

Town of Easton
Board of Finance - Minutes

Location: Easton Senior Center Meeting Type: Regular Date/Time: August 2, 2016 – 7:00 PM
Attendees: Matt Gachi-Chair, Paul Lindoerfer-Clerk, Richard Cremin, Andy Kachele, Michael Kot, Art Laske (arrived at 7:28 pm)
Resentee(s): Jason Stanevich, Gabriel Rossi
Guest(s): Adam Dunsby-First Selectman, Wendy Bowditch-Treasurer, Christine Calvert-Finance Dir
Action/Motions: Meeting called to order at: 7:04 PM by: Matt Gachi

Agenda Item 1 ***Approval of Past Minutes***

Notes: The BOF meeting minutes of July 5, 2016 were reviewed.
Action/Motions: A motion was made to approve the July 5, 2016 meeting minutes as presented.
Motion (Second): Richard Cremin (Andy Kachele) **Result:** All in favor

Agenda Item 2 ***Scott Basset, RSM US LLP to discuss audit process for FY 2015/16***

Notes: Scott Basset discussed the audit process and timeline and what is expected from the Finance Department and answered questions from BOF members.
Action/Motions: None

Agenda Item 3 ***Discuss and possible action on MUNIS financial report***

Notes: A report of expenses and revenue for FY 15/16 was presented by the Finance Director who answered questions from BOF members.
Action/Motions: None
Follow Up: Christine to review the EMS revenue line.

Agenda Item 4 ***Discuss and act upon various line item transfers from departments***

Notes: A listing of year end line item transfers for various town departments was presented by the Finance Director who explained the need for each transfer.
Action/Motions: A motion was made to approve all of the line item transfers in the document presented.
Motion (Second): Paul Lindoerfer (Richard Cremin) **Result:** All in favor
Follow Up: Transfers to be made in the finance system.

Agenda Item 5 ***Discussion and follow-up on Finance Department Review Ad Hoc results***

Notes: The Finance Director was asked to report, at the next BOF meeting, on the progress that has been made on addressing each of the items in the subject document where the Responsible Party was the Finance Director or Finance Department Head.
Action/Motions: None

Adjournment

Action/Motions: A motion was made to adjourn at 8:10 pm
Motion (Second): Art Laske (Paul Lindoerfer) **Result:** All in favor

Submitted by,


Paul Lindoerfer- Clerk

END OF YEAR TRANSFERS MEETING 8/2/2016

#1

<u>Department</u>	<u>From Account Name</u>	<u>From Acct#</u>	<u>Amount</u>	<u>To Account Name</u>	<u>To Acct#</u>	<u>Transfer Amount</u>	<u>Special Appropriation Amount</u>
Registrar of Voters	Material & Supplies	01404000-5400	470.00	Education	01406000-5600	470.00	State mandated classes
	Material & Supplies	01404000-5400	45.32	Mileage	01407000-5777	45.32	
Board of Fianance	Material & Supplies	01504000-5400	349.42	Services & Fees	01502000-5200	349.42	Employment Ad
Treasurer	Seasonal Temporary	01801000-5119	472.41	Services & Fees	01802000-5200	472.41	Costs Associated with new hires
	Seasonal Temporary	01801000-5119	690.88	Material & Supplies	01804000-5400	690.88	
	Seasonal Temporary	01801000-5119	22.50	Pre Hire Testing	01822000-5023	22.50	
Assessor	Material & Supplies	01904000-5400	27.82	Transportation	01907000-5777	27.82	Additional permits
	Material & Supplies	01904000-5400	112.00	Map Work	01902000-5253	112.00	Additional survey maps
Board of Assessmei	Services & Fees	02002000-5200	80.41	Materials & Supplies	02004000-5400	80.41	Additional mailings
Building	Maintenance & Repair	02608000-5861	512.33	Material & Supplies	02604000-5400	512.33	Additional supplies due to change in Building official
	Maintenance & Repair	02608000-5861	376.69	Services & Fees	02602000-5261	376.69	
Town Hall	PT Non Union	02801000-5119	336.27	Union Position	02801000-5128	336.27	New Hire
Communication	Services & Fees	02902000-5229	267.04	Material & Supplies	02904000-5400	267.04	2nd computer in dispatch PT covering FT vacation, sick time and training new part timers
	Reg. Wages	02901000-5111	1,087.03	PT Wages	02901000-5119	1,087.03	
	Overtime Wages	02901000-5112	5,011.60	PT Wages	02901000-5119	5,011.60	
	Holiday Pay	02901000-5114	404.48	PT Wages	02901000-5119	404.48	
	Maintenance & Repair	02908000-5800	775.14	PT Wages	02901000-5119	775.14	
Senior Center	Van Transportation	03138070-5757	4,389.58	Maintenance & Repair	03108000-5800	4,389.58	Rental Costs - waiting for new part
	Van Transportation	03138070-5757	1,267.40	Material & Supplies	03104000-5400	1,267.40	
	Van Transportation	03138070-5757	96.60	Communication	03105000-5500	96.60	
	Van Transportation	03138070-5757	25.00	Misc Transportation	03107000-5700	25.00	
	Communications	03138050-5556	600.00	Service & Fees	03102000-5200	600.00	CIRMA Visit New vacuum
	Maintenance & Repairs	03138080-5800	639.91	Service & Fees	03102000-5200	639.91	
	Van Personnel	03138010-5119	132.59	Service & Fees	03102000-5200	132.59	
	Wages	03101000-5101	287.91	Service & Fees	03102000-5200	287.91	
Cemetery	Services & Fees	03402000-5200	1,600.00	Maintenance Repairs	03408000-5800	1,600.00	

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<u>Department</u>	<u>From Account Name</u>	<u>From Acct#</u>	<u>Amount</u>	<u>To Account Name</u>	<u>To Acct#</u>	<u>Transfer Amount</u>	<u>Special Appropriation Amount</u>
Police	Holiday Pay	03601000-5114	23,551.64	OT Wages	03601000-5112	23,551.64	Officers Time off and Navin case
	Patrol Pay	03601000-5116	462.27	OT Wages	03601000-5112	462.27	
	Dept Head Wages	03641010-5101	3,332.76	Record Clerk	03641010-5106	3,332.76	New Record Clerk / payout
	Transportation	03607000-5700	857.50	PreHire Test	03622000-5022	857.50	Testing of new officers
	Transportation	03607000-5700	1,524.13	Maintance & Repair	03608000-5800	1,524.13	Cover Deductibles for cars in accident
	Special Duty Revenue	03600099-4117	287,189.48	Spec Duty Wages	03601000-5115	287,189.48	Special Duty Seivces
Fire	Reg Wages	03701000-5111	99.51	Holiday Pay	03701000-5114	99.51	
	Education	03706000-5600	3,582.21	Maintenance	03708000-5800	3,582.21	Engine Maintenance
Conservation	Services & Fees	04002000-5200	119.98	Materials & Supplies	04004000-5400	119.98	Additional supplies
Public Works	Part Time Wages	04201000-5119	1,415.77	FT Wages	04241010-5106	1,415.77	Additional duties
Health	Material & Supplies	04704000-5400	9.19	Part time wages union	04701000-5117	9.19	
	Material & Supplies	04704000-5400	110.18	Part time wages non union	04701000-5119	110.18	
	Material & Supplies	04704000-5400	0.07	Supervisor	04701000-5104	0.07	
	Education	04706000-5600	215.38	Mileage	04707000-5777	215.38	Additional Inspections
Emergency Medical	Reg Wages	04801000-5111	24,288.42	P.T. Wages non union	04801000-5119	24,288.42	FT out of work for 8 months
	Utilities	04810000-5000	350.00	Material & Supplies	04804000-5400	350.00	
	Utilities	04810000-5000	166.13	Communications	04805000-5500	166.13	
	Utilities	04810000-5000	324.40	Transportation	04807000-5700	324.40	
	Services & Fees	04802000-5200	4,057.26	Maintenance	04808000-5800	4,057.26	External Security cameras
Library	Utilities	05110000-5000	871.85	Cleaning	05102000-5226	871.85	Cleaning Service - Medical leave
	Utilities	05110000-5000	160.00	Contract Services	05102000-5229	160.00	Cleaning Service - Medical leave
	Utilities	05110000-5000	2,754.69	Service & Fees	05102003-5200	2,754.69	Cleaning Service - Medical leave
	Utilities	05110000-5000	239.47	Communications	05105000-5500	239.47	Internet cost increased
Park & Recreation	Transportation	08007000-5757	1,006.19	Services & Fees	05202000-5200	1,006.19	Demands on the dept increased
	Maint. & Repair	05208000-5800	120.81	Services & Fees	05202000-5200	120.81	More programs
	Maint. & Repair	05208000-5800	28.93	Supervisor Union	08001000-5104	28.93	
	Maint. & Repair	05208000-5800	2,692.79	Overtime	08001000-5112	2,692.79	Additional field maintenance
	Communication	05205000-5500	2,669.03	Seasonal Temp	08001000-5120	2,669.03	
	City Water	08010650-5010	2,189.03	Seasonal Temp	08001000-5120	2,189.03	
Tree Warden	Services & Fees	05302000-5200	500.00	Misc Rentals	05309000-5900	500.00	

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#1 Department	From Account Name	From Acct#	Amount	To Account Name	To Acct#	Transfer Amount	Special Appropriation Amount
	Materials	05304000-5400	1,671.73	Misc Rentals	05309000-5900	1,671.73	
	Mileage	05307000-5777	268.27	Misc Rentals	05309000-5900	268.27	
Insurance	Workers Comp	05753000-5200	5,573.00	General Liability	05752000-5200	5,573.00	
	Workers Comp	05753000-5200	762.00	Pollution Coverage	05755000-5200	762.00	
Contingency	Contingency	05830000-5132	16,530.60	Regular Wages	03701000-5111	13,108.32	Firefighters
				Overtime	03701000-5112	2,352.16	
				Holiday	03701000-5114	1,070.12	
	Contingency	05830000-5132	4,858.40	Regular WAgess	04201000-5111	4,732.86	Public Works
					04201000-5112	125.54	
Dog Fund fund 700	ACO OT	70001000-5112	3,065.61	Part time wages	70001000-5119	3,065.61	
	FT Wages	70001000-5105	383.24	Part time wages	70001000-5119	383.24	
	Material & Supplies	70004000-5400	580.91	ACO Medical	70002000-5200	580.91	
	Material & Supplies	70004000-5400	585.14	Communications	70005000-5500	585.14	
	Material & Supplies	70004000-5400	156.83	Maintance & Repairs	70008000-5800	156.83	
Total			419,405.13			419,405.13	0.00

8/2/2016