

Essex Finance Committee Minutes
April 13, 2017
7:00pm
Essex Elementary School

Members Present: Ben Buttrick, Michelle Dyer, Dave Gabor, Mark McKenna, Richard Ross

1. New Business
 - a. Reviewed monetary articles related to Warrant for Annual Town Meeting
 - i. Mark McKenna to read Fincom Articles at Town Meeting
 - ii. Richard Ross will address the Fincom's decision not to support Article 23, money for a master plan at Centennial Grove
 - b. Mark McKenna to step down from the Fincom Board at the end of his term this May.
2. Old Business
3. Transfer Request
 - a. Voted to approve nine (9) line item transfers
 - b. Voted to approve one (1) reserve fund transfer
 - c. See attached documents for additional detail.
4. Public Comment
 - a. N/A
5. Reviewed and approved minutes of the March 23, 2017 meeting
6. Adjourn

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 \$ 890

2. To be transferred to account # 110.2.541.5245.00

Title System Maintenance

3. Purpose the amount requested will be used for:

280 for repair of a gas leak and disconnecting of the generator
110 for emergency securement of boards on the egress from the 2nd Floor
500 for replacement of all fasteners on the egress from 2nd Floor

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

The back stairs are seldom used, when used by director last week it was found that the boards were not secured to the structure.
The generator ~~was~~ bill was just received, it had been found to be unsafe and we had the gas disconnected.

Date 3/30/17

Signed [Signature]

Department Council on Aging

Date of meeting 4/13/17

vote: Yes No

Transfer voted in the sum of \$ 890.00

Transfer disapproved _____

[Signature]
[Signature]
[Signature]

FINANCE COMMITTEE

David Gabor
[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# 6250.2.000.5536.00

Title Materials

1. Amount Requested \$ 925.00

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 sewer bill for the fiscal year.

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

Date: 4 / 6 / 2017

Signed: [Signature]

Department: Wastewater

=====

Date of meeting 4/13/17

Vote: Yes No

Transfer voted in the sum of \$ 925.00

Transfer disapproved _____

FINANCE COMMITTEE

[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# 6250.2.000.5532.00

Title Tools and Supplies

1. Amount Requested \$ 1,500.00

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 sewer bill for the fiscal year.

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

Date: 4 / 6 / 2017

Signed: 

Department: Wastewater

=====

Date of meeting 4/13/17

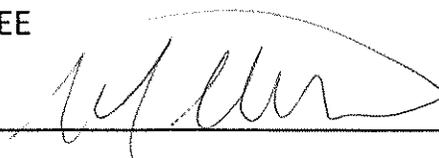
Vote: X Yes No

Transfer voted in the sum of \$ 1,500.00

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# 6250.2.000.5170.00

Title Workman's Comp.

1. Amount Requested \$ 1,300.00

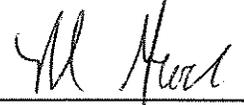
2. To be transferred to account # 6250.2.000.5317.00

Title Gloucester

3. Purpose the amount requested will be used for: _____
To pay the last sewer bill for the fiscal year.

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

Date: 4 / 6 / 2017

Signed: 

Department: Wastewater

=====

Date of meeting 4/13/17

Vote: X Yes No

Transfer voted in the sum of \$ 1,300.00

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# 6250.2.000.5171.00

Title Health Insurance

1. Amount Requested \$ 7,500.00

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 sewer bill for the fiscal year.

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

Date: 4/6/2017

Signed: [Signature]

Department: Wastewater

=====

Date of meeting 4/13/17

Vote: Yes No

Transfer voted in the sum of \$ 7,500.00

Transfer disapproved _____

FINANCE COMMITTEE

[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 \$ 5,000.00

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 sewer bill for the fiscal year.

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

Date: 4 / 6 / 2017

Signed: [Signature]

Department: Wastewater

Date of meeting 4/13/17

Vote: Yes No

Transfer voted in the sum of \$ 5000.00

Transfer disapproved _____

FINANCE COMMITTEE

[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 # 1100.2.430.5290.00

Title: Covanta

- 1. Amount Requested \$ 6,000.00
- 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 rest of fiscal year.

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

recycling costs constantly increasing.

Date: 4 / 10 / 2017

Signed: 

Department: Transfer Station

Date of meeting 4 / 13 / 17

Vote: YES NO

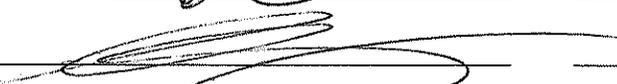
Transfer voted in the sum of \$ 6,000.00

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 # 1100.2.541.5480

Title Vehicle Fuel

1. Amount Requested \$ 455.00

2. To be transferred to account # 1100.2.541.5240.00

Title Vehicle Maintenance

3. Purpose the amount requested will be used for:

The van was found to have 2 broken seat belts and some lights that needed to be replaced as part of our Routine inspection. This is for the parts and labor

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

We have not budgeted for replacement seat belts and have already done more maintenance on the vehicle than expected.

Date 3/30/2017

Signed [Signature]

Department Council on Aging

Date of meeting 4/13/17

vote: Yes No

Transfer voted in the sum of \$ 455.00

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 # 1100.2.541.5580.00

Title Operating Expenses

1. Amount Requested \$ 170.00

2. To be transferred to account # 1100.2.541.5245.00

Title System Maintenance

3. Purpose the amount requested will be used for:

Payment of Phase # Elevator Quarterly Bill

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

This is a regular payment, that we are falling short on due to other unforeseen expenses for this line item.
This amount of 168.00 is in addition to the request for the reserve fund transfer. If that transfer is approved, we will have a total of 394.00. The current amount due for the quarterly bill is 564.

Date 4/7/17

Signed 

Department Council on Aging

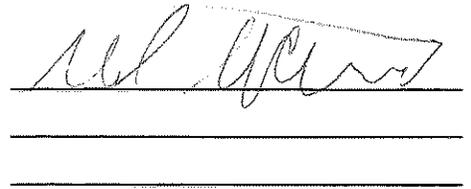
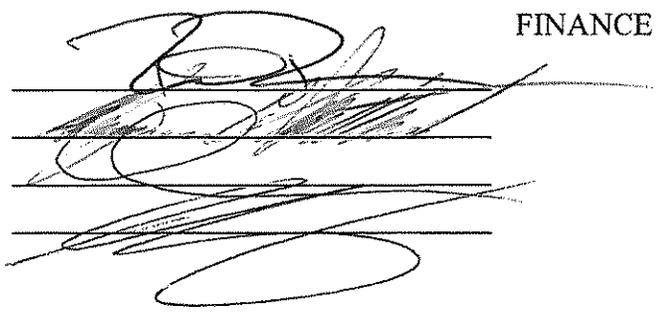
Date of meeting 7/13/17

vote: Yes No

Transfer voted in the sum of \$ 170.00

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# 6250.2.000.5480.00

Title Truck fuel

1. Amount Requested \$ 700.00

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 sewer bill for the fiscal year.

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

Date: 4 / 6 / 2017

Signed: *M. Hove*

Department: Wastewater

=====

Date of meeting 4/13/17

Vote: Yes No

Transfer voted in the sum of \$ 700.00

Transfer disapproved _____

FINANCE COMMITTEE

[Signature]

[Signature]

