

Essex Finance Committee  
September 12, 2017  
7:00pm  
Essex Town Hall

**Members Present:** Michelle Dyer, Ben Buttrick, Rob Fitzgibbon, David Gabor, Michael Flynn

1. Review and Approve Minutes of Prior Meeting
2. Transfer Requests
  - a. One transfer request approved for \$600
3. New Business
  - a. Discussion with Police Chief Pete Silva:
    - i. Questions from the Finance Committee on two end-of-year line item transfers. Discussion surrounding community policing costs for T-shirts and costs surrounding off-duty police presence at Merrowvista school trip. Chief Silva explained his support of the opportunity.
    - ii. Request from the Committee to include predictable recurring expenses in annual budget when possible with an effort to avoid transfers.
    - iii. There are material costs pertaining to a retiring police offer. Some discussion around the challenges attracting qualified law enforcement
    - iv. Chief Silva and Roxanne Tieri to discuss town meeting warrant for funds relating to police officer staffing
  - b. Discussion with Roxanne Tieri regarding reasons behind large deltas of actual versus budgeted line items for 2017. The primary reason is timing of fundings from prior year to current year.
  - c. MERSD Project – Michelle shared recent discussions with Manchester and Essex School Committees collaborating with Finance Committees of both towns to develop a 5-year forecast. There is some concern about the 3+% growth of school budget and desire to understand key factors influencing costs.
  - d. Essex Multi-Year Debt Service – Michelle has conducted a very preliminary mapping of the town's debt over the next 15 years. Included were very rough estimates of major expected capital expenditures with mapping of debt service under different financing scenarios mixing use of available cash with incurring additional debt as old debt runs off. The goal is to smooth the town's debt service with proper financing and staging of projects. Much more work is required but the goal is to create a master financing plan for the town.
4. Old Business
  - a. N/A
5. Public Comment
  - a. N/A
6. Adjourn

**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: #1100.2.193.5740.00  
Title: Blanket Liability Insurance

1. Amount Requested: **\$600.00**

2. To be transferred to Account: #1100.2.193.5461.00  
Title: Town Hall Generator Maintenance

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

*Repairs and general maintenance for the Town Hall Generator.*

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

*Unexpected repairs were needed for the generator and the budget only provides for the usual maintenance.*

Date: 09-11-2017

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

*[Signature]*  
Lisa J. O'Donnell, Chairman  
Essex Board of Selectmen

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Date of meeting 9/12/17

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

Transfer voted in the sum of **\$600.00**

Transfer disapproved 600.00

*← error  
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9/12/17*

FINANCE COMMITTEE

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