

## EXECUTIVE SUMMARY

**TITLE:** Technology Reserve Fund Transfer–Request for change of intended use.

**BACKGROUND:** In December the Finance Committee approved a \$15,000 reserve fund transfer which enabled the Technology Department to supply Town employees with the equipment they needed to work effectively from home during the Town’s second buildings closure due to COVID-19. The Department started with seven laptops, three desktops, and a multitude of cables. Those Employees who had the greatest need were assigned equipment first. The Department then held off from ordering more—leaving a remaining balance of \$9005.45.

In addition to organizing employees' technical needs while working from home, the Technology Department oversaw the conversion of its voice lines to the new TPX VoIP system. TPX is the State Contract Vendor. As the project progressed, it became apparent that the TPX VoIP system wasn't a good fit for our alarm system. There were also upgrades and changes after the conversion which resulted in a higher monthly bill than first anticipated. VoIP systems charge fees very differently than a traditional copper system such as charging based on the number of auto attendants, sub-attendants, and voicemail boxes. This has resulted in the current telephone budget line not having enough to finish FY21. The TPX VoIP phone system is averaging \$825/month, while the Verizon Alarm bill is averaging \$1,300 (a reduction from \$1,800/month before the conversion) for a total of \$2,125/month.

The Department has just started working with Verizon to have the remaining alarm bills charged at the new State Contract pricing. We do not have exact numbers but do expect a reduction in the monthly bill with the new State Contract pricing. We will not see these changes until the June bill.

After consulting with the Town Accountant, it was suggested the Department reach out to the Finance Committee to seek permission to use the remainder of the Reserve Fund Transfer (\$9005.45) to balance the Technology Budget.

**RECOMMENDATION:** The Finance Committee approved a change of use for the remainder of the reserve fund transfer of \$9005.45 to balance the FY21 Technology Budget.

**FISCAL IMPACT:** Using the remaining \$9005.45 remains in the Reserve Fund Transfer line (01136-57800) to balance the Technology budget for the remainder of FY21.

**PREPARED BY:**

**DATE:**

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Amy Pulver, IT Coordinator and Office Administrator

5/15/2021

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TOWN OF GREAT BARRINGTON  
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 13

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01136 TECHNOLOGY							
<a href="#">01136 51107 IT COORDINATOR</a>	6,000	0	6,000	5,011.60	.00	988.40	83.5%
<a href="#">01136 52400 REPRS &amp; MAINTNCE</a>	15,000	-7,525	7,475	7,503.36	.00	-28.36	100.4%*
<a href="#">01136 52700 CONTRACTED SERVICES</a>	23,000	-500	22,500	22,500.00	.00	.00	100.0%
<a href="#">01136 53000 SOFTWARE LICENSES</a>	128,650	1,325	129,975	128,956.06	1,500.00	-481.06	100.4%*
<a href="#">01136 53030 DATA SERVICES</a>	22,500	3,700	26,200	17,300.01	8,732.03	167.96	99.4%
<a href="#">01136 53400 TELEPHONE</a>	20,000	3,000	23,000	20,805.68	3,700.55	-1,506.23	106.5%*
<a href="#">01136 57800 RESERVE FUND TRANSF</a>	0	15,000	15,000	5,994.55	.00	9,005.45	40.0%
TOTAL TECHNOLOGY	215,150	15,000	230,150	208,071.26	13,932.58	8,146.16	96.5%
TOTAL GENERAL FUND	215,150	15,000	230,150	208,071.26	13,932.58	8,146.16	96.5%
TOTAL EXPENSES	215,150	15,000	230,150	208,071.26	13,932.58	8,146.16	