

**Essex Finance Committee  
April 14, 2020 7:00 P.M.  
Minutes**

**The public was able to join this meeting by telephone. The call-in number will be: 717-275-8940. The access code was: 8378315.**

Members Present: Chairman Ben Buttrick, Rob Fitzgibbon, Allison Williard, Guy Bradford, Michael Flynn, and Michael Antell.

Also present: Selectwoman Ruth Pereen, Police Chief Paul Francis, Treasurer/Collector Jeff Soulard.

Chairman Buttrick called the meeting to order at 7:02 p.m., motion made, seconded and unanimously approved.

Update on bond issuance for public safety building - Treasurer Soulard discussed market conditions are beginning to stabilize. He expects to issue the bond the week of April 27-29, 2020, if conditions are favorable. Should the market settle down, the bond could sell on April 27, 2020. There has been a 25 basis points increase (0.25%) on the yield. Over the life of a 30 year bond, the town will pay about \$565,000 more. We anticipate the premium will be about \$300,000 less. The projections, if they hold up, is still a pretty good projection at 2.1% for the next 30 years. Should the market change again, we have the ability to pull the sale and cover cash needs with a BAN (Bond Anticipation Note) temporarily, then sell at a later date.

Chairman Buttrick made a motion to approve minutes from 3/9/2020. Motion made, seconded and unanimously approved. Chairman Buttrick made a motion to approve 3/23/2020. Motion made, seconded, and unanimously approved.

A motion was made to ratify a line item transfer for \$1,000.00 to cover costs of Harbormaster Salary, voted and approved on 3/23/2020. Chairman Buttrick said that he, Chairman Buttrick voted aye in favor; followed by Rob Fitzgibbon, said that he, Rob Fitzgibbon voted aye in favor; Allison Williard said that she, Allison Williard voted aye in favor; followed by Guy Bradford said the he Guy Bradford, followed by Michael Flynn, said that he, Michael Flynn voted aye in favor; followed by Michael Antell, said that he, Michael Antell voted aye in favor.

A motion was made, seconded and unanimously voted to approve a line item transfers as follows:

A motion was made to ratify line item transfers for:

\$3,000.00 to cover costs of Harbormaster Salary, voted and approved on 4/14/2020. Copies attached.

\$25,300.00 to cover costs in Police Budget. Copies attached.

\$5,000.00 to cover costs in Town Property Expense. Copy attached.

Chairman Buttrick said that he, Chairman Buttrick voted aye in favor; followed by Rob Fitzgibbon, said that he, Rob Fitzgibbon voted aye in favor; Allison Williard said that she, Allison Williard voted aye in favor; followed by Michael Flynn, said that he, Michael Flynn voted aye in favor; followed by Guy Bradford said that he Guy Bradford aye in favor; followed by Michael Antell, said that he, Michael Antell voted aye in favor.

Reviewed financial articles for Town Meeting and preparation of Finance Committee role. Discussion ensued regarding possible reductions being discussed by MERS District. Hopefully, we will see a reduction in costs due to school closings, buses not being utilized for transport, etc.

Finance Committee reviewed FY21 budgets and decreased Advertising Town Resources from \$23,500 to \$500.00. Discussion ensued regarding FY20 Advertise Town Resources and Donna Roy will work on submitting invoice expenditures to date.

Finance Committee recommended postponing \$400,000 from Sewer Reserved for Debt Service because of COVID-19 and unknown revenue reductions. Finance Committee discussed asking the DPW to put the major grinder purchase off for a year, in favor of using their maintenance budget line item to purchase a few grinder pumps for now.

Finance Committee recommended asking DPW if lease/purchase of dump truck could be postponed until the Fall Town Meeting, 2020. The committee is in favor of the dump truck lease/purchase due to the poor condition of the present dump truck.

Finance Committee recommended deferring the study to re-purpose the old public safety building.

Finance Committee considered need for the \$10,000 lighting design but lacked context on the state of progress of the project.

A question was raised about Article 29 in the Town Meeting warrant which funds spraying for mosquito control. Given the low incidence of EEE, is it worth the \$43k expenditure (or withholding from state aid). It was agreed that this is not a FinComm decision but rather one for discussion at the Town Meeting.

Discussion ensued regarding the CPA funding requested, Accountant Antell stated that the amount of funding is a statutory set-aside amount and has been raised annually since the Community Preservation Act was voted by Town Meeting on May 14, 2007.

Discussion ensued regarding Essex financial considerations amid COVID-19 pandemic and resulting economic environment.

Items that could not be reasonably anticipated by the open meeting law posting deadline – None.

Public Comment - None

A motion was made, seconded and unanimously voted to adjourn at 9.51 pm.

## 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: #1100.2.193.5740.00  
Title: Blanket Insurance

1. Amount Requested: **\$5,000.00**
2. To be transferred to Account: #1100.2.193.5430.00  
Title: Town Property Expense
3. The specific purpose the amount requested will be used for:  
*To pay COVID expenses.*
4. This expenditure is extraordinary and/or unforeseen for the following reasons:  
*We did not anticipate the need for COVID-related Town Property expenses.*

Date: April 13, 2020

Signed: 

Ruth R. Perea

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Date of meeting 04 / 14 2020

Vote: X Yes \_\_\_\_\_ No \_\_\_\_\_

Transfer voted in the sum of **\$5,000.00**

Transfer disapproved X

### FINANCE COMMITTEE

Chairman Ben Buttrick

Michael Flynn

Allison Williard

Rob Fitzgibbon

Guy Bradford

Michael Antell

# 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 # 1100.1.295.5113.00

1. Amount Requested: \$1000

Title: Town Landing Ramp Attention

2. To be transferred to account

# 1100.1.295.5110 00

Title: Harbormaster Salary

3. Purpose the amount requested will be used for:

Transferred for covering harbormaster salary payments

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

Harbormaster salary needs added funds to cover necessary hours

Date: 4/2/20

Signed: [Signature]

Department: Harbormaster

Date of meeting 04/14/2020

Vote: ☒ Yes ☐ No

Transfer voted in the sum of \$ 1,000

Transfer disapproved

## FINANCE COMMITTEE

Chairman Ben Buttrick

Michael Flynn

Allison Williard

Guy Bradford

Michael Antell

Rob Fitzgibbon

# 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 # 1100.1.295.5192

1. Amount Requested: \$200 Title: Training
2. To be transferred to account # 1100.1.295.5110.00
3. Purpose the amount requested will be used for: Title: Harbormaster Salary  
Transferred for purposes of covering Harbormaster  
salary payments
4. This expenditure is extraordinary and/or unforeseen for the following reasons:  
Harbormaster salary needs added funds to  
cover necessary hours

Date: 4/2/20

Signed: [Signature]

Department: Harbormaster

Date of meeting 04/14/2020

Vote: X Yes      No

Transfer voted in the sum of \$ 200.00

Transfer disapproved     

## FINANCE COMMITTEE

Chairman Ben Buttrick

Allison Williard

Guy Bradford

Rob Fitzgibbon

Michael Flynn

Michael Antell

# 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

1. Amount Requested :

\$1,800

Title:

# 1100 1.295.5120.00  
Harbormaster Asst. Salary

2. To be transferred to account

# 1100.1.295.5110 00

Title:

Harbormaster Salary

3. Purpose the amount requested will be used for:

Transferred for purposes of covering Harbormaster  
salary payments

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

Harbormaster Salary needs added funds to cover  
necessary hours

Date: 4/2/20

Signed:

D.

Department:

Harbormaster

Date of meeting 04/14/2020

Vote:

☒ Yes ☐ No

Transfer voted in the sum of \$ 1.800.00

Transfer disapproved

## FINANCE COMMITTEE

Chairman Ben Buttrick

Allison Williard

Rob Fitzgibbon

Michael Antell

Michael Flynn

Guy Bradford

## 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

1. Amount Requested From: \$800

Title: Telephone  
1100.2.210.5314.00  
5341

2. To be transferred to Account:

Title: Office Supplies  
1100.2.210.5420.00

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

Paying for any needed office supplies for the remainder of the year.

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

This line was level funded. We need more than the balance in this line to finish this year. The cost of office supplies has increased as well as well.

Date: 4/6/2020

Signed: \_\_\_\_\_



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Date of meeting 04 / 14 /2020

Vote: ☒ Yes ☐ No

Transfer voted in the sum of \$ 800.00

Transfer disapproved \_\_\_\_\_

Chairman Ben Buttrick

FINANCE COMMITTEE

\_\_\_\_\_  
Allison Williard

\_\_\_\_\_  
Michael Flynn

\_\_\_\_\_  
Guy Bradford

\_\_\_\_\_  
Rob Fitzgibbon

\_\_\_\_\_  
Michael Antell

## 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

1. Amount Requested From: \$2,000

Title: Telephone  
1100.2.210.5314.00  
5341

2. To be transferred to Account:

Title: Police Supplies  
1100.2.210.5584.00

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

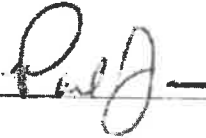
Paying for police supplies for the remainder of the year.

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

Pandemic has caused a need to purchase additional police supplies such as gloves, masks, hand sanitizer, wipes, etc.

Date: 4/6/2020

Signed: \_\_\_\_\_



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Date of meeting 4/14/2020

Vote: ☒ Yes ☐ No

Transfer voted in the sum of \$ 2,000.00

Transfer disapproved \_\_\_\_\_

### FINANCE COMMITTEE

Chairman Ben Buttrick

Allison Williard

Michael Antell

Rob Fitzgibbon

Michael Flynn

Guy Bradford



## 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

1. Amount Requested From: \$2,500

Title: Telephone  
1100.2.210.5314.00  
5341

2. To be transferred to Account:

Title: Vehicle Maintenance  
1100.2.210.5240.00

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

Paying for any maintenance needed on cruisers for the remainder of the year.

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

There was an accident involving one of the cruisers. Rather than submit a claim to the insurance company we elected to take the cost of the repair out of Vehicle Maintenance so as not to incur any surcharges and to save time getting the cruiser back on the road.

Date: 4/6/2020

Signed: 

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Date of meeting 4/14/2020

Vote: X Yes \_\_\_\_\_ No \_\_\_\_\_

Transfer voted in the sum of \$ 2,500.00

Transfer disapproved \_\_\_\_\_

### FINANCE COMMITTEE

Chairman Ben Buttrick

Michael Flynn

Guy Bradford

Allison Williard

Michael Antell

Rob Fitzgibbon

## 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

**1100.1.210.5111.00**  
**Police Salaries**

Title:

1. Amount Requested: **\$20,000**

2. To be transferred to Account: **1100.1.210.5133.00**

Title: **Incidental Overtime**

3. The specific purpose the amount requested will be used for:  
**Paying overtime as necessary for the remainder of the year..**

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

***The pandemic has required additional overtime due to meetings, conference calls, etc. We have begun to schedule officers differently to ensure that if an officer has to be out it is easier to cover the workload. This would require more overtime hours also.***

Date: 4/6/2020

Signed: \_\_\_\_\_



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Date of meeting 04 / 14 / 2020

Vote:   X   Yes        No       

Transfer voted in the sum of \$ 20,000.00

Transfer disapproved                     

### FINANCE COMMITTEE

Chairman Ben Buttrick

Michael Flynn

Allison Williard

Michael Antell

Guy Bradford

Rob Fitzgibbon