MEMO

To: Select Board

CC: Derek Horne, Town Administrator

From: Zachary A. Hofland, Finance Director

Date: January 13, 2026

Re: Budget Transfer Request – 2025 Fire Department Car 2 CIP

Purpose: Reassign and transfer budgetary funds needed to cover the acquisition of the 2026 Tahoe PPV to replace Fire Department's Car 2, as previously approved on December 8, 2025.

Background: Vehicles acquisitions are generally classified under the CIP lines, where they are planned for purchase in each budget cycle according to the CIP plan. In an effort to keep on schedule with the CIP plan, the Fire Department proposed to purchase the Car 2 replacement in 2025. This purchase was approved, at cost up to $85,500, on the regular scheduled Select Board meeting of December 8, 2025.

As an original budget was not established in the associated CIP line (90202201-53200 CIP | FD – Vehicles), a budget transfer is deemed necessary to cover those anticipated costs. Estimated cost is to be covered by savings in full-time benefits due to position vacancies throughout 2025.

Financial Impact:

- Total of $85,500 would need to be transferred from 15500000-43110 Insurances | Benefits budget to 90202201-53200 CIP | FD – Vehicles.

Proposed Motion, if the Board concurs with the staff recommendations:

Motion to approve the budget transfer request for the reallocation of $85,500 from Insurances-Benefits line to the Fire CIP Vehicles line, as presented.

Town Administrator's Note:
The Select Board voted 12/22/25 to transfer $85,500 from Fire Operations into Fire CIP Vehicle. After the end of year invoices and payout of final payrolls of 2025, it is evident the Fire Operations does not have sufficient funds.
   1. It is recommended the Board vote to reconsider the 12/22/25 budget transfer of $85,500 from Fire Ops to Fire Vehicles.
   2. The Board could then take the following action:
      Motion to approve the budget transfer request for the reallocation of $85,500 from Insurances-Benefits line to the Fire CIP Vehicles line, as presented.