

Essex Finance Committee  
May 23, 2017  
7pm  
Essex Elementary School

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

1. New Business
  - a. Prospective Finance Committee Members
    - i. Mike Flynn appeared before the committee
    - ii. 12 year Essex Resident
    - iii. Experienced Finance Professional – Municipal Bond Experience
  - b. Centennial Grove Master Plan RFP
    - i. Include Programming
      1. Coordinate with new Youth Commission
      2. Collaborate with Library Programming
      3. Include YMCA Camp Dory Programming
    - ii. Overall Management of Property
      1. Potential Revenue Source
    - iii. Physical Improvements
      1. Pavilion
      2. Cottage
  - c. Discussed Establishing Long Term Capital Spending Master Plan
  - d. Voted to ask for two (2) quotes for purchases over \$2,500
    - i. Example – New engine for Shellfish boat
  - e. Ask for more detail on transfers
  - f. David Gabor and Richard Ross agreed to another term on the FINCOM
  - g. Agreed to invite Andrew Spinney to next FINCOM meeting
2. Old Business
3. Transfer Request
  - a. Voted to approve eight (8) line item transfers
  - b. Voted to approve three (3) reserve fund transfer
  - c. See attached documents for additional detail.
4. Public Comment
  - a. MERSD School Committee discussed joint town meeting set for May 30, 2017
5. Reviewed and Approved Minutes for May 1, 2017
6. Adjourn

**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: **\$4,365.00**
- 2. To be transferred to Account: *1100.2.299.5242.00*  
Title: *Boat Repairs*
- 3. The specific purpose the amount requested will be used for:

*To purchase a new outboard motor for the Shellfish Constable's boat.*

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

*The present motor is inoperable and cannot be repaired, as attested by two different repair shops.*

Date: *March 15, 2017*

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

*Lisa J. O'Donnell*  
*Lisa J. O'Donnell, Chairman*  
*Board of Selectmen*

\*\*\*\*\*

Date of meeting: *5/23/17*

Vote:  Yes  No

Transfer voted in the sum of \$ *4,365.00*

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

FINANCE COMMITTEE

*[Handwritten signatures of Finance Committee members]*

*[Handwritten signature]*

**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: **\$15,000.00**
- 2. To be transferred to Account: *1100.2.193.5430.00*  
Title: *Town Property Expense*
- 3. The specific purpose the amount requested will be used for:

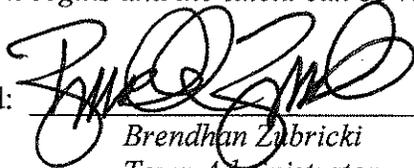
*To replace undermined floor in Fire Station upper bays.*

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

*The floor unexpectedly began to crack. Best estimate is presently \$15,000, which is subject to change once work begins and the extent can be verified.*

Date: *May 15, 2017*

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

  
Brendhan Zubricki  
Town Administrator

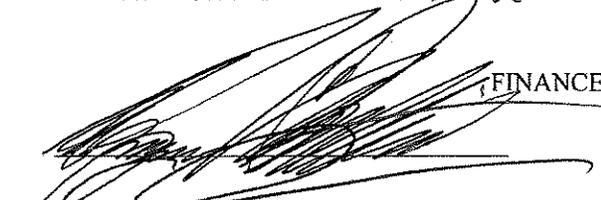
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Date of meeting: *5/23/17*

Vote:  Yes  No

Transfer voted in the sum of \$ *15,000*

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

Title Finance Committee Reserve Fund

1. Amount Requested \$ 820.00

2. To be transferred to account # 1100.1.135.5112.00

Title Town Accountant's Assistant

3. Purpose the amount requested will be used for:

To be used for the assistant's wages, which vary each week depending on  
workload and availability.

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

Additional hours were needed for 3 weeks during Town Accountant's surgery/recovery in July.  
This was not known about when the budgets for FY17 were prepared.

Date 5/23/17

Signed

Roxanne Pieri

Department

Town Accountant

Date of meeting

5/23/17

vote:  Yes

No

Transfer voted in the sum of \$

820.<sup>00</sup>

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 #** 6150.2.000.5538.00

Title: Pipes and Meters

1. Amount Requested \$ 524.00
2. To be transferred to account # 6150.2.000.5311.00

Title: Well Cleaning

3. Purpose the amount requested will be used for:

To pay for this years well cleaning.

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

Had to replace a column in well #3 that was not planned.

Date: 5 / 18 / 2017

Signed: [Signature]

Department: Water

Date of meeting 5/17/17

Vote:  YES  NO

Transfer voted in the sum of \$ 524<sup>00</sup>

Transfer disapproved

FINANCE COMMITTEE

[Signature]  
[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 # 1100.2.610.5587

Title MATERIALS

1. Amount Requested \$ 4.99

2. To be transferred to account # 1100.2.610.5710

Title TRAVEL

3. Purpose the amount requested will be used for:

Travel reimburse

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

training for new library systems accounted for  
extra travel unforeseen

Date 5/14/2017

Signed Deb Trand

Department Library

Date of meeting 5/23/17

vote:  Yes  No

Transfer voted in the sum of \$ 4.99

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 #** 1100.2.420.5530.00

Title: Highway Maint.

1. Amount Requested \$ 2,000.00
2. To be transferred to account # 1100.2.420.5240.00

Title: Truck Maint.

3. Purpose the amount requested will be used for:

Do necessary repairs on a pick up truck.

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

Unexpected expense when budgets prepared

Date: 5 / 10 / 17

Signed: 

Department: Highway

Date of meeting 5 / 23 / 17

Vote:  YES  NO

Transfer voted in the sum of \$ 2,000<sup>00</sup>/<sub>100</sub> 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: \$125.00 From: 1100.1.210.5141.00 Title: Holiday Overtime

2. To be transferred To: 1100.1.210.5134.00 Title: Community Policing

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 did not cover community policing events.

Date: 5/11/2017 Signed: [Signature]

\*\*\*\*\*

Date of meeting 5/23/17

Vote: [X] Yes \_\_\_ No

Transfer voted in the sum of \$ 125.00

Transfer disapproved \_\_\_

[Signatures] FINANCE COMMITTEE

[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: \$189.00 From: 1100.1.210.5302.00  
Title: *National Crime*

2. To be transferred to Account: 1100.1.210.5730.00  
Title: *Police Dues*

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

4. This expenditure is extraordinary and/or unforeseen for the following reasons:  
*This line item was slightly underfunded.*

Date: 5/15/2017 Signed: 

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Date of meeting 5/23/17

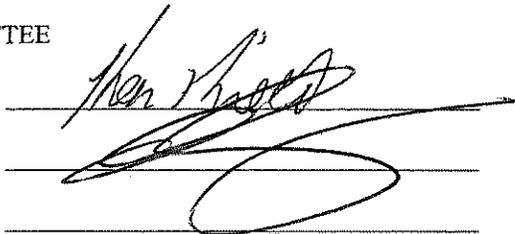
Vote:  Yes  No

Transfer voted in the sum of \$ 189<sup>00</sup>/<sub>100</sub>

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 # 1100.2.162.5424.00

Title Ballots

1. Amount Requested \$ 208.50

2. To be transferred to account # 1100.2.162.5582.00

Title Election Expenses

3. Purpose the amount requested will be used for:  
Paying the Police Details for the Annual Town Election.

4. This expenditure is extraordinary and/or unforeseen for the following reasons:  
Early voting appeared for the first time in 2016. There were some various administrative expenses and newspaper publishing requirements that were unknown until the regulations were promulgated in FY17.

Date 05/17/2017

Signed Christy Price

Department TOWN CLERK/Elections

Date of meeting 5 123 17

vote:  Yes  No

Transfer voted in the sum of \$ 208 <sup>50</sup>/<sub>4</sub>

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 - 145 - 5240

Title Copy Machine Expense

1. Amount Requested \$ 250.00

2. To be transferred to account # 1100-2 - 145 - 5311

Title Telephone Expense

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

increased Telephone Expense

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

changes made to Telephone Equipment  
9 lines after budget set.

Date 5/10/17

Signed Virginia Costello

Department Trans/coll

Date of meeting 5/23/17

Transfer voted in the sum of \$ 250.00

vote:  Yes  No

Transfer disapproved

FINANCE COMMITTEE

[Signature]  
[Signature]

[Signature]  
[Signature]