

**Essex Finance Committee
Tuesday January 22, 2019
1st Conference Room 7:00 P.M.
Meeting Minutes**

1. Review and approve – meeting minutes December 11, 2018 and December 17, 2018. 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. Motion made, seconded and unanimously approved.
4. Discussion concerning FY20 Budgets, Revenue forecasting and tax rate setting process. Discussion to continue at next meeting.
5. Items that could not be reasonably anticipated by the open meeting law posting deadline. Discussion concerning adding full time employee to Library staffing. Discussion to continue after revised budget is received.
6. Public Comment - None
7. Adjourn. Motion made, seconded and unanimously approved.

REQUEST FOR A LINE ITEM TRANSFER

Requests are to be made and transfers 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 # 1100.1.141.5120.00

Title Junior Clerk, Part-time

1. Amount Requested \$ 3,122.00

2. To be transferred to account # 1100.1.141.5118.00

Title Misc Part-Time Salaries

3. Purpose the amount requested will be used for:

2021 Part-time help during business hours

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

Date 1/1

Signed [Signature]

Department Assessing

Date of meeting 1/22/19

vote: ☒ Yes ☐ No

Transfer voted in the sum of \$ 3,122.00

Transfer disapproved

FINANCE COMMITTEE

[Signature]
[Signature]
[Signature]

will work on
New growth.

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

Line Item Transfer from Account: #1100.2.193.5211.00
Title: Heating Fuel

1. Amount Requested: **\$9,000.00**
2. To be transferred to Account: #1100.2.193.5210.00
Title: Town Hall Electricity
3. The specific purpose the amount requested will be used for:

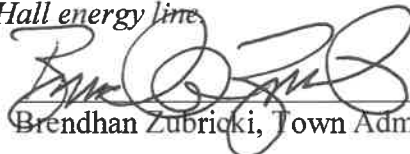
Funding for Town Hall electric heat and light through the end of the fiscal year.

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

The recent Town Hall renovation included the removal of the old heating system and replacement with two new systems: one fueled by gas and one by electricity. We are still getting acquainted with the optimum balance of use between the two new systems, as well as determining adequate funding of their budgets. To this end, for FY20, we have requested to combine the Town Hall electricity and heating fuel lines into a single Town Hall energy line.

Date: 01-14-2019

Signed:

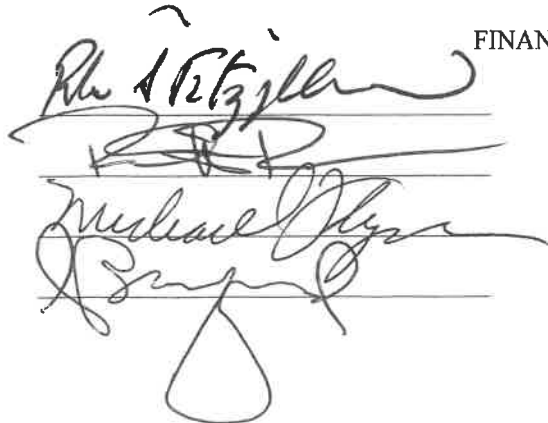

Brendhan Zubricki, Town Administrator

Date of meeting 1/27/19

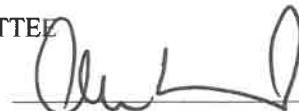
Vote: X Yes _____ No

Transfer voted in the sum of **\$9,000.00**

Transfer disapproved _____


Michael Flynn

FINANCE COMMITTEE



REQUEST FOR A RESERVE FUND TRANSFER

Requests are to be made and transfers voted BEFORE any expenditure is incurred.
Please submit only one copy.

To: FINANCE COMMITTEE, Town of Essex:

REQUEST FOR A TRANSFER FROM ACCOUNT #

1100.2.131.5785.00

Title Finance Committee Reserve Fund

1. Amount Requested \$1,183.26

2. To be transferred to account # 1100.2.135.5302.00

Title Software Support Fee

3. Purpose the amount requested will be used for:
To pay balance of Inv #025-247513

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

Quote was not accurate. (Underestimated)

Date 01 /22 /19

Signed

Virginia Antell

Department Accounting

Date of meeting 1 /22 /19

vote: ☒ Yes ☐ No

Transfer voted in the sum of \$ 1,183.26

Transfer disapproved

FINANCE COMMITTEE