Essex Finance Committee July 11, 2013 7:00 pm Essex Senior Center

Members Present: Ken Riehl, Richard Ross and Jeff Soulard

1. Transfers
All transfers approved unanimously – SEE ATTACHED

Requests are to be made and transfers voted <u>BEFORE</u> any expenditure is incurred.

To: FINANCE COMMITTEE, Town	of Essex:
REQUEST FOR A LINE ITEM :	FRANSFER FROM ACCOUNT # 1100 - 2 145 5307 00
	Title PlR Processing
1. Amount Requested \$	
2. To be transferred to a	100-2145 5316 00
	Title Bank FEE
3. The specific purpose to Shortage	he amount requested will be used for:
<u> </u>	traordinary and/or unforeseen for the following reasons: L Employees added to chapposit
Date 7/2/13	Signed Vinginia Boutchie
	Department //C
Date of meeting 7 /11 /13	Vote: Vac
Transfer voted in the sum of	
	FINANCE COMMITTEE
Thou Phill	
Jethey Soulong	
<u> </u>	

Requests are to be made and transfers voted <u>BEFORE</u> any expenditure is incurred. <u>Please submit only one copy.</u>

R	EQUEST FOR A LINE ITEM T	RANSFER FROM A	.CCOI	J <u>NT #</u>	1100.2.161.5420.00
			Title	COPY	MACHINE
1.	Amount Requested \$ 12.39	and the same of th			
2.	To be transferred to account #	1100.2.161.5192.00			
	Title TR	AINING			
3.	Purpose the amount requested wing Replenish the training line ite				
4.	new coordinator for the FAS'	rending courses and cor T group (Forums About becoming more mand	nferend it Smal atory.	ces continue Il Towns) of Also, as par	es to increase. I have become the f the MTCA (Mass. Town Clerk's t of my employment contract I am
	Date _06/28/2013			Signed	Chrondogua
				Departmen	nt Town Clerk
Da	ate of meeting 7/11/13	vote	: <u>\</u>	Yes	No No
Tr	ansfer voted in the sum of \$	12.39 Trans	sfer dis	sapproved	
	Jeffrey Souland	FINANCE CON	MMITT	TEE	

Requests are to be made and transfers voted <u>BEFORE</u> any expenditure is incurred. <u>Please submit only one copy.</u>

REQUEST FOR A LINE ITEM TRA	NSFER FROM ACC	OUNT#	1100.2.161.5424.00
	Tit	le <u>DOG</u>	LICENSES
1. Amount Requested \$ 217.23			
2. To be transferred to account #1	100.2.161.5422.00	M-paper.	
Title PARK	ING TICKETS		
 Purpose the amount requested will be Replenish the parking ticket line 		ll of \$195.00	is anticipated for June 2013.
years. This flurry of activity has for CY14, and to associate a sma Stickers are now purchased annu-	become a hot item, and prompted this office to all fee for these stickers ally with the expiration	we have dist research a F to cover the date printed	tributed twice as many as in past Parking Sticker policy to be instituted
Date _06/28/2013		Signed .	ansigogla
		Departm	nent Town Clerk
Date of meeting/\\\^\\\^\\\\	vote:	✓ Yes	No
Transfer voted in the sum of \$ 217	.23 Transfer	disapproved	
	FINANCE COMM	ITTEE	
The the fill			
Jeffrey Souland			
U .			

Requests are to be made and transfers voted <u>BEFORE</u> any expenditure is incurred. <u>Please submit only one copy.</u>

REQUEST FOR A LINE ITEM T	RANSFER FROM ACCO	<u>UNT #</u>	1100.2.161.5240.00
	Title	СОРҮ М	ACHINE
1. Amount Requested \$\\ \begin{array}{c} 11.77 \\ \end{array}			
2. To be transferred to account #	1100.2.161.5422.00	_	
Title PA	RKING TICKETS		
3. Purpose the amount requested with Replenish the parking ticket		of \$195.00 is a	anticipated for June 2013.
for CY14, and to associate a s Stickers are now purchased a	we become a hot item, and we has prompted this office to re small fee for these stickers to nnually with the expiration of	e have distribute have distributed a Park of cover the costate printed on	nted twice as many as in past ing Sticker policy to be instituted at to purchase/issue. Parking
Date _06/28/2013		Signed Cl	intgrigua
		Department	Town Clerk
Date of meeting 1/11/13	vote:	∠ Yes	No
Transfer voted in the sum of \$	11.77 Transfer di	sapproved	
- Thoushold	FINANCE COMMIT	TEE	
Jethey Souland			

Requests are to be made and transfers voted <u>BEFORE</u> any expenditure is incurred. <u>Please submit only one copy.</u>

R	QUEST FOR A LINE ITEM TRANSFER FROM ACCOUNT # 1100.2.162.5426.00	
	Title VOTING LISTS	
1.	Amount Requested \$ 89.26	
2.	To be transferred to account #1100.2.162.5582.00	
	Title ELECTION EXPENSES	
3.	Purpose the amount requested will be used for: Supplement an overdraft in the Election Expenses budget due to two special state elections in FY1 anticipate one more bill of \$688 from the Essex Police Department for details at the June 25, 2013 Special State Election.	3. We
4.	This expenditure is extraordinary and/or unforeseen for the following reasons: The Town of Essex has had 5 elections in FY13 while we only budgeted for four elections: three were anticipated and one special. Senator John Kerry was appointed to Secretary of State under the Obama administration, prompting two special state elections in FY13. As of the end of FY13 the legislature has not yet voted to include reimbursements to the cities and towns for these unfunded mandates.	
	Date 06/28/2013 Signed Chistophy	
	Department _ Town Clerk	
Da	e of meeting 7/11/13 vote: Yes No	
Tr	nsfer voted in the sum of \$ 89.20 Transfer disapproved	
	FINANCE COMMITTEE	
	Jeffrey Sowland	

Requests are to be made and transfers voted <u>BEFORE</u> any expenditure is incurred. <u>Please submit only one copy.</u>

REQUEST FOR A LINE ITEM T	RANSFER FROM A	CCOUNT#	1100.2.162.5424.00
		Title BALI	LOTS
1. Amount Requested \$ 380.00)		
2. To be transferred to account #	1100.2.162.5582.00		
Title ELI	ECTION EXPENSES		
	ne Election Expenses b		o special state elections in FY13. We for details at the June 25, 2013
were anticipated and one spec Obama administration, promp	elections in FY13 which cial. Senator John Kerr oting two special state	ile we only bud y was appointed elections in FY	geted for four elections: three which I to Secretary of State under the
Date _06/28/2013_		Signed	Churistinglid
		Departm	ent Town Clerk
Date of meeting 7/11/13 Transfer voted in the sum of \$ 25	vote:	Yes fer disapproved	No
Jethry Souland	FINANCE COM	IMITTEE .	

Requests are to be made and transfers voted <u>BEFORE</u> any expenditure is incurred. <u>Please submit only one copy.</u>

REQUEST FOR A LINE ITEM TRANSFER FROM	M ACCOUNT	<u>#</u> 1100.2.162.5580.00
	Title <u>T</u>	OWN MEETING EXPENSES
1. Amount Requested \$ 197.83		
2. To be transferred to account # 1100.2.162.5582	2.00	
Title ELECTION EXPENS	SES	_
 Purpose the amount requested will be used for: Supplement an overdraft in the Election Expension anticipate one more bill of \$688 from the Essex Special State Election. 	_	-
4. This expenditure is extraordinary and/or unforeseen The Town of Essex has had 5 elections in FY13 were anticipated and one special. Senator John Obama administration, prompting two special s legislature has not yet voted to include reimburs mandates.	B while we only Kerry was appo tate elections in	budgeted for four elections: three which inted to Secretary of State under the FY13. As of the end of FY13 the
Date _06/28/2013_	Sign	ed Chingwida
	Dep	partment Town Clerk
Date of meeting 7 /1 /13	vote: Ye	es No
Transfer voted in the sum of \$ 197 .53	ransfer disappro	oved
FINANCE O	COMMITTEE	
Jethey Souland		
•		

To:	Finance Committee – Town of E	ssex		
Reque	est for a Line Item Transfer from A T	ccount:	#1100.2.193.5210.00 Town Hall Electricity	
1.	Amount Requested: \$521.40			
2.	To be transferred to Account: Title:		0.2.424.5210.00 Lighting	
3.	The specific purpose the amount	requested	will be used for:	
	To fund deficits from street lighti	ing.		
4.	This expenditure is extraordinary	and/or un	foreseen for the following reasons	:
	Enough money for the entire year	r was not b	nudgeted in this category.	
Date:		Brendhan Z	ubricki Town Administrator	
****	*********	******	*********	****
Date of	of meeting 7/11/13		Vote:Yes	_No
Trans	fer voted in the sum of \$521.40		Transfer disapproved	
	Pay Souland	CE COMMI'	TTEE	

Requests are to be made and transfers voted <u>BEFORE</u> any expenditure is incurred. <u>Please submit only one copy.</u>

REQUEST FOR A LINE ITEM	1 TRANSFER FROM ACCOUNT # 1180.1.210.5141.00
	Title Holiday OT
1. Amount Requested \$ 90	
2. To be transferred to account #	1100, 1. 210, 5,40.00
Title	Night Diff
3. Purpose the amount requested	
PayroLL	
4. This expenditure is extraordina 7. members of 07 during the	ry and/or unforeseen for the following reasons: the dipt each worked 18 hours terrorist attack on ppril 19
Date 1/1/13	Signed Signed
	Department Polici Ogyt.
Date of meeting 1/11/13	vote: Yes No
Transfer voted in the sum of \$	90.00 Transfer disapproved
- HOUS LAND	FINANCE COMMITTEE

Requests are to be made and transfer voted BEFORE any expenditure is incurred. Please submit only one copy.

To:	Finance Committee – Town of Essex		
1.	Amount Requested: \$1,608.36		
	TT' 4	1100.2.210.5156.00	
•	Title:	Court OT	
2.		100.1.210.5190.00	
2		Leave Sell Back	
3.	The specific purpose the amount reque <i>Paying for unused sick leave.</i>	sted will be used for:	
4.	This expenditure is extraordinary and/o	or unforeseen for the following reasons	:
	More officers have accumulated 1200	hours and have used little to no sick t	ime.
Date:	7/9/2013 Signed:	CO 50	
****	**********	**********	***
Doto	Supering 7 / 1 / 1 / 1 / 2	Vote: Yes	No
Date o	f meeting 7/11/13	vote: v res	_iNO
Transf	Fer voted in the sum of \$\608.36	Transfer disapproved	***************************************
- R	FINANCE CO	MMITTEE	
-S-	from Souland		

Requests are to be made and transfers voted <u>BEFORE</u> any expenditure is incurred. <u>Please submit only one copy.</u>

KI	EQUEST FOR A LINE ITEM TRANSFER FROM ACCOUNT # 1100.2.211.5172,00
	Title Eco Retirement assessment
1.	Amount Requested \$ 60.53
2.	To be transferred to account # 1100, 2.211.5173.00
	Title Eco FICA
3.	Purpose the amount requested will be used for:
	- Final Employers share of FICA tox
,	
4. 7	This expenditure is extraordinary and/or unforeseen for the following reasons: Payroll tox underestimated
Г	Date 7/1/13 Signed Roxanne Priere
	Department town Accountant
Date	of meeting 7 /11/13 vote: Yes No
Trans	sfer voted in the sum of \$ 60.53 Transfer disapproved
	FINANCE COMMITTEE FINANCE COMMITTEE PERPLEY SOUDON OF
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Requests are to be made and transfers voted <u>BEFORE</u> any expenditure is incurred. Please submit only one copy.

	TEM TRANSFER FROM ACCOUNT # 1100. 2 220 525
	70 Tille Forest Fire Equipm
1. Amount Requested \$_^	98.38
2. To be transferred to accoun	nt # 1100, 2. 220, 5341,00
	Telephone
3. Purpose the amount reques	sted will be used for:
Lay unvoice	
. This expenditure is extraord	linary and/or unforeseen for the following reasons:
Date 7 181 13	Signed Olla Mu
Date 7 18, 13	Signed Olm Oy
Date 7 181 13	Signed Colon Colon Department
Date 7 181 13	
	Department
ate of meeting 7 / 1 / 1	Department yote: Yes No
ate of meeting 7 / 1 / 1	Department yote: Yes No
ate of meeting 7 / \ \ / \	Department yote: Yes No
Date 7_18_1_13 Fate of meeting 7_1.11 Transfer voted in the sum of \$	Department vote: Yes No Transfer disapproved
ate of meeting 7 / 1 / 1	Department vote: Yes No Transfer disapproved
ate of meeting 7 / 1 / 1	Department vote: Yes No Transfer disapproved

Requests are to be made and transfers voted <u>BEFORE</u> any expenditure is incurred. Please submit only one copy.

To: FINANCE COMMITTEE, Town of Essex: REQUEST FOR A LINE ITEM TRANSFER FROM ACCOUNT # 1100. 2 220.5420 1. Amount Requested \$ //H, 00 2. To be transferred to account # 1100. 2. 220. 5432.00 3. Purpose the amount requested will be used for: Balance line item 4. This expenditure is extraordinary and/or unforeseen for the following reasons: Date 7/1/13 Signed _ Department Date of meeting 7 /11/13 Yes No Transfer voted in the sum of \$ 114. Transfer disapproved FINANCE COMMITTEE

1100.2.231.5248.00

Requests are to be made and transfer voted BEFORE any expenditure is incurred. Please submit only one copy.

Finance Committee - Town of Essex

To:

			Title:	Ambulance Repair and Maintenance	:e
	1.	Amount Requested: \$56.90			
	2.	To be transferred to Account Title:		1100.2.231.5192.00 abulance Training Expenses	
	3.	The specific purpose the amo	ount request	ted will be used for:	
	4.	This expenditure is extraordinate in EMT training.	nary and/or	unforeseen for the following reason	ns:
	Date:	7/10/2013	Signed	AMM	heddddoroll referadd ei aflestod 1940
	****	********	*****	**********	*****
	Date o	of meeting 7 /11 /13		Vote: Yes	No
	Transi	fer voted in the sum of \$ 56	,90	Transfer disapproved	
	//	FI	NANCE CON	IMITTE E	
<	-12	HINA S			
		efficy Sowland			

Requests are to be made and transfer voted BEFORE any expenditure is incurred. Please submit only one copy.

Finance Committee – Town of Essex

To:

Reque	est for a Line Item Transfer fro	om Acco Title		#1100.2.299 Shellfish Tel			
1.	Amount Requested: \$93.46						
2.	To be transferred to Accoun Title:	t:		.2.299.5580.0 Shellfish Expe			
3.	The specific purpose the ame	ount req	uested v	will be used fo	or:		
	To change the manner in whaccessed for updating.	ich the	Shellfish	1 Information	Telephone	e Line is	
4.	This expenditure is extraordi	nary an	d/or unf	oreseen for th	e followir	ng reason	ıs:
	This change has been necess the new Regional Center in I			ove of the Esse	ex Emerge	ncy Cen	ter to
Date:	July 9, 2013	Signed		c 0 WAM - iam Knovak, S	J. KMi Shellfish C	DVA C Constable	····
****	*******	*****	*****	******	*****	*****	****
Date o	of meeting 7/11/13			Vote:	✓ Ye	s	No
Transf	er voted in the sum of \$93.46			Transfer	disapprov	ed	
for Je	Ray Soular	NANCE (COMMIT	TEE			The state of the s

To:	Finance Committee –	Town of Essex	(
Reque	st for a Line Item Trans	fer from Acco Title:		#1100.2.912.5171.00 Workmen's Compensation In	ısurance
1.	Amount Requested: \$	3,615.26			
2.	To be transferred to Ao	ecount: itle:		2.151.5314.43 o Point Legal	
3.	The specific purpose th	ne amount requ	uested v	vill be used for:	
	To cover year-end lego	al bills.			
4.	This expenditure is ext	raordinary and	l/or unfe	oreseen for the following reas	ions:
		-	-	tuations may arise at the Poin will require legal consultation	
Date:	July 9, 2013	Signed: Rrend	Nol lhan Zu	bficki, Town Administrator	
****	*******	*****	*****	********	*****
Date o	f meeting 7 /11 /1	3		Vote:Yes	No
Transf	er voted in the sum of \$	3,615.26		Transfer disapproved	
	1	FINANCE C	OMMIT	TEE	
T KU	My Latelly				
Jer	Frey Sowland				

10:	Finance Committee	- Town of	Essex					
Reque	est for a Line Item Tra	ansfer from	Accour	nt:	#1100.2.19 GIS	3.5309.0	00	
1.	Amount Requested:	\$1,000.00)					
2.	To be transferred to	Account: Title:			2.151.5314. o Point Leg			
3.	The specific purpos	e the amou	nt reque	ested v	vill be used	for:		
	To cover year-end l	egal bills.						
4.	This expenditure is	extraordina	ary and/	or unfo	oreseen for	the follo	wing reas	sons:
	The Town is not abl the transition proce							
Date:	July 9, 2013	Signed:	Brendh	Ack van Zu	bricki Jown	Admini	strator	-
****	*******	*****	*****	****	******	******	*****	*****
Date o	of meeting 7/11/	13			Vote: _		Yes	No
Transf	fer voted in the sum o	f \$1,000.0 0	9		Transfe	r disappı	oved	
-/h	Prey Sowa	FINA	NCE CC	OMMIT	TEE			
<u> </u>	-							

To:	Finance Committee – Town of Es	sex		
Requ	nest for a Line Item Transfer from Ac Ti	ccount: tle:	#1100.2.151.5314.00 General Legal	
1.	Amount Requested: \$4,107.77			
2.	To be transferred to Account: Title:		0.2.151.5314.43 mo Point Legal	
3.	The specific purpose the amount	requested	will be used for:	
	To cover year-end legal bills.			
4.	This expenditure is extraordinary	and/or un	foreseen for the following re	asons:
	The Town is not able to predict he the transition process at Conomo	-	•	_
Date:	: July 9, 2013 Signed:	endhan Z	ubricki, Town Administrator	_
****	*********	*****	***********	<********
Date	of meeting 7/11/13		Vote:Yes _	No
Trans	sfer voted in the sum of \$4,107.77		Transfer disapproved _	
	Guilo Da Financi	CE COMM	TTEE	
de	frey Souland			
	A STATE OF THE STA			

Requests are to be made and transfer voted BEFORE any expenditure is incurred. Please submit only one copy.

Finance Committee – Town of Essex

To:

Amount Requested: \$22,552.64 To be transferred to Account:	Conorage Con	foreseen for the follo	
Title: The specific purpose the amount re To cover year-end legal bills. This expenditure is extraordinary a The Town is not able to predict ho	Conorage Con	mo Point Legal will be used for: foreseen for the follow	
To cover year-end legal bills. This expenditure is extraordinary at the Town is not able to predict ho	and/or un	foreseen for the follo	
This expenditure is extraordinary a The Town is not able to predict ho	ow many s		
The Town is not able to predict ho	ow many s		
-	-	situations may arise a	t the Point during
the iransition process at Conomo	Point tha	t will require legal co	
July 9, 2013 Signed: Free	Me endhan Z	ubridki)Town Admini	istrator
**********	******	********	*****
f meeting 7/11/13		Vote:	YesNo
er voted in the sum of \$22,552.64		Transfer disappa	roved
Har Janely Finance	E COMMI	TTEE	
É	July 9, 2013 Signed: Br *************************** Fineeting 7/11//3 Per voted in the sum of \$22,552.64 FINANCE FINANCE FINANCE	July 9, 2013 Signed: Rendhan Z **************** Fineeting 7 / 11 / 13 Per voted in the sum of \$22,552.64 FINANCE COMMI	July 9, 2013 Signed: Regident Zubricki, Town Administrative Administrative Amount of Serveted in the sum of \$22,552.64 FINANCE COMMITTEE

Requests are to be made and transfers voted <u>BEFORE</u> any expenditure is incurred. <u>Please submit only one copy.</u>

REQUI	EST FOR A LINE ITEM TRANSFER FROM ACCOUNT# 6150.2.000.5538.00
	Title Pipe meters and fittings
1.	Amount Requested \$74.76
2.	To be transferred to account # 6150.2.000.5341.00
	Title Telephone
3.	Purpose the amount requested will be used for:
4.	This expenditure is extraordinary and/or unforeseen for the following reasons:
	Date: _7 / 09 / 13 Signed: Water
Date of	meeting
Γransfe	r voted in the sum of \$ Transfer disapproved
	FINANCE COMMITTEE

REQUEST FOR A RESERVE FUND TRANSFER

Requests are to be made and transfers voted <u>BEFORE</u> any expenditure is incurred. <u>Please submit only one copy.</u>

<u>KI</u>	EQUEST FOR A TRANSFER FRO	M ACCOUNT # 1100.2.131.5785.00
		Title Finance Committee Reserve Fund
1.	Amount Requested \$ 14,968.79	
2.	To be transferred to account # De	pt #423
	Title Snow and	d Ice
3.	Purpose the amount requested will be	e used for:
	To cover the Snow and Ice overage. Board of Selectmen and Finance C	. Amount previously approved under MGL Ch 44 Sec 31D by the Committee.
4.	This expenditure is extraordinary and Unpredictable winter weather.	or unforeseen for the following reasons:
	Date 7,9,13	Signed M. Hare
	Date	Signed
	Date	Signed // // Department
	ate of meeting 7/11/13	Signed
— Da		Department

Town of Essex MGL Chap 44 Sec 33B Transfers Year end 2013

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				Taraba da karaba da k										150.00	AMOUNT	
:														PARKING LICKETS	匚	TRANSF
														1100.2.161.5422.00	ACCOUNT #	TRANSFER TO:
														TOWN CLERK	DEPARTMENT	
;														57.871.00	ANNUAL BUDGET	TRANSFER FROM:
•														11.736.13	3% of BUDGET	FROM:
													1100, 1, 161.5116,	PT SALARY	GET 3% of BUDGET BUDGET LINE ITEM	

To replensih the Parking Ticket line item. We anticipate an additional bill for June in the amount of \$195.00 Resident Parking Stickers have become a hot item, and we have distributed twice as many as in past years. This flurry of activity has prompted this office to PURPOSE: research a Parking Sticker policy to be instituted for CY14, and to associate a small fee for these stickers to cover the cost to purchase/issue. Parking Stickers are now purchased annually with the expiration date printed on them as there was fraud and confusion with the old stickers where an expiration date was manually written, or those that had no date at all.

			anstrand	Dept Signatures
				Selectmen's Signatures:
7-11-2013	Jestey Soulona	Sand The Sand	Harry July	Finance committee Signatures:

Town of Essex MGL Chap 44 Sec 33B Transfers Year end 2013

	TRANSI	TRANSFER TO:		TRANSFER FROM:	김지
AMOUNT	BUDGET LINE ITEM	ACCOUNT #	DEPARTMENT	ANNUAI	UAL BUDGET 3% of BUDGET BUDGET LINE ITEM
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3/300	Transmo strang	2.2105194	Police	7	008 492
					,
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	20/3	7-11-2013				
	As-CA	Jestray Soushall				
		The wall				ED E
	gnatures:	Finance Committee Signatures:	Ķ.	Selectmen's Signatures:		Dept Signatures
				in the	PESCONSE TEAM TREAMING	PE
				SMINIONE BRIDING	PURPOSE: MANDATORY IST RESERVOISE TRAINING	PURPOSE: /
	A THE REAL PROPERTY OF THE PRO					Withington the commence of the Control of the Contr
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Consi	30254	1,008,472	COLICE	2.2105174	Training Exercit	11500
1.210					66.67	
TO S	50,207	1,008,472	FOLICE	2.2105/74	Jentaly Dalland	70/000