

Town of Easton
Minutes: Board of Finance Subcommittee on Finance Department Review

Location: Library Conf. Room **Meeting Type:** Special **Date/Time:** February 4, 2016 – 4:00PM

Attendees: Wendy Bowditch, Adam Dunsby, Matt Gachi, Andy Kachele, Paul Lindoerfer

Absentee(s): None

Guest(s): None

Agenda Item 1: *Call to Order*

Notes: The meeting was called to order by Andy Kachele at 4:07 PM

Agenda Item 2: *Continue Finance Department Review*

Notes: The subcommittee continued its discussion of possibilities for improvement of finance department operations. It was noted that the subcommittee does not expect to make any recommendations for major expenditures to be made this fiscal year. Any such recommendations would be planned for after July 1. The subcommittee's investigation into the Finance Department's use of the Munis municipal accounting software has determined that the department does not need to invest in any additional Munis software modules at this time. However additional training on the modules we currently own is needed.

Action/Motions: A motion was made to go into executive session in order to discuss individual personnel matters.

Motion(Second): Matt Gachi (Wendy Bowditch) **Result:** All in Favor

Notes: The subcommittee went into executive session at 4:20pm and returned from executive session at 5:10pm. No actions were taken during executive session.

Follow-Up: Matt: Will put together a draft of a list of Finance Department issues addressed by this subcommittee and the subcommittee recommendations for each.

Adam: Will develop a draft job description for a recommended new position of Director of Finance.

The next subcommittee meeting will be February 11, 2016 at 4:00pm.

Agenda Item 3: *Acceptance of minutes*

Action/Motions: A motion was made to accept the minutes of the January 27, 2016 meeting as written.

Motion(Second): Matt Gachi (Adam Dunsby) **Result:** All in favor.

Adjournment

Notes: The meeting was adjourned at 5:45 PM

Submitted by,


Paul Lindoerfer- Clerk