

Townsend Finance Committee

272 Main Street
Townsend, Ma., 01469

AGENDA/MINUTES

July 14, 2016

Meeting Room 2

7:00 P.M.

RECEIVED
SEP 01 2016

TOWN OF TOWNSEND
TOWN CLERK

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, Sue Lisio, and Andrea Wood were present, Sam Grant ^{+ Jernika Boscas} was absent.
3. Additions or Deletions

II. Meeting Business:

1. To Review and sign or not sign any Municipal Transfer Requests
 - A. Andrea moved to support the Municipal Transfer Request from Fire/EMS for \$1,990.00 to be transferred from Salaries and Wages (001-02-220-5111-0000-000) to Repair and Maintenance Equipment (001-02-220-5245-000-230) seconded by Sue, the vote was unanimous in favor of the motion.
 - B. Lynn moved to support the Municipal Transfer Request from the Police Department for \$3,895.00 to be transferred from as follows \$300.00 from Police Department Expense (001-210-5210) and \$3,595.00 from Interest Short Term Loans (001-759-5925) to be distributed as follows, to Police Department Overtime (001-210-5130) the sum of \$2,236.00 and to the Communications Department (001-225-5340) \$1,659.00, seconded by Sue, the vote was unanimous in favor of the motion.
 - C. Sue moved to support the Municipal Transfer Request from the Treasurer for \$2,000.00 to be transferred from Treasurer/Collector wages (001-01-146-5100-0000-000 to Tax Collector Professional & Technical Services (001-01-146-5300-0000-000), seconded by Andrea, the vote was unanimous in favor of the motion. Sue presented to the Board a form to track the Municipal Transfer Requests.
2. Mail
3. Minutes - 6/30/2016 - Sue moved to approve the minutes from 6/30/2016, seconded by Lynn, the vote was unanimous in favor of the motion.

III. Adjournment - Next meeting, September 8, 2016. Sue moved to adjourn at 7:45 P.M., seconded by Lynn, 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: July 14, 2016

FROM: Fire-EMS Department

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: \$1,990.00

To be transferred to: Repair & Maintenance Equipment 001-02-220-5245-000-230
(name & account number)

To be transferred from: Salaries and Wages 001-02-220-5111-0000-000
(name & account number of appropriation)

Balance remaining in appropriation from which transferred: \$ \$24,737

The amount requested to be used for the following reasons: \$ To balance budget

Action by Board of Selectmen

Action by Finance Committee

7-14-16
Date of Meeting

7.14.16
Date of Meeting

Vote: YES [] NO []

Vote: YES [] NO []

Transfer voted in the sum: \$ 1,990.00

Transfer voted in the sum: \$ 1,990.00

Carl Smar
Chairman, Board of Selectmen

Mark R. Boynton
Chairman, Finance Committee

Original to Town Accountant

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



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

TO: BOARD OF SELECTMEN
FINANCE COMMITTEE

DATE: 07/11/16

FROM: Robert Eaton Jr. [Signature]

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:

- 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 or a school department
-x- 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: \$3,895
To be transferred to: Police Dept/Uniform Allowance (001-210-5110) \$2,236
Communications Dept (001-225-5340) \$1,659.
To be transferred from: Police Dept/Expense (001-210-5210) \$300
Interest Short Term Loans (001-759-5925) \$3,595

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

The amount requested to be used for the following reasons: to pay end of year bills due to personnel and unanticipated charges throughout the fiscal year.

Action by Board of Selectmen

Action by Finance Committee

7-14-16
Date of Meeting

7.14.16
Date of Meeting

Vote: YES [X] NO []

Vote: YES [X] NO []

Transfer voted in the sum: \$ 3,895.-

Transfer voted in the sum: \$ 3,895.-

[Signature]
Chairman, Board of Selectmen

[Signature]
Chairman, Finance Committee

[Signature] 7/11/16

PAID
JUN 30 2016

BY: ~~WSSB~~
WSSB

TOWN OF TOWNSEND

TO THE ACCOUNTING OFFICER:

The following bills of the COMMUNICATIONS DEPARTMENT, amounting in the aggregate to _____ dollars, have been approved by the _____, and you are requested to place them on a warrant for payment.

FISCAL YEAR 2016

DATE: 28-Jun-16

Robert M. Eaton, JR.
Chief of Police

NAME	APPROPRIATION OR ACCOUNT	AMOUNT TOTAL
COMCAST BUSINESS	COMMUNICATION 225-5340	\$ 287.86
VERIZON WIRELESS	COMMUNICATION 225-5340	\$ 1,856.36
COMCAST	COMMUNICATION 225-5340	\$ 209.85
TOTAL		\$ 2,354.07

~~#~~ 1,856.36

TOWN OF TOWNSEND

TO THE ACCOUNTING OFFICER:

The following named bills of the POLICE DEPARTMENT, amounting in the affregate to _____ dollars, have been approved by the _____, and you are requested to place them on a Warrant for payment.

FISCAL YEAR 2016

DATE: 6-Jul-2016



Robert M. Eaton, Jr.
Chief of Police

NAME	APPROPRIATION OR ACCOUNT	AMOUNT TOTAL
NEPTUNES UNIFORMS	CHIEF/CLOTHING ALLOWANCE 210-5195	\$ 605.00 ✓
NEPTUNES UNIFORMS	DAVIS/CLOTHING ALLOWANCE 210-5195	\$ 533.00 ✓
DAVID PHILLIPS	REIMBURSEMENT/CLOTHING ALLOWANCE 210-5195	\$ 89.97 ✓
DAVID PHILLIPS	REIMBURSEMENT/CLOTHING ALLOWANCE 210-5195	\$ 79.95 ✓
DAVID PHILLIPS	REIMBURSEMENT/CLOTHING ALLOWANCE 210-5195	\$ 79.95 ✓
FIRST DEFENSE SUPPLY	M.MARCHAND/CLOTHING ALLOWANCE 210-5195	\$ 159.95 ✓
NEPTUNES UNIFORMS	REIMBURSEMENT/CLOTHING ALLOWANCE 210-5195	\$ 512.70 ✓
	TOTAL	\$ 2,060.52 ✓

TOWN OF TOWNSEND

TO THE ACCOUNTING OFFICER:

The following named bills of the POLICE DEPARTMENT, amounting in the affregate to _____ dollars, have been approved by the _____, and you are requested to place them on a Warrant for payment.

FISCAL YEAR 2016

DATE: 11-Jul-2016



Robert M. Eaton, Jr.
Chief of Police

NAME	APPROPRIATION OR ACCOUNT	AMOUNT TOTAL
MASS CHIEFS OF POLICE ASSN., INC.	DUES AND MEMBERSHIPS 210-5730	\$30.00
	TOTAL	<u>\$30.00</u>

353 Providence Road
 South Grafton, MA 01560



Statement

Date

6/30/2016

Bill To

Townsend Police Department
 70 Brookline Street
 Townsend, MA 01469

				Amount Due	Amount Enc.
				\$30.00	
Date	Description			Amount	Balance
05/03/2016	INV #8023. Due 05/03/2016. Orig. Amount \$30.00. --- ID Credential, 2 @ \$15.00 = 30.00			30.00	30.00
Current	1-30 Days Past Due	31-60 Days Past Due	61-90 Days Past Due	Over 90 Days Past Due	Amount Due
0.00	0.00	30.00	0.00	0.00	\$30.00
Phone #	Fax #	E-mail		Web Site	
508.839.5723	508.839.3702	dawn@masschiefs.org		www.masschiefs.org	

TOWN OF TOWNSEND

TO THE ACCOUNTING OFFICER:

The following named bills of the POLICE DEPARTMENT, amounting in the affregate to _____ dollars, have been approved by the _____, and you are requested to place them on a Warrant for payment.

FISCAL YEAR 2016

DATE: 11-Jul-2016



Robert M. Eaton, Jr.
Chief of Police

NAME	APPROPRIATION OR ACCOUNT	AMOUNT TOTAL
APPLEMEADOW	OTHER SUPPLIES 210-5580	\$10.28
	TOTAL	<u>\$10.28</u>

APPLE MEADOW CO, INC.
 10 ELM STREET
 P.O. BOX 553
 TOWNSEND, MA 01469
 PHONE: (978) 597-6817

PAGE NO 1

(*) THIS IS YOUR ONLY COPY. CODES
 (*) NET (P) PROMO (S) SALE (N) NO TAX

TOWNSEND POLICE DEPT
 70 BROOKLINE STREET
 TOWNSEND MA 01469

CUST # 844200
 TERMS: NET 15TH

INV # 129285
 DATE : 6/24/16
 CLERK: 44
 TERM # 551

TIME : 7:55

 * INVOICE *

QUANTITY	UM	ITEM	DESCRIPTION	SUG. PRICE	PRICE/PER	EXTENSION
1	EA	641977	PD 11OZ RED Fluo Paint		5.49 /EA	5.49*N
	EA	139337	1250PK 1/2" HD Staple		4.79 /EA	4.79 N
** AMOUNT CHARGED TO ACCOUNT **				10.28	TAXABLE	0.00
					NON-TAXABLE	10.28
					SUB-TOTAL	10.28
					TAX AMOUNT	0.00
					TOTAL INVOICE	10.28

X 

Received By

TOWN OF TOWNSEND

TO THE ACCOUNTING OFFICER:

The following named bills of the COMMUNICATIONS CENTER, amounting in the aggregate to _____ dollars, have been approved by the _____, and you are requested to place them on a Warrant for payment.

FISCAL YEAR 2016

DATE: 11-Jul-2016



Robert M. Eaton, Jr.
Chief of Police

NAME	APPROPRIATION OR ACCOUNT	AMOUNT TOTAL
VERIZON	COMMUNICATION 001-02-225-5340	\$44.93
	TOTAL	<u>\$44.93</u>



REQUEST FOR TRANSFER OF APPROPRIATIONS

In accordance with the Chapter 77 of the Acts of 2006

TO: BOARD OF SELECTMEN
FINANCE COMMITTEE

DATE: July 8, 2016

FROM: Treasurer/Collector

OFFICER/DEPT HEAD: Barbara Tierney

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

X 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: \$ 2,000.00

To be transferred to: 001-01-146-5300-0000-000
Tax Collector Prof. & Tech Services

To be transferred from: 001-01-146-5100-0000-000 Treas/Collector Wages

Balance remaining in appropriation from which transferred: \$ _____

The amount requested to be used for the following reasons: \$ _____

Action by Board of Selectmen

7-14-16
Date of Meeting

Vote: YES [] NO []

Transfer voted in the sum: \$ 2,000 -

[Signature]
Chairman, Board of Selectmen

Action by Finance Committee

7.14.16
Date of Meeting

Vote: YES [] NO []

Transfer voted in the sum: \$ 2,000.00

[Signature]
Chairman, Finance Committee

Original to Town Accountant

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

FINCOM - Summary of Transfers EOY 2016

Transfer	Amount	From Department/Line	Leftover Reason	To Dept/Line	To Amount	Transfer Reason	Totals
June16_A	\$ 10,000.00	Police/Communications Center		Police Dept Wages	\$ 2,000.00		
June16_A	\$ 30,281.00	Health Insurance		Police Dept Overtime	\$ 42,311.00		
June16_A	\$ 3,050.00	Treasurer/Collector wages					
June16_A	\$ 980.00	County Retirement	Estimated high				\$ 44,311.00
June16_B	\$ 9,000.00	Fire On-call EMTs		Replacement Equip	\$ 9,000.00		\$ 9,000.00
June16_C	\$ 4,150.00	Treasurer/Collector MCRS		Employer Medicare	\$ 4,150.00		\$ 4,150.00
June16_D	\$ 300.00	Landfill Operations		Solid Waste Prof Svcs?	\$ 4,000.00		\$ 4,000.00
June16_D	\$ 1,000.00	Landfill Operations/Prof Svcs					
June16_E	\$ 1,500.00	Planning Board Wages - Supp Staff		Land Use Prof & Tech Svcs	\$ 1,500.00		\$ 1,500.00
June30_A	\$ 7,902.00	County Retirement/ Tax Collector/Treasurer Wages	Estimated high	TA Salary	\$ 7,902.00		\$ 7,902.00
June30_B							
June30_C							
June30_D							

FINCOM - Summary of Transfers EOY 2016

Transfer	Amount	From Department/Line	Leftover Reason	To Dept/Line	To Amount	Transfer Reason	Totals
July14_A	\$ 1,990.00	Fire Salaries & Wages	Position Vacant for 5 mons	Fire Repair & Maint?	\$ 1,990.00		\$ 1,990.00

July14_B	\$ 3,895.00	Police? Short Term Loans		Police Uniform Allowance Police/Communications	\$ - -		\$ 3,895.00
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July14_B							
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Grand Total \$ 76,748.00