

Town of Hanson

Finance Committee

Phone
Fax

(781) 293-5070
(781) 294-0884

RECEIVED
TOWN CLERK
HANSON, MA
2015 JUL 22 4:14

Minutes of: July 6, 2015

Meeting Opened: 7:02 PM
Adjourned: 7:40 PM

M: SM, (2nd) by MD V: 4-0

	Mike Wojdag <i>Chair</i>	Steve McKinnon <i>Vice Chair</i>	Joe Pelligra	Michael Dugan	Kim Nourse
Present	✓	✓	A	✓	✓
Expires	6/30/2016	6/30/2016	06/30/2015	6/30/2017	6/30/2018
Time					

No additional attendees were present.

2016 Opening Reserve Fund Balance: \$85,000

Consideration of Reserve Fund Transfers ~

There were no additional reserve fund transfers to be considered.

Consideration of Line Item Transfers ~

Mr. Wojdag presented the following line item transfers for consideration:

TO: Library – Electricity
#01-610-5200-5210
Amount: \$2,000

FROM: Library – Clerical Support
#01-610-5114-5114
Amount: \$2,000

TO: Library - Gas
#01-610-5200-5212
Amount: \$750

FROM: Library – Clerical Support
#01-610-5114-5114
Amount: \$750

TO: Library - Materials
#01-610-5200-5510
Amount: \$2,000

FROM: Library – Clerical Support
#01-610-5114-5114
Amount: \$2,000

Reason: To cover short fall in utilities account along with additional materials that was required.

Motion to Approve \$4,750 by SM, 2nd by MD, Vote 4-0

TO: Public Buildings OT
#01-192-5100-5130
Amount: \$27

FROM: Legal Services
#01-151-5200-5301
Amount: \$27

Reason: To cover shortfall in salary line.

Motion to Approve \$27 by SM, 2nd by MD, Vote 4-0

TO: Bldg. Dept – Electrical Wages
#01-245-5100-5112
Amount: \$380

FROM: Legal Services
#01-151-5200-5301
Amount: \$380

Reason: To cover wiring inspector's wages.

Motion to Approve \$380 by SM, 2nd by MD, Vote 4-0

TO: Fire – Other Expenses
#01-220-5200-5780
Amount: \$3,000

FROM: Firefighter Salaries
#01-220-5110-5112
Amount: \$3,000

Reason: To cover shortfall in expenses due to unforeseen bills.

Motion to Approve \$3,000 by SM, 2nd by MD, Vote 4-0

TO: Conservation - Salaries
#01-171-5114-5114
Amount: \$50

FROM: Legal Services
#01-151-5200-5301
Amount: \$50

Reason: To cover shortfall in salary line.

Motion to Approve \$50 by SM, 2nd by MD, Vote 4-0

TO: Selectmen – Utilities - Electricity
#01-193-5200-5212
Amount: \$5,000

FROM: Risk Insurance
#01-945-5200-5740
Amount: \$5,000

TO: Selectmen – Utilities – Gas
#01-193-5200-5212
Amount: \$6,000

FROM: Norfolk Agriculture
#01-340-5330-5330
Amount: \$6,000

Reason: To cover shortfall in utilities line.

Motion to Approve \$11,000 by SM, 2nd by MD, Vote 4-0

TO: Public Buildings
#01-192-5200-5430
Amount: \$3,000

FROM: Risk Insurance
#01-945-5200-5740
Amount: \$3,000

Reason: To cover purchase of new hardware for lower level doors.

Motion to Approve \$3,000 by SM, 2nd by MD, Vote 4-0

Assignment of Department Liaisons ~

It was recommended that assignment of department liaisons be deferred to a later date.

Approve Minutes ~

Minutes of 6/23/15 Reviewed – Motion to Approve 6/23 minutes, with revisions, by SM, 2nd by MD – Vote: 3-0-1

Next Meeting Date: Monday, 7/13/2015

Adjourned: 7:40p – Motion to Adjourn by SM, 2nd by MD – Vote: 4-0

Submitted by: Maureen Lowe

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LINE
TOWN OF HANSON
TRANSFER REQUEST UNDER M.G.L. C.44 Sec 33B

DEPARTMENT: Conservation DATE June 30, 2015

DEFICIT BUDGET LINE Conservation Wages 01-171-5114-5114
Account Name Account Number

AMOUNT OF DEFICIT \$50 AMOUNT OF REQUEST \$50

SOURCE BUDGET LINE Legal Services 01-151-5200-5301
Account Name Account Number

REQUEST FOR TRANSFER IN ACCORDANCE WITH M.G.L. C.44 Sec. 33B

TYPE OF EXPENSE: SALARY & WAGES EXPENSE

PURPOSE OF TRANSFER: Shortfall in the salary line

Laurie Muncy
DEPARTMENT HEAD SIGNATURE

TOWN ADMINISTRATOR ACTION

DATE: 7/6/15

APPROVE

DENY

[Signature]
TOWN ADMINISTRATOR SIGNATURE

FINANCE COMMITTEE ACTION

DATE OF ACTION

7/6/15

APPROVE

DENY

AMOUNT OF TRANSFER

50.-

SOURCE BUDGET LINE

Legal Services 01-151-5200-5301

DEFICIT BUDGET LINE

Conservation Wages 01-171-5114-5114

COMMENT

Approve 4-0

[Signature]
CHAIRMAN, FINANCE COMMITTEE

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Town Administrator

4102

TOWN OF HANSON
TRANSFER REQUEST UNDER M.G.L. C.44 Sec 33B

DEPARTMENT: Public Buildings DATE June 30, 2015

DEFICIT BUDGET LINE Public Building Overtime 01-192-5100-5112
Account Name Account Number

AMOUNT OF DEFICIT \$27 AMOUNT OF REQUEST \$27

SOURCE BUDGET LINE Legal Services 01-151-5200-5301
Account Name Account Number

REQUEST FOR TRANSFER IN ACCORDANCE WITH M.G.L. C.44 Sec. 33B

TYPE OF EXPENSE: SALARY & WAGES EXPENSE

PURPOSE OF TRANSFER: Shortfall in the salary line due to posting error

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Meredith Martin
DEPARTMENT HEAD SIGNATURE

TOWN ADMINISTRATOR ACTION

DATE: 7/6/15

APPROVE

DENY

Paul J. Allen
TOWN ADMINISTRATOR SIGNATURE

FINANCE COMMITTEE ACTION

DATE OF ACTION

7/6/15

APPROVE

DENY

AMOUNT OF TRANSFER

27

SOURCE BUDGET LINE

01-151-5200-5301 Reg'd

DEFICIT BUDGET LINE

01-192-5100-5112 public Bld overtime

COMMENT

4-0 Approved

[Signature]
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Finance Comm.
Town Administrator

4-0

Cive item CIVE TOWN OF HANSON
TRANSFER REQUEST UNDER M.G.L. C.44 Sec 33B

Original

8,000/4400

DEPARTMENT: Selectmen DATE June 24, 2015

DEFICIT BUDGET LINE Public Buildings 01-192-5200-5430
Account Name Account Number

AMOUNT OF DEFICIT \$3,000 AMOUNT OF REQUEST \$3,000

SOURCE BUDGET LINE Risk Insurance 01-945-5200-5740
Account Name Account Number

REQUEST FOR TRANSFER IN ACCORDANCE WITH M.G.L. C.44 Sec. 33B

TYPE OF EXPENSE: SALARY & WAGES EXPENSE

PURPOSE OF TRANSFER: Purchase new hardware for the lower level entry doors

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DEPARTMENT HEAD SIGNATURE

TOWN ADMINISTRATOR ACTION

DATE: 6/24/15

APPROVE

DENY



TOWN ADMINISTRATOR SIGNATURE

FINANCE COMMITTEE ACTION

DATE OF ACTION 7/6/15 APPROVE DENY

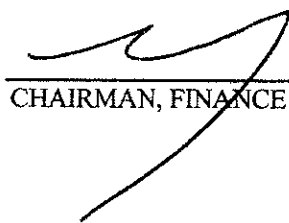
AMOUNT OF TRANSFER 3,000

SOURCE BUDGET LINE Risk Insurance 01-945-5200-5740

DEFICIT BUDGET LINE Public Bldg 01-992-5200-5430

COMMENT Approve

currently
there is 3,600
remaining in the
deficit account
as of 6/23.



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line

TOWN OF HANSON
TRANSFER REQUEST UNDER M.G.L. C.44 Sec 33B

REVISED

DEPARTMENT: Selectmen DATE June 16, 2015

DEFICIT BUDGET LINE Utilities 65-630-5200-5210 01-193-5200-5212
Account Name Account Number

5210 EL
5212 f

AMOUNT OF DEFICIT \$11,000 AMOUNT OF REQUEST \$11,000

SOURCE BUDGET LINE Risk Insurance 01-945-5200-5740 \$5,000
Norfolk Agricultural 01-340-5330-5330 \$6,000
Account Name Account Number

REQUEST FOR TRANSFER IN ACCORDANCE WITH M.G.L. C.44 Sec. 33B

TYPE OF EXPENSE: SALARY & WAGES EXPENSE

PURPOSE OF TRANSFER: Shortfall in utilities line -

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[Signature]
DEPARTMENT HEAD SIGNATURE

TOWN ADMINISTRATOR ACTION

DATE: 7/6/15

APPROVE DENY
[Signature]
TOWN ADMINISTRATOR SIGNATURE

FINANCE COMMITTEE ACTION

DATE OF ACTION 7/6/15 APPROVE DENY

AMOUNT OF TRANSFER 11,000

SOURCE BUDGET LINE RISK INS 01-945-5200-5740
Norfolk - 01-340-5330-5330

DEFICIT BUDGET LINE Utilities 65-630-5200-5210

COMMENT Approve 4-0

higher ct
30% of SIC
from source?

[Signature]
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4-0

LINE

TOWN OF HANSON
TRANSFER REQUEST UNDER M.G.L. C.44 Sec 33BDEPARTMENT: Fire Department DATE 7/6/2015DEFICIT BUDGET LINE Fire-Other Expenses 01-220-5200-5780
Account Name Account NumberAMOUNT OF DEFICIT \$3,000 AMOUNT OF REQUEST \$3,000SOURCE BUDGET LINE Firefighter Salaries 01-220-5110-5112
Account Name Account Number

REQUEST FOR TRANSFER IN ACCORDANCE WITH M.G.L. C.44 Sec. 33B

TYPE OF EXPENSE: SALARY & WAGES

EXPENSEPURPOSE OF TRANSFER: I anticipate a shortfall in the expense line. This is in part to vendors not billing us properly earlier in the year.
This transfer will allow all FY 15 bills to be paid and not get put into unpaid bills in October.
DEPARTMENT HEAD SIGNATURE

TOWN ADMINISTRATOR ACTION

DATE: 7/6/15APPROVE

DENY


TOWN ADMINISTRATOR SIGNATURE

FINANCE COMMITTEE ACTION

DATE OF ACTION

7/6/15APPROVE

DENY

AMOUNT OF TRANSFER

3,000

SOURCE BUDGET LINE

fire fighter salaries 01-220-5110-5112

DEFICIT BUDGET LINE

fire other exp 01-220-5200-5780

COMMENT

Approve 4-0
CHAIRMAN, FINANCE COMMITTEE

4-0

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TOWN OF HANSON
LINE ITEM TRANSFER REQUEST IN ACCORDANCE WITH M.G.L. C.44 Sec 33B

DEPARTMENT: Bldg Dept DATE: 7/1/15
DEFICIT BUDGET LINE Electrical Wages
AMOUNT OF DEFICIT 380.00 01-245-5100-5112
AMOUNT OF REQUEST 380.00

AVAILABLE BUDGET LINE Legal Svcs 01-151-5200-5301

TYPE OF EXPENSE: SALARY & WAGES EXPENSE

PURPOSE OF TRANSFER: Wiring inspectors wages

Robert Curran
Signature

TOWN ADMINISTRATOR RECOMMENDATION



APPROVED

☐ DENIED

COMMENTS:

Michael Mann
Signature

FINANCE COMMITTEE ACTION

DATE OF ACTION

7/6/15

AMOUNT OF TRANSFER

380

FROM BUDGET LINE

15-1 SVCS 01-151-5200-5301

TO BUDGET LINE

01-245-5100-5112 electrical wages

EXPLANATION

Approve 4-0

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TOWN OF HANSON
LINE ITEM TRANSFER REQUEST IN ACCORDANCE WITH M.G.L. C.44 Sec 33B

DEPARTMENT: Library DATE: June 26, 2015 \$750.00
DEFICIT BUDGET LINE 01-610-5200-5210 01-610-5200-5212
AMOUNT OF DEFICIT \$4,750.00 2000.00 Gas
AMOUNT OF REQUEST 4,750.00 Materials
61-610-5200-5510
2000.

AVAILABLE BUDGET LINE 01-610-5114-5114

TYPE OF EXPENSE: Clerical Support
SALARY & WAGES EXPENSE

PURPOSE OF TRANSFER: EXPENSE LINE NEEDED. \$4,750.00
AS UTILITIES HIGHER THAN EXPECTED, MATERIALS
CLERICAL SUPPORT LINE HAS REQUIRED FOR
AS SURPLUS - AS EMPLOYEE NOT STATE AID DEC
Nancy Capone Signature TO BE MET.
hired until Sept.

TOWN ADMINISTRATOR RECOMMENDATION

☒ APPROVED ☐ DENIED

COMMENTS: _____

Signature

FINANCE COMMITTEE ACTION

DATE OF ACTION 7/6/15

AMOUNT OF TRANSFER 4,750

FROM BUDGET LINE 01-610-5200-5210

TO BUDGET LINE 01-610-5200-5212
01-610-5200-5510 01-610-5114-5114

EXPLANATION see above

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