

**Essex Finance Committee
Tuesday December 11, 2018
1st Conference Room 7:00 P.M.
Meeting Minutes**

Members present: Ben Buttrick, Chair, Michael Flynn, Vice Chair, Richard Ross, Rob Fitzgibbon.

1. Review and approve – November 13, 2018 minutes. Motion made, seconded and unanimously approved.
2. Review and approve Line Item Transfer requests. Motion made, seconded and unanimously approved.
3. Review and approve Reserve Fund Transfer requests. None
4. Discussion concerning FY20 Budgets. Finance Committee requested all FY20 Budgets “flat,” level funded. Email sent to departments, as requested. Email sent to Suzanne Slater, Youth Director to attend Finance Committee meeting on January 8, 2019.
5. Items that could not be reasonably anticipated by the open meeting law posting deadline. Water/Sewer Commissioners, Mike Galli and Amanda Davis discussed Sewer budgetary shortage due to mechanical failures in lift station pumps and questions on funding shortages. After discussion it was decided to meet with the Board of Selectmen on 12/17/18 to discuss topic further.
6. Public Comment – Guy Bradford and Allison Williard expressed interest in being appointed to the Finance Committee. Motion made, seconded and unanimously approved.
7. Motion made to adjourn. Motion made, seconded and unanimously approved.

REQUEST FOR A LINE ITEM TRANSFER

Requests are to be made and transfer 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: #1100.2.299.5242.00
Title: Boat Repairs

1. Amount Requested: **\$1,500.00**
2. To be transferred to Account: #1100.2.299.5490.00
Title: Fuel Expense

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

To pay for fuel for the shellfish truck and boat.

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

The Town recently obtained a State surplus truck to replace the old one and this truck is being used much more consistently than the old one which was an older model without 4-wheel drive. The new truck has a larger engine as well. Further, the shellfish boat is being used more consistently with the replacement of the motor. These new use patterns are translating to additional fuel use.

Date: November 7, 2018 Signed: 
Lisa J. O'Donnell, Chair, Board of Selectmen

Date of meeting 12/11/18

Vote: ☒ Yes ☐ No

Transfer voted in the sum of **\$1,500.00**

Transfer disapproved _____




FINANCE COMMITTEE

REQUEST FOR A LINE ITEM TRANSFER

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Please submit only one copy.

To: Finance Committee – Town of Essex

Request for a Line Item Transfer from Account: #1100.2.193.5740.00
Title: Blanket Insurance

1. Amount Requested: **\$3,550.00**
2. To be transferred to Account: #1100.2.193.5317.00
Title: TH Elevator Inspections/Maintenance
3. The specific purpose the amount requested will be used for:
To pay for State re-inspection charges.
4. This expenditure is extraordinary and/or unforeseen for the following reasons:

The State was unable to make the inspection last fiscal year and finally was able to make at the beginning of this fiscal year. However, the next inspection will most likely be closer to the original May date, resulting in two payments during this fiscal year.

Date: November 7, 2018 Signed: 
Lisa J. O'Donnell, Chair, Board of Selectmen

Date of meeting 12/11/18

Vote: ☒ Yes ☐ No

Transfer voted in the sum of **\$3,550.00**

Transfer disapproved _____

FINANCE COMMITTEE





