

Essex Finance Committee
Wednesday, July 15, 2021
7:00 PM
Meeting Minutes

The public was able to attend this meeting in-person. The meeting was held in the Stage Conference Room at the Essex Town Hall.

Members present: Chairman Ben Buttrick, Michael Flynn, Mark Renzi, Nina McKinnon.

Also present: Ruth Preen, Select Board Chair and Town Accountant Virginia Antell

Chairman Buttrick called the meeting to order at 7:05 PM, motion made, seconded and unanimously approved.

Police Staffing Issues. Essex Police Chief Paul Francis attended the meeting and discussed pending staffing requirements and potential future staffing needs associated with state mandated changes to reserve officer training. In summary, the reserve officer staffing model is proving increasingly challenging for Essex due to requirement for training on par to fulltime officers. This makes part-time officers qualified for fulltime roles in other departments and get hired away. He offered to keep the committee apprised of future developments within this area and work with Mark Renzi on a quantification of the financial needs.

Review of Last Meeting Minutes. Review and approve minutes from 6/14/2021, motion made, seconded and unanimously approved.

Town Accountant Transfers. The committee reviewed a number of line-item transfers and reserves fund transfers, all of which were approved. See attached schedule.

School Budget Planning Process Update. Chairman Buttrick updated the committee on the school budget collaboration committee process and membership. At the last finance committee meeting finance committee member Rob Fitzgibbons volunteered to participate as the Essex representative on the school budget collaboration committee. Due to scheduling and other considerations, Chairman Buttrick will be the Essex representative on the school budget committee collaboration committee. Chairman Buttrick stated that the initial goals of this committee are to discuss: (i) the stability of the school budget trajectory; (ii) techniques for managing the volatility school budget; (iii) exploring how the participating towns can be helpful in the upcoming union contract negotiations; and (iv) better understand the budget process and specific components of the budget.

Upcoming meeting timeline discussion. Chairman Buttrick discussed that Manchester Essex Regional School District Superintendent Pamela Beaudoin and Director of Finance and Operations Avi Urbas are scheduled to attend the September 28, 2021 Essex Finance Committee meeting. The committee discussed preparing an agenda and discussion topics for the meeting.

Public Comment. Manchester Essex Regional School District School Committee member, Theresa Whitman participated in the public comment section of the meeting. She discussed a number of budget and process issues associated with the school committee and its associated finances.

Adjourn, motion made, seconded and unanimously approved at 9:25.

[illegible]

To bring the line item to a zero balance. Line item was overspent due to having to hire extra contractors for the December snow storm. More than half the highway dept was put on COVID quarantine.

~~Finance Committee Signatures~~

DATE 7/14/21

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: #1100.2.193.5430.00
Title: Town Property

1. Amount Requested: **\$125.00**
2. To be transferred to Account: #1100.2.193.5309.00
Title: GIS Mapping Services
3. The specific purpose the amount requested will be used for:
To pay CAI Technologies for extra GIS consulting work.
4. This expenditure is extraordinary and/or unforeseen for the following reasons:
We had need to support two GIS-related projects this past fiscal year and we usually only need to support one..

Date: June 23, 2021

Signed: 

Brendhan Zubricki


Date of meeting 7 / 14 / 21

Vote: _____ Yes _____ No

Transfer voted in the sum of **\$125.00**

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

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

1. Amount Requested: **\$456.00**
2. To be transferred to Account: #1100.2.193.5342.00
Title: VOIP Telephones
3. The specific purpose the amount requested will be used for:
To pay Net Tel One for 11 John Wise Avenue.
4. This expenditure is extraordinary and/or unforeseen for the following reasons:
We have been paying two bills, one for the old Fire Station and one for the new public safety building out of the budget for one building.

Date: June 28, 2021

Signed:


Brendhan Zubricki

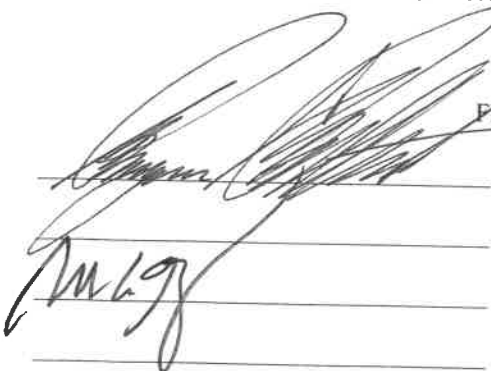
Date of meeting 7/14/21

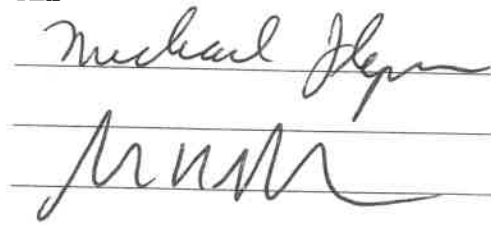
Vote: _____ Yes _____ No

Transfer voted in the sum of **\$456.00**

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

Request for a Line Item Transfer from Account: #1100.2.543.5770.00
Title: Ordinary Benefits

1. Amount Requested: **\$475.31**
2. To be transferred to Account: #1100.2.543.5690.00
Title: Regional Assessment
3. The specific purpose the amount requested will be used for:
To pay the Regional Assessment to the Veterans' District.
4. This expenditure is extraordinary and/or unforeseen for the following reasons:
One of the District members left to join another district, thereby increasing the annual assessment to the remaining member towns. This was unforeseen at the time the FY2022 budget was set.

Date: June 17, 2021

Signed: _____


Brendhan Zubricki

Date of meeting **7/14/21**

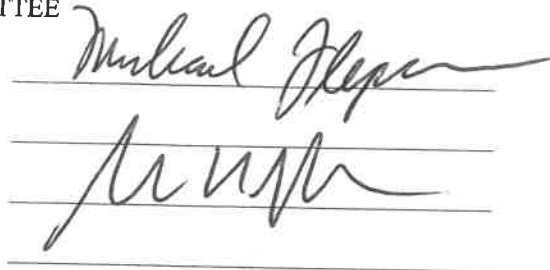
Vote: _____ Yes _____ No

Transfer voted in the sum of **\$475.31**

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: \$400.00. **From:** 1100.1.210.5156.00
Court
2. To be transferred to Account **To:** 1100.1.210.5112.00
Clerk
3. The specific purpose the amount requested will be used for:
Paying Clerk's salary.
4. This expenditure is extraordinary and/or unforeseen for the following reasons:

*A Longevity payment of \$500.00 was initiated after the budget was completed.
This caused a shortage.*

Date: 6/28/2021

Signed: 



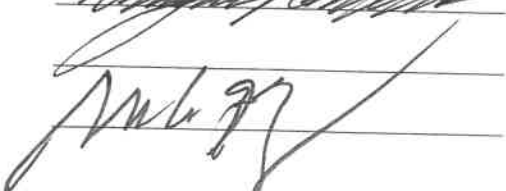
Date of meeting 7 /14 /21

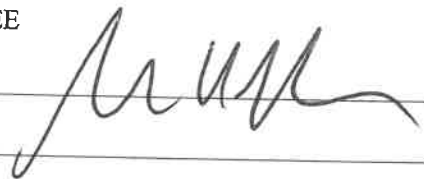
Vote: _____ Yes _____ No

Transfer voted in the sum of \$ 400.-

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: **Forest Fire Equipment**
1100.2.220.5251.00

1. Amount Requested: \$177.24

2. To be transferred to Account:

Title: **Fire Department Gas**

1100.2.220.5410.00

3. This will be used to pay National Grid invoice

4. This expenditure is extraordinary and/or unforeseen for the following reasons:
In addition to our regular fire gas bill this month we were required to pay the gas bill for the new building.

Date: June 28, 2021

Signed: _____



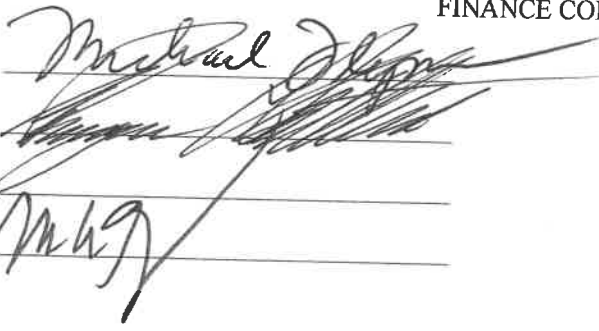
Date of meeting 7/14/21

Vote: _____ Yes _____ No

Transfer voted in the sum of \$ 177.24

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: **Fire Department Radio Pagers**
1100.2.220.5342.00

1. Amount Requested: \$110.00

2. To be transferred to Account:

Title: **Fire Department Telephone**
1100.2.220.5341.00

3. This will be used to pay last phone bill.

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

Budgeted amount was not quite enough to cover the last phone bill.

Date: 7/9/21

Signed: _____

Date of meeting 7/14/21

Vote: _____ Yes _____ No

Transfer voted in the sum of \$ 110.-

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: **Vehicle Fuel**
1100.2.220.5480.00

1. Amount Requested: \$823.68

2. To be transferred to Account:

Title: **Equipment Repair & Maintenance**
1100.2.220.5250.00

3. This will be used to pay invoice.

4. This expenditure is extraordinary and/or unforeseen for the following reasons:
Batteries were needed for Ladder1.

Date: July 2, 2021

Signed: _____


Date of meeting 7/14/21

Vote: _____ Yes _____ No

Transfer voted in the sum of \$ 823.68

Transfer disapproved _____

FINANCE COMMITTEE

The block contains several handwritten signatures. On the left, there are three overlapping signatures. On the right, there is one large, clear signature. These signatures are written over horizontal lines.

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: **Forest Fire Equipment**
1100.2.220.5251.00

1. Amount Requested: \$990.88

2. To be transferred to Account:

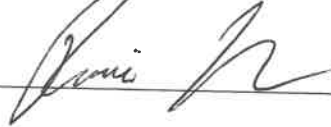
Title: **Fire Department Uniforms**
1100.1.220.5596.00

3. This will be used to pay for turnout gear.

4. This expenditure is extraordinary and/or unforeseen for the following reasons:
Some members need new turnout gear to be in compliance.

Date: June 28, 2021

Signed: _____



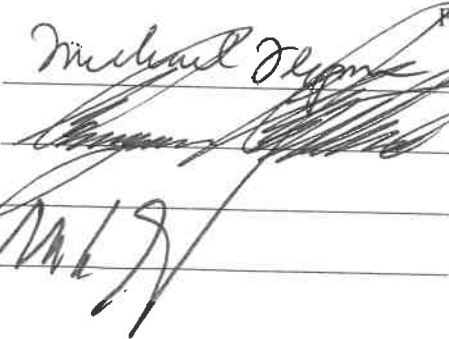
Date of meeting 7/14/21

Vote: _____ Yes _____ No

Transfer voted in the sum of \$ 990.88

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: **Fire Prevention**

1100.2.220.5581.00

1. Amount Requested: \$1177.

2. To be transferred to Account:

Title: **Fire Department Uniforms**

1100.1.220.5596.00

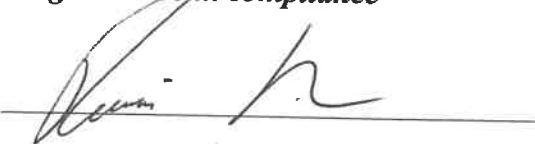
3. This will be used to pay for turnout gear.

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

Some members need new turnout gear to be in compliance

Date: June 28, 2021

Signed: _____



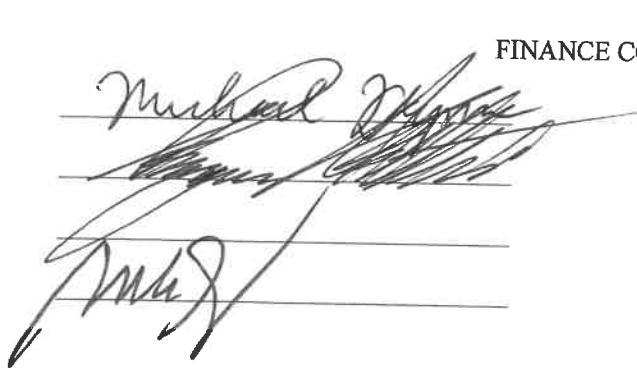
Date of meeting 7/14/21

Vote: _____ Yes _____ No

Transfer voted in the sum of \$ 1177 -

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: **Heating Oil**
1100.2.220.5251.00

1. Amount Requested: \$900.00

2. To be transferred to Account:

Title: **Fire Department Uniforms**
1100.1.220.5596.00

3. This will be used to pay for turnout gear.

4. This expenditure is extraordinary and/or unforeseen for the following reasons:
Some members need new turnout gear to be in compliance.

Date: June 28, 2021

Signed: _____



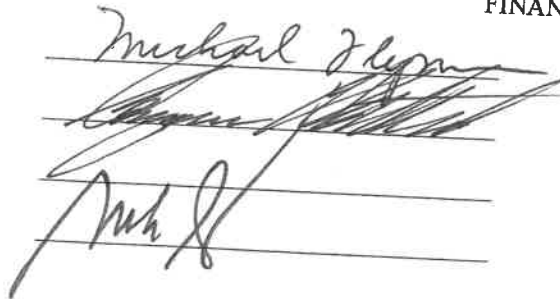
Date of meeting 7/14/21

Vote: _____ Yes _____ No

Transfer voted in the sum of \$ 900. -

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: \$8526.07 Title: *Ambulance Salaries*
1100.1.231.5113.00

2. To be transferred to Account:

Title: *Ambulance Training Salaries*
1100.1.231.5192.00

3. This will be used to pay invoice.

4. This expenditure is extraordinary and/or unforeseen for the following reasons:
We had more EMT recertifications than usual plus First Responder training

Date: July 6, 2021

Signed: _____



Date of meeting 7/14/21

Vote: _____ Yes _____ No

Transfer voted in the sum of \$ 8526.07

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# 1100.2.430.5580.00

Title MAINTENANCE

1. Amount Requested \$ 3,000

2. To be transferred to account # 1100.2.430.5295.00

Title RECYCLE

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 increased.

Date: 6 /29 /2021

Signed:

Michael G. Galli, Superintendent
Department: Transfer Station

Date of meeting 7/14/21

Vote: Yes No

Transfer voted in the sum of \$ 3,000.-

Transfer disapproved _____

FINANCE COMMITTEE

Michael Galli
[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 # 1100.2.541.5460.00

Title Building Maintenance

1. Amount Requested \$ 1975.00

2. To be transferred to account # 1100.2.541.5580.00

Title Operating Expenses

3. Purpose the amount requested will be used for:

Purchase of 2 computers, and also correct a shortage of \$325 in the Operating Expense Account.

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

The expenses/shortage was unforeseen for multiple reasons. Despite working with a computer repair company, we were unsuccessful in getting our computer to connect to the Town's new server and to run the required Windows Professional System. Therefore we needed to purchase computers. Additionally, we had cleaning costs that were higher than expected due to delays/setbacks for the flooring replacement, + COVID requirements

Date 07/08/2021

Signed

Department

Council on Aging

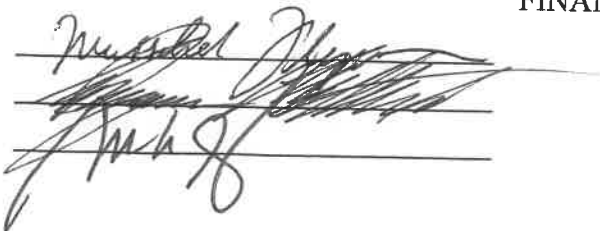
Date of meeting 7/14/21

vote: Yes No

Transfer voted in the sum of \$ 1,975.-

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# 6150.1.000.5111.00

Title Chief Operator

1. Amount Requested \$ 85.17

2. To be transferred to account # 6150.1.000.5112.00

Title Clerk

3. Purpose the amount requested will be used for: To zero out the line item

4. This expenditure is extraordinary and/or unforeseen for the following reasons: Part time clerk filled in for full time clerk more.

Date: 7 / 12 / 21

Signed: [Signature]

Department: Water

Date of meeting 7 / 14 / 21

Vote: Yes No

Transfer voted in the sum of \$ 85.17

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# 6150.1.000.5111.00

Title CHIEF OPERATOR

1. Amount Requested \$ 300.00

2. To be transferred to account # 6150.1.000.5112.00

Title CLERK

3. Purpose the amount requested will be used for: To fund the remainder of this fiscal year

4. This expenditure is extraordinary and/or unforeseen for the following reasons: Part time clerk filled in for full time more.

Date: 6 / 29 / 2021

Signed: Michael G. Galli, Superintendent
Department: Water

Date of meeting 7 / 14 / 21

Vote: Yes No

Transfer voted in the sum of \$ 300.00

Transfer disapproved

FINANCE COMMITTEE

Michael Galli
[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# 6150.1.000.5115.00

Title Water Operators

1. Amount Requested \$ 15.04

2. To be transferred to account # 6150.1.000.5114.00

Title Operator Tech II

3. Purpose the amount requested will be used for: _____
To zero out the line item.

4. This expenditure is extraordinary and/or unforeseen for the following reasons: _____
CDL/Hydraulic license pay was not budgeted.

Date: 7/12/21

Signed: _____

Department: Water

=====

Date of meeting 7/14/21

Vote: _____ Yes _____ No

Transfer voted in the sum of \$ 15.04

Transfer disapproved _____

FINANCE COMMITTEE

Michael Ryan

[Signature]

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

To: FINANCE COMMITTEE, Town of Essex:

Title CHEMICALS

- Title TOOLS & SUPPLIES

- Will zero out the line item

4. This expenditure is extraordinary and/or unforeseen for the following reasons: Had to purchase speciality tools to work on sludge collector

Signed:

Michael G. Galli, Superintendent

Department: Water

Vote: _____ Yes _____ No

Transfer disapproved _____

FINANCE COMMITTEE

Michael Edgum

ITTEE



A handwritten signature in dark ink, appearing to be 'Prakash', is written across the top of the lined paper. The signature is fluid and cursive, with the first letter 'P' being large and prominent. Below the signature, there are four horizontal lines for additional writing.

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# 6150.1.000.5113.00

Title PART TIME

1. Amount Requested \$ 5,935.00

2. To be transferred to account # 6150.1.000.5130.00

Title OVERTIME

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

4. This expenditure is extraordinary and/or unforeseen for the following reasons: _____
Due to catastrophic failure of sludge
collector the plant is running longer hours.

Date: 6 / 29 / 2021

Signed: Michael G. Galli, Superintendent
Department: WATER

=====

Date of meeting 7 / 14 / 21

Vote: _____ Yes _____ No

Transfer voted in the sum of \$ 5,935.00

Transfer disapproved _____

FINANCE COMMITTEE

Michael Zylman
[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# 6250.1.000.5110.00

Title Superintendent

1. Amount Requested \$ 7.04

2. To be transferred to account # 6250.1.000.5113.00

Title Operator Tech II

3. Purpose the amount requested will be used for: To zero out the line item.

4. This expenditure is extraordinary and/or unforeseen for the following reasons: CDL/Hydraulic license pay was not budgeted.

Date: 7 / 12 / 21

Signed: 

Department: Sewer


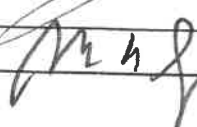
Date of meeting 7 / 14 / 21

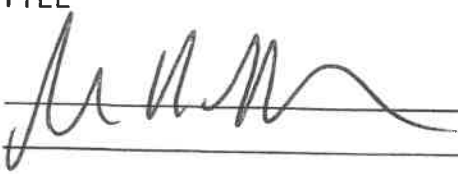
Vote: Yes No

Transfer voted in the sum of \$ 7.04

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# 6250.2.000.5210.00

Title Electricity

1. Amount Requested \$ 150.00

2. To be transferred to account # 6250.2.000.5535.00

Title Maintenance

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

4. This expenditure is extraordinary and/or unforeseen for the following reasons: unexpected repairs needed for sewer break (summer 2020) pump station #4 failure.

Date: 7/12/21

Signed: 

Department: Sewer

Date of meeting 7/14/21

Vote: Yes No

Transfer voted in the sum of \$ 150.00

Transfer disapproved

FINANCE COMMITTEE

