

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

REQUEST FOR A LINE ITEM 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 LINE ITEM TRANSFER FROM ACCOUNT # 1100-2145 5307 00

Title PIR Processing

1. Amount Requested \$ 35.00

2. To be transferred to account # 1100-2145 5316 00

Title BANK FEE

3. The specific purpose the amount requested will be used for:

Shortage in line item Fy 13

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

add'l employees added to direct deposit

Date 7/12/13

Signed Virginia Butcher

Department T/C

Date of meeting 7/11/13

vote: Yes No

Transfer voted in the sum of \$ 35.00

Transfer disapproved

FINANCE COMMITTEE

[Signature]
John Kelly
Jonathan Soudard

REQUEST FOR A LINE ITEM 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 LINE ITEM TRANSFER FROM ACCOUNT # 1100.2.161.5420.00

Title COPY MACHINE

1. Amount Requested \$ 12.39

2. To be transferred to account # 1100.2.161.5192.00

Title TRAINING

3. Purpose the amount requested will be used for:
Replenish the training line item.

4. This expenditure is extraordinary and/or unforeseen for the following reasons:
Unfortunately the costs of attending courses and conferences continues to increase. I have become the new coordinator for the FAST group (Forums About Small Towns) of the MTCA (Mass. Town Clerk's Association) so attendance is becoming more mandatory. Also, as part of my employment contract I am required to obtain my certification, and the one of the only ways to obtain credits is via courses at conferences.

Date 06/28/2013

Signed *Christy J. J. J.*

Department Town Clerk

Date of meeting 7/11/13

vote: Yes No

Transfer voted in the sum of \$ 12.39

Transfer disapproved _____

FINANCE COMMITTEE

Jeffrey Souldard
Jeffrey Souldard

REQUEST FOR A LINE ITEM 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 LINE ITEM TRANSFER FROM ACCOUNT # 1100.2.161.5424.00

Title DOG LICENSES

1. Amount Requested \$ 217.23

2. To be transferred to account # 1100.2.161.5422.00

Title PARKING TICKETS

3. Purpose the amount requested will be used for:

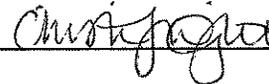
Replenish the parking ticket line item. An additional bill of \$195.00 is anticipated for June 2013.

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

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 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.

Date 06/28/2013

Signed



Department Town Clerk

Date of meeting 7/11/13

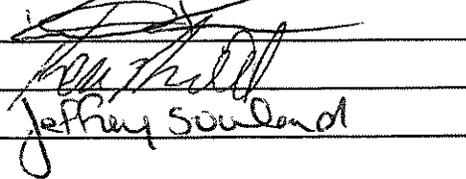
vote: Yes

No

Transfer voted in the sum of \$ 217.23

Transfer disapproved _____

FINANCE COMMITTEE



Jeffrey Souland

REQUEST FOR A LINE ITEM 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 LINE ITEM TRANSFER FROM ACCOUNT # 1100.2.161.5240.00

Title COPY MACHINE

1. Amount Requested \$ 11.77

2. To be transferred to account # 1100.2.161.5422.00

Title PARKING TICKETS

3. Purpose the amount requested will be used for:

Replenish the parking ticket line item. An additional bill of \$195.00 is anticipated for June 2013.

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

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 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.

Date 06/28/2013

Signed

Christy J. [Signature]

Department Town Clerk

Date of meeting 7/11/13

vote: Yes No

Transfer voted in the sum of \$ 11.77

Transfer disapproved _____

FINANCE COMMITTEE

[Signature]
[Signature]
Jeffrey Soular

REQUEST FOR A LINE ITEM 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 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 FY13. We anticipate one more bill of \$688 from the Essex Police Department for details at the June 25, 2013 Special State Election.

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 which 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 Christina D'Agostino

Department Town Clerk

Date of meeting 7/11/13

vote: Yes No

Transfer voted in the sum of \$ 89.26

Transfer disapproved _____

FINANCE COMMITTEE

Jeffrey Souland

Jeffrey Souland

REQUEST FOR A LINE ITEM 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 LINE ITEM TRANSFER FROM ACCOUNT # 1100.2.162.5580.00

Title TOWN MEETING EXPENSES

1. Amount Requested \$ 197.83

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 FY13. We anticipate one more bill of \$688 from the Essex Police Department for details at the June 25, 2013 Special State Election.

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 which 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

Christina Widd

Department Town Clerk

Date of meeting 7/10/13

vote: Yes No

Transfer voted in the sum of \$ 197.83

Transfer disapproved _____

FINANCE COMMITTEE

Jeffrey Soudan

Jeffrey Soudan

REQUEST FOR A LINE ITEM TRANSFER

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

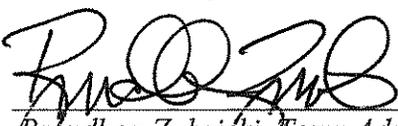
To: Finance Committee – Town of Essex

Request for a Line Item Transfer from Account: #1100.2.193.5210.00
Title: Town Hall Electricity

- 1. Amount Requested: **\$521.40**
- 2. To be transferred to Account: #1100.2.424.5210.00
Title: Street Lighting
- 3. The specific purpose the amount requested will be used for:
To fund deficits from street lighting.

- 4. This expenditure is extraordinary and/or unforeseen for the following reasons:
Enough money for the entire year was not budgeted in this category.

Date: 7/10/13

Signed: 
Brendhan Zubricki, Town Administrator

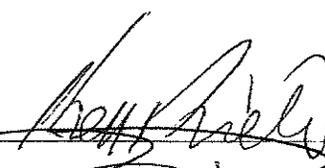
Date of meeting 7/11/13

Vote: Yes No

Transfer voted in the sum of \$521.40

Transfer disapproved _____

FINANCE COMMITTEE





Jeffery Soubelet

REQUEST FOR A LINE ITEM 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 LINE ITEM TRANSFER FROM ACCOUNT # 1160.1.210.5141.00

Title Holiday OT

1. Amount Requested \$ 90.00

2. To be transferred to account # 1100.1.210.5140.00

Title Night Diff

3. Purpose the amount requested will be used for:

Payroll

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

2 members of the dept each worked 18 hours
OT during the terrorist attack on April 19

Date 7/11/13

Signed [Signature]

Department Police Dept.

Date of meeting 7/11/13

vote: Yes No

Transfer voted in the sum of \$ 90.00

Transfer disapproved _____

FINANCE COMMITTEE

[Signature]
[Signature]
Jeffrey Soula et

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 – Town of Essex

1. Amount Requested: \$1,608.36

1100.2.210.5156.00

Title: Court OT

2. To be transferred to Account: 1100.1.210.5190.00

Title: Sick Leave Sell Back

3. The specific purpose the amount requested will be used for:

Paying for unused sick leave.

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

More officers have accumulated 1200 hours and have used little to no sick time.

Date: 7/9/2013

Signed: _____



Date of meeting 7/11/13

Vote: Yes No

Transfer voted in the sum of \$1608.36

Transfer disapproved _____

FINANCE COMMITTEE





Jeffrey Soudard

REQUEST FOR A LINE ITEM 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 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 tax

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

Payroll tax underestimated

Date 7/11/13

Signed Roxanne Pieri

Department Town Accountant

Date of meeting 7/11/13

vote: Yes No

Transfer voted in the sum of \$ 60.53

Transfer disapproved _____

FINANCE COMMITTEE

[Signature]
[Signature]
Jeffrey Souda et

REQUEST FOR A LINE ITEM 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 LINE ITEM TRANSFER FROM ACCOUNT # 1100.2.220.5251.00

1. Amount Requested \$ 98.70⁷⁰ Title Forest Fire Equipment

2. To be transferred to account # 1100.2.220.5341.00

Title Telephone

3. Purpose the amount requested will be used for:

Pay invoice

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

Date 7/18/13

Signed [Signature]

Department _____

Date of meeting 7/11/13

vote: Yes No

Transfer voted in the sum of \$ 98.70

Transfer disapproved _____

FINANCE COMMITTEE

[Signature]
[Signature]
Jeffrey Souland

REQUEST FOR A LINE ITEM 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 LINE ITEM TRANSFER FROM ACCOUNT # 1100.2.220.5420

Title Office Supplies

1. Amount Requested \$ 114.00

2. To be transferred to account # 1100.2.220.5432.00

Title Radio Pagers

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 7/11/13

Signed [Signature]

Department Fire

Date of meeting 7/11/13

vote: Yes No

Transfer voted in the sum of \$ 114.-

Transfer disapproved _____

FINANCE COMMITTEE

[Signature]
[Signature]
Jeffrey Soudard

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 – Town of Essex

1100.2.231.5248.00

Title: *Ambulance Repair and Maintenance*

1. Amount Requested: **\$56.90**

2. To be transferred to Account:

1100.2.231.5192.00

Title: *Ambulance Training Expenses*

3. The specific purpose the amount requested will be used for:

Balance line item

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

Increase in EMT training.

Date: *7/10/2013*

Signed:



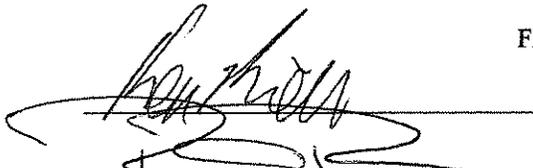
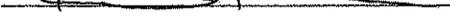
Date of meeting *7/11/13*

Vote: Yes No

Transfer voted in the sum of \$ *56.90*

Transfer disapproved _____

FINANCE COMMITTEE



Jeffrey Soudard

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 – Town of Essex

Request for a Line Item Transfer from Account: #1100.2.299.5341.00
Title: Shellfish Telephone

- 1. Amount Requested: **\$93.46**
- 2. To be transferred to Account: #1100.2.299.5580.00
Title: Misc. Shellfish Expenses

3. The specific purpose the amount requested will be used for:
To change the manner in which the Shellfish Information Telephone Line is accessed for updating.

4. This expenditure is extraordinary and/or unforeseen for the following reasons:
This change has been necessitated by the move of the Essex Emergency Center to the new Regional Center in Middleton.

Date: July 9, 2013

Signed: William J. Knovak
William Knovak, Shellfish Constable

Date of meeting 7/11/13

Vote: Yes No

Transfer voted in the sum of **\$93.46**

Transfer disapproved _____

FINANCE COMMITTEE

[Signature]
[Signature]
Jeffrey Soular

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 – Town of Essex

Request for a Line Item Transfer from Account: #1100.2.912.5171.00
Title: Workmen's Compensation Insurance

- 1. Amount Requested: **\$3,615.26**
- 2. To be transferred to Account: #1100.2.151.5314.43
Title: Conomo 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 unforeseen for the following reasons:

The Town is not able to predict how many situations may arise at the Point during the transition process at Conomo Point that will require legal consultations.

Date: July 9, 2013

Signed: 
Brendhan Zubficki, Town Administrator

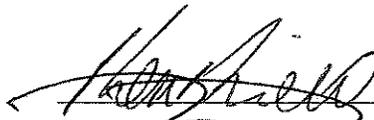
Date of meeting 7 / 11 / 13

Vote: Yes No

Transfer voted in the sum of \$3,615.26

Transfer disapproved _____

FINANCE COMMITTEE



 Jeffrey Sowlard

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 – Town of Essex

Request for a Line Item Transfer from Account: #1100.2.193.5309.00
Title: GIS

1. Amount Requested: **\$1,000.00**

2. To be transferred to Account: #1100.2.151.5314.43
Title: Conomo 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 unforeseen for the following reasons:

The Town is not able to predict how many situations may arise at the Point during the transition process at Conomo Point that will require legal consultations.

Date: July 9, 2013

Signed: 
Brendan Zubricki, Town Administrator

Date of meeting 7 / 11 / 13

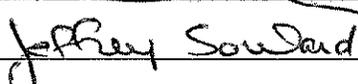
Vote: Yes No

Transfer voted in the sum of \$1,000.00

Transfer disapproved _____

FINANCE COMMITTEE




Jeffrey Soudard

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 – Town of Essex

Request for a Line Item Transfer from Account: #1100.2.151.5314.00
Title: General Legal

1. Amount Requested: \$4,107.77

2. To be transferred to Account: #1100.2.151.5314.43
Title: Conomo 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 unforeseen for the following reasons:

The Town is not able to predict how many situations may arise at the Point during the transition process at Conomo Point that will require legal consultations.

Date: July 9, 2013

Signed: 
Brendhan Zubicki, Town Administrator

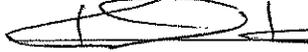
Date of meeting 7/11/13

Vote: Yes No

Transfer voted in the sum of \$4,107.77

Transfer disapproved _____

FINANCE COMMITTEE



Jeffrey Souland

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 – Town of Essex

Request for a Line Item Transfer from Account: #1100.2.193.5740.00
Title: Blanket Insurance

1. Amount Requested: **\$22,552.64**

2. To be transferred to Account: #1100.2.151.5314.43
Title: Conomo 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 unforeseen for the following reasons:

The Town is not able to predict how many situations may arise at the Point during the transition process at Conomo Point that will require legal consultations.

Date: July 9, 2013

Signed: 
Brendan Zubricki, Town Administrator

Date of meeting 7/11/13

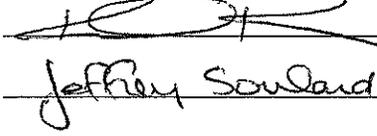
Vote: Yes No

Transfer voted in the sum of **\$22,552.64**

Transfer disapproved _____

FINANCE COMMITTEE





REQUEST FOR A LINE ITEM 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 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: _____
To pay the deficit in telephone charges line item.

4. This expenditure is extraordinary and/or unforeseen for the following reasons: _____
no idea why it was over spent.

Date: 7 / 09 / 13

Signed: 

Department: Water

=====

Date of meeting / /

Vote: Yes No

Transfer voted in the sum of \$

Transfer disapproved

FINANCE COMMITTEE

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 \$ 14,968.79

2. To be transferred to account # Dept #423

Title Snow and Ice

3. Purpose the amount requested will be used for:

To cover the Snow and Ice overage. Amount previously approved under MGL Ch 44 Sec 31D by the Board of Selectmen and Finance Committee.

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

Unpredictable winter weather.

Date 7/9/13

Signed [Signature]

Department _____

Date of meeting 7/11/13

vote: Yes No

Transfer voted in the sum of \$ 14968.79

Transfer disapproved _____

FINANCE COMMITTEE

[Signature]
[Signature]
Jeffrey Sordana

