

OFFICE OF THE
EXECUTIVE ASSISTANT



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Town of Hudson

MASSACHUSETTS 01749-2134

To: Select Board
Finance Committee

From: Thomas Gregory

Date: June 11, 2024

Re: Year-End Transfer Requests per G.L. Chapter 44, Section 33B

As you know, Article #2 on the Annual Town Meeting Warrant was intended to resolve via a transfer from Free Cash projected departmental deficits as of June 30, 2024.

There is also a provision in state statute, G.L., Chapter 44, Section 33B, that gives a municipality the ability to transfer current-year funds from an account with a projected surplus to an account with a projected deficit. The statute requires that both the Select Board and the Finance Committee approve such a request.

There are four (4) general fund transfer requests that I respectfully ask be approved using this method. The Executive Assistant's Personnel Expense (3261-040) will incur a deficit of \$9,980 due to recruitment expenses related to filling the Building Commissioner vacancy. Community Paradigm Associates has been retained for this purpose. This firm has been used in the past to fill the Executive Assistant vacancy in 2021 and to fill the Finance Director vacancy in 2023.

Additionally, the General Insurance budget line (0601-040) is now short by \$8,974 due to property deductible invoices received after the Annual Town Meeting. The Town's loss experience in property coverage has been especially high throughout this current fiscal year.

And, the Finance Department is requesting a total transfer of \$9,500 for two lines within the Finance Budget. Postage (0163-5343) as well as Paper, Forms, & Printing (0167-5422) need adjustments of \$4,500 and \$4,000 respectively. The transfer for postage is needed to prevent a shortfall at year-end. Due to the increase in postage as well as surge in the amount of mailings, this transfer will prevent the account from going into the negative. The second account is currently in the negative as we pay for items like tax title, recordings, and other forms related to the process of sending out various tax mailings, in addition to the forms that get purchased. This transfer will simply get the account positive.

I am requesting that \$27,454 be transferred from the Group Health & Life Insurance line (0329-404) to resolve the general fund deficits noted above.

There are two (2) transfer requests within the Sewer Enterprise Fund. The Technical Assistance line (4400-4093) requires a transfer of \$75,000 due to the staffing shortage at the Wastewater Treatment Plant. The Repair & Maintenance of Equipment line (4400-4095) requires a transfer of \$75,000 due to unanticipated repair expenses incurred this year.

I am requesting that \$150,000 be transferred from Sewer Salaries & Wages (4400-4088) to resolve the Sewer Enterprise Fund deficits noted above.

I am available to answer any questions.

cc: Neil Vaidya, Finance Director
Fernanda Santos, HR and Licensing Director

Deficit	Department	Justification	Transfer From	Department
General Fund				
\$ (9,980)	E.A. Personnel Expense (3261-040)	recruitment services for Bldg Commissioner vacancy	\$ 9,980	Group Health & Life (0329-040)
\$ (8,974)	General Insurance (0601-040)	deductible invoices for property losses	\$ 8,974	Group Health & Life (0329-040)
\$ (4,500)	Finance - Postage (0163-5343)	shortfall due to increase in postage rates	\$ 4,500	Group Health & Life (0329-040)
\$ (4,000)	Finance - Paper, Forms, & Printing (0167-5422)	unanticipated expenses re tax title, recording fees, etc.	\$ 4,000	Group Health & Life (0329-040)
\$ (27,454)			\$ 27,454	
Sewer Enterprise Fund				
\$ (75,000)	Sewer - Technical Assistance (4400-4093)	technical assistance expenses due to staffing shortage	\$ 75,000	Sewer S&W (4400-4088)
\$ (75,000)	Sewer - Repair & Maint (4400-4095)	unanticipated equipment repair expenses	\$ 75,000	Sewer S&W (4400-4088)
\$ (150,000)			\$ 150,000.00	