

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.



REQUEST FOR TRANSFER OF APPROPRIATIONS
In accordance with the Chapter 77 of the Acts of 2006

TO: BOARD OF SELECTMEN
FINANCE COMMITTEE

DATE: 06/16/16

FROM: Robert Eaton Jr.

OFFICER/DEPT HEAD: Robert Eaton Jr

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.

In reviewing your request, the Board of Selectmen, with the concurrence of the Finance Committee will consider the following:

_____ Last 2 months of fiscal year or first 15 days of the new fiscal year to apply to the previous fiscal year.

_____ Not a municipal light department 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: \$44,311

To be transferred to: Police Dept/Wages (001-210-5110) \$2,000
Police Dept/Overtime (001-210-5130) \$42,311

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 amount requested to be used for the following reasons: to pay for Wages and unanticipated overtime

Action by Board of Selectmen

Action by Finance Committee

Date of Meeting

Date of Meeting

Vote: YES [] NO []

Vote: YES [] NO []

Transfer voted in the sum: \$ _____

Transfer voted in the sum: \$ _____

Chairman, Board of Selectmen

Chairman, Finance Committee



REQUEST FOR TRANSFER OF APPROPRIATIONS
In accordance with the Chapter 77 of the Acts of 2006

TO: BOARD OF SELECTMEN
FINANCE COMMITTEE

DATE: 6/15/2016

FROM:

OFFICER/DEPT HEAD: Mark R. Boynton

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.

In reviewing your request, the Board of Selectmen, with the concurrence of the Finance Committee will consider the following:

Last 2 months of fiscal year or first 15 days of the new fiscal year to apply to the previous fiscal year.

Not a municipal light department 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: \$9,000

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 by Board of Selectmen

Action by Finance Committee

Date of Meeting

Date of Meeting

Vote: YES [] NO []

Vote: YES [] NO []

Transfer voted in the sum: \$ _____

Transfer voted in the sum: \$ _____

Chairman, Board of Selectmen

Chairman, Finance Committee



35

REQUEST FOR TRANSFER OF APPROPRIATION
In accordance with the Chapter 77 of the Acts of 2006

TO: BOARD OF SELECTMEN
FINANCE COMMITTEE

DATE:

FROM:

OFFICER/DEPT HEAD:

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.

In reviewing your request, the Board of Selectmen, with the concurrence of the Finance Committee will consider the following:

_____ Last 2 months of fiscal year or first 15 days of the new fiscal year to apply to the previous fiscal year.

_____ Not a municipal light department 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: 4,150.00

To be transferred to: 001-09-916-5780-0000-000
(name & account number)

To be transferred from: 001-09-911-5750 - MCERS
(name & account number of appropriation)

Balance remaining in appropriation from which transferred: \$ _____

The amount requested to be used for the following reasons: \$ Employer medicare costs.

Action by Board of Selectmen

Action by Finance Committee

June 14, 2016
Date of Meeting

Date of Meeting

Vote: YES NO

Vote: YES NO

Transfer voted in the sum: \$ 4150

Transfer voted in the sum: \$ _____

[Signature]
Chairman, Board of Selectmen

Chairman, Finance Committee



REQUEST FOR TRANSFER OF APPROPRIATIONS
In accordance with the Chapter 77 of the Acts of 2006

TO: BOARD OF SELECTMEN
FINANCE COMMITTEE

DATE: June 13, 2016

FROM: BOARD OF HEALTH

OFFICER/DEPT HEAD: Carla J. Walter

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.

In reviewing your request, the Board of Selectmen, with the concurrence of the Finance Committee will consider the following:

_____ Last 2 months of fiscal year or first 15 days of the new fiscal year to apply to the previous fiscal year.

_____ Not a municipal light department or a school department

XXX 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: \$300.00
To be transferred to: 001-05-520-5340-0000-000
To be transferred from: 001-04-430-5300-0000-000
Landfill Operations – Professional Services

Balance remaining in appropriation from which transferred: \$ 5,198.46

The amount requested to be used for the following reasons: Several public hearings this year expended the communication line item for the Board of Health Operations account. We require a small amount anticipated for June mileage and miscellaneous utility bills and supplies that will be needed this month.

Action by Board of Selectmen

Action by Finance Committee

June 14, 2016
Date of Meeting

Date of Meeting

Vote: YES NO []

Vote: YES [] NO []

Transfer voted in the sum: \$ 300 -

Transfer voted in the sum: \$ _____

[Signature]
Chairman, Board of Selectmen

Chairman, Finance Committee



REQUEST FOR TRANSFER OF APPROPRIATIONS

In accordance with the Chapter 77 of the Acts of 2006

TO: BOARD OF SELECTMEN
FINANCE COMMITTEE

DATE: June 13, 2016

FROM: BOARD OF HEALTH

OFFICER/DEPT HEAD: Carla J. Walter

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.

In reviewing your request, the Board of Selectmen, with the concurrence of the Finance Committee will consider the following:

_____ Last 2 months of fiscal year or first 15 days of the new fiscal year to apply to the previous fiscal year.

_____ Not a municipal light department or a school department

XXX _____ 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.

Action by Board of Selectmen

Action by Finance Committee

June 14, 2016
Date of Meeting

Date of Meeting

Vote: YES [] NO []

Vote: YES [] NO []

Transfer voted in the sum: \$ 1000.

Transfer voted in the sum: \$ _____

[Signature]
Chairman, Board of Selectmen

Chairman, Finance Committee



REQUEST FOR TRANSFER OF APPROPRIATIONS
In accordance with the Chapter 77 of the Acts of 2006

TO: BOARD OF SELECTMEN
FINANCE COMMITTEE

DATE: 6/13/16

FROM: Land Use Dept.

OFFICER/DEPT HEAD: Karen Chapman

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.

In reviewing your request, the Board of Selectmen, with the concurrence of the Finance Committee will consider the following:

_____ Last 2 months of fiscal year or first 15 days of the new fiscal year to apply to the previous fiscal year.

_____ Not a municipal light department 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: \$ 1,500.00

To be transferred to: Land Use Professional + Technical Services
001-01-179-5300-0000-000 (name & account number)

To be transferred from: PB Wages - Support Staff
001-01-175-5112-0000-000 (name & account number of appropriation)

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 FY16 increased from previous years

Action by Board of Selectmen

Action by Finance Committee

June 14, 2016
Date of Meeting

Date of Meeting

Vote: YES NO

Vote: YES NO

Transfer voted in the sum: \$ 1500.-

Transfer voted in the sum: \$ _____

[Signature]
Chairman, Board of Selectmen

Chairman, Finance Committee