



TOWN OF MEDWAY
COMMONWEALTH OF MASSACHUSETTS
TOWN CLERK'S OFFICE

Medway Town Hall
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June 21, 2022

Re: Transfer of funds for Dog Program data migration

Dear Finance Committee Members:

In May 2022, my office was notified by NextPet, the online dog program that this office has been utilizing for at least 3 years, will be dissolving on June 20, 2022. The company was under new ownership last year and the system was significantly revamped. I have worked closely with IT Director, Richard Boucher to secure another program. We discussed options with the current permitting program CitizenServe, used by the Building department, Department of Public Works and the Conservation department.

We decided to move forward in building the dog licensing program into CitizenServe. CitizenServe notified us that to complete the data migration of all the previous programs crucial data and the cost is totaling \$4,500.00. I have attached the invoice for reference.

We are requesting a transfer because neither Richard or myself have sufficient funds in our budgets to fund this unexpected expense.

Please let me know if you have any questions, thank you!

Thank you,

Stefany Ohannesian

Town of Medway

Request for Transfer from the Finance Committee Reserve Fund

Date 06/21/2021

Finance Committee
Town of Medway

Committee Members:

Request is hereby made for the following transfer from the Reserve Fund in accordance with Chapter 40, Section 6, of the Massachusetts General Laws:

- 1. Amount requested: \$4,500.00
- 2. To be transferred to: MIS/IT Software Maintenance 01155002-5300
(Name of Appropriation)
- 3. Present balance in said appropriation: \$0.00
- 4. The amount requested will be used for: (give specific purpose)

The Town Clerk dog program (NextPet) closed business as of June 20, 2022 unexpectedly. This amount is for the data migration to the new program.

- 5. This expenditure is extraordinary and/or unforeseen for the following reasons:

The dog program unexpectedly closed the business, we will be using a program the Town already currently uses, building a dog licensing program on that.



Officer or Department Head



Action of Finance Committee

Date of Meeting: _____

Number present and voting: _____

Transfer voted in the sum of _____

Transfer disapproved []

Chair, Finance Committee

FORM MUST BE RETURNED TO THE OFFICE OF THE TOWN ACCOUNTANT