



CITY OF CAMBRIDGE
INTEROFFICE CORRESPONDENCE

To Mr. Paul E. Healy
City Clerk

From Mr. Frederick J. Reardon
City Treasurer.

Subject Your letter dated 12/4/1974.

Date December 16, 1974.

Reference

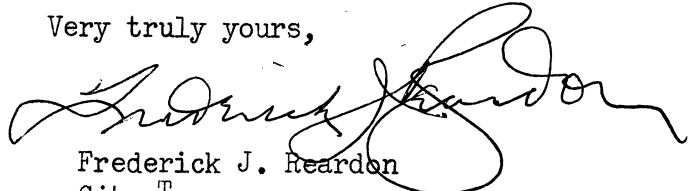
As of December 16, 1974 we have 57 warrants on hand, received from 12/5/74 thru 12/13/74. This is the date we received them, not the warrant date.

These warrants cover departmental schedules from June thru December. Only three have December items, one is for June. The majority have August, September, October and the 1st week and thru the middle of November schedules.

This is a lot of warrants to have on hand. Evidently the departments are cleaning out Vendor payment accounts for the end of the calendar year.

We have one person assigned to warrants and one machine, and are interrupted with clothing allowance checks, school Scrub payments and election payrolls. We often have to have these warrants done on regular typewriters and have to assign two extra clerks to handle the warrants.

Very truly yours,


Frederick J. Reardon
City Treasurer.

FJR/lf

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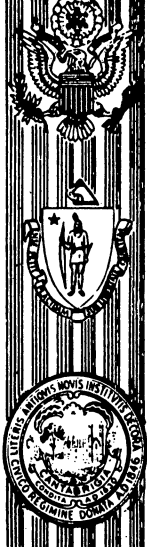
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AREA CODE 617
864-3020

Cambridge Housing Authority

Cambridge, Massachusetts 02139

RECEIVED BY
OFFICE OF CITY CLERK

DEC 13 10 11 AM '74

CAMBRIDGE, MASS.

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WALTER L. REED
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GERARD J. CLARK

CHARLES A. FERRARO
EXECUTIVE DIRECTOR

JOHN E. DONOVAN
ASSISTANT
EXECUTIVE DIRECTOR

December 13, 1974

Mr. Paul Healy
City Clerk
City Hall
Cambridge, Massachusetts

Dear Mr. Healy:

I respectfully request a postponement of the appearance of the Commissioners of the Cambridge Housing Authority, before your Honorable Body, which is scheduled for Monday, December 16, 1974.

The reason for this request is that we would like to have an extension of time, which would enable us to more thoroughly prepare a Report, on the matters raised by the Honorable City Council.

Respectfully,

Norman C. Watson, Chairman

9.

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Comm. from the Housing Authority requesting
a postponement of a hearing on December 16,
1974.

In City Council,
December 16, 1974

12/14/74

Placed on File -
New Hearing Date
to be set -