

Town of Easton
Board of Finance - Minutes
Date: August 6, 2019
Time: 7:00 pm

Location: Easton Senior Center
Meeting Type: Regular Meeting

Attendees: M Gachi, P Lindoerfer, A Kachele, M Kot, A Laske,
Devon Wible

Absent: G Saunders

Guests: C. Calvert (Finance Director), W. Bowditch
(Treasurer)

Call to Order: 7:05pm

Item 1 **Appoint Devon to fill in for open spot**
Motion (Second) Kachele (Kot)
Result passed unanimously
Follow up

Item 2 **Discuss and approve minutes**
Notes:

Item 3 expense number should be \$3,087.38
Motion (Second) Kachele (Lindoerfer) - approve minutes as amended

Result Unanimous
Follow Up None

Item 3 **Treasurers Report**

Notes: Discussion Only
Motion (Second) N/A
Result N/A

Item 4 **Munis Report Review**

Notes: Discussion Only

Motion (Second) None

Result None

Follow Up None

Item 5 **Discuss and Determine next steps on current and future initiatives including**

Notes: Discussion Only

Motion (Second)

Result Unanimous

Follow Up

Item 6 **Review and possible action on Munis Financial Report presented by the finance director**

Notes: Discussion Only

Motion (Second) None

Result None

Follow Up None

Item 7 **Discuss and act upon various year end line item transfers and special appropriations**

Motion

Motion to transfer \$490,173.63 within department budgets to accommodate End Of Year needs as presented in attached sheet

Motion (Second) Wible (Laskey)

Result Unanimous

Follow Up None

Item 8

Special Appropriations for the following department
Motion to transfer \$5,741.68 within department

Motion Wible (Laskey)

Motion (Second) Unanimous

Result

Motion **Town Clerk 965.3**

Motion **Senior Center 3586.29**

Motion **Street Lights, 410.71**

Motion **Health 779.38**

Total 5741.68

Item 9

Adjournment

Follow Up
Motion (Second)
Result
Follow Up

Kot (Lindoefer)
Unanimous at 8:55pm
None

Submitted By

M Kot
Clerk

END OF YEAR TRANSFERS MEETING 8/6/19

#1

Department	From Account Name	From Acct#	Amount	To Account Name	To Acct#	Transfer Amount	Special Appropriation Amount
Town Clerk	Materials & Supplies	01104000-5400	3,348.39	Part Time Wages Union	01101000-5117	3,025.71	Additional staff coverage
	Education	01106000-5600	262.37	FT Wages	01101000-5106	16.82	Additional staff coverage
	Transportation	01107000-5777	298.16	Services & Fees	01102000-5200	5,856.42	Computer Contract
	Maintenance	01108000-5848	759.00	Copier Lease	01109000-5995	95.00	Extra copies
	Restoration	01125000-5390	1,710.00				
	Map Printer	01135000-5035	2,616.03				
Registrar of Voters	Maintenance & Repair	01408000-5800	800.00	Education	01406000-5600	1,065.00	State Mandated Classes
	Communication	01405000-5500	265.00				
Treasurer	Education	01806000-5600	45.00	Dept Head Wages	01822000-5023	45.00	Drug Test for New Hire
ZBA	Material & Supplies	02504000-5400	310.80	Legal Notice	02502000-5250	310.80	Additional legal notices
Technology	Computer Services	02702000-5227	45.09	Supplies & Equipment	02704000-5453	45.09	Extra hour for server installation
Communication	Services & Fees	02902000-5200	669.21	Wages	02901000-5119	669.21	PT covering FT vacation
	Maint & Repair	02908000-5800	128.60	Material & Supplies	02904000-5400	128.60	Booking Camera
	Services & Fees	02902000-5200	174.00	Education	02906000-5600	174.00	Additional Training
Comm. For Elderly	Transportation	03007000-5700	771.84	Services & Fees	03002000-5200	771.84	Additional cost for mailer/survey
Senior Center	FT Non Union	03101000-5103	813.00	Services & Fees	03102000-5200	3,701.27	Increased services for seniors
	Materials & Supplies	03104000-5400	171.09				
	Communication	03105000-5500	201.42				
	Van Transportation	03138070-5757	350.06				
	Maintenance & Repairs	03138080-5800	2,165.70				
	FT Non Union	03101000-5103	125.21	Maintenance & Repair	03104000-5400	125.21	Additional repairs on van
	FT Non Union	03101000-5103	4,469.11	FT Wages - Van Driver	03138010-5106	905.35	Driver out sick
	FT Non Union	03101000-5103		OT Wages - Van Driver	03138010-5112	747.88	Driver out sick
	FT Non Union	03101000-5103		PT Non Union	03138010-5119	2,815.88	Additional coverage for front desk
660 Morehouse	PT Wages	03201000-5105	7,830.36	Maintenance & Repair	03208000-5800	7,830.36	A/C Repairs
	Utilities	03200099-4032	74,038.10	Utilities	03210000-5000	74,038.10	Tenant Payment
Police	Holiday Pay	03601000-5114	16,673.45	Wages	03601000-5111	16,673.45	Officer Retired
	Holiday Pay	03601000-5114	9,846.35	OT Wages	03601000-5112	9,846.35	Officer Retired
	Patrol Duty	03601000-5116	4,971.63	OT Wages	03601000-5112	4,971.63	Officer Retired

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#1										
Department	From Account Name	From Acct#	Amount	To Account Name	To Acct#	Transfer Amount	Special Appropriation Amount			
Fire	Transportation	03607000-5700	764.55	Communication	03605000-5500	764.55	Phone Service			
	Transportation	03607000-5700	2,358.93	Maintenance & Repair	03608000-5800	2,358.93	Unforeseen car maintenance			
	Transportation	03607000-5700	830.00	Pre Testing	03622000-5222	830.00	New Officer			
	Material & Supplies	03604000-5400	85.58	Uniforms	03626000-5026	85.58	New Officer			
	Special Duty	03600099-4117	292,739.53	Special Duty	03601000-5115	292,739.53	Special Duty Services			
	Service & Fees	03702000-5200	2,568.18	Material & Supplies	03704000-5400	2,568.18	Epi Pens			
	Service & Fees	03702000-5200	422.38	Communications	03705000-5500	422.38	Increase in fees			
	Service & Fees	03702000-5200	3,479.15	Education	03706000-5600	3,479.15	Additional Classes/Volunteer			
	Service & Fees	03702000-5200	54.27	Fire Chief Expenses	03725000-5274	54.27				
	Contingency	05830000-5132	49,596.87	Wages	03701000-5111	39,158.01	Contract Negotiations			
			Overtime		03701000-5112	9,180.14				
			Holiday		03701000-5114	1,258.72				
	Transportation	04007000-5777	268.00	Service & Fees	04002000-5200	268.00	Legal Ads			
Recycling	Material & Supplies	04102000-5200	70.68	Communication	04105000-5500	70.68	Increased Costs			
Health	Materials & Supplies	04704000-5400	6.46	PT Non-union Wages	04701000-5119	421.39	Additional Coverage for inspections			
	Education	04706000-5600	93.46							
	Transportation	04707000-5777	321.47							
EMS	Maintenance & Repairs	04808000-5800	936.68	Transportation	04807000-5700	936.68	Additional Calls			
	Maintenance & Repairs	04808000-5800	619.19	Uniforms	04826000-5026	619.19	New Hire			
Library	Utilities	05110000-5000	44.10	Education	05106000-5600	44.10	Additional Class			
	Utilities	05110000-5000	42.00	Drug Testing	05122000-5023	42.00	New Employee			
Tree Warden	Material & Supplies	05304000-5400	70.00	Education	05306000-5600	70.00	Additional Costs			
ACO	Education	70006000-5600	467.05	Maintenance & Repairs	70008000-5800	943.18	Car accident deductible/costs			
	Transportation	70007000-5700	333.67							
	Utilities	70010000-5010	142.46							
Total			490,173.63			490,173.63	0.00			

END OF YEAR TRANSFERS MEETING 8/6/19

#1

Department	From Account Name	From Acct#	Amount	To Account Name	To Acct#	Transfer Amount	Special Appropriation Amount
Special Appropriation							
Town Clerk				Services & Fees	01102000-5227	965.30	New Equipment
Senior Center				Services & Fees	03102000-5200	3,586.29	Cover unexpected van repairs
Street Lights				Utilities	04310000-5000	410.71	Wrong rate quoted when budget was prepared
Health				Wages	04701000-5119	779.38	Additional hours for training PT help
						5,741.68	