

**Essex Finance Committee**  
**July 29, 2013**  
**7:30 pm**  
**Essex Senior Center**

Members Present: Sherri Davis, Ken Riehl, Richard Ross and Jeff Soulard

**1. Transfers**

All transfers approved unanimously – SEE ATTACHED

**2. Discuss Plans for Upcoming Year**

The group discussed the possibility of a quarterly Finance Committee Report to update residents on the budget and other financial issues. We will discuss this further at our next meeting.

**3. Update Conomo Point Legal Cases**

Mr. Soulard shared an update on the two cases. The Pratt case (home ownership) was set to begin in August and the Walker case (lease rates) should begin in late September. Each of these cases is important to the Finance Committee as the decisions will have a significant financial impact on the Town. Additionally, these issues are part of the uncertainty related to the expiration of the leases of the town owned land at Conomo Point. Having an answer on the home ownership issue will allow eliminate some of the uncertainty with the various options for the leased property on Conomo Point and allow us to provide more meaningful financial analysis.

**4. Public Comment**

A resident brought it to our attention that our meetings were not being posted on the Town Website Calendar. We assured him we would make sure our future meetings were posted on the website in addition to the physical postings done at Town Hall and the Elementary School.

# 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 \$ 12.39

2. To be transferred to account # 1100.2.161.5420.00

Title Town Clerk Office Supplies

3. Purpose the amount requested will be used for:  
Slight oversight in the FY13 budget.

4. This expenditure is extraordinary and/or unforeseen for the following reasons:  
The Town Clerk, as records custodian, must purchase archival quality materials for long term retention.  
These supplies tend to be more expensive than standard office supplies.

Date 07/22/2013

Signed Christina Dignola

Department Town Clerk

Date of meeting 7/29/13

vote:  Yes  No

Transfer voted in the sum of \$ 12.39

Transfer disapproved \_\_\_\_\_

FINANCE COMMITTEE

[Signature]  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

[Signature]  
Jeffrey Souldard  
\_\_\_\_\_

# REQUEST FOR A LINE ITEM TRANSFER

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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 \$ 27.00

2. To be transferred to account # 1100.2.161.5422.00

Title Parking Tickets

3. Purpose the amount requested will be used for:  
Slight oversight in the FY13 budget.

4. This expenditure is extraordinary and/or unforeseen for the following reasons:  
Our parking ticket vendor charges \$3 per ticket to process. It is unknown exactly how many parking violations will be issued in Essex each year.

Date 07/22/2013

Signed Christy Dwyer

Department Town Clerk

Date of meeting 7/29/13

vote:  Yes  No

Transfer voted in the sum of \$ 27.00

Transfer disapproved \_\_\_\_\_

FINANCE COMMITTEE

[Signature]  
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\_\_\_\_\_

[Signature]  
Jeffrey Soudara  
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# REQUEST FOR A LINE ITEM TRANSFER

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To: FINANCE COMMITTEE, Town of Essex:

REQUEST FOR A LINE ITEM TRANSFER FROM ACCOUNT # 1100.2175.5579.00

Title: Technology

1. Amount Requested \$ 18.89

2. To be transferred to account # 1100.2175.5341.00

Title Planning Bd Telephone

3. Purpose the amount requested will be used for:

pay monthly phone bill

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

budget underestimated

Date 7/29/13

Signed Mary Ellen Zeeman

Department Planning Board

Date of meeting 7/29/13

vote:  Yes  No

Transfer voted in the sum of \$ 18.89

Transfer disapproved \_\_\_\_\_

FINANCE COMMITTEE

[Signature]  
\_\_\_\_\_  
\_\_\_\_\_

[Signature]  
Jeffrey Soudan  
\_\_\_\_\_

# REQUEST FOR A LINE ITEM TRANSFER

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To: FINANCE COMMITTEE, Town of Essex:

REQUEST FOR A LINE ITEM TRANSFER FROM ACCOUNT # 1160-2-210-5341.00

Title Police Telephone

1. Amount Requested \$ 256.99

2. To be transferred to account # 1100-2-210-5192.00

Title Firearms Training Expenses

3. Purpose the amount requested will be used for:

Pay invoice for ammunition.

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

Cost of ammunition has increased.

Date 7/25/13

Signed



Department

Police Dept.

Date of meeting 7/29/13

vote:

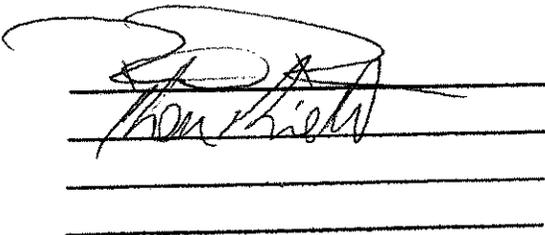
Yes

No

Transfer voted in the sum of \$ 256.99

Transfer disapproved \_\_\_\_\_

FINANCE COMMITTEE



Mini Dan  
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

Amount: \$ 95.25

Title: 1100.2.220.5210.00 Fire Electricity

2. To be transferred to Account: 1100.2.220.5341.00 Title: Fire Telephone

3. The specific purpose the amount requested will be used for: Pay last phone bill.

4. This expenditure is extraordinary and/or unforeseen for the following reasons: Higher phone bills than expected.

Date: 7/9/2013

Signed: [Signature]

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Date of meeting 7/29/13

Vote: [X] Yes [ ] No

Transfer voted in the sum of \$95.25

Transfer disapproved [ ]

[Signature] FINANCE COMMITTEE

[Signature] Jeffrey Souldard

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

Title: 1100.2.231.5317.00  
Third Party Billing

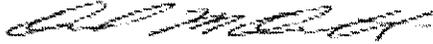
1. Amount Requested: \$150.00

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: 7/15/2013

Signed 

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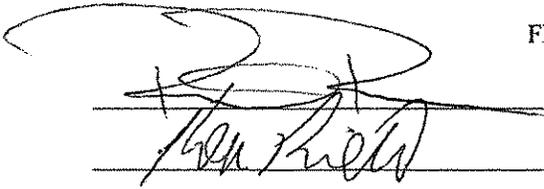
Date of meeting 7/29/13

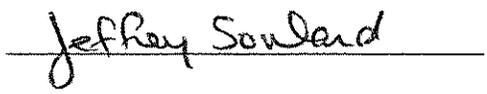
Vote:  Yes  No

Transfer voted in the sum of \$150

Transfer disapproved \_\_\_\_\_

FINANCE COMMITTEE

  
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# REQUEST FOR A LINE ITEM TRANSFER

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To: FINANCE COMMITTEE, Town of Essex:

REQUEST FOR A LINE ITEM TRANSFER FROM ACCOUNT # 1100 2610 5341.00

Title Library Telephone

1. Amount Requested \$ 5.39

2. To be transferred to account # 1100 2610 5420.00

Title Library Office Supplies

3. Purpose the amount requested will be used for:

Cover June billing

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date 7/15/11

Signed [Signature]

Department A. French Library

Date of meeting 7/29/13

vote:  Yes  No

Transfer voted in the sum of \$ 5.39

Transfer disapproved \_\_\_\_\_

FINANCE COMMITTEE

[Signature]  
\_\_\_\_\_  
\_\_\_\_\_

[Signature]  
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#** 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: \_\_\_\_\_  
Line item was under estimated

Date: 7/09/13

Signed: 

Department: Water

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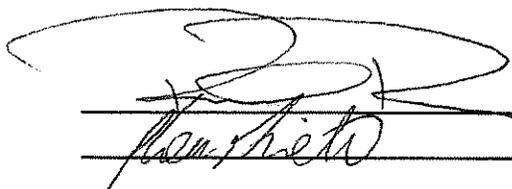
Date of meeting 7/29/13

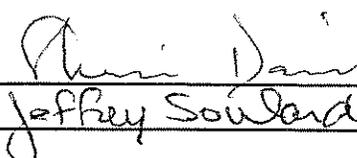
Vote:  Yes  No

Transfer voted in the sum of \$ 74.76

Transfer disapproved \_\_\_\_\_

## FINANCE COMMITTEE

  
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