



TOWN OF BRISTOL, RHODE ISLAND
OFFICE OF TOWN ADMINISTRATOR

STEVEN CONTENTE
Town Administrator

MEMORANDUM

TO: Honorable Town Council

FROM: Steven Contente, Town Administrator

DATE: December 19, 2024

RE: Department Line Transfer

I request the remainder of the current fiscal year's custodial line, in the amount of \$4,884.00, be transferred to the DPW overtime line to fill the Byfield Part Time Custodian vacancy.

Sincerely,

A handwritten signature in black ink, appearing to read "Steven Contente".

Steven Contente
Town Administrator

TOWN OF BRISTOL

INTERDEPARTMENT LINE ITEM TRANSFER

DEPARTMENT: Finance DATE: 1/7/2025

FROM

LINE ITEM NUMBER: 1001 504 41100 1000
LINE ITEM NAME: SALARIES-TOWN HALL COMPLEX

TO

LINE ITEM NUMBER: 1001 603 41100 1000
LINE ITEM NAME: SALARIES-DPW

AMOUNT REQUESTED: \$ 4,884.00

JUSTIFICATION:
USE OF REMAINING WAGES FOR CUSTODIAL SERVICES TO COVER EXPENSES FOR DPW COVERAGE.

DEPARTMENT HEAD: _____ DATE: _____

TOWN ADMINISTRATOR _____

APPROVE _____ REJECT _____