

**Essex Finance Committee**  
**April 7, 2016**  
**6:30 pm**  
**Essex Elementary School**

Members Present: Justin Bourgette, Richard Ross, Mark McKenna

1. Transfers FY16 – The Finance Committee approved a total of 17 transfers for 2016. These included 1 transfer from the reserve fund, 6 line item transfers for Gloucester sewer bills and 10 other line item transfers.
2. Old Business – Could not approve minutes from past meetings as only 3 of 5 Finance Committee members present
3. New Business – Discuss FY2017 budget - The Finance Committee reviewed the monetary articles on the warrant. There were two new articles that were discussed which the committee had to vote on. One was for article #22, for the demolition of a condemned barn at the Allen property on Southern and the other was article #30 for the Strategic Planning Committee outreach. Both were approved and funded via free cash.
4. Public Comment – None
5. Meeting Adjourned

# 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 \$ 3854.06

2. To be transferred to account # 1100.1.512.5110.00

Title Sanitarian Admin. Salary

3. Purpose the amount requested will be used for:

To cover remaining Sanitarian Admin. Salary

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

sick time buy-back from retiring Administrator.

Date 4, 7, 16

Signed [Signature]

Department BOH

Date of meeting 4, 7, 2016

vote:  Yes  No

Transfer voted in the sum of \$ 3854.06

Transfer disapproved

FINANCE COMMITTEE

[Signature]  
[Signature]

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

# 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 Office Supplies

1. Amount Requested \$ 31.56

2. To be transferred to account # 1100.2.161.5192.00

Title Training Expenses

3. Purpose the amount requested will be used for:  
Mileage reimbursement for IIMC Athenian Dialogue course in Avon, CT.

4. This expenditure is extraordinary and/or unforeseen for the following reasons:  
Typically the Town Clerk drives and does not submit for a mileage reimbursement. One of the Town Clerk's car's broke this week (literally, the frame broke in two) so she was short a car for this training. The Assistant Town Clerk is driving and should be reimbursed for mileage.

Date 03/09/2016

Signed Christy Paine

Department TOWN CLERK

Date of meeting 9/17/2016

vote:  Yes  No

Transfer voted in the sum of \$ 31.56

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

FINANCE COMMITTEE

[Signature]  
[Signature]  
[Signature]

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

FIRE  
LIT

### 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

Account #: 1100.2.220.5480.00  
Title: Fire Department Vehicle Fuel

- 1. Amount Requested: \$350
- 2. To be transferred to Account:

Account #: 1100.2.220.5231.00,  
Title: Fire Department Sewer

- 3. This will be used to pay sewer bill.
- 4. This expenditure is extraordinary and/or unforeseen for the following reasons:  
Expenses exceeded budgeted amount.

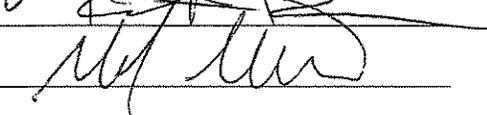
Date: 4/5/2016      Signed: 

\*\*\*\*\*

Date of meeting 4/7/2016      Vote:  Yes     No

Transfer voted in the sum of \$ 350      Transfer disapproved \_\_\_\_\_

      FINANCE COMMITTEE

      \_\_\_\_\_

\_\_\_\_\_      \_\_\_\_\_

\_\_\_\_\_      \_\_\_\_\_

### 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

Account #: 1100.2.220.5211.00  
Title: Fire Department Heating Oil

- 1. Amount Requested: \$3000.00
- 2. To be transferred to Account:

Account #: 1100.2.220.5558.00,  
Title: Fire Department Other Equipment

- 3. This will be used to pay invoices.
- 4. This expenditure is extraordinary and/or unforeseen for the following reasons:  
Costs of extraction and drying system caused decrease in this line item.

Date: 4/5/2016      Signed: *Al Malley*

\*\*\*\*\*

Date of meeting 4, 7, 2016      Vote: ✓ Yes      \_\_\_\_\_ No

Transfer voted in the sum of \$ 3,000      Transfer disapproved \_\_\_\_\_

*[Signature]*      FINANCE COMMITTEE

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 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

Account #: 1100.2.220.5211.00  
Title: Fire Department Heating Oil

- 1. Amount Requested: \$400.00
- 2. To be transferred to Account:

Account #: 1100.2.220.5730.00,  
Title: Fire Department Dues & Subscriptions

- 3. This will be used to pay invoices.
- 4. This expenditure is extraordinary and/or unforeseen for the following reasons:  
Expenses were more than budgeted amount.

Date: 4/5/2016      Signed: 

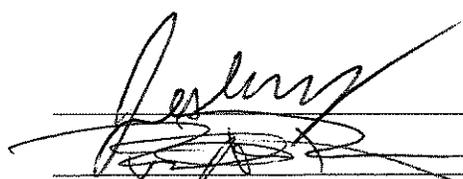
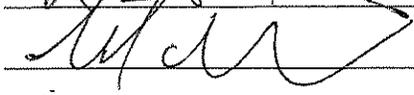
\*\*\*\*\*

Date of meeting 4/7/2016

Vote:   ✓   Yes           No

Transfer voted in the sum of \$ 400

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 #** 1100.2.430.5296.00

Title: Hazardous Waste

1. Amount Requested \$ 500.00
2. To be transferred to account # 1100.2.430.5580.00

Title: Maintenance

3. Purpose the amount requested will be used for:

Fund the line item for the remaining fiscal year.

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

Unexpected expense for sending Laborer to hydraulics license class.

Date: 3 / 31 / 16

Signed: 

Department: Transfer Station

Date of meeting 4 / 7 / 2016

Vote:  YES  NO

Transfer voted in the sum of \$ 500.00 Transfer disapproved \_\_\_\_\_

**FINANCE COMMITTEE**

<u></u>	_____
<u></u>	_____
_____	_____
_____	_____

# 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 #** 1100.2.430.5290.00

Title: Trash Contract - Covanta

1. Amount Requested \$ 6,000.00
2. To be transferred to account # 1100.2.430.5295.00

Title: Recycling

3. Purpose the amount requested will be used for:

To fund the line item for the remainder of the fiscal year.

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

Recycling market tanking. Rebates for our recycling have been taken stopped.

Date: 4 / 5 / 2016

Signed: 

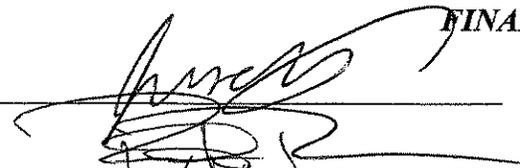
Department: Transfer Station

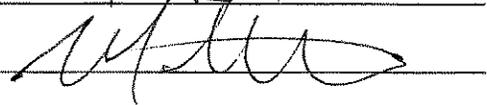
Date of meeting 4 / 7 / 2016

Vote:  YES  NO

Transfer voted in the sum of \$ 6,000 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 # 1100.2.512.5420.00

Title Office Supplies

1. Amount Requested \$ 1000-

2. To be transferred to account # 1100-2.512.5317.00

Title Contracted Services

3. Purpose the amount requested will be used for:

Food Inspector Salary

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

New additional food service inspections required

Date 3/25/16

Signed [Signature]

Department Bott

Date of meeting 4/17/2016

vote:  Yes  No

Transfer voted in the sum of \$ \$1,000

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

FINANCE COMMITTEE

[Signature]  
[Signature]

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

# 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 #** 5710

Title TRAVEL

1. Amount Requested \$ 9.33

2. To be transferred to account # 5420

Title OFFICE SUPPLIES

3. Purpose the amount requested will be used for:

\$ 9.33 to cover supplies

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

Shipping charges.

Date 3/16/2016

Signed D. H. Kelle

Department Library

Date of meeting 4/17/2016

vote:  Yes  No

Transfer voted in the sum of \$ 9.33.

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

FINANCE COMMITTEE

[Signature]  
[Signature]

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

# 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 #** 6150.2.000.5172.00

Title: Retirement

1. Amount Requested \$ 877.34
2. To be transferred to account # 6150.2.000.5171.00

Title: Workmans Comp

3. Purpose the amount requested will be used for:

To cover the deficit for the fiscal year.

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

Under funded for the fiscal year.

Date: 3 / 31 / 16

Signed: 

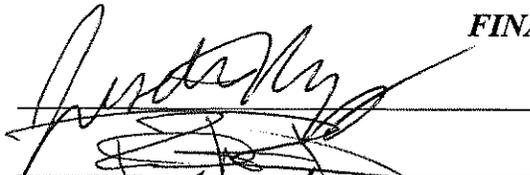
Department: Water

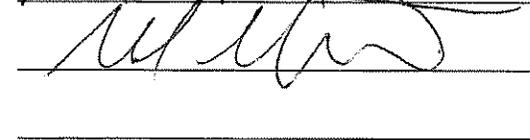
Date of meeting 4 / 7 / 2016

Vote:  YES  NO

Transfer voted in the sum of \$ 877.34 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 #** 6250.2.000.5536.00

Title: Materials

- 1. Amount Requested \$ 1,100.00
- 2. To be transferred to account # 6250.2.000.5317.00

Title: Gloucester

- 3. Purpose the amount requested will be used for:

To pay the last Gloucester sewer bill for the fiscal year.

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

Higher than anticipated flows.

Date: 4 / 5 / 2016

Signed: 

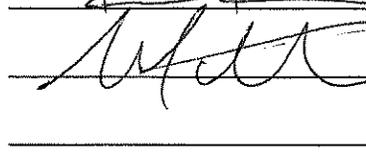
Department: Wastewater

Date of meeting 4 / 7 / 2016

Vote:  YES  NO

Transfer voted in the sum of \$ 1,100 Transfer disapproved \_\_\_\_\_

**FINANCE COMMITTEE**

<u></u>	_____
<u></u>	_____
_____	_____
_____	_____

# 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 #** 6250.2.000.5532.00

Title: Tools and Supplies

- 1. Amount Requested \$ 1,800.00
- 2. To be transferred to account # 6250.2.000.5317.00

Title: Gloucester

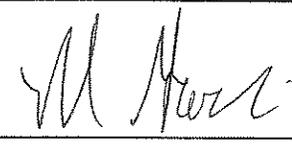
- 3. Purpose the amount requested will be used for:

To pay the last Gloucester sewer bill for the fiscal year.

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

Higher than anticipated flows.

Date: 4 / 5 / 2016

Signed: 

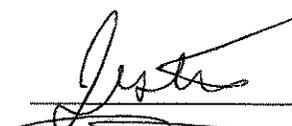
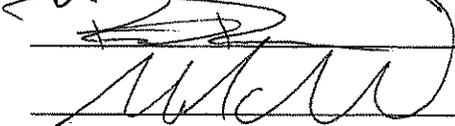
Department: Wastewater

Date of meeting 4 / 7 / 2016

Vote: YES  NO

Transfer voted in the sum of \$ 1,800 Transfer disapproved                     

**FINANCE COMMITTEE**

<u></u>	_____
<u></u>	_____
_____	_____
_____	_____

# 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 #** 6250.2.000.5420.00

Title: Office Supplies

1. Amount Requested \$ 1,200.00
2. To be transferred to account # 6250.2.000.5317.00

Title: Gloucester

3. Purpose the amount requested will be used for:

To pay the last Gloucester sewer bill for the fiscal year.

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

Higher than anticipated flows.

Date: 4 / 5 / 2016

Signed: 

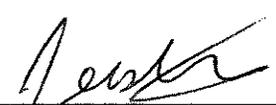
Department: Wastewater

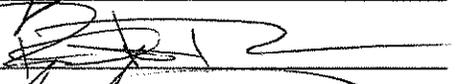
Date of meeting 4 / 7 / 2016

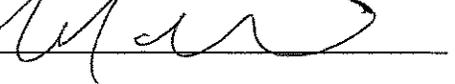
Vote:  YES  NO

Transfer voted in the sum of \$ 1,200 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 #** 6250.2.000.5171.00

Title: Workman's Comp

- 1. Amount Requested \$ 1,365.00
- 2. To be transferred to account # 6250.2.000.5317.00

Title: Gloucester

- 3. Purpose the amount requested will be used for:

To pay the last Gloucester sewer bill for the fiscal year.

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

Higher than anticipated flows.

Date: 4 / 5 / 2016

Signed: 

Department: Wastewater

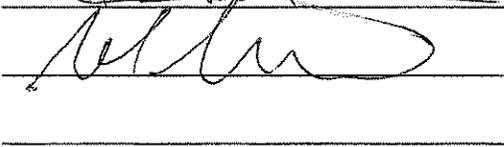
Date of meeting 4 / 7 / 2016

Vote:  YES  NO

Transfer voted in the sum of \$ 1,365 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 #** 6250.2.000.5535.00

Title: Maintenance

1. Amount Requested \$ 3,000.00
2. To be transferred to account # 6250.2.000.5317.00

Title: Gloucester

3. Purpose the amount requested will be used for:

To pay the last Gloucester sewer bill for the fiscal year.

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

Higher than anticipated flows.

Date: 4 / 5 / 2016

Signed: [Signature]

Department: Wastewater

Date of meeting 4/7/2016 3,000 Vote:  YES  NO

Transfer voted in the sum of \$ [Signature] Transfer disapproved \_\_\_\_\_

**FINANCE COMMITTEE**

<u>[Signature]</u>	_____
<u>[Signature]</u>	_____
<u>[Signature]</u>	_____
_____	_____

# 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 #** 6250.2.000.5210.00

Title: Electric

1. Amount Requested \$ 3,595.00
2. To be transferred to account # 6250.2.000.5317.00

Title: Gloucester

3. Purpose the amount requested will be used for:

To pay the last Gloucester sewer bill for the fiscal year.

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

Higher than anticipated flows.

Date: 4 / 5 / 2016

Signed: 

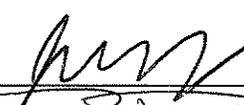
Department: Wastewater

Date of meeting 4/7/2016

Vote:  YES  NO

Transfer voted in the sum of \$ 3595.00 Transfer disapproved                     

**FINANCE COMMITTEE**

 \_\_\_\_\_

 \_\_\_\_\_

 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_