

Essex Finance Committee
July 11, 2016
7:00 pm
Essex Senior Center

Members Present: David Gabor, Richard Ross, Ken Riehl, Mark McKenna

1. Elect Committee Officers – no action taken
2. Transfers FY16 and FY17: 23 transfers approved for fiscal year 2016, and are attached as part of these minutes. Three of the transfers were held from the 6/27/16 meeting. No transfer requests were received for FY17.
3. Old Business: There were three transfers that Committee questioned from 6/27/16, acceptable explanations were received.
4. New Business – none
5. Public Comment –none

Meeting Adjourned

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# 6250.2.000.5740.00

Title Liability

1. Amount Requested \$ 2,000

2. To be transferred to account # 6250.2.000.5535.00

Title Maintenance

3. Purpose the amount requested will be used for: _____
To pay for costs due to Main Street Sewer System back up on
June 18th and June 19th.

4. This expenditure is extraordinary and/or unforeseen for the following reasons: _____
Due to the fact that a back up of the Sewer System can not be
predicted.

Date: 6/21/2016

Signed: [Signature]

Department: Sewer / Wastewater

Date of meeting 7/11/16

Vote: Yes No

Transfer voted in the sum of \$ 2000.00

Transfer disapproved _____

FINANCE COMMITTEE

[Signature]

[Signature]

[Signature]

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 \$ 7,000
2. To be transferred to account # 6250.2.000.5535.00

Title: Maintenance

3. Purpose the amount requested will be used for:

To pay for costs associated with Sewer System back up- an unforeseeable occurrence/expense.

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

Sewer system back up on Main Street on June 18 & 19th.

Date: 6/21/2016

Signed: [Signature]

Department: Sewer / Wastewater

Date of meeting 7/14/16

Vote: YES NO

Transfer voted in the sum of \$ 7,000 Transfer disapproved _____

FINANCE COMMITTEE

[Signature] _____
[Signature] _____
[Signature] _____

REQUEST FOR A LINE ITEM TRANSFER

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Please submit only one copy.

To: FINANCE COMMITTEE, Town of Essex:

REQUEST FOR A LINE ITEM TRANSFER FROM ACCOUNT# 6250.2.000.5170.00

Title Health Insurance

1. Amount Requested \$ 4,000

2. To be transferred to account # 6250.2.000.5535.00

Title Maintenance

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

To pay for costs incurred due to Main Street Sewer System
back up on June 18th and June 19th.

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

Due to the fact that a back up of the Sewer System
can not be predicted.

Date: 6/21/2014

Signed: [Signature]

Department: Sewer/Wastewater

=====

Date of meeting 7/11/16

Vote: Yes No

Transfer voted in the sum of \$ 4,000

Transfer disapproved _____

FINANCE COMMITTEE

[Signature]

[Signature]

[Signature]

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# 6250.2.000.5410.00

Title Fuel

1. Amount Requested \$ 1,400

2. To be transferred to account # 6250.2.000.5535.00

Title Maintenance

3. Purpose the amount requested will be used for: To pay for costs due
to Main Street Sewer System back up on June 18th & June 19th,

4. This expenditure is extraordinary and/or unforeseen for the following reasons: _____
Due to the fact that a back up the Sewer System can not be
predicted.

Date: 6/21/2014

Signed: [Signature]

Department: Sewer/Wastewater

=====

Date of meeting 7/11/16

Vote: Yes No

Transfer voted in the sum of \$ 1400.00

Transfer disapproved _____

FINANCE COMMITTEE

[Signature]

[Signature]

[Signature]

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 # 1100.1.145.5190.00

Title Sick Leave Buyback

1. Amount Requested \$ 37.24

2. To be transferred to account # 1100.1.145.512.00

Title T/C Clerical

3. Purpose the amount requested will be used for:

Cover small overage at year end.

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

Final P/R

Date 7/11/16

Signed Virginia Ostall

Department T/C

Date of meeting 7/11/16

vote: Yes No

Transfer voted in the sum of \$ 37.24

Transfer disapproved _____

FINANCE COMMITTEE

[Signature]
[Signature]
Ken Hill

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: \$23.61 From: 1100.1.210.5111.00

Title: *Police Officers' Salaries*

2. To be transferred to Account to: 1100.1.210.5113.00

Part Time Police

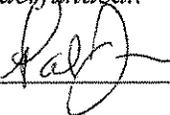
3. The specific purpose the amount requested will be used for:

Payroll

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

Part time salary slightly underfunded..

Date: 7/5/2016

Signed: 

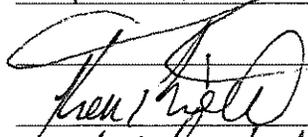
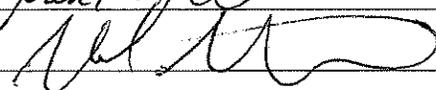
Date of meeting 7/11/16

Vote: Yes No

Transfer voted in the sum of \$ 23.61

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# 6250.1.000.5130.00

Title Overtime

1. Amount Requested \$ 500.00

2. To be transferred to account # 6250.1.000.5114.00

Title Operator Tech

3. Purpose the amount requested will be used for: _____
To fund the line item for the remaining fiscal year.

4. This expenditure is extraordinary and/or unforeseen for the following reasons: _____
Used too many hours in first payroll of the fiscal year.

Date: 6/29 / 2016

Signed: 

Department: Wastewater

=====

Date of meeting 7/11/16

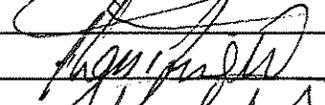
Vote: Yes No

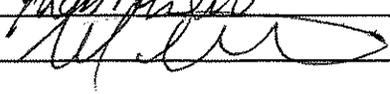
Transfer voted in the sum of \$ 500.00

Transfer disapproved _____

FINANCE COMMITTEE







Recycling

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 # 1100.2.430.5305.00

Title: Inspection services

1. Amount Requested \$ 600.00
2. To be transferred to account # 1100.2.430.5295.00

Title: Recycling

3. Purpose the amount requested will be used for:

To fund the line item for the rest of the fiscal year.

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

Continued recycling costs increase and no rebates.

Date: 7 / 6 / 16

Signed: [Signature]

Department: Transfer Station

Date of meeting 7/16/16

Vote: YES NO

Transfer voted in the sum of \$ 600.00 Transfer disapproved _____

FINANCE COMMITTEE

[Signature]
[Signature]
[Signature]

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 # 110026105587

Title Materials

1. Amount Requested \$ 137.88

2. To be transferred to account # 110026105420

Title Office Supplies

3. Purpose the amount requested will be used for:

Cover outstanding invoice

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

color cartridge + black cartridge ran out while printing summer reading flyers

Date 6/24/2016

Signed S. J. Fina

Department Library

Date of meeting 7/14/16

vote: Yes No

Transfer voted in the sum of \$ 137.88 Transfer disapproved

FINANCE COMMITTEE

[Signature]
[Signature]
[Signature]

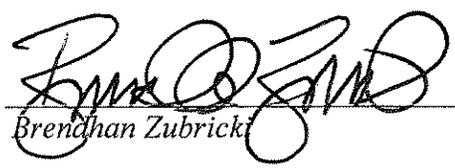
REQUEST FOR A LINE ITEM TRANSFER

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

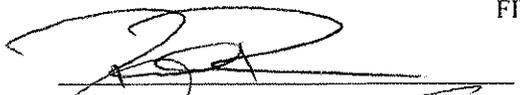
1. Amount Requested: **\$100.00**
2. To be transferred to Account: #1100.1.241.5192.00
Title: Building Inspector Training Expense
3. The specific purpose the amount requested will be used for:
To pay for training for the Assistant Building Inspector.
4. This expenditure is extraordinary and/or unforeseen for the following reasons:
Training is required in order to maintain certification..

Date: June 29, 2016 Signed: 
Brendhan Zubrick

Date of meeting 7/11/16 Vote: Yes No

Transfer voted in the sum of **\$100.00** Transfer disapproved _____

FINANCE COMMITTEE

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REQUEST FOR A LINE ITEM TRANSFER

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

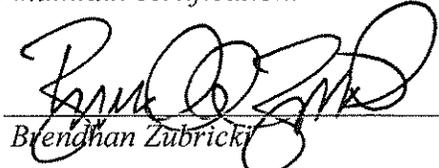
To: Finance Committee – Town of Essex

Request for a Line Item Transfer from Account: #1100.2.193.5740.00
Title: Blanket Insurance

- 1. Amount Requested: **\$51.30**
- 2. To be transferred to Account: #1100.2.241.5580.00
Title: Building Inspector Misc. Expense

3. The specific purpose the amount requested will be used for:
To pay for mileage to training for the Assistant Building Inspector.

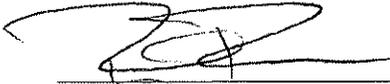
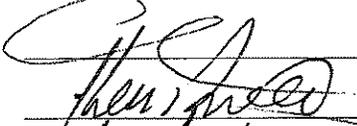
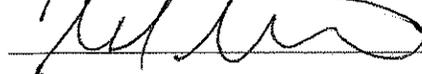
4. This expenditure is extraordinary and/or unforeseen for the following reasons:
Training is required in order to maintain certification.

Date: June 29, 2016 Signed: 
Brendan Zubricki

Date of meeting 7/11/16 Vote: Yes No

Transfer voted in the sum of **\$51.30** Transfer disapproved _____

FINANCE COMMITTEE

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|---|-------|
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|  | _____ |

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 # 1100.141.5120.00

Title Junior Clerk

1. Amount Requested \$ 22.80

2. To be transferred to account # 1100.1.141.5112.00

Title Senior Clerk

3. Purpose the amount requested will be used for:

Pay Senior Clerk's payroll to 6/30/2016

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

Insufficient funds in Senior Clerk account

Date 7/11/16

Signed Kenneth Wilhel

Department Assessor

Date of meeting 7/11/16

vote: Yes No

Transfer voted in the sum of \$ 22.80

Transfer disapproved _____

FINANCE COMMITTEE

[Handwritten signatures]

REQUEST FOR A LINE ITEM TRANSFER

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Please submit only one copy.

To: Finance Committee – Town of Essex

1. Amount Requested: **\$23.00**

*1100.2.295.5480.00
Fuel & Oil*

2. FROM:

*1100.2.295.5700.00
Harbormaster Uniforms*

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

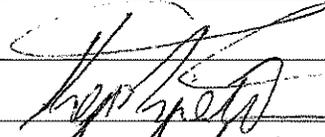
4. This expenditure is extraordinary and/or unforeseen for the following reasons:
New assistant harbormaster was recently appointed and had to be outfitted.

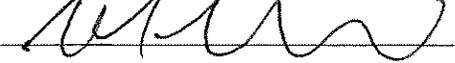
Date: **6/29/16** Signed: 

Date of meeting **7/14/16** Vote: Yes No

Transfer voted in the sum of \$ _____ Transfer disapproved _____







FINANCE COMMITTEE
Harbormaster

REQUEST FOR A LINE ITEM TRANSFER

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Please submit only one copy.

To: FINANCE COMMITTEE, Town of Essex:

REQUEST FOR A LINE ITEM TRANSFER FROM ACCOUNT # 1100.2.162.5426.00

Title Voter Lists

1. Amount Requested \$ 75.64

2. To be transferred to account # 1100.2.162.5582.00

Title Election Expenses

3. Purpose the amount requested will be used for:
To pay for the shipping charges for new voting booths.

4. This expenditure is extraordinary and/or unforeseen for the following reasons:
This LIT was requested earlier and approved, but shipping charges were not calculated. This LIT will cover the shipping for the voting booths.

The continuing excitement about the election has caused state and local officials to plan for an incredibly large turnout – even larger than in past Presidential years – in addition to 5 long ballot questions. The Town Clerk would like to purchase 2 voting booth stations – 8 booths total – that are easy to set up and move and can be altered to be ADA compliant. Booths are \$850 each.

Date 6/29/16

Signed CJ McNeil

Department Town Clerk

Date of meeting 7/11/16

vote: Yes No

Transfer voted in the sum of \$ 75.64

Transfer disapproved _____

FINANCE COMMITTEE

[Signature]

[Signature]

[Signature]

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 # 1100.2.231,5735.00

Title Affiliation + License Fees

1. Amount Requested \$ 167.30

2. To be transferred to account # 1100.2.231,5317.00

Title 3rd Party Ambulance Billing

3. Purpose the amount requested will be used for:

final bill for Comcast

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

greater ambulance calls

Date 7/11/16

Signed Roxanne Alessi

Department Town Acct.

Date of meeting 7/11/2016

vote: Yes No

Transfer voted in the sum of \$ 167.30

Transfer disapproved _____

FINANCE COMMITTEE

[Signature]

[Signature]

Ambulance

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 # 1100.2.231.5735.00

Title Appiliation + License fees

1. Amount Requested \$ 14.25

2. To be transferred to account # 1100.2.231.5500.00

Title Ambulance supplies

3. Purpose the amount requested will be used for:

year end supplies

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

Small overage in budget

Date 7/11/16

Signed Roxanne Trevisi

Department Town Acct

Date of meeting 7/11/16

vote: Yes No

Transfer voted in the sum of \$ 14.25

Transfer disapproved _____

FINANCE COMMITTEE

[Signature]

[Signature]

Fire

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 # 1100.1.220.5113.00
Title Firefighters labor

1. Amount Requested \$ 39.74

2. To be transferred to account # 1100.1.220.5112.00
Title Fire - Clerical

3. Purpose the amount requested will be used for:
final fy16 payroll

4. This expenditure is extraordinary and/or unforeseen for the following reasons:
Small yr end overage

Date 7/11/16

Signed Roxanne Tieni

Department Town Acct.

Date of meeting 7/11/16

vote: Yes No

Transfer voted in the sum of \$ 39.74

Transfer disapproved _____

FINANCE COMMITTEE

[Signature]

Roxanne Tieri

From: "Mary Elinor Dagle" <mdagle@essexma.org>
Date: Wednesday, June 29, 2016 10:17 AM
To: "Roxanne Tieri" <rtieri@essexma.org>
Cc: "Chief Peter Silva" <psilva@essexma.org>
Subject: Re: 2 of the transfer requests

Roxanne,

The radar unit cost \$2345.00. It is not part of a grant rather coming out of our budget. The radar equipment we currently use does not work correctly and it makes no sense to try to repair it. To save money, new radar was not purchased with the last two cruisers and now we are desperately in need of it.

We can not always get a harbormaster or a special to do the boat ramp duty. When that happens, we have to go to the reserve police officer list. They are paid at a higher rate. Should we be taking their pay out of the police budget? It made more sense to me to take it out of harbor because the boat ramp salary line would give a clearer picture of what it cost to man the boat ramp. Please let me know how you want me to handle this. Hope you are feeling ok. Thanks. MED

From: Roxanne Tieri
Sent: Tuesday, June 28, 2016 2:08 PM
To: Peter Silva
Cc: Mary Elinor Dagle
Subject: 2 of the transfer requests

Peter,

The Finance Committee met last night and signed most of your budget transfers, copies of in your bin at town hall. Two of the transfers they returned with questions.

1) \$3,000 from Drug Testing to Police supplies. They wanted to know cost of radar unit, and how much and which grant would be reimbursing the town. I didn't know the answers.

2) \$1,300. from Deputy Harbormaster to Boat Ramp attendant. Description was that \$ would be paid to Reserve Police officers, which didn't make sense since there was a similar transfer within the Police Department budget. Reserve Police officers are not part of Harbor budget & different pay rates than set for Harbor budget.

Any clarification you can give is appreciated.

The Finance Committee will meet one last time for FY16 transfers. The meeting is July 11th, so everything pertaining to FY16 will be cleared up then.

Thanks

Roxanne

REQUEST FOR A LINE ITEM TRANSFER

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Please submit only one copy.

To: Finance Committee – Town of Essex

1. Amount Requested: \$1300.00 from: 1100.1.295.5111.00
441.43 Title: *Deputy Harbormaster*

2. To be transferred to Account: 1100.1.295.5113.00
Title: *Boat Ramp Attendant*

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

4. This expenditure is extraordinary and/or unforeseen for the following reasons:
There are times when we have to use reserve officers at the boat ramp. Reserve officers have to be paid at a higher rate of pay.

Date: 6/20/2016

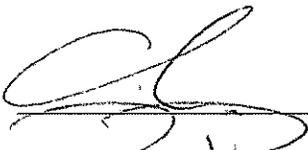
Signed: 

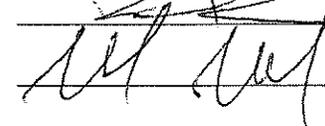
Date of meeting *7/11/16*
Transfer voted in the sum of \$ *441.43*

Vote: Yes No

Transfer disapproved _____

FINANCE COMMITTEE





→ ? on budget

