Essex Finance Committee Tuesday July 14, 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: Ruth Pereen, Mark Renzi and Nina McKinnon

Chairman Buttrick called the meeting to order at 7:04 p.m., motion made, seconded and unanimously approved.

Chairman Buttrick made a motion to approve minutes from 6/30/2020. Motion made, seconded and unanimously approved.

Finance Committee approved line item transfers, 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 meals tax revenue, property tax receipts, and letter to Town Departments from BOS and Finance Committee.

Discussion regarding process for engaging with School Committee/ Long-term costs and selecting two committee members. Chairman Buttrick made a motion to defer the discussion, motion made, seconded and unanimously approved.

Finance Committee met with new prospective FC members Mark Renzi and Nina McKinnon. Chairman Buttrick made a motion to approve Mark Renzi and Nina McKinnon as FC members based on BOS approval. Motion made, seconded and unanimously approved.

Items that could not be reasonably anticipated by the open meeting law posting deadline – discussion regarding solar options for the Town of Essex. Michael Flynn will continue to gather more information for a future meeting.

Public Comment - None

Adjourn - A motion was made, seconded and unanimously voted to adjourn at 8.34 pm.

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

Request for a Line Item Transfer from Account: #1100.2.543.5770.00
Title: Ordinary Benefits

1. Amount Requested: \$500.00

2. To be transferred to Account: #1100.2.543.5690.00
Title: Regional Assessment

Finance Committee – Town of Essex

To:

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

To pay the Regional Assessment to the Veterans' District..

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

One of the District members left to join another district, thereby increasing the annual assessment to the remaining member towns. This was unforeseen at the time the FY2021 budget was set.

FINANCE COMMITTEE

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.

FY21

_	ests are to be made and transfer voted BEFORE any expenditure is incurred.
Please	submit only one copy.
To:	Finance Committee – Town of Essex

Title: *Fire Station Repair and Maintenance* 1100.2.220.5245.00

- 1. Amount Requested: \$5.00
- 2. To be transferred to Account:

Title: *Fire Department Electricity* 1100. 220.5210.00

- 3. This will be used to pay invoice.
- 4. This expenditure is extraordinary and/or unforeseen for the following reasons: *Line was slightly underfunded*

Date:	7/8/20	Signed:	2020	211		
****	******	*****	*****	******	******	***
Date of	f meeting 7	1412020	3	Vote: X	Yes	_No
Transfe	er voted in the	sum of \$ 5	.00	Transfer dis	approved	

FINANCE COMMITTEE

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: Fire Station Repair and Maintenance

1100.2.220.5245.00

1. Amount Requested: \$100.00

2. To be transferred to Account:

Title: Fire Department Telephone

1100 2.220.5341.00

- 3. This will be used to pay invoice.
- 4. This expenditure is extraordinary and/or unforeseen for the following reasons: *Expenses exceeded budgeted amount.*

Date:	7/8/20	Signed:	Q/)	Men			
****	*****	*****	******	******	****	*****	*****
Date o	f meeting 7	11412020	١	Vote:	X	_Yes	N
Transf	er voted in the	sum of \$ LC	20	Transfe	r disapı	proved	

FINANCE COMMITTEE

Requests are to be made and transfer voted BEFORE any expenditure is incurred. <u>Please submit only one copy.</u>

To: Finance Committee - Town of Essex

Title: Fire Station Repair and Maintenance

1100.2.220.5245.00

- 1. Amount Requested: \$100.00
- 2. To be transferred to Account: Title: Ladder Testing

Title: Ladder Testing 1100 1.220.5246.00

- 3. This will be used to pay invoice.
- 4. This expenditure is extraordinary and/or unforeseen for the following reasons: *Expenses exceeded budgeted amount.*

Date:	7/8/20	Signed: 2		Mil	2		ana dina di	
*****	******	*****	******	*****	*****	****	******	*****
Date of	meeting 7	1/4/20	020		Vote:	X	Yes	No
Transfe	r voted in the	sum of \$	100-		Transfer	disapp	roved	San here

FINANCE COMMITTEE

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: *Fire Department Water* 1100.2.220.5230.00

- 1. Amount Requested: \$101.19
- 2. To be transferred to Account:

Title: *Fire Department Sewer* 1100 **2**.220.5231.00

- 3. This will be used to pay invoice.
- 4. This expenditure is extraordinary and/or unforeseen for the following reasons: Cost of sewer exceeded the budgeted amount.

Date:	77/2020	Signed:	morh	
****	*******	*******	*******	*****
Date o	f meeting 7//4/3	1030	Vote:	YesNo
Transf	er voted in the sum of	\$ 101.17	Transfer disapp	proved

FINANCE COMMITTEE

Requests are to be made and transfer voted BEFORE any expenditure is incurred. <u>Please submit only one copy</u>.

To: Finance Committee – Town of Essex

Title: Fire Station Repair and Maintenance

1100.2.220.5245.00

- 1. Amount Requested: \$1500.00
- 2. To be transferred to Account:

Title: Fire Department Equipment Repair 1100.1,220.5250.00

- 3. This will be used to pay invoices.
- 4. This expenditure is extraordinary and/or unforeseen for the following reasons: *Expenses exceeded budgeted amount.*

Date: 7/8/20 Sig	gned: M	Of		
*******	********	******	*****	*****
Date of meeting 7 //4	(12000)	Vote:X_	_Yes	Nc
Transfer voted in the sum	of \$ 1500	Transfer disap	proved	

FINANCE COMMITTEE

-	ests are to be made and transfer voted BEFORE and submit only one copy.	y expenditure is incurred.
To:	Finance Committee – Town of Essex	
1.	Title: Ambulance 1100.2.231.5 Amount Requested: \$2350.00	
2.	To be transferred to Account: Title: Ambulance	ce Training Expenses
		0.2.231.5192.000
3. Thi	is will be used to pay EMT recertifications	
	s expenditure is extraordinary and/or unforeseen for training and recertifications occurred this year to	
Date:	July 8, 2020 Signed:	alt
*****	**************	********
Date of	of meeting 7/14/2020	Vote: _XYesNo
Transfe	Fer voted in the sum of \$ 2500.	Transfer disapproved

FINANCE COMMITTEE

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

To: FINANCE COMMITTEE, Town of Essex:

	EST FOR A LINE ITEM TRANSFER FROM	ACCOUNT	# 1100,2,295,5	7247.60
1,	Amount Requested: \$200	Titl	e: Harbormaster E	Boat Repair
	Purpose the amount requested will be use Bring pier / float black with money line item	Title: ed for: Out 0 within	tier / + loat	
4.	This expenditure is extraordinary and/or un Upper ramp need to unsafe condition	ded uni	ne following reasons: expected repair	due
	Date: <u>6 / 27 20</u>	Signed:	nt: Harbormaske	
	neeting <u>71412000</u>	Vote:	YesI	
	FINANCE CO			
IILZGIL	man Buttrick said that he, Chairman Butt bbon, said that he, Rob Fitzgibbon voted	aye in favor; A	e in favor; followed by Rob 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.

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

TO CINIANICE COMMITTEE Town of Control

10.11	TANACE COMMINITEE, TOWN OF ESSEX.	and the second s
REQU	EST FOR A LINE ITEM TRANSFER FROM A	ACCOUNT # 1100.1,295.5110.00
	Amount Requested : \$50	Title: Harbornaster Salary
2.	To be transferred to account	# 1100.1.295.5120.00 Title: Harbornaster Assistant
3.	Purpose the amount requested will be used To bring budget for Fy 2020	d for: line item to Zero out
4.	This expenditure is extraordinary and/or unit Additional Coverage what was hodgeted	provided above and beyond
	Date: 7/7/20	Signed: Department: Harbormaster
Date of	meeting 11413030	Vote:No
Transfe	r voted in the sum of \$	Transfer disapproved

FINANCE COMMITTEE

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

To:	FINA	NCE	COMN		TEE,	Town	of	Essex:
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REQU	EST FOR A LINE ITEM TRANSFER FROM ACCO		1/60,2.295	5242.00
1.	Amount Requested: \$460,50	Title:	Boat Repair	
2.	To be transferred to account		1100.2.295.	
3.	Purpose the amount requested will be used for: Within budget transfer for fiscal year 2000	r to "	er and Float Zero out" line	
4.	This expenditure is extraordinary and/or unforest Additional float need safety reasons	een for the fo	placement for	-
		Signed:	Hurbanaster	
		======================================	7 101 001 40 101	=======
Date of	meeting 7,14,20x	Vote:		No
Fransfe	r voted in the sum of \$ 460.50	Transfer	disapproved	Contraction and Assessment &

FINANCE COMMITTEE

- 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 Williams said that she, Allison
- Williard voted age in favor; followed by Michael Flynn, said that he, Michael Flynn voted age in
- favor; followed by Michael Antell, said that he, Michael Antell voted aye in favor.

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

To: FINANCE COMMITTEE, Town of Essex:

REQU	JEST FOR A LINE ITEM TRANSFER FROM AC	COUNT#	1100.1.4	20.5110.00	
		Title	Supt S	alary	
1.	Amount Requested \$_181.72				
2.	To be transferred to account # _1100.1.420	.5114.00			
	Title <u>Laborer</u>				
3.	Purpose the amount requested will be used fo				
4.	This expenditure is extraordinary and/or unformulation More than expected license pay.	eseen for th	he following 1	easons:	
	Date: 7/8/2020	Signed:	ent: Highwa	3	
=====					
	meeting 7 1/4/3000	Vote:			No
114113161	Aorea in rise 2011 of \$	Trans	fer disapprov	ed	

FINANCE COMMITTEE

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

REQU	EST FOR A LINE ITEM TRANSFER FROM	ACCOUNT#	1100.1.420).5110.00		
		Title	Supt. Sala	ıry		
1.	Amount Requested \$ 163.68					
2.	To be transferred to account #1100.1.4	420.5115.00)	_		
	Title _ Foreman	n Wages		_		
3.	3. Purpose the amount requested will be used for:To_zero_out_the line item.					
4.	This expenditure is extraordinary and/or u Line item was underfunded.					
	Date: 7/8/2020	Signed: Departn	nent: <u>Highw</u>	3	-	
Date of	meeting 71/41 2020		:======== e:	Yes	====== No	
Transfe	er voted in the sum of \$	Tra	nsfer disapprov	ed		
	FINANCE	COMMITTE	E			
Williard	n Buttrick said that he, Chairman Buttric on, said that he, Rob Fitzgibbon voted ay voted aye in favor; followed by Michael F llowed by Michael Antell, said that he, M	e in favor; All Elvon, said th	lison Williard s	aid that she, Al	– lison – 'e in –	

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

REQUEST FOR A LINE ITEM TRANSFER FROM	ACCOUNT# 6150.1.000.5115.00					
	Title Operators					
1. Amount Requested \$ 5,000.00						
2. To be transferred to account #6150.	1.000.5130.00					
Title Over	ime					
3. Purpose the amount requested will be used for: To fund line item for the						
	remainder of this fiscal year.					
4. This expenditure is extraordinary and/or unit						
Numbrous water	oreseen for the following reasons: breaks and a very dry spring.					
Date: 7//1 / 2020	Signed: Michael Galli, Superintendent Department: Water					
Date of meeting 7/14/ 2000	Vote: X Yes No					
Transfer voted in the sum of \$ 5,000 -	Transfer disapproved					
FINANCE COMMITTEE						
Chairman Buttrick said that he, Chairman Buttri Fitzgibbon, said that he, Rob Fitzgibbon voted a Williard voted aye in favor; followed by Michael favor; followed by Michael Antell, said that he, I	ye in favor; Allison Williard said that she, Allison					

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

REQU	EST FOR A LINE ITEM TRANSFER FROM A	CCOUNT#	6250	2.000.5317.0	0		
		Title	Gloud	ester Contra	ct		
1.	Amount Requested \$ 8,000.00						
2.	To be transferred to account # 6250.2.	000.5535.0	00	-			
	Title Other 1	Maintenanc	e				
3.	Purpose the amount requested will be used to remainder of fig	scal ear.	Water Williams on a	und line item	for		
4. This expenditure is extraordinary and/or unforeseen for the following reasons: Had to purchase old style grinder pump parts before they were discontinued.							
	Date: <u>7 / 1 / 202</u> 0	- M	lichael	Gilli, Super Sewer	intendent		
Date of	meeting 71141 2620	Vote:	pole mela majo vija, kudi vizo gjan, j		No		
Transfer	voted in the sum of \$ 8,000.	Trans	fer disap	proved	Militaria.		
	FINANCE CO	MMITTEE					
— Fitzgi — Willia	man Buttrick said that he, Chairman Buttr bbon, said that he, Rob Fitzgibbon voted a ard voted aye in favor; followed by Michae ; followed by Michael Antell, said that he,	aye in favor; I Flynn, said	Allison that he	Williard said the	at she Allison		

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

REQU	JEST FOR A LINE ITEM TRANSFER FROM ACCOUNT	6250.2.000.5420.00
	Title	Office Supplies
1.	Amount Requested \$ 50.00	
2.	To be transferred to account # 6250.2.000.531	8.00
	Title Backflow testi	ng
3.	Purpose the amount requested will be used for:	registration (i.e.,
4.	This expenditure is extraordinary and/or unforeseen for A few more sprinkler lines we need to be tested.	re added, which
	Date: 7 / 1 / 2020 Signed	Michael Galfi, Superintendent ment:Sewer
Date of r	meeting 7/1/1/3000 Vol	re:
Transfer	voted in the sum of \$ Tra	nsfer disapproved
	FINANCE COMMITTE	E
Fitzgibl Williard	nan Buttrick said that he, Chairman Buttrick voted a bon, said that he, Rob Fitzgibbon voted aye in favor d voted aye in favor; followed by Michael Flynn, sai followed by Michael Aptell, said that he, Michael A	r; Allison Williard said that she, Allison d that he, Michael Flynn voted aye in

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

REQU	EST FOR A LINE ITEM TRANSFER FRO	OM ACCOUNT#	6150.2.000.5	210.00		
		Title	Electricit	у		
1.	Amount Requested \$_163.70					
2.	To be transferred to account #615	0.2.000.5173	.00	ε		
	TitleFI	CA				
3.	3. Purpose the amount requested will be used for: To zero out the line item					
4.	4. This expenditure is extraordinary and/or unforeseen for the following reasons:under budgeted this fiscal year.					
	Date: 7/13 / 2020	Signed	d:tment:Water		?	
Date of	meeting <u>71,141,2020</u>			Yes	 No	
	r voted in the sum of \$ 163.70	Tr	ransfer disapprove	d		
	FINAN	СЕ СОММІТТ	EE			
Fitzgibbo Williard	n Buttrick said that he, Chairman Buton, said that he, Rob Fitzgibbon voted voted aye in favor; followed by Mich llowed by Michael Antell, said that h	d aye in favor; A ael Flynn, said t	Allison Williard sai hat he, Michael F	id that she, All lynn voted ay	- ison - e in _	

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

To: FINANCE COMMITTEE, Town of Essex:

REQU	EST FOR A LINE ITEM TRANSFER FROM ACC	OUNT#	6150.2.000.5210.00					
		Title	Electricity					
1.	Amount Requested \$ 2,215.51	-						
2.	To be transferred to account # 6150.2.000	.5535.00	00					
	TitleMainteṁar	noee						
3.	3. Purpose the amount requested will be used for:to_zero_out_the line item.							
4.	4. This expenditure is extraordinary and/or unforeseen for the following reasons:							
	Date:7/10 /_2020		ment: Water					
Date of	meeting <u>7141202</u>	Vote	te: <u></u> YesNo					
	0017-1	,,	ansfer disapproved					
	FINIANICE CON	48 41775						

FINANCE COMMITTEE

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 age in favor.

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

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

To: FINANCE COMMITTEE, Town of Essex:

REQU	EST FOR A LINE ITEM TRANSFER FROM ACC	COUNT#	6250.1.0	00.5111.00		
		Title	Asst. S	upt		
1.	Amount Requested \$_428.80					
2.	To be transferred to account # 6250.1.000	.5130.00				
	Title <u>Overtime</u>			 -		
3.	Purpose the amount requested will be used for	or: <u>To z</u>	ero out t	he line item.		
	(
4. This expenditure is extraordinary and/or unforeseen for the following reasons:						
	Date: 7/10 / 2020	Signed: Departn	nent: Was	stewater		
=====		=======	=======			
Date of	meeting <u>71/4/262</u> C	Vote	≘:			
Transfe	er voted in the sum of \$ 428.80	Tra	nsfer disappr	roved		

FINANCE COMMITTEE

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

REQUI	EST FOR A LINE ITEM TRANSFER FROM AC	COUNT#	5250.1.00	0.5113.00			
		Title	System t	ech II			
1.	Amount Requested \$352.29						
2.	To be transferred to account # 6250.1.000).5114.00		_			
	Title <u>Operator</u>	tech I					
3.	Purpose the amount requested will be used f To zero out the line item						
4.	4. This expenditure is extraordinary and/or unforeseen for the following reasons:						
	Date: 7/13 / 2020	Signed:	nt:Wast	cewater	2		
Date of	meeting 71/412020	Vote:	=======	<u></u>			
Transfe	r voted in the sum of $\frac{150.29}{}$	Transf	er disappro	ved			
FINANCE COMMITTEE							
Williard	in Buttrick said that he, Chairman Buttrick on, said that he, Rob Fitzgibbon voted aye i voted aye in favor; followed by Michael Fly llowed by Michael Antell, said that he, Mic	in favor; Allisa Inn. said that	on Williard	said that she,	Allison aye in		

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: \$20.00 2. To be transferred to Account: #1100.2.193.5342.00 Title: **VOIP Telephones** 3. The specific purpose the amount requested will be used for: To fund telephone expenses. 4. This expenditure is extraordinary and/or unforeseen for the following reasons: The projected annual expenditure for this budget item was underestimated. Date: July 13, 2020 Date of meeting 7/14/2020 Vote: _ \(\times \) Yes No Transfer voted in the sum of \$20.00 Transfer disapproved FINANCE COMMITTEE

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.

FY 20