Minutes for Finance Committee Meeting of June 11th, 2015

Meeting Called to Order at 10:19AM.

Those present: Wayne Zavotka, Chair, Mitch Soviecke, Dennis May and Ray Wilson.

1. Line Item Transfer FY15-01: The sum of $560.74 from 01-5-151-400 (Legal; Expense) to 01-5-145-100 (Treasurer Stipend) Moved by Wayne, Seconded by Mitch; unanimously approved.

2. Line Item Transfer FY15-02: The sum of $354.96 from 03-5-630-800 (Park Property Damage) to 01-5-630-400 (Pelham Lake Operations) Moved by Wayne, seconded by Mitch; unanimously approved.

3. Line Item Transfer FY15-03: The sum of $500.00 from 01-5-123-400 (General Administrative Expense) to 01-5-135-400 (Payroll Services) Moved by Wayne, seconded by Mitch; unanimously approved.

4. Line Item Transfer FY15-04 The sum of $46.01 from 01-5-195-400 (Town Reports) to 01-5-192-410 (Town Hall Fuel Oil) Moved by Wayne, seconded by Mitch; unanimously approved.

5. Line Item Transfer FY15-05 The sum of $676.00 from 01-5-195-400 (Town Reports) to 012-5-193-400 (Bonding and Insurance) Moved by Wayne, seconded by Mitch; unanimously approved.

6. Line Item Transfer FY15-06 The sum of $36.86 from 01-5-195-400 (Town Reports) to 01-5-192-420 (Town Hall Electricity) Moved by Wayne, seconded by Mitch; unanimously approved.

7. Line Item Transfer FY15-07 The sum of $1,135.00 from 01-5-192-110 (Town Hall Custodian Wages) to 01-5-192-400 (Municipal Center Operations) Moved by Wayne, seconded by Mitch; unanimously approved.

8. Line Item Transfer FY15-08 The sum of $116.71 from 01-5-151-400 (Legal Expense) to 01-5-145-400 (New Treasurer Training) Moved by Wayne, seconded by Mitch; unanimously approved.

9. Line Item Transfer FY15-09 The sum of $200.00 from 01-5-151-400 (Legal Expense) to 01-5-145-110 (Assistant Treasurer Compensation) Moved by Wayne, seconded by Mitch; unanimously approved.

10. Line Item Transfer FY15-10 The sum of $900.00 from 01-5-123-110 (Administrative Assistant Compensation) to 01-5-145-110 (Assistant Treasurer Compensation) Moved by Wayne, seconded by Mitch; unanimously approved.

We need to consider a meeting to reorganize.

Next time we will consider a proposal to transfer the sum of $57,658.09 from the stabilization fund. This money should have been encumbered earlier in the year to cover school wages.

Meeting adjourned: 11:43 AM

Respectfully submitted,

Raymond Wilson

Approved for record 6/26/2015

[Signature]

[Signature]
REQUEST FOR LINE ITEM TRANSFER OF FUNDS

To: Select Board
   Town of Rowe
   Rowe, Massachusetts

Request is hereby made for the following transfer of funds, in accordance with the MGL Chapter 44, MUNICIPAL FINANCE, Section 33B, Transfer of Appropriations:

1. Amount Requested: $560.00

2. Transfer From: Transfer To:
   Acct No.: 01-5-151-400                Acct No. 01-5-145-100
   Acct Name: Legal Expense               Acct Name: Treasurer Stipend

3. Comments:

   ________________________________
   Pay outgoing Treasurer until 6/10, pay new form 6/10 to 6/30

   ________________________________

   Officer or Department Head

Approved: ________________________ Date Approved: June 3, 2015

Select Board

Finance Committee Concurrence: ____________________________ Date

Transfer Complete: ____________________________ Date
REQUEST FOR LINE ITEM TRANSFER OF FUNDS

To: Select Board
   Town of Rowe
   Rowe, Massachusetts

Request is hereby made for the following transfer of funds, in accordance with the MGL Chapter 44, MUNICIPAL FINANCE, Section 33B, Transfer of Appropriations:

1. Amount Requested: $ 354.96

2. Transfer From:          Transfer To:
   Acct No.: 03-5-630-800   Acct No.   01-5-630-400
   Acct Name: Park Property Damage   Acct Name: Pelham Lake Operations

3. Comments:

   Electric bills were higher than anticipated for 2015

   ________________________________
   Officer or Department Head

Approved: ________________________________
   Date Approved: June 3, 2015
   Select Board

Finance Committee Concurrence: ________________________________

Transfer Complete: ________________________________

Date
Please transfer from park property damage Acc (03-5-630-800) 354.96 to Pelham Lake opps. Acc# 01-5-630-400

Park Property damage has been finished and will not be used.

Sean Loomis
Head Park Ranger
REQUEST FOR LINE ITEM TRANSFER OF FUNDS

To: Select Board
   Town of Rowe
   Rowe, Massachusetts

Request is hereby made for the following transfer of funds, in accordance with the MGL Chapter 44, MUNICIPAL FINANCE, Section 33B, Transfer of Appropriations:

1. **Amount Requested:** $ 500.00

2. **Transfer From:**
   - Acct No.: 01-5-123-400
   - Acct Name: General Administrative Expense

   **Transfer To:**
   - Acct No.: 01-5-135-400
   - Acct Name: Payroll Services

3. **Comments:**
   
   Duties for the month of June

   [Signature]
   Officer or Department Head

   Approved: [Signature]
   Date Approved: June 3, 2015

   Select Board

   Finance Committee Concurrence: ____________________________
   Date

   Transfer Complete: ____________________________
   Date
REQUEST FOR LINE ITEM TRANSFER OF FUNDS

To: Select Board  Town of Rowe  Rowe, Massachusetts

Request is hereby made for the following transfer of funds, in accordance with the MGL Chapter 44, MUNICIPAL FINANCE, Section 33B, Transfer of Appropriations:

1. Amount Requested: $ 46.01

2. Transfer From:  Transfer To:
   Acct No.: 01-5-195-400  Acct No. 01-5-192-410
   Acct Name: Town Reports  Acct Name: Town Hall Fuel Oil

3. Comments:

   TOUCH WINTER AVERAGE
   
   Officer or Department Head

Approved:  Date Approved: June 3, 2015
   
   Select Board

Finance Committee Concurrence:  Date

Transfer Complete:  Date
REQUEST FOR LINE ITEM TRANSFER OF FUNDS

To: Select Board
   Town of Rowe
   Rowe, Massachusetts

Request is hereby made for the following transfer of funds, in accordance with the MGL Chapter 44, MUNICIPAL FINANCE, Section 33B, Transfer of Appropriations:

1. Amount Requested: $ 676.00

2. Transfer From:  
   Acct No.: 01-5-195-400  
   Acct Name: Town Reports

   Transfer To:  
   Acct No. 01-5-193-400  
   Acct Name: Bonding & Insurance

3. Comments:

   ____________________________

   Officer or Department Head

   Approved: ____________________  
   Date Approved: June 3, 2015

   ____________________________

   Select Board

   Finance Committee Concurrence: ________________________________  
   Date

   Transfer Complete: ________________________________  
   Date
REQUEST FOR LINE ITEM TRANSFER OF FUNDS

To: Select Board
   Town of Rowe
   Rowe, Massachusetts

Request is hereby made for the following transfer of funds, in accordance with the MGL Chapter 44, MUNICIPAL FINANCE, Section 33B, Transfer of Appropriations:

1. **Amount Requested:** $36.86

2. **Transfer From:**
   - Acct No.: 01-5-195-400
   - Acct Name: Town Reports

3. **Transfer To:**
   - Acct No.: 01-5-192-420
   - Acct Name: Town Hall Electricity

3. **Comments:**
   
   INCREASED ENERGY COSTS

   Officer or Department Head

   Approved: ___________________________  Date Approved: June 3, 2015

   _Select Board _______________________

Finance Committee Concurrence: ___________________________  Date

Transfer Complete: ___________________________  Date
REQUEST FOR LINE ITEM TRANSFER OF FUNDS

To: Select Board
Town of Rowe
Rowe, Massachusetts

Request is hereby made for the following transfer of funds, in accordance with the MGL Chapter 44, MUNICIPAL FINANCE, Section 33B, Transfer of Appropriations:

1. Amount Requested: $ 1135.00

2. Transfer From:  
   Acct No.: 01-5-192-110  
   Acct Name: Town Hall Custodian Wages

Transfer To:  
   Acct No. 01-5-192-400  
   Acct Name: Municipal Center Operations

3. Comments:

   Septic System Pumping for Town Hall, Great House & Fire Dept.

   Officer or Department Head

   Approved:  

   Date Approved: June 3, 2015

   Select Board

   Finance Committee Concurrence: ____________________________  
   Date

   Transfer Complete: ____________________________  
   Date
REQUEST FOR LINE ITEM TRANSFER OF FUNDS

To:  Select Board  
     Town of Rowe  
     Rowe, Massachusetts

Request is hereby made for the following transfer of funds, in accordance with the MGL Chapter 44, MUNICIPAL FINANCE, Section 33B, Transfer of Appropriations:

1. Amount Requested: $ 116.71

2. Transfer From:  
   Acct No.: 01-5-151-400  
   Acct Name: Legal Expense

2. Transfer To:  
   Acct No.: 01-5-145-400  
   Acct Name: New Treasurer Training

3. Comments:  
   More hours needed by training

   ____________________________________________
   Officer or Department Head

Approved:  

Date Approved: June 3, 2015

Select Board

Finance Committee Concurrence:  

Date

Transfer Complete:  

Date
REQUEST FOR LINE ITEM TRANSFER OF FUNDS

To: Select Board
    Town of Rowe
    Rowe, Massachusetts

Request is hereby made for the following transfer of funds, in accordance with the MGL Chapter 44, MUNICIPAL FINANCE, Section 33B, Transfer of Appropriations:

1. Amount Requested: $ 200.00

2. Transfer From:  
   Acct No.: 01-5-151-400  
   Acct Name: Legal Expense

   Transfer To:  
   Acct No. 01-5-145-110  
   Acct Name: Assistant Treasurer Compensation

3. Comments:

   _____Duties for the Month of June

   ________________________________________________

   Officer of Department Head

Approved: ___________________________  Date Approved: June 3, 2015

____________________________  ___________________________
Select Board                  Date

Finance Committee Concurance:  ___________________________

Transfer Complete:  ___________________________

Date
REQUEST FOR LINE ITEM TRANSFER OF FUNDS

To: Select Board
Town of Rowe
Rowe, Massachusetts

Request is hereby made for the following transfer of funds, in accordance with the MGL Chapter 44, MUNICIPAL FINANCE, Section 33B, Transfer of Appropriations:

1. Amount Requested: $354,960.00

2. Transfer From:
   Acct No.: 01-5-123-110
   Acct Name: Administrative Assistant Compensation

3. Transfer To:
   Acct No. 01-5-145-110
   Acct Name: Assistant Treasurer Compensation

3. Comments:
   Duty for the month of June

   ________________________________
   Officer or Department Head

Approved: ______________________
Date Approved: June 3, 2015

Select Board ____________________

Finance Committee Concurrence: ____________________________
Date

Transfer Complete: ____________________________
Date