Essex Finance Committee May 23, 2016 7:00 pm Essex Elementary School

Members Present: Justin Bourgette, David Gabor, Ken Riehl, Richard Ross

- 1. Transfers FY16: Copies of approved transfers are attached. One transfer was not approved and returned to the Police Department. This was for police work for the Essex car show which was subsequently canceled. One transfer was from the reserve fund for \$3,500. for town's share of employer FICA tax. Post transfer the reserve fund balance is \$71,207.
- 2. Old Business Approved the 5/2/2016 minutes.
- 3. New Business See above for line item transfers.
- 4. Public Comment None
- 5. Meeting adjourned

REQUEST FOR A TRANSFER FROM THE RESERVE FUND

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

Finance Committee - Town of Essex To: Request for a Transfer from the RESERVE FUND Request is hereby made for the following transfer from the Reserve Fund in accordance with Chapter 40, § 6 of M.G.L. Amount Requested: #3,500.00 1. To be transferred to Account: 1160. 2.945.5173.00

Title: Fical Tex General 2. 3. The specific purpose the amount requested will be used for: ited Fire Tex Will Excred Expendable This expenditure is extraordinary and/or unforeseen for the following reasons: Date of meeting 5/23/2016 Yes No Vote: 3180 Transfer voted in the sum of Transfer disapproved FINANCE COMMITTEE

Town of Essex MGL Chap 44 Sec 33B Transfers Year end 2016

| A. C. | | | | | | |
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| 1100.1.163.5119.00 | 109.5 | 3650.00 | REGISTRARS | 11.1.163.5426.00 | REG. PRINTING | 75.10 |
| 3% of BUDGET BUDGET LINE ITEM | 3% of BUDGET | ANNUAL BUDGET | DEPARTMENT | ACCOUNT # | BUDGET LINE ITEM | AMOUNT |
| المقار والمحاولة والمجاولة | ROM: | TRANSFER FROM: | | ER TO: | TRANSFER TO: | |
| | | | | | | |

To fund confirmation mailings for voters, required by law. Elections omnibus reform bill called for switching this mailing to every two years, however other statutes were not updated to be consistant so the Sec. of the Commonwealth is advising all municipalities to continue to PURPOSE: mail annually. There were also more absentee ballots mailed for the local election as we have many requests in due to the Presidential in the same calendar year.

Dept Signatures

Churty Heade Selectmen's Signatures: Finance Committee Signatures: 2

522431804

Registrars Stipends

Treas/coll

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

| Title Frank Fee S Title Frank Fee S 1. Amount Requested \$ 50 Title Tax Title 2. To be transferred to account # 1100 2.145 5315.0 Title Tax Title 3. The specific purpose the amount requested will be used for: Record File of Property or A title Tax Title 3. The specific purpose the amount requested will be used for: Record File of Property or A title Tax Title Tax Title Tax Title To be transferred to account # 1100 2.145 5315.0 The specific purpose the amount requested will be used for: Record File of the sum of the following reasons Fig. 16 included increase of the following reasons Fig. 17 increase of the following reasons Fig. 18 increase of the followin | REQUEST FOR A LINE ITEM T | TRANSFER FROM ACCOUNT # //A |
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| 3. The specific purpose the amount requested will be used for: Record Wen a Property of Litigation. 4. This expenditure is extraordinary and/or unforeseen for the following reasons Fy 16 included increase of the following reasons Expense that was not forecast. Date 515/16 Signed Lugura Atul Department Department Department To fee No Signed Lugura Atul The sum of \$ 50 Transfer disapproved | | |
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| Date 5 16 16 Signed Ungria Artel Department | 8100414 | |
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| of meeting 5 /23/20/6 vote: Yes No sefer voted in the sum of \$ 50 Transfer disapproved | | as agreed (Willy |
| of meeting 5 /23/20/6 vote: Yes No sefer voted in the sum of \$ 50 Transfer disapproved | | |
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| usfer voted in the sum of \$ 50 Transfer disapproved | | |
| usfer voted in the sum of \$ 50 Transfer disapproved | of meeting $\frac{1}{3}$ | vote: |
| | sfer voted in the sum of s | No No |
| FINANCE COMMITTEE | | Transfer disapproved |
| Muldiella COMMITTEE | 1 | PTNINGE GOVERNMENT |
| My Again | LAND | TAMMUS COMMITTEE |
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Elections

REQUEST FOR A LINE ITEM TRANSFER

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

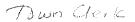
To: FINANCE COMMITTEE, Town of Essex: REQUEST FOR A LINE ITEM TRANSFER FROM ACCOUNT # 1100.2.162.5425.00 Town Meeting Title 1. Amount Requested \$ 274.00 2. To be transferred to account # 1100.2.16 3.5582.00 Title Election Expenses 3. Purpose the amount requested will be used for: To purchase new voting booths. 4. This expenditure is extraordinary and/or unforeseen for the following reasons: The continuing excitement about the election has caused state and local officials to plan for an incredibly large turnout – even larger than in past Presidential years – in addition to 5 long ballot questions. The Town Clerk would like to purchase 2 voting booth stations – 8 booths total – that are easy to set up and move and can be altered to be ADA compliant. Booths are \$850 each. Date 05 /23/16 Department TOWN CLENY Date of meeting 5 /23/20/6 vote: Yes Transfer voted in the sum of \$ 274 .60 Transfer disapproved FINANCE COMMITTEE

Elections

REQUEST FOR A LINE ITEM TRANSFER

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 AC | CCOUNT # 1100.2.162.5425.00 |
|---|--|
| | Title Ballots |
| 1. Amount Requested \$ 336.00 | |
| 2. To be transferred to account # 1100.2.16 1 .5582.00 | |
| Title Election Expenses | - Additional Control C |
| 3. Purpose the amount requested will be used for: To purchase new voting booths. | |
| 4. This expenditure is extraordinary and/or unforeseen for to the continuing excitement about the election has call incredibly large turnout — even larger than in past Propositions. The Town Clerk would like to purchase 2 easy to set up and move and can be altered to be AD | aused state and local officials to plan for an residential years – in addition to 5 long ballot 2 voting booth stations – 8 booths total – that are |
| Date <u>05 /23/16</u> | Signed Christfethere |
| | Department Foun Clack |
| Date of meeting $\frac{5/3}{24}$ vote: Transfer voted in the sum of \$ 314. α Trans | :Yes No |
| FINANCE COM | * * |



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

To: FINANCE COMMITTEE, Town of Essex:

REQUEST FOR A LINE ITEM TRANSFER FROM ACCOUNT # 1100.2.161.5240.00 Title Copy Machine 1. Amount Requested \$ 70.45 2. To be transferred to account # 1100.2.161.5420.00 Town Clerk Office Supplies Title 3. Purpose the amount requested will be used for: Maintenance Contract for Typewriter 4. This expenditure is extraordinary and/or unforeseen for the following reasons: Misc. smaller unanticipated expenses. 1. New Commercial Clam Permits (old ones were lost in move, plus archaic (old ones stated that you must be a 'natural born citizen of the US). 2. Asst. Town Clerk had mileage reimbursement because TC's car broke (TC does not typically take mileage reimbursement). 3. Special bond paper needed for Vital Records on recommendation of the State to make them more uniform with the electronic vital records system. Date 05 , 17, 2016 Department TOWN CLERK Date of meeting 5 /23/2016 Transfer voted in the sum of \$ 70.45 Transfer disapproved FINANCE COMMITTEE

| Reque | ests are to be made and transfer voted E | 3EFORE any expenditure is incurred. |
|--------|---|---|
| To: | Finance Committee - Town of Essex | |
| Reque | est for a Line Item Transfer from Accountie: | unt: #1100.2.193.5740.00 Blanket Insurance |
| 1. | Amount Requested: \$5,000.00 | |
| 2. | To be transferred to Account: Title: | #1100.2.193.5430.00 Town Property |
| 3. | The specific purpose the amount requ | uested will be used for: |
| | To pay for police details at Centenni the two following weekends | ial Grove on Memorial Day Weekend and |
| 4. | This expenditure is extraordinary and | I/or unforeseen for the following reasons: |
| | Grove in light of a sharp increase in a (moving to a residents-only facility) v formulation for both FY16 and FY17. Scouts about contracting to provide e organization being interested. As such enforcement, using details, and we way patrols after the first few weekends. | er to review various options for managing the non-resident use. The selected option was not established at the time of budget . Discussion with the YMCA and the Boy enforcement did not translate to either the Essex Police Department will provide till hopefully be able to transition to regular |
| Date: | May 23, 2016 Signed: \angle Lisa. | AU IUUU L. 9'Donnell, Chairman |
| **** | ********** | ************ |
| Date o | of meeting / / | Vote:YesN |
| Transi | fer voted in the sum of \$5,000.00 | Transfer disapproved |
| | FINANCE C Sel attached | committee apprival |
| | | |

| | REQUEST | FOR A LII | NE ITEM TRANS | FER | |
|--------|--|--|---|--|--|
| Reque | ests are to be made and tran | sfer voted B | EFORE any expend | diture is incurre | d. |
| То: | Finance Committee – To | wn of Essex | | | |
| Reque | est for a Line Item Transfer | from Accou Title: | nnt: #1100.2.193 Blanket Insu | | |
| 1. | Amount Requested: \$5,0 | 00.00 | | | |
| 2. | To be transferred to According Title | | #1100.2.193.5430.0 Town Property | 00 | |
| 3. | The specific purpose the | amount requ | ested will be used f | or: | |
| | To pay for police details the two following weeke | | al Grove on Memor | rial Day Weeker | nd and |
| 4. | This expenditure is extrac | ordinary and | or unforeseen for tl | he following rea | ısons: |
| | The Selectmen worked ov Grove in light of a sharp (moving to a residents-on formulation for both FYI Scouts about contracting organization being intere enforcement, using detail patrols after the first few | increase in r aly facility) w 6 and FY17. to provide e sted. As suci s, and we wi | non-resident use. The vas not established of Discussion with the nforcement did not h, the Essex Police h | ne selected opticat the time of bue YMCA and the translate to eith Department will | on edget e Boy eer ! provide |
| Date: | May 23, 2016 Sig | gned: | I. O'Donnell, Chairt | man | |
| ***** | ******** | ***** | ****** | ******** | ***** |
| Date o | of meeting $5/23/201$ | 6 | Vote: | Yes _ | No |
| Transi | fer voted in the sum of \$5,0 | 00.00 | Transfer | disapproved | |
| | whom | FINANCE C | OMMITTEE | | |

Police

REQUEST FOR A LINE ITEM TRANSFER

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

| To: 1. | Finance Committee – Town of Esse Amount Requested: \$4,500.00 Title | From: 1100.1.210.5141.00 e: <i>Holiday Overtime</i> |
|-----------|---|---|
| 2. | To be transferred to Account: | 1100.1.210.5140.00 tle: <i>Night Differential</i> |
| 3. | The specific purpose the amount re Payroll | quested will be used for: |
| 4. | This expenditure is extraordinary as | nd/or unforeseen for the following reasons: based on base salary only not including |
| | 5/10/2016 Signed: | ********** |
| | f meeting 5/05/2016 | Vote: / Yes N |
| | er voted in the sum of \$ 4500,00 | Transfer disapproved |
| J | FINANCE WARDE | COMMITTEE |

18/12e

REQUEST FOR A LINE ITEM TRANSFER

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

| 10. | Finance Committee – I own of Ess | sex |
|---------|---|---|
| 1. | Amount Requested: \$2000.00 | 1100.1.210.5111.00 |
| | | Title: Police Officers' Salaries |
| 2. | To be transferred to Account: | 1100.1.210.5192.00 |
| | | Title: In service Training |
| 3. | The specific purpose the amount re Training overtime | |
| 4. | - | and/or unforeseen for the following reasons: the Liability Demystified training class but not |
| the ov | ertime. | |
| | | |
| Date: | 5/19/2016 Signed: | |
| | | |
| | | |
| **** | *********** | ************* |
| | | |
| Date o | of meeting \$ /23 /2016 | Vote:YesNo |
| | , | |
| Transi | fer voted in the sum of \$ \mathcal{Z} 000, ℓ | Transfer disapproved |
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REQUEST FOR A LINE ITEM TRANSFER

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

| To: 1. | Finance Committee – Town Amount Requested: \$1,000. | |
|---|---|--|
| 2. | To be transferred to Account | t: 1100.2.210.5584.00 Title: <i>Police Supplies</i> |
| 3. | The specific purpose the ame Invoices | ount requested will be used for: |
| 4. | This expenditure is extraord Extra expenses incurred | inary and/or unforeseen for the following reasons: I by the car show. |
| Date: | 5/19/2016 | Signed: |
| **** | ******** | *************** |
| Date o | of meeting 5737016 | Vote:YesN |
| Trans | fer voted in the sum of \$ | Transfer disapproved |
| | FI | NANCE COMMITTEE |
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| | c ch. lyl no | + hypon one expenses still |

- car show did not hoppin, one expenses still Needed??

History

REQUEST FOR A LINE ITEM TRANSFER

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

| To: FINANCE | COMMITTEE | , Town of Essex: |
|-------------|-----------|------------------|
|-------------|-----------|------------------|

| REQU | EST FOR A LINE ITEM TRANSFER FROM ACCOUNT# | <u> </u> | 1100.2.4 | 20.5480.00 | |
|--------|---|----------|-------------|------------|----|
| | Title | | Truck Fu | el | |
| 1. | Amount Requested \$ 2,000.00 | | | | |
| 2. | To be transferred to account # _ 1100.2.420.5240. | 00 | | | |
| | Title Truck Maint. | | | | |
| 3. | Purpose the amount requested will be used for: To fund the line item for the rest of | | | | |
| 4. | This expenditure is extraordinary and/or unforeseen f Unexpected truck repairs to pass insp | | | | |
| | Date: _5 / 18 / 2016 Signe | | ent: Hig | hway | |
| | | | | | |
| Date c | | /ote | : | Yes | No |
| Transf | er voted in the sum of \$ 2,000 | Tran | sfer disapp | roved | |
| | FINANCE COMMIT | TEI | | | |
| | Mark Sell | | | .2 | |

Highway

REQUEST FOR A LINE ITEM TRANSFER

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

To: FINANCE COMMITTEE, Town of Essex: REQUEST FOR A LINE ITEM TRANSFER FROM ACCOUNT# 1100.2.420.5535.00 Other Maint. Title 1. Amount Requested \$ 25.00 2. To be transferred to account # 1100.2.420.5532.00 Title Tools & Supplies 3. Purpose the amount requested will be used for: To cover the deficit in line item. 4. This expenditure is extraordinary and/or unforeseen for the following reasons: ______ More tools needed. Date: 5/18 / 2016 Signed: Department: Highway _______ Date of meeting 5 Vote: Yes No Transfer voted in the sum of \$ __ Transfer disapproved _____ FINANCE COMMITTEE



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

| REQU | EST FOR A LINE ITEM TRANSFER FROM ACCOUNT# 6150.2.000.5535.00 |
|-------------------------------------|--|
| | Title Maintenance |
| 1. | Amount Requested \$ 45.00 |
| 2. | To be transferred to account # _6150.2.000.5536.00 |
| | Title <u>Materials</u> |
| 3. | Purpose the amount requested will be used for: |
| 4. | This expenditure is extraordinary and/or unforeseen for the following reasons: Line item was underfunded. |
| | Date:5/18 / 2016 Signed: |
| being many proper better states and | |
| Date o | f meeting 5 123 2016 Vote: |
| Transfo | er voted in the sum of \$ Transfer disapproved |
| | FINANCE COMMITTEE |
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Requests are to be made and transfers voted <u>BEFORE</u> any expenditure is incurred. <u>Please submit only one copy.</u>

| REQU | EST FOR A LINE ITEM TRANSFER FROM ACCOUNT# 6150.2.000.5535.00 |
|---|--|
| | Title Maintenance |
| 1. | Amount Requested \$ 1,000.00 |
| 2. | To be transferred to account # 6150.2.000.5534.00 |
| | Title Lab Supplies |
| 3. | Purpose the amount requested will be used for: |
| 4. | This expenditure is extraordinary and/or unforeseen for the following reasons: More EPA/regulatory testing supplies needed. |
| | Date: <u>5 / 18 / 2016</u> Signed: <u>Water</u> |
| 100 000 000 000 000 000 000 000 000 000 | |
| Date o | f meeting $5,13,2016$ Vote: $_{Yes}$ No |
| Transfe | er voted in the sum of \$ Transfer disapproved |
| | FINANCE COMMITTEE |
| | Justify Justif |