

Essex Finance Committee  
January 31, 2017  
8:00pm – Following MERSD Budget Presentation  
Essex Elementary School

**Members Present:** Richard Ross, Michelle Dyer, Ben Buttrick, Rob Fitzgibbon

1. New Business
  - a. New FINCOM members in attendance - Michelle Dyer, Ben Buttrick, Rob Fitzgibbon
  - b. Attended final presentation of the MERSD FY18 budget
  - c. Briefly discussed infrastructure challenges facing Essex
  - d. Discussed FINCOM departmental responsibilities for FY18 budget review
  - e. Discussed inviting department heads in to meet new FINCOM members
    - i. Confirm Paul Goodwin for 2/8 FINCOM meeting
  - f. Planned for FINCOM meeting on 2/27 at 7pm prior to meeting with the BOS
    - i. Invite Chief Silva to attend
2. Old Business
3. Transfer Request
  - a. Approved two (2) Line item Transfers and one (1) Reserve Fund Transfer
    - i. Please see attached documents
4. Public Comment
5. Review and Approve Minutes of Prior Meeting
6. Adjourn

# 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 # 1100.2.161.5192.00

Title Training

1. Amount Requested \$ 20.00

2. To be transferred to account # 1100.2.161.5730.00

Title Dues and Memberships

3. Purpose the amount requested will be used for:  
Increase in membership fee for International Institute of Municipal Clerks – a \$25 education Support fee has been added on to provide many online learning opportunities.

4. This expenditure is extraordinary and/or unforeseen for the following reasons:  
The membership was not informed of this new fee being added.

Date 01/17/17

Signed Christina Peiv

Department Town Clerk

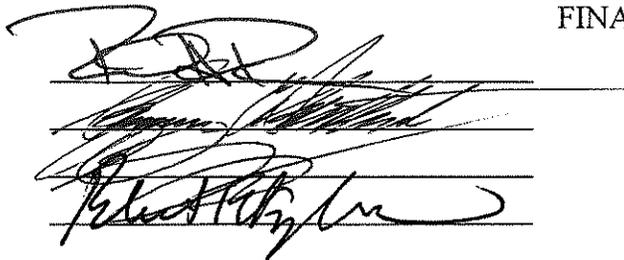
Date of meeting 1/31/17

vote:  Yes  No

Transfer voted in the sum of \$ 20.00

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

FINANCE COMMITTEE



\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# 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#** 6250.2.000.5210.00

Title Electric

1. Amount Requested \$ 5,000.00

2. To be transferred to account # 6250.2.000.5525.00

Title Maintenance

3. Purpose the amount requested will be used for: \_\_\_\_\_  
To add funds to depleted maintenance line item caused by a sewer break  
on Main Street

4. This expenditure is extraordinary and/or unforeseen for the following reasons: \_\_\_\_\_  
Sewer break

Date: 1/3/17

Signed: [Signature]

Department: Wastewater

=====

Date of meeting 1/31/17

Vote:  Yes  No

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

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

FINANCE COMMITTEE

[Signature]  
\_\_\_\_\_  
[Signature]  
\_\_\_\_\_  
[Signature]  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# 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 \$ 20,000.00

2. To be transferred to account # 6250.2.000.5535.00

Title Maintenance

3. Purpose the amount requested will be used for:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Sewer main break on Main Street.

\_\_\_\_\_  
\_\_\_\_\_

Date 1 / 10 / 17

Signed [Signature]

Department Wastewater

Date of meeting 1 / 31 / 17

vote:  Yes  No

Transfer voted in the sum of \$ 20,000

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

FINANCE COMMITTEE

[Signature]  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_