

The Townsend Finance Committee

272 Main Street
Townsend, Ma., 01469

RECEIVED
JUL 15 2016

TOWN OF TOWNSEND
TOWN CLERK

AGENDA/MINUTES

June 30, 2016

Meeting Room 2

7:00 P.M.

I. Preliminaries:

1. Call to Order - Lynn called the meeting to order at 7:05 P.M. in meeting room 2, Memorial Hall.
2. Roll Call - Lynn Pinkerton, Sam Grant, Sue Lisio and Andrea Wood were present. Guests were Bill Wood and Jerilyn Bozicas. The Committee welcomed our newest member Sue Lisio.
3. Additions or Deletions
 - A. Addition - A Reserve Fund Transfer Request from the Treasurer/Collector The Reserve Fund Transfer Request is for \$800.00 for invoices from Strategic Accountants, the Tax Title Attorney and a tax billing. Lynn made a motion to grant the transfer of \$800.00 from the Reserve Fund to the Treasurer/Collector, seconded by Sue, 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. Sam moved to support the Municipal Transfer Request from the Town Administrator for \$7,902.46 to be Transferred from the Treasurers/Collectors wages (001-122-5110) the amount of \$3,372.77 and County Retirement (001-09-911-5750) the amount of \$4,530.69 to be divided as follows \$6,189.00 for the Town Administrator's salary (001-122-5100) and the Town Administrators/Sup. Staff (001-122-5112) the sum of \$1,713.46, seconded by Andrea, the vote was unanimous in favor of the motion.
 - B. Sue moved to support the Municipal Transfer Request from the Town Administrator for \$29,000.00 for Town Counsel for outstanding legal bills, to be transferred from the following accounts Highway Personnel (001-04-421-5110) the sum of \$14,655.51, County Retirement (001-09-911-5750) the sum of \$3,864.82, Unemployment Compensation (001-913-5750) the sum of

\$5,000.00 and Veterans Benefits (001-05-544-5380) the sum of \$5,479.67, seconded by Andrea, the vote was unanimous in favor of the motion.

C. Sam move to support the Municipal Transfer Request from the Town Administrator for the Facilities Maintenance Coordinator for \$2,753.20 to be transferred from Facilities/Energy (001-191-5210) to Facilities Management Coordinator (001-191-51000), seconded by Andrea, the vote was unanimous in favor of the motion.

2. Mail - None

3. Minutes 6/16/2016 - Lynn move to accept the Minutes from 6/16/2016, seconded by Sam, the vote was three (3) yes (Lynn, Sam and Andrea) and one (1) abstention (Sue), the motion carried by a simple majority.

III. Adjournment - Lynn moved to adjourn at 7:50 P.M., seconded by Sam, the vote was unanimous in favor of the motion.

REQUEST FOR TRANSFER FROM THE RESERVE FUND

TO: TOWNSEND FINANCE COMMITTEE

FROM: Barbara Tierney

Request is hereby made for this following transfer from Reserve Fund in accordance with Chapter 40, Section 6, of the Massachusetts General Laws":

Chapter 40 Section 6 reads in part "to provide for extraordinary or unforeseen expenditure....."

IN REVIEWING YOUR REQUEST, the Finance Committee intends to define this section as meaning "sudden unavoidable events or series of events which could not reasonably have been foreseen or anticipated at the time of submission of the annual budget for approval by Town Meeting". It is not our intent to use Reserve Funds to supplement salary increases from collective bargaining agreements approved after Town Meeting or such items or amounts which were not approved by the Town Meeting.

1. Amount Requested: 800.00

2. To be transferred to: (give name of appropriation)

3. Present balance in said appropriation: (800.00)

4. The amount requested will be used for (give specific purpose):

5. This expenditure is extraordinary and/or unforeseen for the following reasons: (use other side, if needed):

Barbara Tierney *treas/collector*
Officer or Department Head

ACTION OF FINANCE COMMITTEE

Date of Meeting: 6/30/2016 Number Present and voting 4

Transfer Voted in the sum of \$ 800.⁰⁰

Transfer disapproved: None

VC Lynn Padeston
Chairman, Finance Committee

Request must be made and transfer voted before any expenditure in excess of appropriation is incurred.



REQUEST FOR TRANSFER OF APPROPRIATIONS

In accordance with the Chapter 77 of the Acts of 2006

TO: BOARD OF SELECTMEN
FINANCE COMMITTEE

DATE: 06/28/16

FROM: James Kreidler, Jr

OFFICER/DEPT HEAD: James Kreidler, 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: \$7,902.46

To be transferred to: Town Administrator/Salaries (001-122-5100) \$6,189
Town Administrator/Sup Staff (001-122-5112) ~~\$1,713.46~~ 1,713.46 CS

To be transferred from: Treasurer/Collector Wages (001-146-5110) \$3,371.77
County Retirement (001-09-911-5750) -\$4,530.69

Balance remaining in appropriation from which transferred: \$ See Attached

The amount requested to be used for the following reasons: to pay outstanding legal bills from Jan - June.

Action by Board of Selectmen

6-28-16
Date of Meeting

Vote: YES [] NO []

Transfer voted in the sum: \$ 7,902.46

Carroll Smart
Chairman, Board of Selectmen

Action by Finance Committee

6/30/2016
Date of Meeting

Vote: YES [] NO []

Transfer voted in the sum: \$ 7,902.46

v.c. Lynn Pinkerton
Chairman, Finance Committee

Original to Town Accountant

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

Filter by: Segment 1: 001
 Segment 3: 146, 911
 Group as: ***-*-111-****-****-***

Parameters: Fiscal Year: 2016 Start Date: 7/1/2015 end: 6/30/2016

Town of

Expense Control Report - Expenditure Ledger

Account Number	Group 1: Segment 3: Department	Code: 146 - Treasurer/Collector	Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	YTD Unexpended Balance	% Var.
Personnel								
001-01-146-5100-0000-000	TREASURER COLLECTOR WAGES - TRE		-49,195.68	63,804.00	63,804.00	-49,195.68	14,608.32	77.10
001-01-146-5110-0000-000	TREASURER/ COLL WAGES - OPER STA		-61,550.86	78,537.00	75,882.53	-61,550.86	14,331.67	81.11
001-01-146-5130-0000-000	TREASURER/ COLL ADDITIONAL GROSS		-678.03	0.00	0.00	-678.03	-678.03	0.00
Total Group 3: Personnel			-111,424.57	142,341.00	139,686.53	-111,424.57	28,261.96	79.77
Expenses								
001-01-146-5270-0000-000	TAX COLL EQUIPMENT RENTAL		0.00	2,688.00	2,688.00	0.00	2,688.00	0.00
001-01-146-5300-0000-000	TAX COLL PROF & TECH SVS		-25,298.54	23,800.00	23,800.00	-25,298.54	-1,498.54	106.30
001-01-146-5340-0000-000	TAX COLL COMMUNICATION		-18,733.36	21,000.00	21,000.00	-18,733.36	2,266.64	89.21
001-01-146-5380-0000-000	TAX COLL OTHER SERVICES		-21,923.31	19,000.00	19,000.00	-21,923.31	-2,923.31	115.39
001-01-146-5420-0000-000	TAX COLL OFFICE SUPPLIES		-2,896.32	2,800.00	2,800.00	-2,896.32	-96.32	103.44
001-01-146-5710-0000-000	TAX COLL TRAVEL / MILEAGE IN-STATE		-984.78	1,290.00	1,290.00	-984.78	305.22	76.34
001-01-146-5730-0000-000	TAX COLL DUES & MEMBERSHIPS		-170.00	340.00	340.00	-170.00	170.00	50.00
001-01-146-5780-0000-000	TREASURER/COLL REPLACEMENT EQUI		-4,488.77	800.00	3,454.47	-4,488.77	-1,034.30	129.94
Total Group 3: Expenses			-74,495.08	71,718.00	74,372.47	-74,495.08	-122.61	100.16
Total Group 1: Segment 3: Department								
Code: 146 - Treasurer/Collector			-185,919.65	214,059.00	214,059.00	-185,919.65	28,139.35	86.85
Expenses								
Code: 911 - Middlesex County Retirement			-185,919.65	214,059.00	214,059.00	-185,919.65	28,139.35	86.85
COUNTY RETIREMENT SYSTEM								
001-09-911-5750-0000-000	COUNTY RETIREMENT SYSTEM		-650,040.00	717,517.00	705,367.00	-650,040.00	55,327.00	92.16
Total Group 3: Expenses			-650,040.00	717,517.00	705,367.00	-650,040.00	55,327.00	92.16
Total Group 1: Segment 3: Department								
Code: 911 - Middlesex County			-650,040.00	717,517.00	705,367.00	-650,040.00	55,327.00	92.16



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In accordance with the Chapter 77 of the Acts of 2006

TO: BOARD OF SELECTMEN
FINANCE COMMITTEE

DATE: 06/28/16

FROM: James Kreidler, Jr

OFFICER/DEPT HEAD: James Kreidler, 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: \$29,000

To be transferred to: Town Counsel \$29,000

To be transferred from: Highway Personnel (001-04-421-5110) -14,655.51
County Retirement (001-09-911-5750) -\$3,864.82
Unemployment Compensation (001-913-5750) -\$5,000
Veterans Benefits (001-05-544-5380) -\$5,479.67

Balance remaining in appropriation from which transferred: \$ See Attached

The amount requested to be used for the following reasons: to pay outstanding legal bills from Jan – June.

Action by Board of Selectmen

Action by Finance Committee

6-28-16
Date of Meeting

6/30/2016
Date of Meeting

Vote: YES NO []

Vote: YES NO []

Transfer voted in the sum: \$ 29,000

Transfer voted in the sum: \$ 29,000

[Signature]
Chairman, Board of Selectmen

[Signature]
Chairman, Finance Committee

Original to Town Accountant

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

Filter by: Segment 1: 001
 Segment 3: 421, 544, 911, 913
 Group as: ***-**-111-****-*****-***

Parameters: Fiscal Year: 2016 Start Date: 7/1/2015 end: 6/30/2016

Town of

Expense Control Report - Expenditure Ledger

Account Number	Code	Group 1: Segment 3: Department	Group 2: Department	Group 3: Department	Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	YTD Unexpended Balance	% Var.
Personnel										
001-04-421-5100-0000-000				HIGHWAY - SALARY-HIGHWAY SUPERIN	-77,741.74	80,500.00	80,500.00	-77,741.74	2,758.26	96.57
001-04-421-5110-0000-000				HIGHWAY -WAGES-OPER STAFF	-229,124.80	277,972.00	262,972.00	-229,124.80	33,847.20	87.13
001-04-421-5112-0000-000				HIGHWAY - WAGES-SUPPORT STAFF	0.00	0.00	0.00	0.00	0.00	0.00
001-04-421-5120-0000-000				HIGHWAY TEMPORARY WAGES	-6,164.91	0.00	0.00	0.00	-6,164.91	0.00
001-04-421-5130-0000-000				HIGHWAY - ADDITIONAL GROSS - OT & D	-4,188.83	7,665.00	7,665.00	-4,188.83	3,476.17	54.65
001-04-421-5190-0000-000				HIGHWAY - OTHER STIPEND - LONGEVIT	-4,800.00	4,800.00	4,800.00	-4,800.00	0.00	100.00
001-04-421-5192-0000-000				HIGHWAY - OTHER STIPEND - CERTIFIC	-3,000.00	3,500.00	3,500.00	-3,000.00	500.00	85.71
001-04-421-5195-0000-000				HIGHWAY - OTHER - UNIFORM ALLOWA	-5,780.12	6,900.00	6,900.00	-5,780.12	1,119.88	83.77
Total Group 3: Personnel					-330,800.40	381,337.00	366,337.00	-330,800.40	35,536.60	90.30
Expenses										
Total Group 1: Segment 3: Department	Code: 421 - Highway - Personnel				-330,800.40	381,337.00	366,337.00	-330,800.40	35,536.60	90.30
Group 1: Segment 3: Department	Code: 544 - Veterans Benefits									
Expenses										
001-05-544-5380-0000-000				VET BENEFITS - OTHER SERVICES	-98,258.96	55,000.00	121,250.00	-98,258.96	22,991.04	81.04
Total Group 3: Expenses					-98,258.96	55,000.00	121,250.00	-98,258.96	22,991.04	81.04
Expenses										
Total Group 1: Segment 3: Department	Code: 544 - Veterans Benefits				-98,258.96	55,000.00	121,250.00	-98,258.96	22,991.04	81.04
Group 1: Segment 3: Department	Code: 911 - Middlesex County Retirement									
Expenses										
001-09-911-5750-0000-000				COUNTY RETIREMENT SYSTEM	-650,040.00	717,517.00	705,367.00	-650,040.00	55,327.00	92.16
Total Group 3: Expenses					-650,040.00	717,517.00	705,367.00	-650,040.00	55,327.00	92.16
Expenses										
Total Group 1: Segment 3: Department	Code: 911 - Middlesex County				-650,040.00	717,517.00	705,367.00	-650,040.00	55,327.00	92.16
Group 1: Segment 3: Department	Code: 913 - Unemployment									
Expenses										
001-09-913-5750-0000-000				UNEMPLOYMENT COMPENSATION	-1,508.01	15,000.00	15,000.00	-1,508.01	13,491.99	10.05
Total Group 3: Expenses					-1,508.01	15,000.00	15,000.00	-1,508.01	13,491.99	10.05

Group as: ***_**_111_****_****_***

Parameters: Fiscal Year: 2016 Start Date: 7/1/2015 end: 6/30/2016

Town of

Expense Control Report - Expenditure Ledger

Account Number	Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	Unexpended Balance	YTD % Var.
Total Group 3: Expenses	-1,508.01	15,000.00	15,000.00	-1,508.01	13,491.99	10.05
<hr/>						
Total Group 1: Segment 3: Department	-1,508.01	15,000.00	15,000.00	-1,508.01	13,491.99	10.05
Code: 913 - Unemployment						
11 Account(s) totaling:						
	-1,080,607.37	1,168,854.00	1,207,954.00	-1,080,607.37	127,346.63	89.46



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In accordance with the Chapter 77 of the Acts of 2006

TO: BOARD OF SELECTMEN
FINANCE COMMITTEE

DATE: 06/28/16

FROM: James Kreidler, Jr

OFFICER/DEPT HEAD: James Kreidler, Jr

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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: \$2,753.20

To be transferred to: Facilities/Maintenance Coordinator (001-191-5100) \$2,753.20

To be transferred from: Facilities/Energy (001-191-5210) \$2,753.20

Balance remaining in appropriation from which transferred: \$ See Attached

The amount requested to be used for the following reasons: to pay for updated contract negotiations and wages

Action by Board of Selectmen

6/28/16
Date of Meeting

Vote: YES NO []

Transfer voted in the sum: \$ 2,753.20

Carl Smas
Chairman, Board of Selectmen

Action by Finance Committee

6/30/2016
Date of Meeting

Vote: YES [] NO []

Transfer voted in the sum: \$ 2,753.20

VC Ryan Puckerton
Chairman, Finance Committee

Original to Town Accountant

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

Filter by: Segment 1: 001
 Segment 3: 191
 Group as: ***-**-111-****-****-***
 Parameters: Fiscal Year: 2016 Start Date: 7/1/2015 end: 6/30/2016

Town of

Expense Control Report - Expenditure Ledger

Account Number	Curr. Month Total Expended	Original Budget	YTD Adjusted Budget	YTD Actual Expended	YTD Unexpended Balance	% Var.
Group 1: Segment 3: Department						
Personnel						
001-01-191-5100-0000-000	-48,982.72	44,771.00	44,771.00	-48,982.72	-4,211.72	109.41
001-01-191-5120-0000-000	-6,466.07	14,256.00	14,256.00	-6,466.07	7,789.93	45.36
001-01-191-5190-0000-000	-600.00	600.00	600.00	-600.00	0.00	100.00
001-01-191-5191-0000-000	-3,528.00	0.00	0.00	-3,528.00	-3,528.00	0.00
Total Group 3: Personnel	-59,576.79	59,627.00	59,627.00	-59,576.79	50.21	99.92
Expenses						
001-01-191-5210-0000-000	-71,832.62	90,000.00	90,000.00	-71,832.62	18,167.38	79.81
001-01-191-5230-0000-000	-2,607.06	3,700.00	3,700.00	-2,607.06	1,092.94	70.46
001-01-191-5240-0000-000	-19,871.10	35,000.00	35,000.00	-19,871.10	15,128.90	56.77
001-01-191-5245-0000-000	-5,844.99	4,000.00	4,000.00	-5,844.99	-1,844.99	146.12
001-01-191-5300-0000-000	-49,093.67	40,825.00	40,825.00	-49,093.67	-8,268.67	120.25
001-01-191-5340-0000-000	-2,176.64	1,500.00	1,500.00	-2,176.64	-676.64	145.11
001-01-191-5430-0000-000	-5,457.36	5,000.00	5,000.00	-5,457.36	-457.36	109.15
001-01-191-5460-0000-000	-714.00	1,000.00	1,000.00	-714.00	286.00	71.40
001-01-191-5480-0000-000	-953.95	0.00	0.00	-953.95	-953.95	0.00
001-01-191-5710-0000-000	-117.31	1,200.00	1,200.00	-117.31	1,082.69	9.78
Total Group 3: Expenses	-158,668.70	182,225.00	182,225.00	-158,668.70	23,556.30	87.07
Total Group 1: Segment 3: Department						
Code: 191 - Facility Maintenance						
-218,245.49	241,852.00	241,852.00	241,852.00	-218,245.49	23,606.51	90.24
14 Account(s) totaling:						
-218,245.49	241,852.00	241,852.00	241,852.00	-218,245.49	23,606.51	90.24