

Essex Finance Committee
May 23, 2016
7:00 pm
Essex Elementary School

Members Present: Justin Bourgette, David Gabor, Ken Riehl, Richard Ross

1. Transfers FY16 : Copies of approved transfers are attached. One transfer was not approved and returned to the Police Department. This was for police work for the Essex car show which was subsequently canceled. One transfer was from the reserve fund for \$3,500. for town's share of employer FICA tax. Post transfer the reserve fund balance is \$71,207.
2. Old Business – Approved the 5/2/2016 minutes.
3. New Business – See above for line item transfers.
4. Public Comment – None
5. Meeting adjourned

REQUEST FOR A TRANSFER FROM THE RESERVE FUND

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 Transfer from the **RESERVE FUND**
Request is hereby made for the following transfer from the Reserve Fund in accordance with Chapter 40, § 6 of M.G.L.

- 1. Amount Requested: \$3,500.00
- 2. To be transferred to Account: 1100.2945.5173.00
Title: Fica Tax General

3. The specific purpose the amount requested will be used for:
Anticipated Fica Tax Will Exceed Expendable
Balance in account.

4. This expenditure is extraordinary and/or unforeseen for the following reasons:
Salary increases were not determined when FY
16 Budget was submitted on 1/5/15.

Date: May 17, 16 Signed: Virginia Antell
 Treasurer/Tax Collector

Date of meeting 5, 23, 2016 Vote: Yes No
 Transfer voted in the sum of 3,500 Transfer disapproved _____

FINANCE COMMITTEE

[Signature] _____
[Signature] _____

REQUEST FOR A LINE ITEM TRANSFER

Treas/Coll

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 2-145 5316 00

Title Bank Fee

1. Amount Requested \$ 50.00

2. To be transferred to account # 1100 2-145-5315 00

Title Tax Title

3. The specific purpose the amount requested will be used for: Record lien on property in litigation.

4. This expenditure is extraordinary and/or unforeseen for the following reasons: FY 16 incurred increase in Tax title Expense that was not forecast.

Date 5/5/16

Signed Virginia Antell

Department T/C

Date of meeting 5/23/2016

vote: Yes No

Transfer voted in the sum of \$ 50

Transfer disapproved

FINANCE COMMITTEE

[Handwritten signatures]

[Blank lines for signatures]

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 # 1100.2.162.5425.00

Title Town Meeting

1. Amount Requested \$ 274.00

2. To be transferred to account # 1100.2.162.5582.00

Title Election Expenses

3. Purpose the amount requested will be used for:
To purchase new voting booths.

4. This expenditure is extraordinary and/or unforeseen for the following reasons:
The continuing excitement about the election has caused state and local officials to plan for an incredibly large turnout – even larger than in past Presidential years – in addition to 5 long ballot questions. The Town Clerk would like to purchase 2 voting booth stations – 8 booths total – that are easy to set up and move and can be altered to be ADA compliant. Booths are \$850 each.

Date 05/23/16

Signed Christina

Department TOWN CLERK

Date of meeting 5/23/2016 vote: Yes No

Transfer voted in the sum of \$ 274.00 Transfer disapproved _____

FINANCE COMMITTEE

Justin By

[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 # 1100.2.162.5425.00

Title Ballots

1. Amount Requested \$ 336.00

2. To be transferred to account # 1100.2.162.5582.00

Title Election Expenses

3. Purpose the amount requested will be used for:
To purchase new voting booths.

4. This expenditure is extraordinary and/or unforeseen for the following reasons:
The continuing excitement about the election has caused state and local officials to plan for an incredibly large turnout – even larger than in past Presidential years – in addition to 5 long ballot questions. The Town Clerk would like to purchase 2 voting booth stations – 8 booths total – that are easy to set up and move and can be altered to be ADA compliant. Booths are \$850 each.

Date 05/23/16

Signed Christy St. Pierre

Department Town Clerk

Date of meeting 5/31/16

vote: Yes No

Transfer voted in the sum of \$ 336.00

Transfer disapproved _____

FINANCE COMMITTEE

Justin B.
[Signature]
[Signature]
[Signature]

REQUEST FOR A LINE ITEM TRANSFER

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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 \$ 70.45

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:
Maintenance Contract for Typewriter

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

Misc. smaller unanticipated expenses.

1. New Commercial Clam Permits (old ones were lost in move, plus archaic (old ones stated that you must be a 'natural born citizen of the US).
2. Asst. Town Clerk had mileage reimbursement because TC's car broke (TC does not typically take mileage reimbursement).
3. Special bond paper needed for Vital Records on recommendation of the State to make them more uniform with the electronic vital records system.

Date 05/17/2016

Signed Christy Pierce

Department TOWN CLERK

Date of meeting 5/23/2016

vote: Yes No

Transfer voted in the sum of \$ 70.45

Transfer disapproved _____

FINANCE COMMITTEE

REQUEST FOR A LINE ITEM TRANSFER

Requests are to be made and transfer voted BEFORE any expenditure is incurred.

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: \$5,000.00
2. To be transferred to Account: #1100.2.193.5430.00
Title: Town Property
3. The specific purpose the amount requested will be used for:

To pay for police details at Centennial Grove on Memorial Day Weekend and the two following weekends..

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

The Selectmen worked over the winter to review various options for managing the Grove in light of a sharp increase in non-resident use. The selected option (moving to a residents-only facility) was not established at the time of budget formulation for both FY16 and FY17. Discussion with the YMCA and the Boy Scouts about contracting to provide enforcement did not translate to either organization being interested. As such, the Essex Police Department will provide enforcement, using details, and we will hopefully be able to transition to regular patrols after the first few weekends.

Date: May 23, 2016 Signed: Lisa J. O'Donnell, Chairman

Date of meeting / / Vote: Yes No

Transfer voted in the sum of \$5,000.00 Transfer disapproved

FINANCE COMMITTEE

see attached approval

Four horizontal lines for signature or stamp.

REQUEST FOR A LINE ITEM TRANSFER

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To: Finance Committee – Town of Essex

Request for a Line Item Transfer from Account: #1100.2.193.5740.00
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The Selectmen worked over the winter to review various options for managing the Grove in light of a sharp increase in non-resident use. The selected option (moving to a residents-only facility) was not established at the time of budget formulation for both FY16 and FY17. Discussion with the YMCA and the Boy Scouts about contracting to provide enforcement did not translate to either organization being interested. As such, the Essex Police Department will provide enforcement, using details, and we will hopefully be able to transition to regular patrols after the first few weekends.

Date: May 23, 2016 Signed: _____
Lisa J. O'Donnell, Chairman

Date of meeting 5/23/2016 Vote: Yes No

Transfer voted in the sum of \$5,000.00 Transfer disapproved _____

_____ FINANCE COMMITTEE

Police

REQUEST FOR A LINE ITEM TRANSFER

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

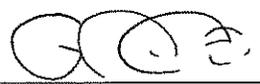
To: Finance Committee – Town of Essex

1. Amount Requested: \$2000.00 1100.1.210.5111.00
Title: **Police Officers' Salaries**

2. To be transferred to Account: 1100.1.210.5192.00
Title: **In service Training**

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

4. This expenditure is extraordinary and/or unforeseen for the following reasons:
MIA Training grant covered the Liability Demystified training class but not the overtime.

Date: 5/19/2016 Signed: 

Date of meeting 5/23/2016

Vote: ✓ Yes _____ No

Transfer voted in the sum of \$ 2,000.00

Transfer disapproved _____

FINANCE COMMITTEE





Police

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: \$1,000. From: 1100.2.210.5302.00
Title: *National Crime*

2. To be transferred to Account: 1100.2.210.5584.00
Title: *Police Supplies*

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

4. This expenditure is extraordinary and/or unforeseen for the following reasons:
Extra expenses incurred by the car show.

Date: 5/19/2016

Signed: 

Date of meeting *5/23/2016*

Vote: _____ Yes No

Transfer voted in the sum of \$

Transfer disapproved _____

FINANCE COMMITTEE

- car show did not happen, are expenses still needed??

Highway

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# 1100.2.420.5480.00

Title Truck Fuel

1. Amount Requested \$ 2,000.00

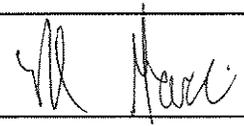
2. To be transferred to account # 1100.2.420.5240.00

Title Truck Maint.

3. Purpose the amount requested will be used for: _____
To fund the line item for the rest of the fiscal year.

4. This expenditure is extraordinary and/or unforeseen for the following reasons: _____
Unexpected truck repairs to pass inspection.

Date: 5/18/2016

Signed: 

Department: Highway

Date of meeting 5/23/2016

Vote: Yes No

Transfer voted in the sum of \$ 2,000

Transfer disapproved _____

FINANCE COMMITTEE

Highway

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# 1100.2.420.5535.00

Title Other Maint.

1. Amount Requested \$ 25.00

2. To be transferred to account # 1100.2.420.5532.00

Title Tools & Supplies

3. Purpose the amount requested will be used for: _____
To cover the deficit in line item.

4. This expenditure is extraordinary and/or unforeseen for the following reasons: _____
More tools needed.

Date: 5/18 / 2016

Signed: [Signature]

Department: Highway

Date of meeting 5/23/2016 Vote: Yes No
Transfer voted in the sum of \$ 25 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# 6150.2.000.5535.00

Title Maintenance

1. Amount Requested \$ 45.00

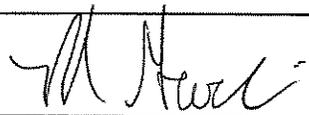
2. To be transferred to account # 6150.2.000.5536.00

Title Materials

3. Purpose the amount requested will be used for: _____
To cover the deficit in line item.

4. This expenditure is extraordinary and/or unforeseen for the following reasons: _____
Line item was underfunded.

Date: 5/18 / 2016

Signed: 

Department: Water

Date of meeting 5/18/2016

Vote: Yes No

Transfer voted in the sum of \$ 45.00

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# 6150.2.000.5535.00

Title Maintenance

1. Amount Requested \$ 1,000.00

2. To be transferred to account # 6150.2.000.5534.00

Title Lab Supplies

3. Purpose the amount requested will be used for: _____
To fund the line item for the rest of the fiscal year.

4. This expenditure is extraordinary and/or unforeseen for the following reasons: _____
More EPA/regulatory testing supplies needed.

Date: 5/18/2016

Signed: [Signature]

Department: Water

Date of meeting 5/23/2016

Vote: Yes No

Transfer voted in the sum of \$ 1,000

Transfer disapproved _____

FINANCE COMMITTEE

