

MEMO

TO: DEC
FROM: Director/LUA
DATE: June 29, 2020
RE: Encumbering FY 20 funds revised

Commissioners:

There are a number of projects that will over run the FY 20 budget timeframe due to the COVID 19 pandemic. Municipalities traditionally address this unforeseen circumstance by encumbering the funds from the current FY so that they can be expended in the upcoming FY 21. One such project is our ongoing work with Tufts to use eye tracking software. This time we are applying it to examine signage. We are halfway through the project and Tufts requested an extension to October to complete the work, which I have granted. Our revenues for the fiscal year as of June 29, 2020 are 2,200,208.82 against expenses of 891,594. We will run over budget on some line items as we underestimated the inspection budget by about \$30,000 this fiscal year and the salary line item.

I am requesting we encumber funds from the approved FY20 (July 1, 2019-June, 30 2020) budget for the following line items:

6940	Eye-tracking III	\$7500	Tufts has formally requested the extension until late September
6020	Building Inspector	\$ 8000	June invoice expected estimate it to be on par with May
6225	Insurance	\$5351.61	Due to the rolling nature of the insurance billings
6940	Climate Action Grant	\$48,848.24	We received a 123,915 grant from the State's MVP program and they have extended the time for us to complete our grant until the end of August. We need to encumber the received funds to complete the project.
6990	COVID -19 Grants	\$20,000	We have yet to get responses from Clear Path for Veterans MA, Seven Hills Foundation, Guild of St Agnes, and Veterans Inc. I recommend that we encumber these funds as these entities will eventually get to their mail and respond to the Commission's generosity.

Total to be encumbered. \$89,699.85