

MEMO

Date: April 11, 2022

To: Matthew Strugis, Town Manager

From: John Quartararo, Finance Director

Re: Supplemental Appropriation for project 2030-4061 PHL Keepers House painting

CC: Debra Lane, Town Clerk; and David Bagdasarian, Facilities Director

At the April 11, 2022 department head meeting there was discussion concerning of the National Association of Governor's Conference and their planned event at Fort Williams Park on July 14, 2022.

During that discussion, David Bagdasarian noted that the FY 2023 CIP budget has a project for painting the keeper's house at Portland Head Light. His questions is whether he could move the painting up to this fiscal year to complete the project before the planned event and use the next year's budgeted funds. This would not be proper of next year's budget.

An alternative is to remove the project from the FY 2023, and request a supplemental appropriation for the FY 2022 from the same funding source, a transfer from the Portland Head Light Fund to the General Fund. To that end, we removed the project from the FY 2023 budget and updated the records.

I am requesting that the Town Council appropriate \$40,000 for project 2030-4061 PHL – Keepers House Painting; appropriate \$40,000 from the fund balance account of the Portland Head Light Fund; and authorize an interfund transfer of \$40,000 from the Portland Head Light Fund to the General Fund. Please include this item on the May Town Council agenda.

Suggested Council Order:

Town Council appropriates \$40,000 for project 2030-4061 PHL – Painting Keepers House; appropriates \$40,000 from the fund balance account of the Portland Head Light Fund; and authorizes an interfund transfer of \$40,000 from the Portland Head Light Fund to the General Fund.