

Essex Finance Committee
Tuesday, April 26, 2022
6:30 P.M.
Meeting Minutes

Meeting held at Essex Town Hall at Stage Conference Room on 2nd floor. Dial-in provided at (605) 562-8401 (Code: 8378315)

FinComm Attendees: Ben Buttrick, Josh Franklin, Mike Flynn, Christopher Wolf, and Nina McKinnon (via telephone).

Other Attendees: Jeff Soulard, Town Accountant, and Ruth Pareen, Select Board Chair.

- The meeting was opened at 7:05pm with a quorum and the Committee went through the agenda posted prior to the meeting:
 1. A motion to approve the minutes of March 7 and March 29 minutes was made and seconded and approved in good order
 2. Line Item Transfers:
 - a. Two line item transfers for the Town Clerk's Office were reviewed and approved in the amounts of \$245 and \$700.
 - b. Four Line item transfers for the DPW & Water Department were reviewed and approved:
 - DPW: \$1500.00 for overtime line item.
 - DPW: \$13,928.25 for Snow and Ice Removal transfer to move money from the Public Safety Snow Removal line (where we underspent) to the Contractor Snow Removal line where we had overruns that need to be funded.
 - Water Department - moving \$1,161 to workers comp insurance,
 - Water Department \$1,312.00 to move from Electricity line item (which is underspent) to Liability insurance.
 3. Jeff Soulard gave a brief update on town finances and answered a question regarding collection of excise taxes.
 4. The Committee discussed the upcoming Town Meeting (Monday May 2, 2022) and the financial articles on the warrant.
 - a. One item of note: about \$20,600 is owed in Social Security taxes, which with Penalties & Interest the total could be close to \$30,000. The Town's share of the liability is estimated at \$19,300 or so. This was due to incorrectly categorizing certain employees from 2015 to 2021.
 - b. Discussed how the articles are read at Town Meeting. The Selectmen had met last night and confirmed that they were in favor of the funding sources for the Articles as proposed. – Vote taken: Finance Committee unanimously approved reading to include funding sources (Stabilization and Free Cash)
 - c. Discussed offering Q&A sessions in the future focused on long-range planning, potential overrides, new EES building, fixing water pipes, etc.
 5. There were no additional items that couldn't be reasonably anticipated prior to the meeting that were discussed at the meeting.
 6. Public Comment:
 - Ruth Pareen asked two questions.
 - A) what about Prop 2.5 and shouldn't we ask the school to come in at 2.5%? Mike Flynn said that most families and townspeople that have kids are fine with the higher school costs but support the Prop 2 ½ in other areas. Ben said the state average is 3.5% and we are right in line with that. Higher Ed inflation tends to run 1.5x times the CPI rate. Probably not reasonable to expect the schools to get below 3-3.5%.
 - B) Ruth had a question about the Public Safety building budget and the transfers and how that affects the following year. Jeff Soulard answered and discussed the budgeting process more broadly.
 7. The meeting was adjourned at 8:58pm.

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 # 1100.2.161.5422.00 cc

Title Parking Tickets

1. Amount Requested \$ 700.00

2. To be transferred to account # 1100.2.161.5192 dr

Title Training

3. Purpose the amount requested will be used for:
Conference Attendance at MA Town Clerk's Conference June 8-10

4. This expenditure is extraordinary and/or unforeseen for the following reasons:
I have hired a new Asst. Town Clerk who must be trained. She will attend the Conference with me and attend classes as required as will I.

Date 4/25/2022

Signed 

Department Town Clerk


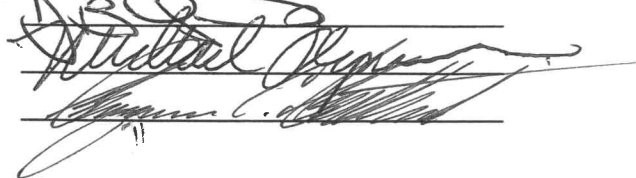
Date of meeting 4/26/22

vote: ☒ Yes ☐ No

Transfer voted in the sum of \$ 700.00

Transfer disapproved

FINANCE COMMITTEE

REQUEST FOR A LINE ITEM TRANSFER

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Please submit only one copy.

To: FINANCE COMMITTEE, Town of Essex:

REQUEST FOR A LINE ITEM TRANSFER FROM ACCOUNT # 1100.2.161.5240.00 *cc*

Title Copy Machine

1. Amount Requested \$ 245.00

2. To be transferred to account # 1100.2.161.5420.00 *cc*

Title Office Supplies

3. Purpose the amount requested will be used for:
Printing new Resident Recreational Shellfish Permits (500 - 2 part form)

4. This expenditure is extraordinary and/or unforeseen for the following reasons:
I do not have a standalone budget for shellfish permit supplies and cannot foresee on a regular yearly basis when and how many forms we will need. We typically order these forms every 4 years or so.

Date 4/20/22

Signed *Paul Thorne*

Department Town Clerk

Date of meeting 4/26/22

vote: ☒ Yes ☐ No

Transfer voted in the sum of \$ 245.00

Transfer disapproved _____

FINANCE COMMITTEE

Paul Thorne
Michael Rogers
James [unclear]

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# 1100.2.423.5245.00 cc

Title Public Safety Building snow removal

1. Amount Requested \$ 13,928.25

2. To be transferred to account # 1100.2.423.5292.00 cc

Title Contractors

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: Increase in plow rates and larger equipment is being used at a higher rate.

Date: 04/15/2022

Signed: 

Department: Snow Removal

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Date of meeting 4/26/22

Vote: ✓ Yes No

Transfer voted in the sum of \$ 13,928.25

Transfer disapproved

FINANCE COMMITTEE

REQUEST FOR A LINE ITEM TRANSFER

Requests are to be made and transfers voted BEFORE any expenditure is incurred.
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To: FINANCE COMMITTEE, Town of Essex:

REQUEST FOR A LINE ITEM TRANSFER FROM ACCOUNT# 6150.2.000.5210.00 ec

Title Electricity

1. Amount Requested \$ 1,312.00

2. To be transferred to account # 6150.2.000.5740.00 dc

Title Liability Insurance

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: _____
This was underfunded for this fiscal year.

Date: 04/15/2022

Signed: _____

Department: Water

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Date of meeting 4/26/22

Vote: ✓ Yes No

Transfer voted in the sum of \$ 1312.00

Transfer disapproved _____

FINANCE COMMITTEE

