

2023 MAY 22 P 4:47

OFFICE OF THE TREASURER
BRANFORD, CONNECTICUT

Noë E. Griffin
BRANFORD TOWN CLERK



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Date: May 22, 2023
To: Joseph Mooney, Chairman
Board of Finance
From: James Finch, Finance Director
Re: Budget Transfer FY 2024

Please find attached a transfer request for item 18 on your May 22, 2023 agenda.

Finance Department

<u>From:</u>		
10149040-588802	Contingency	5.460
<u>To:</u>		
10141040-554425	Leased Equipment	5,460

This transfer is to replace the postage meter in the town hall. Presently we have a variety of options based on features and functionality. In speaking with Jamie and Kathryn it is our collective belief that we should budget for option three (options attached) and make our purchasing decision following a demonstration of models.

Lease Request for Postage Machine Transfer
Based on Options (Five Year Lease)

	First Option Status Quo	Second Option Two Trays	Third Option Three Trays
Monthly Rate(s)			
Postage Machine Only	175	175	175
Machine Plus Two Trays		340	
Machine Plus Three Trays			425
	175	515	600
Annual Cost	2,100	6,180	7,200
Budget Approved 5/2023	1,740	1,740	1,740
Transfer Needed	360	4,440	5,460

Features

Option One (No Trays)

Mail only no folding or stuffing of envelopes

Option Two (Two Trays)

Mail plus first tray can fold and stuff three pages and the second tray can fold and stuff an additional two inserts

Option Three (Three Trays)

Mail plus first tray can fold and stuff three pages and the second tray can fold and stuff an additional two inserts and the third tray can be used to insert Business Reply Envelopes

M. Estep
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