

Essex Finance Committee
February 16, 2016
6:30 pm
Fire Department Meeting Room

Members Present: Justin Bourgette, David Gabor, Ken Riehl, Mark McKenna

1. Transfers FY16 – The committee approved a line item transfer within the Treasurer’s budget for payroll services to correct errors in the town payroll. The town had switched to a new vendor and many of the payroll records contained errors. The committee approved a line item transfer with the Police budget for work on the office trailer. The police had to hire Duncan Wildlife Service to remove a squirrel and block opening with wire. The final transfer was a transfer from the reserve fund to zoning board’s expense to cover legal notices for public hearings due to an increased amount of public hearings. The Treasurer explained the need for the transfer to correct errors during the change in payroll vendors, and the committee approved the transfer.

2. Meeting with departments to discuss FY2017 budget:
 - a. 6:30 p.m. Treasurer/Collector

The finance committee met with the Town Treasurer to discuss the FY 2017 budget. The issue discussed was the need for an assistant Treasurer on a part time basis of up to 19 hours per week. The DOR audit report mentioned this was a need of the town and a clerk legally could not perform some of the task. The town Treasurer also expressed concern that not having a backup would put the town at risk. The town currently uses a contractor for payroll input but the Town is approaching its limit on use before we would need to hire. This add to staff would alleviate the need for this contractor.

- b. 7 pm Police Chief

The committee met with Chief Silva to discuss his proposed budget. The committee had a few questions, one regarding the line added for community policing. The chief felt it would be helpful to have the police out in the community at various events to meet people. The Board of Selectmen appear to be in favor of this as well. The majority of the discussion was over the police chief’s staffing needs and budgetary impact. The finance committee wanted more information were costs will get moved around. The finance committee also reviewed and confirmed the capital budget for the police department. This included the replacement of one cruiser, enhanced phone service, and thermal imaging camera for the harbormaster. Funding for the thermal imaging camera may be paid for through the water use fund.

3. Old Business – See above, there were two unapproved transfers from the Treasurer and Police that were approved after receiving additional information.
4. New Business – Discuss FY2017 budget – See above, finance committee met with both the Town Treasure and Police Chief.
5. Public Comment – Three members of the public attended the finance committee meeting. All three were concerned about the article in the press in regards to the Boston Business Services.

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 is hereby made for the transfer from the Reserve Fund in accordance with Chapter 40, Section 5 of the M.G.L.

- 1. Amount Requested \$ 1,000.00
- 2. Balance in the account \$ 235.66
- 3. To be transferred to account # 1100-2. -176 -5580.00

Title EXPENSES

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

LEGAL NOTICES FOR PUBLIC HEARINGS

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

MORE THAN NORMAL PUBLIC HEARINGS FOR ZBA

Date 2/11/16

Signed Edwin C Perkins

Department ZONING BOARD OF APPEALS

Date of meeting 2/16/2016

vote: Yes No

Transfer voted in the sum of \$ 1000.00

Transfer disapproved

FINANCE COMMITTEE

[Handwritten 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 # 1100-2 745 5316

Title Bank FEE

1. Amount Requested \$ 1300.00

2. To be transferred to account # 1100-2 -145 -5305

Title Contracted Services Payroll

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

Expected Budget Shortfall caused by ADP implementation
Errors - researched by Treasurer and corrected by PIR
Contracted Services & Adcl work Verifying ACA Reporting
requirements.

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

ADP had ensured the Town that implementation
would be 100% correct - it was not! you cannot
take a stab at someone's payroll, it has to be
100% accurate

Date 1/28/15

Signed Virginia Antel

Department Treasurer

Date of meeting 2/16/2015

vote: Yes No

Transfer voted in the sum of \$ 1300.00

Transfer disapproved

FINANCE COMMITTEE

[Signature]
[Signature]
[Signature]

[Signature]

