

Essex Finance Committee
Tuesday June 30, 2020
7:00 P.M.
Meeting Minutes

The public was able to join this meeting by telephone. The call-in number will be: 717-275-8940. The access code was: 9898439

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

Also Present: Board of Selectmen Chair – Ruth Pereen, BOS Member Guy Bradford.

Chairman Buttrick called the meeting to order at 7:03 p.m., motion made, seconded and unanimously approved.

Chairman Buttrick and Finance Committee members thanked Richard Ross for his time served on the committee.

Chairman Buttrick and Finance Committee members thanked Guy Bradford for his time served on the committee.

Chairman Buttrick made a motion to approve minutes from 6/9/2020. Motion made, seconded and unanimously approved.

Finance Committee approved line item transfers, reserve line item transfers and 33 B transfer as per attached transfers.

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 Michael Antell, said that he, Michael Antell voted aye in favor.

Any updates on municipal finance policy and status of potential impact to Essex – discussion ensued regarding revenue and expenses for FY21 and memo regarding limiting expenses. Finance Committee supports seeing a draft of the memo before the next finance committee meeting. Selectmen Bradford mentioned the goal is for departments to plan, creatively where departments might be able to save, parse out year-long expenses, look to shorten time frame so as not to be committed for full year.

Discuss of priorities for FY 21 and agenda items for 7/14/20 – Discussion ensued regarding regional school budget and getting in front of expenditure growth. Further discussions was positive about identifying revenues for the town. Finance Committee member Michael Antell received information regarding the cemetery department and increasing fees for cemetery. Parking meters in town has been received positively from many departments, as well as some residents, charging for parking fees with meters in various locations in town could increase local revenue. Board of Selectmen Chair – Ruth Pereen mentioned that parking meters are in the second tier article items for Fall Town Meeting. Police Department is overwhelming in support of parking meters. Topic continued regarding Cell Towers on Town Property near the town transfer station, however no one bid on the project. Might be difficult for the town to become engaged with cell towers.

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

Public Comment – Nina McKinnon spoke regarding MERSD survey, they had to close the survey and said they would reopen the survey later. Parents have been voicing frustration due to lack of remote learning plans. Nina said there was an absence of remote learning programs when compared to different districts at the junior high and high school level. No summer reading is required from MERSD, although other towns are requiring summer reading. Chairman Buttrick discussed the disparity in remote learning tactics between school districts, which should have an impact in school districts and sharing costs and shared benefits.

Adjourn - A motion was made, seconded and unanimously voted to adjourn at 8.51 pm.

OK to
VDD 6/30/2020
see Jim com
6/30/20

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

Title: *Ambulance License & Fees*
1100.2.231.5735.000

1. Amount Requested: \$1,000.00

2. To be transferred to Account:

Title: *Ambulance Training Expenses*
1100.2.231.5192.00

3. This will be used to pay invoices.

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

New hires were put on the department to replace retired fire fighters which requires additional training.

Date: April 15, 2020

Signed: 

Date of meeting 4/28/2020

Vote: — ☒ — Yes — ☐ — No

Transfer voted in the sum of \$ 1,000.00

Transfer disapproved _____

FINANCE COMMITTEE

Chairman Ben Buttrick

Guy Bradford

Michael Flynn

Rob Fitzgibbon

Michael Antell

OK
to revise
- Void -
Per HC 6/30/2020

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

Title: *Ambulance Repair and Maintenance*
1100.2.231.5248.000

1. Amount Requested: \$2,500.00

2. To be transferred to Account:

Title: *Ambulance Training Expenses*
1100.2.231.5192.00

3. This will be used to pay invoices.

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

New hires were put on the department to replace retired fire fighters which requires additional training.

Date: April 15, 2020

Signed: 

Date of meeting 4/28/2020

Vote: ☒ Yes ☐ No

Transfer voted in the sum of \$ 2,500.00

Transfer disapproved _____

FINANCE COMMITTEE

Chairman Ben Buttrick

Michael Flynn

Michael Antell

Guy Bradford

Rob Fitzgibbon

Town of Essex

[illegible]

PURPOSE:

To cover overtime costs for the remainder of the fiscal year. Went over budget due to the number of night and weekend grinder pump calls.

Dept Signatures

Selectmen's Signatures:

Finance Committee Signatures

Chairman Ben Buttrick

Michael Flynn

Michael Antell

Rob Fitzgibbon

Allison Williard

DATE: 6-9-20 DATE: 6/30/2020

DATE: 6-1-20 DATE: 6/30/2020

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# 6150.2.000.5311.00

Title Well cleaning

1. Amount Requested \$ 1,000.00

2. To be transferred to account # 6150.2.000.5480.00

Title Truck Fuel

3. Purpose the amount requested will be used for: Fund line item for
remainder of fiscal year

4. This expenditure is extraordinary and/or unforeseen for the following reasons: More vehicles used at water breaks and limiting one person per
truck since March, 2020.

Date: 6 / 29 / 2020

Signed: 

Department: Water

=====

Date of meeting 6 / 29 / 2020

Vote: X Yes No

Transfer voted in the sum of \$ 1,000.00

Transfer disapproved

FINANCE COMMITTEE

Chairman Ben Buttrick

Allison Williard

Rob Fitzgibbon

Michael Antell

Michael Flynn

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# 6150.2.000.5210.00

Title Electricity

1. Amount Requested \$ 2,000.00

2. To be transferred to account # 6150.2.000.5210.00

Title Fuel

3. Purpose the amount requested will be used for: to fund the line for remainder
of fiscal year

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

Date: 6 / 29 / 2020

Signed: 

Department: Water

Date of meeting 06/09/2020

Vote: X Yes No

Transfer voted in the sum of \$ 2,000.00

Transfer disapproved

FINANCE COMMITTEE

Chairman Ben Buttrick

Michael Flynn

Michael Antell

Allison Williard

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

Request for a Line Item Transfer from Account: #1100.1.141.5118.00
Title: Assessors Part-Time Salaries

1. Amount Requested: **\$229.12**
2. To be transferred to Account: #1100.1.141.5112.00
Title: Assessors Clerical
3. The specific purpose the amount requested will be used for:

To cover Senior Clerk's payroll for June.
4. This expenditure is extraordinary and/or unforeseen for the following reasons:

Insufficient funds in Assessors Clerical payroll account.

Date: 6/30/20

Signed: Michael Cataldo
Michael Cataldo

Department: Assessor

Date of meeting 6/30/2020

Vote: X Yes No

Transfer voted in the sum of 229.12

Transfer disapproved

FINANCE COMMITTEE

Chairman Ben Buttrick

Allison Williard

Michael Antell

Rob Fitzgibbon

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 # 1100.1.145.5111.00

Title Asst. T/C

1. Amount Requested \$ 223.96

2. To be transferred to account # 1100.1.145.5112.00

Title Collector Clerical

3. Purpose the amount requested will be used for:

cover shortfall in Collector Clerical
Budget

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

The calculation of the hourly wages for
the Collector clerk were off slightly due to
rounding in the budget calculation

Date 6/30/20

Signed Jeffrey Soudard

Department (145) Treasurer
Collector

Date of meeting 6/30/2020

vote: x Yes No

Transfer voted in the sum of \$ 223.96

Transfer disapproved

FINANCE COMMITTEE

Chairman Ben Buttrick

Michael Flynn

Michael Antell

Allison Williard

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 # 1100.2.295.5255.00

1. Amount Requested :

\$500

Title:

Boys Pier/Foot

2. To be transferred to account

1100.2.295.5584.00

3. Purpose the amount requested will be used for:

Title:

Boys

Boys replacement

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

Deployment costs higher than last year

Date: 5/31/20

Signed:

D

Department:

Harbormaster

Date of meeting 6/30/2020

Vote: ☒ Yes ☐ No

Transfer voted in the sum of \$ 500.00

Transfer disapproved

FINANCE COMMITTEE

Chairman Ben Buttrick

Michael Flynn

Michael Antell

Allison Williard

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 # 1100.2.295.5242.00

1. Amount Requested: \$500 Title: Harbormaster Boat Repairs

2. To be transferred to account # 1100.2.295.5700.00

3. Purpose the amount requested will be used for: Title: Incidental Fees/Expenses
Fees / Expenses

4. This expenditure is extraordinary and/or unforeseen for the following reasons:
Additional supplies needed due to covid 19

Date: 5/31/20

Signed: [Signature]

Department: Harbormaster

Date of meeting 6 / 30 / 2020

Vote: X Yes No

Transfer voted in the sum of \$ 500.00

Transfer disapproved

FINANCE COMMITTEE

Chairman Ben Buttrick

Michael Flynn

Michael Antell

Allison Williard

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 # 1100.1.295.5120.00

1. Amount Requested: \$ 750

Title: Harbormaster Asst Salary

2. To be transferred to account

1100.1.295.5113.00

3. Purpose the amount requested will be used for:

Title: Town Landing Ramp Attendant

Ramp Attendant pay

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

Increase in Ramp Attendant shifts due to COVID 19

Date: 5/31/20

Signed: [Signature]

Department: Harbormaster

Date of meeting 6/30/2020

Vote: X Yes No

Transfer voted in the sum of \$ 750.00

Transfer disapproved

FINANCE COMMITTEE

Chairman Ben Buttrick

Michael Flynn

Michael Antell

Allison Williard

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 # 1100.1.295.5120.00
1. Amount Requested: \$1,000 Title: Harbormaster Asst Salary

2. To be transferred to account # 1100.1.295.5110.00
Title: Harbor master salary

3. Purpose the amount requested will be used for:
Harbormaster Salary pay

4. This expenditure is extraordinary and/or unforeseen for the following reasons:
Increase of shifts due to Covid 19

Date: 5/31/20

Signed: [Signature]

Department: Harbormaster

Date of meeting 6/30/2020

Vote: X Yes No

Transfer voted in the sum of \$ 1,000.00

Transfer disapproved

FINANCE COMMITTEE

Chairman Ben Buttrick

Michael Flynn

Michael Antell

Allison Williard

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# 1100.2.420.5530.00

Title Highway Maintenance

1. Amount Requested \$ 5.90

2. To be transferred to account # 1100.2.420.5535.00

Title Other Maintenance

3. Purpose the amount requested will be used for: To bring line item to a zero balance.

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

Date: 6/9/2020

Signed: [Signature]

Department: Highway

=====

Date of meeting 6/30/2020

Vote: X Yes No

Transfer voted in the sum of \$ 5.90

Transfer disapproved

FINANCE COMMITTEE

Chairman Ben Buttrick

Michael Flynn

Michael Antell

Allison Williard

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# 6150.2.000.5533.00

Title Chemicals

1. Amount Requested \$ 197.36

2. To be transferred to account # 6150.2.000.5532.00

Title Tools and supplies

3. Purpose the amount requested will be used for: To bring line item to a zero balance

4. This expenditure is extraordinary and/or unforeseen for the following reasons: 13 water breaks over the course of the last year meant purchasing more supplies to restock our inventory.

Date: 6 / 9 / 2020

Signed: 

Department: Water

Date of meeting 6 / 30 / 2020

Vote: X Yes No

Transfer voted in the sum of \$ 197.36

Transfer disapproved

FINANCE COMMITTEE

Chairman Ben Buttrick

Michael Flynn

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# 6150.2.000.5533.00

Title Chemicals

1. Amount Requested \$ 796.00

2. To be transferred to account # 6150.2.000.5740.00

Title Liability Insurance

3. Purpose the amount requested will be used for: _____

To zero out the line item.

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

Line item was under budgeted.

Date: 6 / 9 / 2020

Signed: _____

Department: Water

Date of meeting 6 / 30 / 2020

Vote: X Yes No

Transfer voted in the sum of \$ 796.00

Transfer disapproved _____

FINANCE COMMITTEE

Chairman Ben Buttrick

Michael Flynn

Michael Antell

Allison Williard

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 # 1100.2.295.5242.00

1. Amount Requested: \$ 400 Title: Harbormaster Boat Repair
2. To be transferred to account # 1100.2.295.5584.000
3. Purpose the amount requested will be used for: Title: Buoys

New Buoys

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

more damaged buoys needing immediate
and complete replacement

Date: 6/12/20

Signed: 

Department: Harbormaster

Date of meeting 6/30/2020

Vote: ☒ Yes ☐ No

Transfer voted in the sum of \$ 400.00

Transfer disapproved

FINANCE COMMITTEE

Chairman Ben Buttrick

Michael Flynn

Michael Antell

Allison Williard

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 # 1100.2.220.5245.00

Title: Station Repair & Maintenance

1. Amount Requested : \$658.56

2. To be transferred to account

1100.2.220.5210.00

Title: Fire Department Electricity

3. Purpose the amount requested will be used for: Paying National
Grid _____

4. This expenditure is extraordinary and/or unforeseen for the following reasons: __Increase in
the cost of electricity was not covered by the budgeted amount

Date: 6 / 17 / 20__

Signed: 

Department: Fire Dept

=====

Date of meeting 6 / 30 / 2020

Vote: X Yes No

Transfer voted in the sum of \$ 658.56

Transfer disapproved

FINANCE COMMITTEE

Chairman Ben Buttrick

Michael Flynn

Michael Antell

Allison Williard

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 # 1100.2.220. 5581.00

Title: Fire Prevention

1. Amount Requested : \$140.00

2. To be transferred to account

1100.2.220.5580.00

Title: Fire Department Other Expenses

3. Purpose the amount requested will be used for: Pay
Invoice _____

4. This expenditure is extraordinary and/or unforeseen for the following reasons: ___ Amount
spent was slightly more than what was budgeted,

Date: 6 / 17 / 20__

Signed: [Signature]

Department: Fire Dept

=====

Date of meeting 6 / 30 / 2020

Vote: X Yes ___ No

Transfer voted in the sum of \$ 140.00

Transfer disapproved _____

FINANCE COMMITTEE

Chairman Ben Buttrick

Michael Flynn

Michael Antell

Allison Williard

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** # 1100.2.231.5500.00
Title: Ambulance Supplies
1. Amount Requested : \$1,000.
 2. To be transferred to account # 1100.2.231.5735.00
Title: Affiliation & License Fees
 3. Purpose the amount requested will be used for:
Pay Northeast CMEV Assessment
 4. This expenditure is extraordinary and/or unforeseen for the following reasons:
Cost of fees increased more than budgeted for

Date: 6/17/20

Signed: [Signature]

Department: Fire Dept

Date of meeting 6/30/2020

Vote: Yes X No

Transfer voted in the sum of \$

Transfer disapproved X

FINANCE COMMITTEE

Fire Chief withdrew request on 6/30/2020

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 # 1100.1.162.5120.00

Title Election Wages

1. Amount Requested \$ 1,255.00

2. To be transferred to account # 1100.2.162.5582.00

Title Election Expenses

3. Purpose the amount requested will be used for:

- \$255 to go toward purchase (along with current balance of \$1,545) of 2 new voting booths
- \$1,000 to replenish Postage account due to increased mailings from Automatic Voter Registration (AVR thru RMV) and increased vote by mail for elections.

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

Older Voting booths are falling apart, this is part of incremental replacement. Increased postage from AVR has been estimated but hard to budget as this is a new expense and vote by mail is also hard to estimate and budget for.

Date 6/24/2020

Signed

Paul B. Thorne

Department

Town Clerk

Date of meeting 6/30/2020

vote: X Yes No

Transfer voted in the sum of \$ 1,255.00

Transfer disapproved

FINANCE COMMITTEE

Chairman Ben Buttrick

Michael Flynn

Michael Antell

Allison Williard

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 # 1100.1.162.5120.00

Title Election Wages

1. Amount Requested \$ 1,255.00

2. To be transferred to account # 1100.2.162.5582.00

Title Election Expenses

3. Purpose the amount requested will be used for:

- \$255 to go toward purchase (along with current balance of \$1,545) of 2 new voting booths
- \$1,000 to replenish Postage account due to increased mailings from Automatic Voter Registration (AVR thru RMV) and increased vote by mail for elections.

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

Older Voting booths are falling apart, this is part of incremental replacement. Increased postage from AVR has been estimated but hard to budget as this is a new expense and vote by mail is also hard to estimate and budget for.

Date 6/24/2020

Signed Daniel B. Thorne

Department Town Clerk

Date of meeting 6/30 / 2020

vote: Yes X No

Transfer voted in the sum of \$ 0.00

Transfer disapproved

FINANCE COMMITTEE

Duplicate Entry

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 # 1100.1.210.51.4.00

Title: **Community Policing**

1. Amount Requested : \$500

2. To be transferred to account

1100.1.210.5190.00

Title: **Sick Leave Buyback**

3. Purpose the amount requested will be used for: Paying stipends for unused sick time.

4. This expenditure is extraordinary and/or unforeseen for the following reasons: The pay out of the former chief's sick leave sell back left this line underfunded.

Date: 6 / 23 / 20

Signed: Paul Jan

Department: POLICE OPS.

=====

Date of meeting 6 / 30 / 2020

Vote: X Yes No

Transfer voted in the sum of \$ 500.00

Transfer disapproved

FINANCE COMMITTEE

Chairman Ben Buttrick

Michael Flynn

Michael Antell

Allison Williard

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 # 1100.2.210.5310.00

Title: **Drug and Alcohol Testing**

1. Amount Requested : \$1,000.00

2. To be transferred to account

1100.2.210.5596.00

Title: **Police Uniform Allowance**

3. Purpose the amount requested will be used for: Pay officers for clothing (which is provided by the contract.)

4. This expenditure is extraordinary and/or unforeseen for the following reasons: The former chief was entitled to receive his clothing allowance for FY20 when he retired and one patrolman went to the Police Academy which resulted in more expenses.

Date: 6/23/2020

Signed: Paul J.

Department: Police Dept.

Date of meeting 6/30/2020

Vote: X Yes No

Transfer voted in the sum of \$ 1,000.00

Transfer disapproved

FINANCE COMMITTEE

Chairman Ben Buttrick

Michael Flynn

Michael Antell

Allison Williard

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 # 1100.2.210.5310.00

Title: **Drug and Alcohol Testing**

1. Amount Requested : \$1,000.00

2. To be transferred to account

1100.2.210.5480.00

Title: **Vehicle Fuel**

3. Purpose the amount requested will be used for: Pay for any fuel needed for the remainder of the fiscal year.

4. This expenditure is extraordinary and/or unforeseen for the following reasons: Based on our average monthly fuel costs, this transfer is to prevent a possible overspending of this line.

Date: 6 / 23 / 2020

Signed:



Department: POLICE DEPT.

Date of meeting 6 / 30 / 2020

Vote: X Yes No

Transfer voted in the sum of \$ 1,000.00

Transfer disapproved

FINANCE COMMITTEE

Chairman Ben Buttrick

Michael Flynn

Michael Antell

Allison Williard

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 # 1100.2.295, 5242.00
1. Amount Requested : \$600 Title: Harbormaster Boat Repairs

2. To be transferred to account # 1100, 2.295, 5255.00
3. Purpose the amount requested will be used for: Title: Pier + Float

Dock Repair

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

Additional section of Ramp replaced
as it was unsafe

Date: 6/20/20

Signed: [Signature]

Department: Harbormaster

Date of meeting 6/30/2020

Vote: X Yes No

Transfer voted in the sum of \$ 600.00

Transfer disapproved

FINANCE COMMITTEE

Chairman Ben Buttrick

Allison Williard

Michael Flynn

Rob Fitzgibbon

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 # 1100.1.210.51.4.00

Title: Community Policing

1. Amount Requested : \$500

2. To be transferred to account

1100.1.210.5110.00

Title: Police Chief Salary

3. Purpose the amount requested will be used for: Payroll

4. This expenditure is extraordinary and/or unforeseen for the following reasons: The former chief's retirement resulted in this line being short.

Date: 6/23/2020

Signed: 

Department: POLICE DEPT.

Date of meeting 6/30/2020

Vote: X Yes No

Transfer voted in the sum of \$ 500.000

Transfer disapproved

FINANCE COMMITTEE

Chairman Ben Buttrick

Michael Flynn

Michael Antell

Allison Williard

Rob Fitzgibbon