Essex Finance Committee July 11, 2016 7:00 pm Essex Senior Center

Members Present: David Gabor, Richard Ross, Ken Riehl, Mark McKenna

- 1. Elect Committee Officers no action taken
- 2. Transfers FY16 and FY17: 23 transfers approved for fiscal year 2016, and are attached as part of these minutes. Three of the transfers were held from the 6/27/16 meeting. No transfer requests were received for FY17.
- 3. Old Business: There were three transfers that Committee questioned from 6/27/16, acceptable explanations were received.
- 4. New Business none
- 5. Public Comment –none

Meeting Adjourned

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# 6250.2.000.5740.00
	Title Liability
1.	Amount Requested \$ 2,000
2.	To be transferred to account # 6250.2.000.5535.00
	Title <u>Maintenance</u>
3.	Purpose the amount requested will be used for: To pay for costs due to Main Street Sewer System back up on June 18th and June 19th.
4.	This expenditure is extraordinary and/or unforeseen for the following reasons:
	Due to the fact that a back up of the Sewer System can not be
	Date: U12112010 Signed:
	Department: Sewer / Waste water
Date o	f meeting
Transf	er voted in the sum of \$ Transfer disapproved
	FINANCE COMMITTEE
	En faction

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To: FINANCE COMMITTEE, Town of Essex:

gmn/word/line item transfer form

REQUEST FOR A LINE ITEM TRANSFER F.	ROM ACCOUNT # 6250.2.000.5210.00
	Title: Electric
 Amount Requested \$ 7,000 To be transferred to account # 62 	
Title: Main	tenance
3. Purpose the amount requested will be used	d for:
To pay for costs associated wit occurance/expense.	h Sewer System back up- an unforseeable
4. This expenditure is extraordinary and/or u	nforeseen for the following reasons:
Sewer system back up on Main St	reet on June 18 & 19th.
Date: 6 12112016	Signed: M Harr
	Department: Sower / Waste waster
Date of meeting 7/tl/16	Vote: YES NO
Transfer voted in the sum of \$ 7.0W	Transfer disapproved
FINANCE CO	<i>DMMITTEE</i>
Aldd A	
Ken Phiold	

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# 6250.2.000.5170.00
	Title Health Insurance
1.	Amount Requested \$ 4,000
2.	To be transferred to account # 6250.2.000.5535.00
	Title <u>Maintenance</u>
3.	Purpose the amount requested will be used for:
	back up on June 18th and June 19th.
4.	This expenditure is extraordinary and/or unforeseen for the following reasons:
	Date: U J21J2014 Signed:
	meeting 7/11/16 Vote:
Transfe	Transfer disapproved
/	FINANCE COMMITTEE
	Kard. Otal

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

EQU	EST FOR A LINE ITEM TRANSFER FROM ACCOUNT# 6250.2.000.5410.00
	Title <u>Fuel</u>
1.	Amount Requested \$_1,400
2.	To be transferred to account # 6250.2.000.5535.00
	Title <u>Maintenance</u>
3.	Purpose the amount requested will be used for: To pay for costs due to Main Street Sewer System back up on June 18th & June 19th,
4.	This expenditure is extraordinary and/or unforeseen for the following reasons:
	Date: 6 12112014 Signed: What Department: Sewe/Wastew
==== Date c	of meeting 7 1/1 1/6 Vote:
Transf	fer voted in the sum of \$ 1400.00 Transfer disapproved
	FINANCE COMMITTEE
	Jon 1 proto

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 ACCOUNT # 1/00.1.145.5190.00
Title Sick Leave Buy buck
1. Amount Requested \$3724
2. To be transferred to account # 1100.1.145-5112.00
Title T/C Clerical
3. Purpose the amount requested will be used for:
Cover small overage at your End.
4. This expenditure is extraordinary and/or unforeseen for the following reasons:
Date 7 11/16 Signed Virginia antall
Department
Date of meeting 7 /11 / 16 vote: Yes No
Transfer voted in the sum of \$ 37.24 Transfer disapproved
FINANCE COMMITTEE
They is all

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

	To:	Finance Committee - Town of E	ssex
	1.	Amount Requested: \$23.61 From	om: 1100.1.210.5111.00
			Title: Police Officers' Salaries
	2.	To be transferred to Account to:	1100.1.210.5113.00
			Part Time Police
	3.	The specific purpose the amount <i>Payroll</i>	requested will be used for:
	4.	This expenditure is extraordinary. Part time salary slightly underful	and/or unforeseen for the following reasons:
	Date:	7/5/2016 Signed: <u>\$\lambda\$</u>	2 <i>f</i>)

	Date o	f meeting 7/11/16	Vote:YesNo
	Transf	er voted in the sum of \$ 23.61	Transfer disapproved
<		FINAN	CE 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>

REQUE	JEST FOR A LINE ITEM TRANSFER FROM ACCOUNT#	5250.1.000.5130.00
	Title	Overtime
1.	Amount Requested \$_500.00	
2.	To be transferred to account # 6250.1.000.5114.00	
	Title Operator Tech	
3.	Purpose the amount requested will be used for:	
4.	This expenditure is extraordinary and/or unforeseen for the Used too many hours in first payroll of the	
	Date:6/29 / 2016 Signed: Departmen	M Now
	of meeting 7 / // / / 6 Vote:	
Transte	fer voted in the sum of \$ <u>500</u> . Transf	er disapproved
	FINANCE COMMITTEE	
	Manifully -	

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:

gmn/word/line item transfer form

UEST FOR A LINE ITEM TRANSFER FR	**ROM ACCOUNT # 1100.2.430.5305.00	
	Title: Inspection services	
To be transferred to account #1100.2.4	30.5295.00 g	
Purpose the amount requested will be used To fund the line item for the re		
This expenditure is extraordinary and/or unforeseen for the following reasons: Continued recycling costs increase and no rebates.		
7 / 6/ 16	Signed: Mww. Department: Transfer Station	
f meeting 7 / (/ / /	Vote: YES NO	
er voted in the sum of \$	Transfer disapproved	
FINANCE CON	MMITTEE	
	Title: Recyclin Purpose the amount requested will be used To fund the line item for the resolution. This expenditure is extraordinary and/or un Continued recycling costs increased. 7 / 6/ 16 free rooted in the sum of \$	

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 TI		110026105587
	Title	Materials
1. Amount Requested \$ 137.	<u>88</u>	
2. To be transferred to account #	110026105420	
Title	Les Supplies	
3. Purpose the amount requested wil		
- CNEV ankto	ending invoice	
4. This expenditure is extraordinary		
MIN COLVICE	t black l'altridate	· ran out while
Date 6 124 2016	* ·	d Sdefrena
	Depar	etment <u>Library</u>
Date of meeting 7/11/6	vote: Yes	No
Transfer voted in the sum of \$	7.85 Transfer disapprov	ved
	FINANCE COMMITTEE	
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hen Mydle)		

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

To:	Finance Committee	– Town of Es	ssex				
Reque	st for a Line Item Tra		ccount: tle:	#1100.2.19 Blanket Ins		00	
denoted to	Amount Requested:	\$100.00					
2.	To be transferred to	Account: Title:		.1.241.5192. ng Inspector		ng Expense	
3.	The specific purpos	e the amount	requested v	will be used	for:		
	To pay for training	g for the Assis	tant Buildi	ng Inspector	•		
4.	This expenditure is	extraordinary	and/or uni	foreseen for	the follo	owing reaso	ons:
	Training is required	d in order to n	naintain ce	rtification		_	
Date:	June 29, 2016	Signed:	rendhan Z	ubrick(W	}	
****	******	********	*****	******	****	*******	*****
Date o	of meeting 7/11	118		Vote:	_1/	Yes	No
Transf	er voted in the sum of	of \$100.00		Transfe	er disapp	proved	***************************************
 	7_>	FINAN	СЕ СОММІ	ГТЕЕ			
	her riely						

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

10:	Finance Committee – Town of	i Essex		
Reque	st for a Line Item Transfer from	n Account: Title:	#1100.2.193.5740.00 Blanket Insurance	
1.	Amount Requested: \$51.30			
2.	To be transferred to Account: Title:		0.2.241.5580.00 ing Inspector Misc. Expense	
3.	The specific purpose the amou	unt requested	will be used for:	
	To pay for mileage to training	g for the Assi	stant Building Inspector.	
4.	This expenditure is extraordin	ary and/or un	foreseen for the following reasons:	:
	Training is required in order i	to maintain ce	ertification.	
Date:	June 29, 2016 Signed:		Tubricki (
****	*********	*****	**********	***
Date o	f meeting 7/11/6		Vote: Yes	_N
Transf	Fer voted in the sum of \$51.30		Transfer disapproved	
	FIN.	ANCE 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 TRAN	NSFER FROM ACCOUNT # //00:141.5120.00
	NSFER FROM ACCOUNT # 1100:141.5120.00 Title Unitor Cleric
1. Amount Requested \$ 22.80	2
2. To be transferred to account #/	100.1.141.5112.00
Title <u>Sen</u>	ior Clerk
3. Purpose the amount requested will be	e used for:
Pay Senior Clerk's	Pay 1011 to 6/30/2016
4. This expenditure is extraordinary and In Sufficient Funds in Sch	for unforeseen for the following reasons:
Date 7/1/16	Signed KUNKA Willel
	Department $4SSeSSoN$
Date of meeting 7 /1(/ (f	vote: Yes No
Transfer voted in the sum of $\$$ 22	.SO Transfer disapproved
Man Fragel	FINANCE COMMITTEE

Harbor

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:	Finance Committee – Tox	vn of Essex		
1.	Amount Requested: \$23.			
			100.2.295.5480.00	
2	TD OLG	Fi	uel & Oil	
2.	FROM:			
		11	100.2,295.5700.00	
	TO:		rbormaster Unifo	rms
3.	The specific purpose the a <i>Pay invoice</i>		_	
4.	This expenditure is extract New assistant harborn	•		
Data	6/29/16 Signed:	000	>	
Date.	0/29/10 Signed			
د ماد ماد ماد ماد	also also de also also also also also also also also	is also the steen also the steents also also also also also also also als	والمراجعة	and the state of t
****	*********	· 本 本 本 本 本 本 本 本 本 本 本 本 本 本 本 本	******	·*************
Date o	of meeting 7/11/6		Vote:	YesNo
Transf	Fer voted in the sum of \$		Transfer disapp	roved
, marie		FINIANCE COMMUTE	· F.	
É		FINANCE COMMITTE Harbormaster	3E	
<	4			
_/\\ }	Myself 1	_ _		
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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 COM	ИІТТЕЕ, То	wn of Essex:	•		
REQ	UEST FOR A LI	NE ITEM T	RANSFER F	ROM ACCOU	INT#	1100.2.162.5426.00
				Title	Voter I	ists
1. A	mount Requested	\$ 75.64	***			
2. T	o be transferred to	account #	1100.2.162.	5582.00		
	T	itle <u>Ele</u>	ection Expense	s		
3. Pi	urpose the amount To pay for the sh	-				
4. Th	is expenditure is e This LIT was rec cover the shipping	uested earli	er and approve			sons: ere not calculated. This LIT will
	incredibly large to questions. The T	urnout – eve own Clerk w	en larger than i	n past Presiden urchase 2 voting	tial years – g booth sta	cal officials to plan for an in addition to 5 long ballot tions – 8 booths total – that are oths are \$850 each.
Da	te <u>6/29</u> 16				Signed 4	Cjot Pleine
•					Departme	nt Town Cleur
Date o	of meeting 7	11/16		vote:	Yes	No
Trans	fer voted in the sur	n of \$ <u>7</u>	5.64	Transfer dis	approved	
			FINAN	CE COMMITT	EE	

Ambulance

REQUEST FOR A LINE ITEM TRANSFER

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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>

REQUEST FOR A LINE ITEM TRANSFER FROM A	ACCOUNT # 1(00, 2, 231, 5735, 00
	Title Affiliation + License Fees
1. Amount Requested \$ 14, 25	
2. To be transferred to account # 1100.2.231.5	500,00
Title Ambulance	Supplies
3. Purpose the amount requested will be used for:	
grend supplies	
4. This expenditure is extraordinary and/or unforeseen for Small overage	the following reasons:
Date 7/11/16	Signed Roxanne Treni
Date 7/11/16	Signed Roxanne Trans Department Town Acct
·	Signed Roxanne Trans Department Town Acct Yes No
Date of meeting 7/10/16 vote	
Date of meeting 7/16/16 vote	: Yes No sfer disapproved

Fire

REQUEST FOR A LINE ITEM TRANSFER

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 # 1100.1.220, 5113.00

Title Firefighters labor 1. Amount Requested \$ 39,74 To be transferred to account # 1100.1. 220.5112.00 Fire - Clerical 3. Purpose the amount requested will be used for: final Fy16 payroll 4. This expenditure is extraordinary and/or unforeseen for the following reasons: yr end overage Signed Rojanne Trieri
Department Town Acct. Date 7/11/16 vote: Yes No Date of meeting 7 /16/16 Transfer disapproved Transfer voted in the sum of \$ 39.74FINANCE COMMITTEE

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

Finance Committee – Town of Es	sex
Amount Requested: \$3,000.00	From: 1100. 2 .210.5310.00
	Title: Drug & Alcohol Testing
To be transferred to Account to:	1100. 1 :210.5584.00
	Police Supplies
The specific purpose the amount in <i>Invoices</i>	requested will be used for:
Supplies were needed to exec	and/or unforeseen for the following reasons: ute reimbursable grant. In addition, our radar failed and must be replaced.
6/16/2016 Signed:	
**********	*************
**************************************	**************************************
	To be transferred to Account to: The specific purpose the amount r Invoices This expenditure is extraordinary Supplies were needed to execunit in one of the cruisers has

- more information on grant

Roxanne Tieri

From:

"Mary Elinor Dagle" <mdagle@essexma.org>

Date:

Wednesday, June 29, 2016 10:17 AM

To: Ce: "Roxanne Tieri" <rtieri@essexma.org>
"Chief Peter Silva" <psilva@essexma.org>

Subject:

Re: 2 of the transfer requests

Roxanne,

The radar unit cost \$2345.00. It is not part of a grant rather coming out of our budget. The radar equipment we currently use does not work correctly and it makes no sense to try to repair it. To save money, new radar was not purchased with the last two cruisers and now we are desperately in need of it.

We can not always get a harbormaster or a special to do the boat ramp duty. When that happens, we have to go to the reserve police officer list. They are paid at a higher rate. Should we be taking their pay out of the police budget? It made more sense to me to take it out of harbor because the boat ramp salary line would give a clearer picture of what it cost to man the boat ramp. Please let me know how you want me to handle this. Hope you are feeling ok. Thanks. MED

From: Roxanne Tieri

Sent: Tuesday, June 28, 2016 2:08 PM

To: Peter Silva

Cc: Mary Elinor Dagle

Subject: 2 of the transfer requests

Peter,

The Finance Committee met last night and signed most of your budget transfers, copies of in your bin at town hall. Two of the transfers they returned with questions.

- 1) \$3,000 from Drug Testing to Police supplies. They wanted to know cost of radar unit, and how much and which grant would be reimbursing the town. I didn't know the answers.
- 2) \$1,300. from Deputy Harbormaster to Boat Ramp attendant. Description was that \$ would be paid to Reserve Police officers, which didn't make sense since there was a similar transfer within the Police Department budget. Reserve Police officers are not part of Harbor budget & different pay rates than set for Harbor budget.

Any clarification you can give is appreciated.

The Finance Committee will meet one last time for FY16 transfers. The meeting is July 11th, so everything pertaining to FY16 will be cleared up then.

Thanks

Roxanne

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

Το.	Finance Committee – Town of Esse	XX
1.	Amount Requested: \$1300.00 from	1: 1100.1.295.5111.00
	441, 43	Title: Deputy Harbormaster
2.	To be transferred to Account:	1100.1.295.5113.00
		Title: Boat Ramp Attendant
3.	The specific purpose the amount real <i>Payroll</i> .	quested will be used for:
4.	This expenditure is extraordinary as	nd/or unforeseen for the following reasons: the reserve officers at the boat ramp. Reserve rate of pay.
Date:	6/20/2016	Signed: Signed:
****	************	**************
Date	of meeting 7/11/16	Vote:YesNe
Trans	of meeting 7/11/18	Transfer disapproved
	FINANCE	COMMITTEE
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-> ? on budget

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

								014,86	1	AMOUNT	1
						* /	EXPENSE	KCO OTHICE		BUDGET LINE ITEM	TRANSFER TO:
								1100, 2, 211. 5420		ACCOUNT #	ER TO:
								FCO		DEPARTMENT	
								3500,00		ANNUAL BUDGET	
								105,00		3% of Budget	TRANSFER FROM:
									EPA Salaries 1100 1,211,5111	3% of Budget BUDGET LINE ITEM	
									1100 1.211.5111	ACCOUNT#	

Dept Signatures: Selectmen's Signatures: Finance Committee Signatures:						
ay IMBIEC. Small overage. Selectmen's Signatures:						
Selectmen's Signatures:	PURPOSE: Pay INVOICE.	Small overal	Ć			
	Dept Signatures	Selectmen's Signature	es:	Finance Committee Si	gnatures:	

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

PURPOSE:				 					0110	30 01	AMOUNI	
Pay Moice. Small overage.							* /	EXPENSE	ECODYNCE	247 27	BUDGE! LINE ITEM	TRANS
Small overas									1100,2.211.5420		ACCOUNT#	낖
Ç									ECO		DEPARTMENT	
									3500,00	4	ANNUAL BUDGET	
									105,00		3% of Budget	TRANSFER FROM:
										EMSalaries	BUDGET LINE ITEM	
										110B 1: 211 KIII	ACCOUNT#	

DATE: 7/7//6		Dept Signatures
DATE:	May Abana	Selectmen's Signatures:
DATE:		Finance Committee Signatures:

4/28/2016

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

end 2016	Sec 33B Transfers	O POSON

								100.00	AMOUNT	
								Town Curchalian	BUDGET LINE ITEM	TRANSFER TO:
								Town Curtodian (1100.1, 193 S114.0) BOS	ACCOUNT#	ER TO:
								50G	DEPARTMENT	
							4	198401	ANNUAL BUDGET	TRANSFER FROM:
								12055	3% of BUDGET	FROM:
								12055 11100,2193.5700.00 Expense	L BUDGET 3% of BUDGET BUDGET LINE ITEM	
							4	O CARASE		-

PURPOSE: Payroll budget shortage - Town Property custodian

			Dept Signatures	
* To be ratified by Board 7/11/16		Town Administrator	Selectmen's Signatures:	
16	I how the fill		Finance Committee Signatures:	

C