Townsend Finance Committee

272 Main Street Townsend, Ma., 01469

AGENDA/MINUTES
June 16, 2016
Meeting Room 2
7:00 P.M.



I. Preliminaries:

- 1. Call to Order Don called the Meeting to order at 7:05 P.M. in meeting room 2, Memorial Hall.
- 2. Roll Call Sam Grant, Lynn Pinkerton, Don Klein and Andrea Wood. Guests were Bill Wood and Chief Eaton.
- 3. Additions or Deletions

A. Additions

- 1. Monthly Summary Report and sign off sheet Don reviewed the monthly report (no change in our accounts) and signed the sheet.
- 2. Nomination of Lynn Pinkerton for Vice Chairman Don stated that it would be a Conflict of Interest if he voted on the Fire Department Transfer Request, but he was unsure whether it would be a Conflict or not to sign the paperwork as Chairman. It was suggest the best action to take would be to avoid the possible conflict by appointing Lynn Vice Chairman to act on that Transfer. Andrea moved to appoint Lynn Pinkerton Vice Chairman, seconded by Sam, the vote was unanimous in favor of the motion.

II. Meeting Business:

- 1. To Review and sign or not sign multiple Municipal Transfer Requests
 - A. Police Lynn moved to support the Municipal Transfer Request from the Police Department in the amount of \$44,311.00 to be transferred as follows, from the Communications Ctr. (001-225-5110) \$10,000.00, Health Insurance (001-02-914) \$30,281.00, Treasurer/Collector wages (001-146-5110) \$3,050.00 and County Retirement (001-911) \$980.00 to be distributed as follows, Police Department wages (001-210-511) \$2,000.00 and Police Department overtime (001-210-5130) \$42,311.00 seconded by Andrea, the vote was unanimous in favor of the motion.
 - B. Fire Don recused himself from the proceedings. Sam moved to support the Municipal Transfer Request from the Fire Department in the amount of \$9,000.00 to be transferred from On-call EMT's (001–02-220-5122-0000-000) to Replacement Equipment (001-02-220-5870-0000-000), seconded by

Andrea, the vote, three yes (Sam, Lynn and Andrea), one abstention (Don), the motion carries by a simple majority.

C. Treasurer - Sam moved to support the Municipal Transfer Request from the Treasurer/Tax Collector to transfer from MCRS (001-09-911-5750) to Employer Medicare (001-09-916-5789-0000-000) the sum of \$4,150.00. seconded by Lynn, the vote was unanimous in favor of the motion. D. Board of Health - The Board of Health has two (2) Requests. 1. Sam moved to support the Municipal Transfer Request for \$300.00 to be transferred from Landfill Operations (001-04-430-5300-0000-000) to 001-05-520-530-0000-000, seconded by Lynn, the vote was unanimous in favor of the motion. 2. Sam moved to support the transfer of \$1,000.00 from Landfill Operations-Professional Services (001-04-430-5300-0000-000) to Solid Waste Operations-Professional Services ((001-04-33-5300-0000-000), seconded by Andrea, the vote was unanimous in favor of the motion. E. Land Use - Sam moved to support the transfer of \$1,500.00 from Planning Board wages-support staff (001-01-175-5112-0000-000) to Land Use Professional & Technical Services (001-01-179-5300-0000-000), seconded by Lynn, the vote was unanimous in favor of the motion.

2. Mail

- A. Copies of two (2) Volunteer Response Forms
 - 1. Jerrilyn Bozices
 - 2. Sue Lisio
- 3. Minutes 5/31/2016 Don moved to approve the Minutes from 5/31/2016, seconded by Lynn, the vote was unanimous in favor of the motion.
- III. Adjournment Andrea moved to adjourn at 7:48 P.M., seconded by Sam, the vote was unanimous in favor of the motion.



TO:	BOARD OF SEI FINANCE COM		DATE:	06/16/16	
FROM:	Robert Eaton Jr.			OFFICER/DEPT HEAD: Robert	Eaton Jr
amende	d MGL Chapter		ides for	nce with Chapter 77 of the Acts of 2 year-end transfers between de ng vote.	
	wing your reques r the following:	t, the Board of Selectmen,	with the	e concurrence of the Finance Com	mittee will
2		2 months of fiscal year or f revious fiscal year.	īrst 15 da	sys of the new fiscal year to apply to)
	Not a	a municipal light departmer	nt or a sch	nool department	
		unt not to exceed 3% of and the transfer is made or \$5		get for the department from or within whichever is greater,	n
Amount	requested:	\$44,311			
To be tr	ansferred to:	Police Dept/Wages (001-2 Police Dept/Overtime (00			
To be transferred from: Communications Ctr (001-225-5110) -\$10,000 Health Insurance (001-02-914) -\$30,281 Treasurer/Collector Wages (001-146-5110) -\$3,050 County Retirement (001-911) -\$980 Balance remaining in appropriation from which transferred: \$ See Attached					
The amo	ount requested to l	oe used for the following re	asons: t	o pay for Wages and unanticipated	overtime
Action b	by Board of Select	men		Action by Finance Committee	
Date of	Meeting			Date of Meeting	
Vote: Y	ES[] NO[1		Vote: YES [] NO []	
Transfer voted in the sum: \$				Transfer voted in the sum: \$	
Chairma	an, Board of Selec	tmen		Chairman, Finance Committee	



TO:	BOARD OF SELECTMEN FINANCE COMMITTEE	DATE: 6/15/2016			
FROM:		OFFICER/DEPT HEAD: Mark R. Boynton			
amended	Request is hereby made for the following transfer in accordance with Chapter 77 of the Acts of 2006 which amended MGL Chapter 44, Section 33B, provides for year-end transfers between departmental appropriations in towns without the necessity of a town meeting vote.				
	wing your request, the Board of Selectmen, the following:	with the concurrence of the Finance Committee wil			
	X Last 2 months of fiscal year or first 15 days of the new fiscal year to apply to the previous fiscal year.				
	X Not a municipal light department	nt or a school department			
	X Amount not to exceed 3% of and which the transfer is made or \$5	nual budget for the department from or within ,000.00, whichever is greater,			
Amount	requested: \$9,00	0			
To be transferred to: Replacement Equipment 001-02-220-5870-0000-000					
To be transferred from: On-Call EMT's 001-02-220-5122-0000-000 (name & account number of appropriation)					
Balance remaining in appropriation from which transferred: \$_30,919					
The amount requested to be used for the following reasons: \$_\$9,000					
Action b	y Board of Selectmen	Action by Finance Committee			
Date of N	Meeting	Date of Meeting			
Vote: Y	ES[] NO[]	Vote: YES [] NO []			
Transfer	voted in the sum: \$	Transfer voted in the sum: \$			

Chairman, Finance Committee

Chairman, Board of Selectmen



REQUEST FOR TRANSFER OF APPROL In accordance with the Chapter 77 of the A

TO:	BOARD OF SELECTMEN FINANCE COMMITTEE	DA	TE:
FROM:		OFF	FICER/DEPT HEAD:
amende	t is hereby made for the following d MGL Chapter 44, Section iations in towns without the necessity	33B, provides	rdance with Chapter 77 of the Acts of 2006 which for year-end transfers between departmental eeting vote.
In revie conside	ewing your request, the Board of r the following:	Selectmen, with	the concurrence of the Finance Committee will
	Last 2 months of fisc the previous fiscal ye	al year or first 1 ar.	5 days of the new fiscal year to apply to
	Not a municipal light	department or a	a school department
	Amount not to excee which the transfer is	d 3% of annual made or \$5,000.	budget for the department from or within .00, whichever is greater,
Amoun	t requested:	4, 150	
To be tr	ransferred to:	(name & a	-916-5780 -0000 - 000 ccount number)
To be tr	ransferred from:	001-09 - (name & acc	911-5750 - MCRS count number of appropriation)
	e remaining in appropriation from		
The am	ount requested to be used for the f	ollowing reason	s: \$ Employer medican costs.
Action	by Board of Selectmen		Action by Finance Committee
Date of	Meeting 7, 2016		Date of Meeting
Vote:	YES[X] NO[]		Vote: YES [] NO []
	r voted in the sum: \$ 4/50)	Transfer voted in the sum: \$
Chairm	nan, Board of Selectmen		Chairman, Finance Committee
	/		



٨	TO:		OF SELECTMEN COMMITTEE	DATE: June 13, 2016	
	FROM:	BOARD (OF HEALTH	OFFICER/DEPT HEAD: Carla J. Walter	
	amende	d MGL C	nade for the following transcript that the hapter 44, Section 33E was without the necessity	fer in accordance with Chapter 77 of the Acts of 2006 which provides for year-end transfers between departmental f a town meeting vote.	
In reviewing your request, the Board of Selectmen, with the concurrence of the Finance Committee v consider the following:					
			Last 2 months of fiscal year.	ar or first 15 days of the new fiscal year to apply to	
			Not a municipal light dep	artment or a school department	
Amount not to exceed 3% of annual budget for the department from or within which the transfer is made or \$5,000.00, whichever is greater,					
	Amount	requested:	\$	00.00	
	To be tra	ansferred to	: 0	1-05-520-5340-0000-000	
To be transferred from:			001-04-430-5300-0000-000 Landfill Operations – Professional Services		
		,ye			
	Balance	remaining i	n appropriation from whic	transferred: \$ 5,198.46	
	commun	ication line	e item for the Board of	ring reasons: Several public hearings this year expended the Health Operations account. We require a small amount utility bills and supplies that will be needed this month.	
	Action b	y Board of	Selectmen	Action by Finance Committee	
(Ju.	re14	2016		
	Date of I	Meeting '		Date of Meeting	
	Vote: Y	ES N	0[]	Vote: YES [] NO []	
/	Transfer	voted in the	e sum: \$ <u>300</u>	Transfer voted in the sum: \$	
	Chairma	h, Board of	Selectmen	Chairman, Finance Committee	

Original to Town Accountant Copy to Finance Committee, Board of Selectmen, Department/Board or Commission



TO:	BOARD OF SELECTMEN FINANCE COMMITTEE	DATE:	June 13, 2016			
FROM:	BOARD OF HEALTH	OFFICE	ER/DEPT HEAD: Carla J. Walter			
amende	Request is hereby made for the following transfer in accordance with Chapter 77 of the Acts of 2006 which amended MGL Chapter 44, Section 33B, provides for year-end transfers between departmental appropriations in towns without the necessity of a town meeting vote.					
	wing your request, the Board of Set the following:	electmen, with the	concurrence of the Finance Committee will			
	Last 2 months of fiscal the previous fiscal year		ys of the new fiscal year to apply to			
	Not a municipal light d	lepartment or a sch	ool department			
	Amount not to exceed 3% of annual budget for the department from or within which the transfer is made or \$5,000.00, whichever is greater,					
Amount	requested:	\$1,000.00				
To be transferred to:		001-04-433-5300-000 Solid Waste Operations – Professional Services				
To be transferred from:		001-04-430-5300-0000-000 Landfill Operations – Professional Services				
Balance remaining in appropriation from which transferred: \$ 5,498.46						
The amount requested to be used for the following reasons: Over \$6,000 allowance for disposal of recycling at 33 Greenville Road, West Townsend, MA.						
_	y Board of Selectmen		Action by Finance Committee			
Date of	Meeting 14, 2016		Date of Meeting			
Vote: Y	ES [NO []		Vote: YES [] NO []			
Transfer	voted in the sum: \$ 1000,		Transfer voted in the sum: \$			
Chairma	n, Board of Selectmen	vi	Chairman, Finance Committee			

Original to Town Accountant Copy to Finance Committee, Board of Selectmen, Department/Board or Commission



	BOARD OF SELECTMEN FINANCE COMMITTEE	DATE: 6/13/16			
FROM:	Land Use Dept.	OFFICER/DEPT HEAD: Karen Chapman			
amended	s hereby made for the following transfer in MGL Chapter 44, Section 33B, provitions in towns without the necessity of a towns.	accordance with Chapter 77 of the Acts of 2006 which vides for year-end transfers between departmental wn meeting vote.			
In review consider t	ring your request, the Board of Selectmen, the following:	, with the concurrence of the Finance Committee will			
-	Last 2 months of fiscal year or f the previous fiscal year.	first 15 days of the new fiscal year to apply to			
-	Not a municipal light departmen	nt or a school department			
-	Amount not to exceed 3% of an which the transfer is made or \$5	inual budget for the department from or within 5,000.00, whichever is greater,			
Amount requested: To be transferred to: Land Use Professional + Technical Services 001-01-179-5300(name & account number) To be transferred from: PB Wages - Support Staff (name & account number of appropriation) O01-01-175-5112-0000-000 Balance remaining in appropriation from which transferred: \$ 4,654.76					
The amount requested to be used for the following reasons: \$ legal Notices # of applications recieved in FYIG increased from previous Action by Board of Selectmen Action by Finance Committee					
Date of N	ne 14,2016	Date of Meeting			
Vote: Y	ES/O] NO[]	Vote: YES [] NO []			
	woted in the sum: \$_1500. In, Board of Selectmen	Transfer voted in the sum: \$ Chairman, Finance Committee			