

# Essex Finance Committee

July 5, 2017

6:30 pm

Essex Town Hall

**Members Present:** Ben Buttrick, Michelle Dyer, Rob Fitzgibbon, Dave Gabor, Ken Riehl, Richard Ross

1. New Business
  - a. Prospective Finance Committee Members
    - i. Voted to recommend Mike Flynn to the BOS as the next Fincom member
  - b. Discussed EPD budget and the need for better review
  - c. Discussed clarification on Community Policing for Merrowvista
  - d. Discussed budget for boat ramp
  - e. Discussed expenditure for Essex River Day tee shirts
  - f. Asked for greater detail on all budget transfers
  - g. Fincom member Ken Riehl expressed his concern regarding time constraints with his full time position.
2. Old Business
3. Transfer Request – End of Fiscal Year
  - a. Voted to approve thirty two (32) line item transfers
  - b. Voted to approve four (4) reserve fund transfers
  - c. Voted to approve eight (8) 33B transfers
  - d. See attached documents for additional detail.
4. Public Comment
  - a. N/A
5. Review and Approve Minutes for May 23, 2017
  - a. Due to lack of quorum, no business was conducted at the June 13, 2017 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#** 6250.2.000.5170.00

Title Health Insurance

1. Amount Requested \$ 1,553.00

2. To be transferred to account # 6250.2.000.5210.00

Title Electricity

3. Purpose the amount requested will be used for: Pay electric bills for remaining FY

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

Date: 6/26/2017

Signed: [Signature]

Department: Sewer

Date of meeting 7/5/17

Vote:  Yes  No

Transfer voted in the sum of \$ 1553

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

### FINANCE COMMITTEE

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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#** 6250.2.000.5740.00

Title liability insurance

1. Amount Requested \$ .40

2. To be transferred to account # 6250.2.000.5317.00

Title Gloucester

3. Purpose the amount requested will be used for: \_\_\_\_\_  
To pay the last quarterly sewer bill from Gloucester.

4. This expenditure is extraordinary and/or unforeseen for the following reasons: \_\_\_\_\_  
Gloucester rounded usage up to nearest thousand.

Date: 6/6/17

Signed: [Signature]

Department: Wastewater

=====

Date of meeting 7/5/17

Vote:  Yes  No

Transfer voted in the sum of \$ .40

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

### FINANCE COMMITTEE

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6250 Sewer

# 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 ~~5172.00~~

Title: Liability Insurance

- 1. Amount Requested \$ 1,961.00
- 2. To be transferred to account # 6250.2.000.5210.00

Title: Electricity

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

Pay electric for remaining FY

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

Higher electric bills.

Date: 6 /26 /2017

Signed: [Signature]

Department: Sewer

Date of meeting 7/5/17

Vote:  YES  NO

Transfer voted in the sum of \$ 1961<sup>00</sup> Transfer disapproved         

**FINANCE COMMITTEE**

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

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[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 #** 6250.1.000.5112.00

Title: Clerks

- 1. Amount Requested \$ 1,000.00
- 2. To be transferred to account # 6250.1.000.5130.00

Title: Overtime

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

To cover overtime for remaining FY

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

More call outs than expected

Date: 6 / 26 / 2017

Signed: [Signature]

Department: Sewer

Date of meeting 7/5/17

Vote:  YES  NO

Transfer voted in the sum of \$ 1000<sup>00</sup> Transfer disapproved                     

**FINANCE COMMITTEE**

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

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[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 #** 6150.1.000.5115.00

Title: Operators

- 1. Amount Requested \$ 400.00
- 2. To be transferred to account # 6150.1.000.5130.00

Title: Overtime

3. Purpose the amount requested will be used for:

To cover over time for remaining fiscal year.

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

More overtime than expected.

Date: 6/30/2017

Signed: [Signature]

Department: Water

Date of meeting 2/5/17

Vote:  YES  NO

Transfer voted in the sum of \$ 400<sup>00</sup> Transfer disapproved \_\_\_\_\_

**FINANCE COMMITTEE**

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

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

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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#** 6150.2.000.5740.00

Title Liability Insurance

1. Amount Requested \$ 440.00

2. To be transferred to account # 6150.2.000.5596.00

Title Clothing allowance

3. Purpose the amount requested will be used for: \_\_\_\_\_  
To fund the line item for remainder of the fiscal year.

4. This expenditure is extraordinary and/or unforeseen for the following reasons: \_\_\_\_\_  
Added new employee in January.

Date: 6/15/2017

Signed: [Signature]

Department: Water

=====

Date of meeting 2/5/17

Vote:  Yes  No

Transfer voted in the sum of \$ 440<sup>00</sup>/A

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

### FINANCE COMMITTEE

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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 #** 1100.1.610.5113.00

Title Staff wages

1. Amount Requested \$ 202.61

2. To be transferred to account # 1100.1.610.5110.00

Title Library Director Wages

3. Purpose the amount requested will be used for:

additional hours paid during move from  
temporary location

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

not anticipated at budget time

Date 7/3/17

Signed D French/after

Department Library

Date of meeting 7/5/17

vote:  Yes  No

Transfer voted in the sum of \$ 202.61 Transfer disapproved \_\_\_\_\_

FINANCE COMMITTEE



Kenrick

# 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 #** 1100.2.610.5240

Title Copies

1. Amount Requested \$ 34.05

2. To be transferred to account # 1100.2.610.5420

Title Office Supplies

3. Purpose the amount requested will be used for:

Cover nverage

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

More supplies needed due to move, than was in budget.

Date 7/25/2017

Signed Bill French

Department Library

Date of meeting 7/15/17

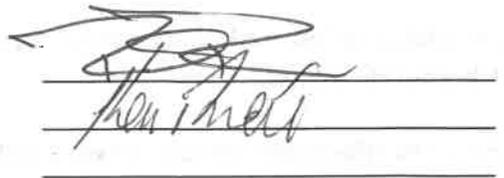
vote:  Yes  No

Transfer voted in the sum of \$ 34.<sup>05</sup>/<sub>100</sub>

Transfer disapproved

FINANCE COMMITTEE





420 Highway

# 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 # 1100.2.420.5730.00

Title Highway Dues

1. Amount Requested \$ 6.58

2. To be transferred to account # 1100.2.420.5535.00

Title Highway other maint

3. Purpose the amount requested will be used for:

fuel bills

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

small overage

Date 7/5/17

Signed Paul Godwin / rftren

Department Highway

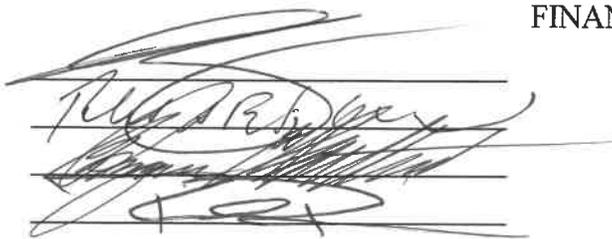
Date of meeting 7/5/17

vote:  Yes  No

Transfer voted in the sum of \$ 6.58

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

FINANCE COMMITTEE



Ken Field

420 Highway

# 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#** 1100.2.420.5480.00

Title Truck Fuel

1. Amount Requested \$ 500.00

2. To be transferred to account # 1100.2.420.5240.00

Title Truck Maintenance

3. Purpose the amount requested will be used for: \_\_\_\_\_  
Cover costs to repair truck #304

4. This expenditure is extraordinary and/or unforeseen for the following reasons: \_\_\_\_\_  
More vehicle repairs this fiscal year that were not anticipated at budget time.

Date: 6/15/2017

Signed: [Signature]

Department: Highway

=====

Date of meeting 2/5/17

Vote:  Yes  No

Transfer voted in the sum of \$ 500<sup>0/12</sup>

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  
Amount Requested: **\$1500.00**

From:  
1100.2.295.5480.00  
**Fuel & Oil**

To: 5700  
1100.2.295.5442.00  
**Incidental Fees & Expenses**

The specific purpose the amount requested will be used for:  
**Pay invoice**

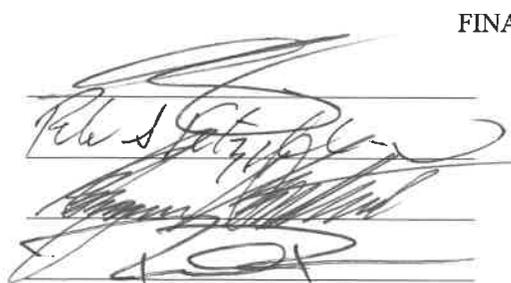
This expenditure is extraordinary and/or unforeseen for the following reasons:  
**Providing tee shirts for River Day.**

Date: 6/19/17      Signed: 

\*\*\*\*\*

Date of meeting 7/5/17      Vote:  Yes     No  
Transfer voted in the sum of \$ 1500 <sup>5/4</sup>      Transfer disapproved \_\_\_\_\_

FINANCE COMMITTEE  
Harbormaster

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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

1. Amount Requested: **\$812.00**

*1100.2.295.5480.00*  
**Fuel & Oil**

2. FROM:

*1100.2.295.5242.00*  
**Boat Repair**

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

4. This expenditure is extraordinary and/or unforeseen for the following reasons:  
**Mandatory service required on boat caused expenses to exceed budgeted amount.**

Date: **5/25/2017** Signed: 

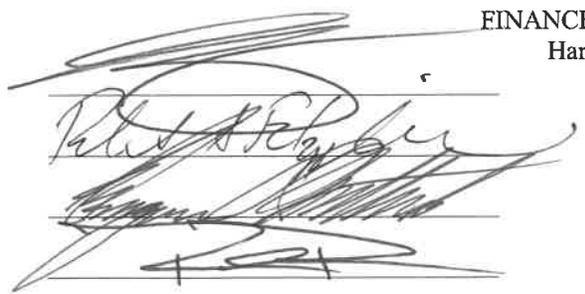
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Date of meeting **2/5/17**

Vote:  Yes  No

Transfer voted in the sum of \$ **812<sup>00</sup>**

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

  
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FINANCE COMMITTEE  
Harbormaster

  
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REQUEST FOR A LINE ITEM TRANSFER

295 Harbor

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

To: Finance Committee – Town of Essex

1100.1.295.5111.0

From: Harbormaster Deputy Salary

1. Amount Requested: \$1000.

1100.1.295.5113.00

To: Boat Ramp Attendant

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

Pay ramp attendants for the rest of the fiscal year.

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

Boat ramp attendant line item amount will not cover the rest of this fiscal year if the good weather prevails.

Handwritten initials or signature.

Date: 6/12/17

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Date of meeting 2/5/17

Vote: X Yes \_\_\_ No

Transfer voted in the sum of \$ 1000

Transfer disapproved \_\_\_

FINANCE COMMITTEE

Handwritten signatures of Finance Committee members.

Handwritten signature and lines for Finance Committee members.

**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

*From:*

Title: *Ambulance Affiliations & Licenses*  
1100.2.231.5735.00

1. Amount Requested: \$800.00

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:

***Training expenses exceeded budgeted amount.***

Date: June 2, 2017 Signed: 

\*\*\*\*\*

Date of meeting 2/5/17

Vote: 8 Yes      No

Transfer voted in the sum of \$800<sup>00</sup>

Transfer disapproved     

FINANCE COMMITTEE





**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: \$800.00

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:

*Training expenses exceeded budgeted amount.*

Date: June 2, 2017 Signed: 

\*\*\*\*\*

Date of meeting 7/5/17

Vote: 8 Yes \_\_\_\_\_ No

Transfer voted in the sum of \$ 800<sup>00</sup>

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

Title: **Ambulance Supplies**

1. Amount Requested: <sup>1280.00</sup> ~~\$1300.00~~ 1100.2.231.5500.000

2. To be transferred to Account:

Title: **3<sup>rd</sup> Party Billing**

1100.2.231.5317.00

3. This will be used to pay invoice.

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

***Budgeted amount not sufficient.***

Date: June 2, 2017 Signed: 

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Date of meeting 2/5/17

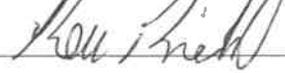
Vote:  Yes  No

Transfer voted in the sum of \$ 1280<sup>W/M</sup>

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

1. Amount Requested: \$5000.00 **From:**  
Title: **Fire Inspections**  
1100.1.220.5116.00

2. To be transferred to Account:  
Title: **Fire Fighters Salaries**  
1100.1.220.5113.00

3. This will be used to pay salaries.

4. This expenditure is extraordinary and/or unforeseen for the following reasons:  
Projected fire fighter salaries will most likely exceed budgeted amount. Most inspections are now done by inspectors during station coverage hours.

Date: June 8, 2017 Signed: 

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Date of meeting 7/5/17

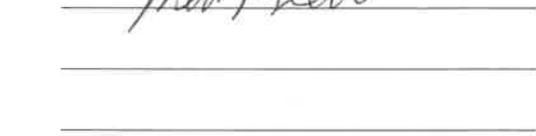
Vote:  Yes  No

Transfer voted in the sum of \$ 5,000

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

FINANCE COMMITTEE

### 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: \$1000.00 **From:** 1100.2.210.5342.00  
*Beeper & Radio*
  2. To be transferred to Account: 1100.2.210.5420.00  
*Office Supplies*
  3. The specific purpose the amount requested will be used for:  
*Invoices*
  4. This expenditure is extraordinary and/or unforeseen for the following reasons:  
*Expenses were more than budgeted amount.*

Date: 6/12/2017

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

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Date of meeting 7/5/17

Vote:  Yes  No

Transfer voted in the sum of \$ 1,020<sup>00</sup> ←

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
1. Amount Requested: \$391.00 *From:* 1100.2.210.5302.00  
National Crime
  2. To be transferred to Account: 1100.2.210.5584.00  
Police Supplies
  3. The specific purpose the amount requested will be used for:  
Invoices
  4. This expenditure is extraordinary and/or unforeseen for the following reasons:  
Extra expenses incurred by the car show.

Date: 6/12/2017

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

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Date of meeting 7/17/17

Vote:  Yes  No

Transfer voted in the sum of \$ 391.00

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

1. Amount Requested: **\$2,000.00**      **From: 1100.1.210.5141.00**  
**Holiday OT**

2. To be transferred to Account:      **1100.1.210.5134.00**  
**Community Policing**

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

***Paying overtime for community activities.***

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

***Full time officer attended Merrowvista with fifth grade class.***

Date: 6/12/2017

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

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Date of meeting 2/5/17

Vote:  Yes     No

Transfer voted in the sum of \$ 2000

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



  
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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

1. Amount Requested: \$3,500. **From:** 1100.1.210.5192.00  
*In-service Training*

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

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

4. This expenditure is extraordinary and/or unforeseen for the following reasons:  
*Officers had to work overtime when part time officer not available..*

Date: 6/26/17

Signed: 

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Date of meeting 7/5/17

Vote: 8 Yes \_\_\_\_\_ No

Transfer voted in the sum of \$ 3,500

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

1. Amount Requested: **\$4,000.00**      **From: 1100.1.210.5141.00**  
**Holiday OT**

2. To be transferred to Account:      **1100.1.210.5132.00**  
**Shift Coverage**

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

***Paying overtime for holiday coverage.***

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

***More full time officers saved holidays and put them out for overtime than was expected.***

Date: 6/12/2017

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

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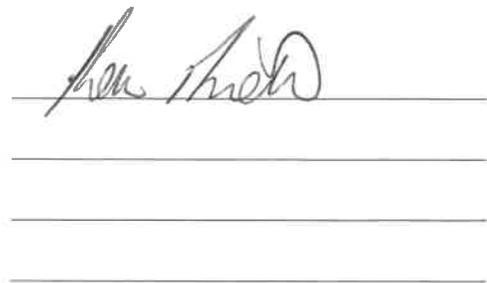
Date of meeting 7/5/17

Vote:   *8*   Yes           No

Transfer voted in the sum of \$   4,000<sup>00/100</sup>  

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









**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: \$10,000.00      **From:** 1100.1.210.5111.00  
*Police Officers' Salaries*

2. To be transferred to Account to: 1100.1.210.5113.00  
*Part Time Police Salaries*

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

4. This expenditure is extraordinary and/or unforeseen for the following reasons:  
*Use of part time labor was increased due to injuries of full time officers.*

Date: 6/12/2017

Signed: 

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Date of meeting 2151 17

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

Transfer voted in the sum of \$ 10,000

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

FINANCE COMMITTEE


  
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171 Conservation

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, 171.5317.00

Title Software Maintenance

1. Amount Requested \$ 300.00

2. To be transferred to account # Expenses

Title 1100.2, 171.5580.00

3. Purpose the amount requested will be used for:

Office supplies for new office

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

Additional office supplies needed for new office that were not anticipated in FY17 Budget

Date 1/30/2017

Signed [Signature]

Department Conservation

Date of meeting 2/5/17

vote:  Yes  No

Transfer voted in the sum of \$ 300.00

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

FINANCE COMMITTEE

[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
1. Amount Requested: \$ 70.00      **From:** 1100.1.210.5111.00  
Police Officers' Salaries
  2. To be transferred to Account to: 1100.1.210.5112.00  
Police Clerk
  3. The specific purpose the amount requested will be used for:  
Payroll
  4. This expenditure is extraordinary and/or unforeseen for the following reasons:  
Budgeted amount slightly under.

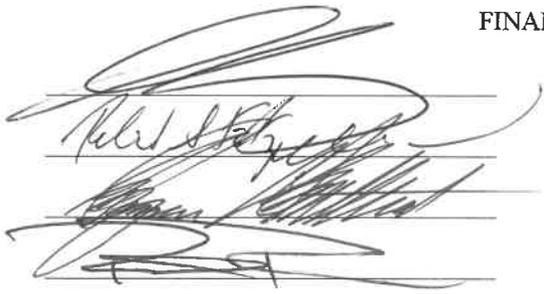
Date: 7/3/2017      Signed: 

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Date of meeting 7/5/17      Vote:  Yes     No

Transfer voted in the sum of \$ 70      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

Line Item Transfer from Account: #1100.2.193.5212.00  
Title: Town Hall Generator Fuel

1. Amount Requested: **\$500**

2. To be transferred to Account: #1100.2.193.<sup>5341</sup>~~5420~~.00  
Title: Selectmen's Telephone

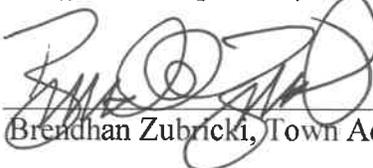
3. The specific purpose the amount requested will be used for:

*To pay telephone bills through the end of fiscal 2017.*

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

*Unanticipated additional expense was incurred due to moving the offices to and from temporary space and switching to a different telephone system..*

Date: 06-29-2017

Signed:   
Brendhan Zubricki, Town Administrator

\*\*\*\*\*

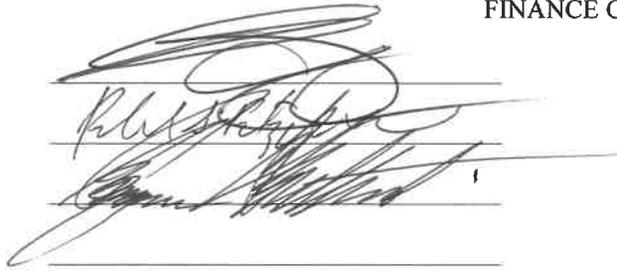
Date of meeting 7/5/17

Vote:  Yes  No

Transfer voted in the sum of **\$500**

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 # 1100.2.171.5317.00

Title Software Maintenance

1. Amount Requested \$ 80.35

2. To be transferred to account # 1100.2.171.5341.00

Title Telephone

3. Purpose the amount requested will be used for:

to cover additional phone costs over budgeted amount

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

additional, unforeseen phone expenses

Date 7/6/17

Signed Michael Boyd  
Chairman

Department Conservation Commission

Date of meeting 2/5/17

vote:  Yes  No

Transfer voted in the sum of \$ 80.35 Transfer disapproved \_\_\_\_\_

FINANCE COMMITTEE

[Signature]  
[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 #** 1100,2,135.5302.00

Title Software Support

1. Amount Requested \$ 47.98

2. To be transferred to account # 1100.2.135.5341.00

Title Telephone

3. Purpose the amount requested will be used for:

final FY17 phone bill

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

change over to cloud based phone system  
mid year created higher expense

Date 6,13,17

Signed Roxanne Pien

Department Town Accountant

Date of meeting 7/15/17

vote:  Yes  No

Transfer voted in the sum of \$ 47.98

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

FINANCE COMMITTEE





**REQUEST FOR A TRANSFER FROM THE RESERVE FUND**

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 Transfer from the **RESERVE FUND**

Request is hereby made for the following transfer from the Reserve Fund in accordance with Chapter 40, § 6 of M.G.L.

1. Amount Requested: \$8,000.00
2. To be transferred to Account: 1100. 2. 945. 5173 .00  
Title: F.I.C.A. Tax, General
3. The specific purpose the amount requested will be used for:  
Shortage in F.I.C.A. Account.

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

Amount of Sick-time buy back for all eligible employees - not previously known at budget time.

Date: 6/1/2017 Signed: Virginia Antley  
Treasurer/Tax Collector

\*\*\*\*\*

Date of meeting 7/5/2017 ~~6/13/2017~~ Vote: X Yes      No  
Transfer voted in the sum of \$8,000<sup>00</sup> Transfer disapproved     

FINANCE COMMITTEE

[Signature]  
[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 \$ 25.95

2. To be transferred to account # 1100.2.175.5341.00

Title Planning Bd - Telephone

3. Purpose the amount requested will be used for:

final phone bill

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

change over to cloud based phone system mid year

Date 6.19.17

Signed 

Department Planning Bd

Date of meeting 7/5/17

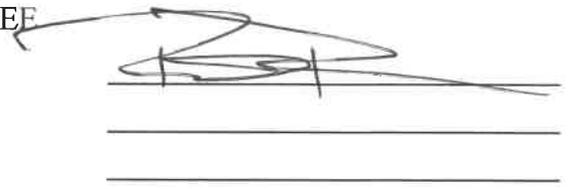
vote:  Yes  No

Transfer voted in the sum of \$ 25.95

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

FINANCE COMMITTEE





# 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

1. Amount Requested 230.63 MF Title Finance Committee Reserve Fund  
\$ 227.63

2. To be transferred to account # 1100.2.175.5346.00  
Title Notices

3. Purpose the amount requested will be used for:  
pay outstanding Bill

4. This expenditure is extraordinary and/or unforeseen for the following reasons:  
Extra Advertising due to procedural error

Date 6, 12, 17

Signed [Signature]

Department Planning Bd

Date of meeting 7 5 17

vote:  Yes  No

Transfer voted in the sum of \$ 230.63

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

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

FINANCE COMMITTEE

[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 \$ 56.98

2. To be transferred to account # 1100.2.175.5580.00

Title Expenses

3. Purpose the amount requested will be used for:  
Pay Bill For Pae employment Drug Testing

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

Date 6/12/14

Signed 

Department Planning Bd

Date of meeting 7/15/17

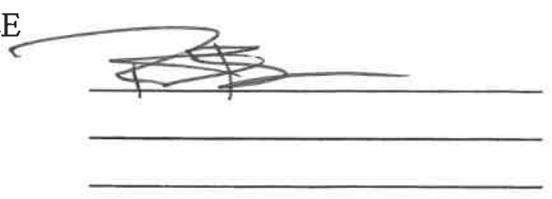
vote:  Yes  No

Transfer voted in the sum of \$ 56.98

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

FINANCE COMMITTEE







Purpose:

Itemization:

upstairs Paint: 1700

Supplies: 240

Trimp work: 400

windows: 300

good for materials: 100

Supplies: \$800

Outdoor Storage Shed: 400

(for van supplies) Outdoor Bulletin Board: 400

Building Security: \$1200

Net gear Security - 700

Rakey Building - 500

Vio Clean: 1719.72 Removal of Mold in Basement.

Vio Clean

Driver Expenses: Purchase of Truck GPS -

I expect the down will be reimbursed for

put us short for the recent driver

physical. \$175.00 will cover

the physical.

Vehicle Maintenance - the van failed its annual inspection and our account is short \$191.54 to complete the required safety repairs







