23)

TOTAL:	\$0.00
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RESULT:	ASSIGNED TO COMMITTEE	Next: 4/24/2017 7:40 PM
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