INSTR # M2015000611
DATE FILED 08/07/2015 03:14:04 PM
CHRISTINE HALLORAN
TOWN CLERK
EASTON CT

Town of Easton
Board of Finance - Minutes

Location: Easton Senior Center **Meeting Type:** Regular **Date/Time**: August 4, 2015 – 7:00PM
Attendees: Richard Cremin, Matt Gachi-Clerk, Lee Hanson, Andy Kachele, , Paul Lindoerfer, Gabriel Rossi

Absentee(s): Chris Griffin-Chair, Art Laske, Eric Lawton
Guest(s): Wendy Bowditch-Treasurer, Grace Stanczyk-Comptroller

Meeting Called to order (time) 7:02 p.m. By: Andy Kachele

Appointment of Alternates:

Action/Motions: Chris Griffin instructed Rich Cremin to fill in as full member in his absence and Art Laske instructed Gabe Rossi fill his absence.
Motion by (Seconded by) **Result:**

1. ***Approval of Past Minutes:*** July 7, 2015

Notes & Corrections: After a long discussion on clarifications of item five (5), the board decided to remove the Notes of "After checking with other municipal offices, it seems as though the office is in line with other towns." The Board decided that this is unclear as to who made this statement and it should not be made part of the minutes.
Action/Motions: The Board approved the minutes of July 7, 2015 as corrected.
Motion by (Seconded by) Gabe Rossi (Matt Gachi) **Result:** All in favor

2. ***Special Revenue Fund request for HKMS Playground*** **Presenter(s):** Park & Recreation

Notes: Tabled to the September 1 meeting.
Action/Motions:
Motion by (Seconded by): **Result**:
Follow Up:

3. ***P&R Activity Fund updated policy*** **Presenter(s):**

Notes: Tabled to the September 1 meeting
Action/Motions:
Motion by (Seconded by): **Result**:
Follow Up: Copies of policies currently being used and any updates/correction requests by P&R Commission.

4. ***End of Year 2014-2015 Line Item Transfers*** **Presenter(s):** Grace Stanczyk, Comptroller

Notes:
Action/Motions: Motion to approve YE transfers as noted on list entitled "end year LITSA15" dated 8/4/2015 made part of these minutes.
Motion by (Seconded by): Lee Hanson (Matt Gachi) **Result:** All in favor

Follow Up:

4 a. ***Special Appropriation 2014-2015 fiscal year*** **Presenter(s):**

Notes:
Action/Motions: Add agenda item for 2014-15 special appropriation for Street Lights.
Motion by (Seconded by): Matt Gachi (Rich Cremin) **Result**: All in favor

Notes:
Action/Motions: A special appropriation in the amount of $23.35 from the unassigned fund balance to Street Lights 04310000.
Motion by (Seconded by): Matt Gachi (Rich Cremin) **Result**: All in favor
Follow Up: Do entry

5. ***Possible special appropriations for part time professional service for comptroller/treasurer's office.*** **Presenter(s):** Wendy Bowditch-Treasurer

Notes: Some concern was raised about hiring as a vendor.
Action/Motions: To appropriate the amount of $17,500 to finance a plan to improve efficiency in the comptroller's office that is to be presented to the Board. The authorization of $8,500 is the current expending plan that will provide 8 hours per week with additional information to be developed and provided to the Board before expending beyond this amount.
Motion by (Seconded by): Lee Hanson (Gabe Rossi) **Result**: All in favor
Follow Up:
1) Detailed plan for additional use of this staff will be submitted with any request for additional fund.
2) Wendy/Grace will confirm there are no issues with this being a consulting position.

6. ***Adjournment*** **Time:** 8:40 PM

Action/Motions: Motion to Adjourn
Motion by (Seconded by): Gabe Rossi (Paul Lindoerfer) **Result**: Motion carried unanimously

Respectively submitted by,

Matthew P. Gachi

Matt Gachi- Clerk

END OF YEAR TRANSFERS MEETING 8/4/2015
#1

Department	From Account Name	From Acct#	Amount	To Account Name	To Acct#	Transfer Amount	Special Appropriation Amount
Registrat of Voters	Wages Extra Clerical	01401000-5121	996.54	Wages P.T. Non-Union	01401000-5119	996.54	
	Misc. Communications	01405000-5500	115.00	Misc. Education	01406000-5600	115.00	
Treasurer	Service & Fees	01802000-5200	37.75	Mat & Supplies Postage	01804000-5467	37.75	
Assessor	Material & Supplies	01904000-5400	114.73	Education	01906000-5600	114.73	
Building	Education	02606000-5600	335.00	Asst. Bldg. Insp. Wages	02601000-5119	335.00	
Communication	Overtime Wages	02901000-5112	10,248.02	Part time wages	02901000-5119	10,248.02	
	Reg. Wages	02901000-5111	4,264.09			4,264.09	
Muncipal Agent	Service & Fees	03002000-5200	535.95	Wages Outreach	03001000-5119	752.76	
	Education	03006000-5600	216.93	Dept Head Wages	03001000-5101	0.12	
	Education	03006000-5600	124.93	Material & Supplies	03004000-5400	124.93	
	Transportation	03007000-5777	142.37	Material & Supplies	03004000-5400	172.37	
	Communications	03005000-5	30.00				
Senior Center	Van Transportation	03138070-	590.51	Services & Fees	03102000-	590.51	
	Van Transportation	03138070-	866.07	Van Main. & Repair	03138080-	866.07	
	Van Transportation	03138070-	125.02	Communication	03105000-	125.02	
660 Morehouse Rd.	Wages Overtime	03201000-5112	162.68	P.t. Wages union	03201000-5117	162.68	
	Wages Overtime	03201000-5112	434.35	P.T. Wages non union	03201000-5119	434.35	
	Wages Supeer. Non Union	03201000-5103	5,009.23	Utilities	03210000-5000	5,009.23	
Cemetery	Services & Fees	03402000-520	13.18	Material & Supplies	03404000-5400	13.18	
Emergency Managei	P.T. Wages	03901000-5119	526.04	Services & Fees	03902000-5200	526.04	
	Education	03906000-5600	50.00	Services & Fees	03902000-5200	50.00	
Public Works	Transportation	04207000-5700	209.13	Material & Supplies	04204000-5400	209.13	
	Transportation	04207000-5700	5,271.55	Maint. & Repair	04208000-5800	5,271.55	
	Transportation	04207000-5700	607.20	Utilities	04210000-5000	607.20	
Fire	Over time wages	03701000-5112	0.22	Admin Wages	03741010-	0.22	
	Over time wages	03701000-5112	7,281.57	Regular Wages	03701000-5111	7,281.57	

END OF YEAR TRANSFERS MEETING 8/4/2015

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Department	From Account Name	From Acct#	Amount	To Account Name	To Acct#	Transfer Amount	Special Appropriation Amount
	Over time wages	03701000-5112	900.00	Certifications	03701000-5124	900.00	
	Service & Fees	03702000-5200	371.23	Material & Supplies	03704000-5400	371.23	
	Education	03706000-5600	1,416.87	Transportation	03707000-5700	1,416.87	
	CPF Equipment	03735000-5035	6,795.38	Maint. & Repair	03708000-	6,795.38	
	CPF Equipment	03735000-5035	44.50	Uniforms	03726000-	44.50	
Health	Wages part time	04701000-5117	35.44	Part time wages non union	04701000-5119	35.44	
	Material & Supplies	04704000-5400	61.78	Part time wages non union	04701000-5119	61.78	
	Education	04706000-5600	54.94	Part time wages non union	04701000-5119	54.94	
	Transportation	04707000-5777	31.56	Part time wages non union	04701000-5119	31.56	
Emergency Medical	Services & Fees	04802000-	5,240.81	P.T. Wages non union	04801000-5119	5,240.81	
	Services & Fees	04802000-	2,487.93	Material & Supplies	04804000-	2,487.93	
	Transportation	04807000-	997.23	Material & Supplies	04804000-	997.23	
	Communications	04805000-	1,868.94	Material & Supplies	04804000-	1,868.94	
	Uniforms	04826000-	1,600.55	Material & Supplies	04804000-	1,600.55	
	Maint. & Repair	04808000-	2,610.80	Material & Supplies	04804000-	2,610.80	
	Maint. & Repair	04808000-	2.41	Education	04806000-	2.41	
	Maint. & Repair	04808000-	16.42	Utilities	048/10000-	16.42	
Library	F.T. Wages Union	05101000-5106	821.07	P.T. Wage Union 20/29 hrs	05101000-5107	821.07	
	F.T. Wages Union	05101000-5106	3,014.43	P.T. Wages non-union	05101000-5119	3,014.43	
	Material & Supplies	05104000-5400	1,893.53	Utilities	05110000-	1,893.53	
	Maint. & Repair	05108000-	718.17	Technology (340 series)	05170340-	718.17	
Park & Recreation	Communication	05205000-	930.98	Overtime Wages	08001000-5112	930.98	
	Communication	05205000-	260.56	Seasonal Wages	08001000-5120	260.56	
	Transportation	05207000-	8,909.64	Transportation	08007000-	8,909.64	
	Maint. & Repair	05208000-	1,177.33	Transportation	08007000-	1,177.33	
	Maint. & Repair	05208000-	2,035.92	Overtime Wages	08001000-5112	2,035.92	
	Education	05206000-	433.10	Services & Fees	05202000-	433.10	
	Rentals	05209000-	578.49	Materials & Supplies	05204000-	578.49	
	Education	05206000-	66.90	Materials & Supplies	05204000-	66.90	
	Communication	05205000-	365.56	Materials & Supplies	05204000-	365.56	
Tree Warden	Services & Fees	05302000-	500.00	Milesage Reimb.	05307000-5777	500.00	
	Education	05306000-	50.00	Milesage Reimb.	05307000-5777	50.00	
	Rentals	05309000-	350.00	Milesage Reimb.	05307000-5777	350.00	

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#1

Department	From Account Name	From Acct#	Amount	To Account Name	To Acct#	Transfer Amount	Special Appropriation Amount
	P.T. Non Union	05301000-	0.75	Milesage Reimb.	05307000-5777	0.75	
Dog Fund fund 700	Services & Fees	70002000-	1,851.73	Part time wages	70001000-5119	1,851.73	
	Holiday Pay	70001000-5114	836.63	Part time wages	70001000-5119	836.63	
	Material & Supplies	70004000-	1,420.48	Maint. & Repair	70008000-	1,420.48	
	Training	70006000-	381.51	Communication	70005000-	381.51	
	ACO Revenue	70000099-	7,463.25	Buiilding Supplies	70004000-5450	7,463.25	
Street Lights	Unassigned fund balance		23.35	Utilities	04310000-5000		23.35
Total			**96,928.23**			**96,904.88**	**23.35**

8/4/2015