

**Request for Additional Appropriation
Operating Budget
FY 2022/2023**

TO: Members of the Board of Finance and The Board of Representative
FROM: Caroline Simmons, Mayor
DATE: 8/31/2022
PURPOSE: MAINTENANCE SUPERVISOR OLD TOWN HALL
DEPT: 2149 - Old Town Hall
REQUEST AMOUNT: \$51,860.00
FUNDING SOURCE: Contingency

Part A - Description of Request


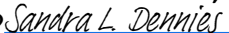

This is a request to appropriate \$51,860 from contingency to fund the cost of a Full Time Maintenance Supervisor (effective 10/01/22) at Old Town Hall. This position is critical to the day-to-day functions of this facility to ensure that the outside vendors and tenants have a person that they can relay their individuals needs or issues. This position will be the liaison between the vendors and tenants and the Operations Supervisor that oversees this facility.

Part B - Computative Narrative

Part C - Account Information

Ref #	Prior Year's Expenditure	Department Request	Approved by Mayor	Approved by BOF	Approved by BOR	Revised Budget	Balance In Account	Projected Exp	Requested Amount
01421491100	Old Town Hall/Salaries								
	0	0	0	0	0	56,879	46,706	105,053	48,174.00
01421492200	Old Town Hall/Social Security								
	2,088	382	382	382	382	6,264	6,264	9,950	3,686.00
Total									\$51,860.00
Tax Impact									0.000002

Part D - Approvals

Matt Quiñones, Department Head/Director  <small>Josephine Carpanzano (Aug 31, 2022 15:43 EDT)</small> Date Aug 31, 2022	Sandra L. Dennies, Director of Administration  <small>Sandra L. Dennies (Sep 1, 2022 09:42 EDT)</small> Date Sep 1, 2022
OPM Director/OPM Asst Director  Date Sep 1, 2022	Caroline Simmons, Mayor Date

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