

Town of Easton Board of Finance - Minutes

Location: Easton Senior Center **Meeting Type:** Regular **Date/Time:** October 6, 2015 – 7:00PM
Attendees: Chris Griffin-Chair, Matt Gachi-Clerk, Lee Hanson, Andy Kachele, Paul Lindoerfer, Gabriel Rossi.
Absentee(s): Richard Cremin, Art Laske, Eric Lawton
Guest(s): Adam Dunsby-First Selectman, Grace Stanczyk-Comptroller
Meeting Called to order (time) 7:00 p.m. **By:** Chris Griffin-Chair

Appointment of Alternates:

Action/Motions: Gabe Rossi fill in for Art Laske
Motion by (Seconded by) Andy Kachele (Paul Lindoerfer) **Result:** Motion carried unanimously

1. Approval of Past Minutes: September 1, 2015

Notes & Corrections: All in favor of sweeping the uncommitted funds to the general fund.
Action/Motions: To accept the September 1, 2015 minutes as amended.
Motion by (Seconded by) Lee Hanson (Paul Lindoerfer) **Result:** Motion carried unanimously

2. Special Revenue Fund request for HKMS Playground **Presenter(s):** Gary Simone

Notes:
Action/Motions: Create a fund called Playground Renovation HKMS area to accept funds associated with the construction renovation, initial maintenance and fund raising activities with expenditures being approved by the Park & Recreation Director with compliance of the town's purchasing ordinance.
Motion by (Seconded by): Andy Kachele (Gabe Rossi) **Result:** Motion carried unanimously
Follow Up:

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

Notes:
Action/Motions: Accept the P&R Activity Fund Policy as amended and made part of these minutes.
Motion by (Seconded by): Matt Gachi (Gabe Rossi) **Result:** Motion carried unanimously
Follow Up:

3a. P&R Five (5) Capital Plan **Presenter(s):** Gary Simone ,P&R Director, Kathy Smith, Chair P&R Commission

Notes: Review of this new P&R Five Year Capital Plan presented to the Board at their request. Each item to be reviewed separately. A couple of members voiced concerns on completing this out of the budget cycle time.
Action/Motions: Agenda item to discuss and act upon a Five Year Capital Plan for Park & Recreation.
Motion by (Seconded by): Paul Lindoerfer (Andy Kachele) **Result:** Motion carried unanimously
Follow Up:

Tennis Court Repairs

Notes: Tennis Courts Repair request \$20,000. The Vets field tennis courts removed from request as there are open issues for revamping parking. The Board will consider \$15,000 for repair of the Sport Hill Road tennis court.

Action/Motions: *To allow \$15,000 of the P&R Activity Fund be expended to repair the Sport Hill Road Tennis Court.*

Motion by (Seconded by): Paul Lindoerfer (Gabe Rossi) **Result:** Paul, Gabe, Matt, Lee, Chris in favor and Andy against.

Follow Up:

Tennis Court Lights

Notes: To allow \$10,000 of the P&R Activity Fund to be expended for Tennis Court Lights

Action/Motions: *To allow \$15,000 of the P&R Activity Fund be expended to repair the Sport Hill Road Tennis Court.*

Motion by (Seconded by): Paul Lindoerfer (none) **Result:** Motion failed

Follow Up:

Playground Renovation

Notes:

Action/Motions: *To allow \$15,000 of the P&R Activity Fund to be expended for the Playground Renovation HKMS fund.*

Motion by (Seconded by): Paul Lindoerfer (none) **Result:** Paul Withdrew the motion.

Playground Renovation Capital in Activity Fund

Notes:

Action/Motions: *To hold \$15,000 of the P&R Activity Fund for the future purpose of expending for the Playground Renovation HKMS fund.*

Motion by (Seconded by): Gabe Rossi (Lee Hanson) **Result:** Motion carried unanimously

Follow Up: Money to be held until plans and funds are raised to complete project.

P&R Garage Roof

Notes:

Action/Motions: *To allow \$10,000 to be expended from the P&R Activity Fund for the Garage Roof repair*

Motion by (Seconded by): Gabe Rossi (Paul Lindoerfer) **Result:** Gabe, Paul, Chris, Lee in favor, Andy & Matt against

Follow Up:

Notes: **According to the P&R Activity Fund Policy the balance of the fund to be sweep to the General Fund.**

4 ***Personnel for town Hall***

Presenter(s): Adam Dunsby

Notes: Looking to increase hours for the Receptionist/AP Clerk position to full time 35 hours. Currently position is 32 hours and receiving health insurance as it is over the 30 hour threshold under the ACA. Also, informing Board that due to sick time being used will need to return for either a transfer from contingency or a special appropriation in the First Selectmen budget and Town Hall Budget due to illnesses.

Action/Motions:

Motion by (Seconded by):

Result:

Follow Up:

5 ***2016/2017 Budget Calendar***

Presenter(s):

Notes:

Action/Motions: To accept the 2016-2017 Budget Calendar as presented and made part of these minutes

Motion by (Seconded by): Andy Kachele (Gabe Rossi)

Result: Motion carried unanimously

Follow Up:

6 ***2016 Board of Finance Regular Meeting Calendar***

Presenter(s):

Notes:

Action/Motions: To accept the 2016 Regular Meeting Schedule and make part of these minutes

Motion by (Seconded by): Matt Gachi (Gabe Rossi)

Result: Motion carried unanimously

Follow Up:

Adjournment

Time:

9:30 p.m.

Notes:

Action/Motions: To adjourn the meeting.

Motion by (Seconded by): Andy Kachele (Gabe Rossi)

Result: Motion carried unanimously

Follow Up:

Respectively submitted by,



Matt Gachi- Clerk

PARKS & RECREATION ACTIVITY FUND POLICY

1. Twice per year the P&R Commission will provide a schedule identifying all planned programs, including projected revenues and expenses for each. The Schedule will include all programs including programs which charge no fee.
2. Absent any prior objection from the Board of Finance, P&R may add or delete programs or events during the year by providing the above information in writing to the Comptroller at least fourteen (14) calendar days prior to the start of the program. Prior approval of the board is not required for any program addition within the semi-annual program submission period as long as the funds to be expended are less than \$2,500.
3. The Comptroller must be notified via an exception report identifying a significant change (lesser of 20% or \$1,000) in either a program's revenue or expense budget no later than 60 days after the end of the semi-annual program periods listing any major variances in expense or revenue in any program.
4. All hiring practices and payments to personnel will be handled in accordance with the employee handbook and BOF policy.
5. All program revenue will be deposited to the Activity Fund. Expenditures will be in accordance with current Comptroller's policy and the Purchasing ordinance.
6. The Activity Fund will be used only for expenditures directly related to approved P&R programs or other items individually approved by the Board of Finance and the Parks and Recreation Commission.
7. The P&R Commission will provide a capital spending plan with its annual budget submission for the forth coming fiscal year that identifies all projects requested to be funded by unencumbered monies in the Activity Fund on March 1 of the current fiscal year. P&R will also provide a five year Capital Spending Plan.
8. Any Activity Fund balance as of March 1 of each year that is not committed to an approved capital spending plan by July 1 will be automatically transferred to the General Fund as of July 1 subject to a minimum \$40,000 unencumbered fund balance.
9. At no point will any funds be received from or expended to any private entity for any purpose other than payments made directly to vendors in relation to an approved program.
10. Any changes made to program will be identified on the next following semi- annual program schedule.

Adopted at Board of Finance October 6, 2015

Town of Easton Board of Finance
Schedule of Regular Meeting Dates - 2016

7:00 p.m.

Regular Meeting Location - Easton Senior Center

**All meetings are the first Tuesday of each month
except for October the first Wednesday of the month**

January 5, 2016

February 2, 2016

March 1, 2016

April 5, 2016

May 3, 2016

June 7, 2016

July 5, 2016

August 2, 2016

September 6, 2016

October 5, 2016 Wed.

November 1, 2016

December 6, 2016

approved at Board of Finance October 6, 2015 meeting

Town of Easton

Board of Finance

Budget Calendar 2016/2017

To: Town Departments

Subject: Budget Guide - Calendar 2016/2017

- | | |
|--|--|
| January 6 | Issue budget forms and instructions to Departments |
| January 6– February 8 | Departments:
1) prepare budget requests
2) review requests with the First Selectman |
| February 8 | Departments: return signed forms to
Comptroller for summarization |
| February 26 | Comptroller returns all Departments'
budget requests to the Board of Finance |
| March 1,2,3
March 8,9,10
(March 1 Also Reg.Mtg.) | Board of Finance will analyze and
investigate estimates and hold budget
discussions with Department Heads,
Boards and Commissions. Meetings to be
held at 7:00 P.M. |
| <u>March 21 (Monday)</u>
S.S.S. Cafetorium | Hold public hearing on budget
8:00 p.m. |
| March 22,23
March 29,30,31,
April 5 also reg.mtg. | Revise budget requests and prepare
final recommendations for preparation
acceptance of budget document.
Meetings at 7 p.m. |
| April 15 | Bring budget to the April 21, 2016 newspaper publication. |
| <u>April 25</u>
S.S.S. Cafetorium | Annual Town Meeting - budget adoption
<u>8:00 p.m.</u> |
| May 3 | Referendum next day after Regional 9 Budget meeting of May 2 |

All meetings will be at the Senior Center – unless so noted above.