


# OFFICE OF THE TOWN ADMINISTRATOR

---



## MEMORANDUM

---

**DATE:** June 13, 2018  
**TO:** Town Council  
**FROM:** Jeffrey D. Nutting, Town Administrator   
**RE:** Request for \$40,000 to fund FY19 Fire Department Salary Account

---

Please see Chief McCarrahers letter requesting funds to cover the shortfall in the Fire Department Salary Account. I am happy to answer any questions.



# FRANKLIN FIRE DEPARTMENT

TO : JEFFREY D. NUTTING, TOWN ADMINISTRATOR

FROM : G. B. McCARRAHER, FIRE CHIEF

A handwritten signature in black ink, appearing to be "G. B. McCarraher", written over the printed name of the Fire Chief.

DATE : 12 JUNE 2018

RE : SALARY SHORTFALL – FY'18

The purpose of this memorandum is to outline the shortfall anticipated in the salary line for the end of Fiscal Year 2018.

As we have discussed, this shortfall is attributed to a number of injuries, illness and leave we have experienced in the last quarter of the fiscal year. Presently, we have three firefighters out on injury leave, one firefighter on illness leave and one firefighter on maternity leave. As you know, the last few months of the fiscal year are the highest usage for vacations and personal leave by our personnel. Additionally, we have been attempting to maintain on-duty staffing at 10 personnel to reduce our reliance on mutual aid ambulances. As a result, I am presently projecting a \$ 40,000 shortfall in the salary line at fiscal year-end.

Thank you for your attention regarding this matter. Please contact me should you have any questions or require any additional information.

cc: file



**TOWN OF FRANKLIN**

**RESOLUTION NO.:** 18-34

**APPROPRIATION:** Fire Department Salaries Supplemental Appropriation FY 18

**TOTAL REQUESTED:** \$ 40,000

**PURPOSE:** To appropriate funds from Free Cash to cover a shortfall to the below named account:

01220100 Fire Department Salaries \$ 40,000

**MOTION**

Be It Moved and Voted by the Town Council that the sum of Forty Thousand Dollars (\$ 40,000) be transferred from Free Cash to the above named account.

**DATED:** \_\_\_\_\_, 2018

**VOTED:**

**UNANIMOUS** \_\_\_\_\_

**YES** \_\_\_\_\_ **NO** \_\_\_\_\_

**ABSTAIN** \_\_\_\_\_

**ABSENT** \_\_\_\_\_

**A True Record Attest:**

**Teresa M. Burr**  
Town Clerk

\_\_\_\_\_  
**Glenn Jones, Clerk**  
**Franklin Town Council**