

Essex Finance Committee
February 8, 2017
7:00pm
Essex Elementary School

Members Present: Ben Buttrick, Michelle Dyer, Rob Fitzgibbon, David Gabor, Mark McKenna, Ken Riehl, Richard Ross

1. New Business
 - a. Officially welcomed new Fincom members Michelle Dyer, Ben Buttrick and Rob Fitzgibbons
 - b. Met with Paul Goodwin to discuss upcoming DPW budget challenges
 - c. Discussed our February 27th meeting with BOS regarding ATM
 - d. Discussed our February 27th meeting with Chief Silva regarding annual budget
 - e. Michelle Dyer and Richard Ross to meet with BOS regarding Youth Council
2. Old Business
 - a. Assigned responsibilities for departmental budget reviews:
 - i. Mark McKenna – Police
 - ii. Ben Buttrick – Fire/Ambulance
 - iii. DPW – Michelle Dyer
 - iv. Library – Rob Fitzgibbons
 - v. Town Clerk, BOH, Treasurer – David Gabor
 - vi. Council on Aging – Ken Riehl
3. Transfer Request
 - a. Council of Aging transfer of \$700.00 from FINCOM reserve fund for van maintenance.
 - b. Council of Aging transfer of \$777.00 from FINCOM reserve fund for system maintenance.
 - c. See attached documents for additional detail.
4. Public Comment
 - a. N/A
5. Review and Approve Minutes of Prior Meeting
6. Adjourn

REQUEST FOR A RESERVE FUND TRANSFER

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

To: FINANCE COMMITTEE, Town of Essex:

REQUEST FOR A TRANSFER FROM ACCOUNT #

1100.2.131.5785.00

Title Finance Committee Reserve Fund

1. Amount Requested \$ 700.00

2. To be transferred to account # 1100.2.541.5240.00

Title Van Maintenance

3. Purpose the amount requested will be used for:

The Vehicle has required 2 unforeseen repairs this fiscal year. \$424 for Brake Replacement, and 614.22 For repair of the heater block plug for the diesel engine, replacement of fuel filters and air filters.

4. This expenditure is extraordinary and/or unforeseen for the following reasons:

We have not budgeted for any unexpected maintenance. An audit by the state revealed we had to replace filters immediately so as to not risk losing possession of the vehicle. The brakes were not anticipated to need Replacement this fiscal year either. We have upcoming maintenance scheduled on the vehicle that must be completed by the end of the fiscal year.

Date 02 10 12 2017

Signed [Signature]

Department Council on Aging

Date of meeting 1 18 17

vote: Yes No

Transfer voted in the sum of \$ 700.00

Transfer disapproved _____

FINANCE COMMITTEE

[Signature]
[Signature]
[Signature]

[Signature]

REQUEST FOR A RESERVE FUND TRANSFER

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Please submit only one copy.

To: FINANCE COMMITTEE, Town of Essex:

REQUEST FOR A TRANSFER FROM ACCOUNT #

1100.2.131.5785.00

Title Finance Committee Reserve Fund

1. Amount Requested \$ 777.00

2. To be transferred to account # 1100.2.541.5245.00

Title System Maintenance

3. Purpose the amount requested will be used for:

Repairs to the Furnace (\$404), Increase in service costs for Phase 3 Elevator Quarterly Maintenance (66.00 for Q3 and Q4 combined), Repairs to the generator (284.00), Repairs to fuse in the elevator (24.00)

Note: We did also have a gas leak on the generator, and I am waiting to hear back the total amount due

4. This expenditure is extraordinary and/or unforeseen for the following reasons:

The system maintenance only was budgeted to cover the quarterly charges for the elevator, fire panel, fire extinguishers, and elevator inspection. None of the repairs made were items that could have reasonable been anticipated. The Generator was not functioning properly and was damaging the elevator. Additionally, the heating system had developed a leak, which was repaired and routine cleaning of the system was performed. This routing cleaning had been overlooked in the previous 2 years.

Date 02/06/2017

Signed [Signature]

Department Council on Aging

Date of meeting 2/8/17

vote: Yes No

Transfer voted in the sum of \$ 777.00

Transfer disapproved _____

FINANCE COMMITTEE

[Signature]
[Signature]
[Signature]

[Signature]
[Signature]