

**Town of Easton
Board of Finance - Minutes**

Location: Easton Senior Center **Meeting Type:** Regular **Date/Time:** July 7, 2015 -- 7:00PM
Attendees: Chris Griffin-Chair, C. Lee Hanson, Matt Gachi-Clerk, , Art Laske, Eric Lawton, Gabriel Rossi.
Absentee(s): Andy Kachele, Paul Lindoerfer
Guest(s): Adam Dunsby-First Selectman, Wendy Bowditch-Treasurer, Grace Stanczyk-Comptroller.

Appointment of Alternates:

Action/Motions: Motion to have Eric Lawton fill in for Andy Kachele in his absence.
Motion by (Seconded by) Matt Gachi (Art Laske) **Result:** Motion carried unanimously

Action/Motions: Motion to have Gabriel Rossi fill in for Paul Lindoerfer in his absence.
Motion by (Seconded by) Matt Gachi (Art Laske) **Result:** Motion carried unanimously

1. Approval of Past Minutes June 2, 2015

Notes & Corrections: None
Action/Motions: Approve minutes as presented.
Motion by (Seconded by) Art Laske (Matt Gachi) **Result:** Motion carried unanimously
Follow Up:

2. Police Department Presenter:

Notes: Various members of the board were interested to understand why there was so much excess related to fuel expenses. Lee Hanson was interested in seeing a comparison with last year.
Action/Motions Line item transfers as presented on the attached "Board of Finance form" and made part of these minutes.
Motion by (Seconded by) Eric Lawton (Matt Gachi) **Result** Lee Hanson voted No and all others in favor

3. Various End of year transfers Presenter:

Notes: A number of departments had line-item transfers in conjunction with closing out the fiscal year.
Action/Motions Line item transfer from First Selectman Service & Fees (01202000-5200) the amount of \$1,144 to Materials & Supplies Postage (01204000-5467)
Motion by (Seconded by): Art Laske (Matt Gachi) **Result** All in Favor
Action/Motions Line item transfer from ROV Material & Supplies (01404000) in the amount of \$1,105.58 to Elections Personnel Wages (01401000) \$996.54 and Education (01406000) \$109.04
Motion by (Seconded by): Art Laske (Gabe Rossi) **Result** All in Favor

Action/Motions Line item transfer from Board of Finance Material & Supplies (01504000) to Service & Fees (01502000) the amount of \$364.48

Motion by (Seconded by): Matt Gachi (Art Laske) **Result** All in Favor

Action/Motions Line item transfer from Conservation Service & Fees (04002000) the amount of \$349.50, from Education the amount of \$300.00, from Transportation the amount of \$75.34 to Wages Meeting (04001000-5123)

Motion by (Seconded by): Art Laske (Eric Lawton) **Result** All in Favor

Action/Motions: Line item transfer from Town Clerk Restoration (01125000) the amount of \$792.00 to Town Clerk Education (01106000) the amount of \$200 from Restoration (01125000) to Transportation (01107000) and the amount of \$286 from Restoration (01125000) to Maintenance & Repair \$286.00

Motion by (Seconded by): Matt Gachi (Art Laske) **Result:** All in favor
Follow Up:

4. ***Reports for Boards review***

Notes: Reviewed and discussed some reports that the BOF will look to review on a regular basis. Nothing was finalized.

Action/Motions:

Motion by (Seconded by): **Result:**

Follow Up: Reports to be presented by email to Board members to review and get suggestions and recommendations.

5. ***Discussion for personnel for Comptrollers' office***

Notes After checking with other municipal offices, it seems as though the office is in line with other towns.

Action/Motions:

Motion by (Seconded by): **Result:**

Follow Up: Wendy and Grace will review job descriptions and prepare a list of priorities in order to determine what type of assistance is needed

6. ***Adjournment***

Time: 8:27 PM

Action/Motions: Motion to Adjourn

Motion by (Seconded by): Eric Lawton (Gabe Rossi) **Result:** Motion carried unanimously

Respectively submitted by,



Matt Gachi- Clerk

**BOARD OF FINANCE****TOWN OF EASTON****LINE ITEM TRANSFERS**

<u>FROM ACCOUNT NUMBER</u>	<u>NAME OF ACCOUNT</u>	<u>AMOUNT</u>	<u>TO ACCOUNT NUMBER</u>	<u>NAME OF ACCOUNT</u>	<u>AMOUNT</u>
03601000-5111	Reg Wages	14,473.89	03601000-5112	OT	14,473.89
03601000-5113	Longevity	1,100.00	03601000-5112	OT	1,100.00
03601000-5114	Holiday Pay	24,483.52	03601000-5112	OT	24,483.52
03601000-5116	Patrol Duty	4,612.56	03601000-5112	OT	4,612.56
03607000-5757	Gasoline	13,832.15	03601000-5112	OT	13,832.15

REASON FOR REQUEST TO TRANSFER

To cover shortfall in OT due to Officer out for medical reasons and light duty return.


SPECIAL APPROPRIATION

<u>ACCOUNT NUMBER</u>	<u>NAME OF ACCOUNT</u>	<u>AMOUNT</u>

REASON FOR SPECIAL APPROPRIATION

Easton Police Department
NAME OF BOARD/COMMISSION
DEPARTMENT

7/7/15
DATE


SIGNATURE OF BOARD/COMMISSION
DEPARTMENT HEAD

**BOARD OF FINANCE****TOWN OF EASTON****LINE ITEM TRANSFERS**

<u>FROM ACCOUNT NUMBER</u>	<u>NAME OF ACCOUNT</u>	<u>AMOUNT</u>	<u>TO ACCOUNT NUMBER</u>	<u>NAME OF ACCOUNT</u>	<u>AMOUNT</u>
03607000-5757	Trans/Gas	1,020.00	03622000	Pre-Hire Testing	1,020.00
03607000-5757	Trans/Gas	500.00	03601000-5124	Certifications	500.00
03607000-5757	Trans/Gas	500.00	03626000-5026	Uniforms	500.00
03605000-5557	Communications	5,000.00	03641010-5101	Chief Wages	5,000.00
05830000	Contingency	30,162.25	03641010-5101	Chief Wages	30,162.25
03600099-4117	Spec Duty Rev	196,145.00	03601000-5115	Spec Duty Wages	196,145.00

REASON FOR REQUEST TO TRANSFER

1. To cover cost of pre-hire testing for new Chief.
2. To cover cost of EMT certification for new Police Officer.
3. To cover shortage for PD uniforms, embroidery of patches cost.
4. To cover Chief Candee retirement payout.
5. To cover Chief Candee retirement payout.

SPECIAL APPROPRIATION

<u>ACCOUNT NUMBER</u>	<u>NAME OF ACCOUNT</u>	<u>AMOUNT</u>
-----------------------	------------------------	---------------

REASON FOR SPECIAL APPROPRIATION

Easton Police Department
NAME OF BOARD/COMMISSION
DEPARTMENT

7/7/15
DATE

Capt R. Jay L.
SIGNATURE OF BOARD/COMMISSION
DEPARTMENT HEAD