

**Essex Finance Committee**  
**June 27, 2016**  
**7:00 pm**  
**Essex Senior Center**

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

1. Transfers FY16 – See attached approved transfers. There were also 4 transfers which were sent to the police for more information. These will be addressed at the July meeting.
2. Old Business: Minutes were approved from the 6/13/2016 meeting. Review of the reserve fund balance for unforeseen year end budget issues.
3. New Business – See transfers above
4. Public Comment –none

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: \$ 5,000.00
2. To be transferred to Account: 1100.2 945. 5173.00  
Title: FICA
3. The specific purpose the amount requested will be used for:

Additional Shortfall in FICA Account

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

Private Duty Pay & Sick time buy back Amounts are unknown and created a shortfall

Date: 6/21/16 Signed: Virginia Antell  
Treasurer/Tax Collector

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Date of meeting 6, 27, 16 Vote:  Yes  No

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

#### FINANCE COMMITTEE

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### 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

Line Item Transfer from Account: #1100.2.151.5314.43  
Title: Conomo Point Legal

1. Amount Requested: **\$15,000.00**

2. To be transferred to Account: #1100.2.151.5314.00  
Title: ~~Procurement - Advertising~~  
General Legal

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

*To pay for legal representation in the case regarding the City of Beverly's improper withdrawal from the Regional Emergency Center.*

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

*The withdrawal was unanticipated.*

Date: 05-23-2016

Signed: \_\_\_\_\_

Lisa J. O'Donnell, Chairman  
Essex Board of Selectmen

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Date of meeting ~~6/13/16~~  
6/27/16  
Transfer voted in the sum of **\$15,000.00**

Vote:  Yes \_\_\_\_\_ No  
Transfer disapproved \_\_\_\_\_

FINANCE COMMITTEE

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**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: \$24.00 From: 1100.1.210.5710.00  
Title: *Police Travel*

2. To be transferred to Account: 1100.1.210.5730.00  
Title: *Police Dues*

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

4. This expenditure is extraordinary and/or unforeseen for the following reasons:  
*This line item was slightly underfunded.*

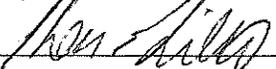
Date: 6/21/16 Signed: 

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Date of meeting 6, 27, 14 Vote:  Yes  No

Transfer voted in the sum of \$ 24.00 Transfer disapproved           

FINANCE COMMITTEE

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**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: \$4,500.00 From: 1100.1.210.5111.00  
Title: *Police Officers' Salaries*

2. To be transferred to Account to: 1100.1.210.5113.00  
*Part Time Police Salaries*

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

4. This expenditure is extraordinary and/or unforeseen for the following reasons:  
*Have used Part time Officers to avoid paying overtime in many cases. Part Time Officers also worked at the landing..*

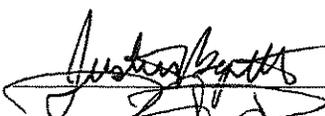
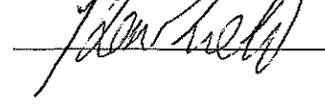
Date: 6/16/2016 Signed: 

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Date of meeting 6/27/16 Vote:  Yes  No

Transfer voted in the sum of \$ 4500.00 Transfer disapproved           

FINANCE COMMITTEE

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Police

### REQUEST FOR A LINE ITEM TRANSFER

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Please submit only one copy.

To: Finance Committee – Town of Essex

1. Amount Requested: \$500.00 From: 1100.1.210.5111.00

Title: *Police Officers' Salaries*

2. To be transferred to Account to: 1100.1.210.5112.00

*Police Clerk*

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

4. This expenditure is extraordinary and/or unforeseen for the following reasons:  
*Budgeted amount did not cover salary dictated by contract*

Date: 6/16/2016      Signed: 

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Date of meeting 6/27/16

Vote: ✓ Yes      \_\_\_\_\_ No

Transfer voted in the sum of \$ 500.00

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

FINANCE COMMITTEE

  
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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

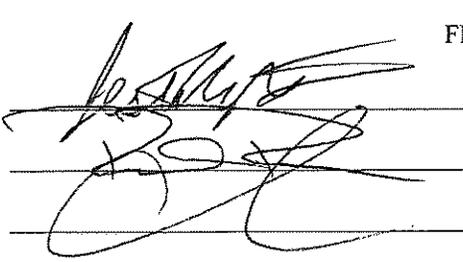
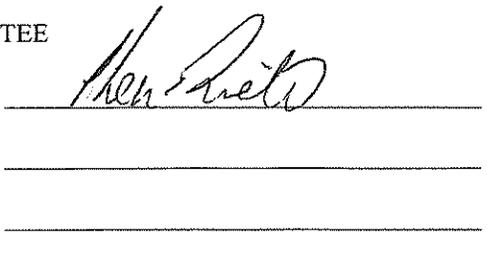
- 1. Amount Requested: **\$180.74**
- 2. To be transferred to Account: **1100.2.220.5596.00**  
     Title: **Uniform Allowance**
- 3. The specific purpose the amount requested will be used for:  
**Pay invoice.**
- 4. This expenditure is extraordinary and/or unforeseen for the following reasons:  
**Budgeted amount was not enough to pay invoice.**

1100.2.220.5580.00  
Other Equipment

Date: 6/22/16      Signed: 

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Date of meeting 6/27/16      Vote:  Yes     No  
Transfer voted in the sum of \$ 180.74      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

1. Amount Requested: \$200.00 From: 1100.2.210.5310.00

Title: *Drug & Alcohol Testing*

2. To be transferred to Account to: 1100.2.210.5194.00

*In service Training Expenses*

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

*Invoice*

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

*Payment due to Cape Ann Regional Response Team and budgeted amount is not quite enough.*

Date: 6/16/2016 Signed: 

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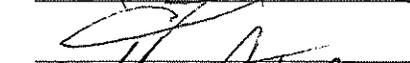
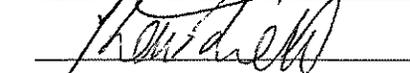
Date of meeting 6/16/16

Vote:   /   Yes        No

Transfer voted in the sum of \$200.00

Transfer disapproved       

FINANCE COMMITTEE

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### REQUEST FOR A LINE ITEM TRANSFER

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

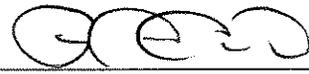
To: Finance Committee – Town of Essex

1. Amount Requested: \$6,200.00 From: 1100.1.210.5132.00  
Title: *Shift Coverage OT*

2. To be transferred to Account to: 1100.1.210.5133.00  
*Incidental OT*

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

4. This expenditure is extraordinary and/or unforeseen for the following reasons:  
*Pedestrian grant, alcohol compliance and grove coverage.*

Date: 6/16/2016 Signed: 

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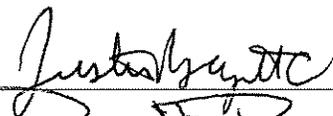
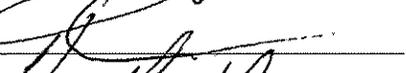
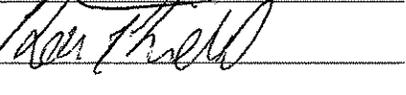
Date of meeting *6/22/16*

Vote:  Yes  No

Transfer voted in the sum of \$ *6200.00*

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

FINANCE COMMITTEE

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### 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: **\$1100.00**

*1100.2.295.5480.00*

**Fuel & Oil**

2. FROM:

*1100.2.295.5700.00*

TO:

**Incidental Expenses**

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

**Pay invoice**

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

**Purchase shirts for River Day.**

Date: 6/16/16

Signed:  \_\_\_\_\_

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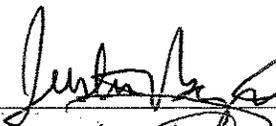
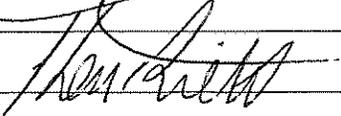
Date of meeting 6/27/16

Vote:  Yes  No

Transfer voted in the sum of \$ 1100.00

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

FINANCE COMMITTEE

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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#** 1100.2.420.5420.00

Title Office supplies

1. Amount Requested \$ 155.00

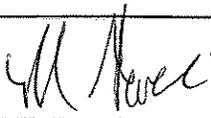
2. To be transferred to account # 1100.2.420.5341.00

Title Telephone

3. Purpose the amount requested will be used for: \_\_\_\_\_  
to fund the line item for the rest of fiscal 2016.

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

Date: 6 / 20 / 2016

Signed: 

Department: Highway

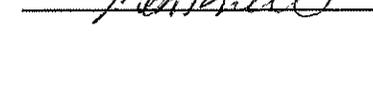
Date of meeting 6 / 27 / 16

Vote:  Yes  No

Transfer voted in the sum of \$ 155<sup>00</sup>

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

## FINANCE COMMITTEE

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# 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#** 6150.2.000.5420.00

Title Office Supplies

1. Amount Requested \$ 280.00

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 and fund the line item for the remainder of fiscal 2016.

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

Date: 6 / 20 / 2016

Signed: [Signature]

Department: Water

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Date of meeting 6, 21, 16

Vote:  Yes  No

Transfer voted in the sum of \$ 280<sup>000</sup>

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

FINANCE COMMITTEE

[Signature]  
[Signature]  
[Signature]

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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: \$1300.00 from: 1100.1.295.5111.00
Title: Deputy Harbormaster

2. To be transferred to Account: 1100.1.295.5113.00
Title: Boat Ramp Attendant

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

4. This expenditure is extraordinary and/or unforeseen for the following reasons:
There are times when we have to use reserve officers at the boat ramp. Reserve
officers have to be paid at a higher rate of pay.

Date: 6/20/2016

Signed: [Handwritten Signature]

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Date of meeting / /

Vote: Yes No

Transfer voted in the sum of \$

Transfer disapproved

FINANCE COMMITTEE

Four horizontal lines for signature or stamp on the left and right sides.

-> ? on budget