

City of Waltham

Jeannette A. McCarthy
Mayor

CITY OF WALTHAM
CITY CLERK'S OFFICE

2017 JUN 22 A 11:43

RECORDED

June 22, 2017

TO: The City Council
RE: Transfer Request – Clerk Out of State Travel

Dear Councillors:

I respectfully request a transfer in the amount of \$1,047 from account #001-161-5200-5211-00-78 Clerk-Bright School Utilities to a new account #001-161-5700-5720 Clerk-Out of State Travel. These funds will be used for the travel expenses of the Assistant City Clerk to attend the required training course from the New England Municipal Clerks' Institute and Academy at Plymouth State University, New Hampshire during July 8-14, 2017.

Attached is a copy of a letter that was received from the City Clerk. Mr. Malone will be available to answer questions concerning this request.

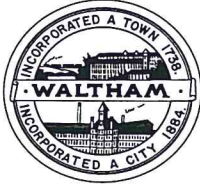
Sincerely,

Jeannette A. McCarthy

JAM/ccb

Enclosure

cc: Rosario Malone



Rosario "Russ" Malone
City Clerk

City Clerk's Office
610 Main Street
Waltham, MA 02452
781-314-3120

RECEIVED

JUN 19 2017

MAYOR'S OFFICE

June 19, 2017

Jeannette A. McCarthy, Mayor
City of Waltham
610 Main Street
Waltham, MA 02452


Dear Mayor McCarthy,

I am writing to request a transfer in the amount of \$1,047 from account 001-161-5200-5211-00-78 to a new account to be established by the City Auditor for out of state travel.

The reason for this transfer and new account is for the Assistant City Clerk take required training from the New England Municipal Clerks Institute and Academy and for related travel expenses.

Attached is the registration form for this training.

Sincerely,


Rosario Malone
City Clerk

Cc: Paul Centofanti

2017 NEMCI&A Registration Form

Institute(s) I, II, III

Plymouth State University, New Hampshire Week of July 8-14th

\$75 non-refundable deposit are due by May 1, 2017

Full Tuition – awarded scholarships is due by: July 8, 2017

Late registrations will result in a \$25.00 late fee.

Name: Joseph Vizard	Nickname: Joe
Town/City: Waltham	Title: ASST. City Clerk
Population Size: 65,000	Yrs. of Service: Less than 1
Office Address: 610 Main St	Office Phone: 781-314-3121
City: Waltham ST: MA Zip 02452	Office Fax: 781-314-3130
Best Email to contact you: jvizard@city.waltham.ma.us	
Home Address:	Cell: 781-314-3175
City: ST: Zip	Emergency Contact Phone:

Please check all that apply:

I am a female I am a male NEACTC Member Food Allergies Insect/Environmental

My computer skill level is:

Beginner Intermediate Advanced

I have completed which level:

State Certification INST I II

Scholarships: I have applied to the following:

State County NEACTC IIMC/MCEF

Please remember when applying for scholarship funds to subtract your deposit fee.

AWARDS: I was awarded the following scholarships:

State County NEACTC IIMC/MCEF

Total amount awarded : \$

Please enroll me for the following Institute :

Institute Year 1 \$925

Institute Year 2 \$925

Institute Year 3 \$925 Graduation Year _____

Please assign me a roommate. YES NO

Roommate Request:

_____ as my room-mate

3rd Year Institute & Academy ONLY

_____ as my suite-mate

_____ as my suite-mate

_____ as my suite-mate

Total Fees Due:

(-) Scholarships – Awards:

(-) \$75 non-refundable deposit: 75

Remaining Due by July 8, 2017: \$850

**Graduation Students get 1st preference on add'l banquet tickets. Additional tickets are limited to 2.

Please mail completed registration form and \$75 non-refundable deposit to: