

**Finance Committee Meeting**  
**May 17<sup>th</sup>, 2018- 3:00 PM**

In Attendance: Town Clerk, Alice Linton; Supervisor, Beth McGee; Highway Superintendent, Buddy Rollins; Bookkeeper, Debby Kelly; Resident Member, Diane Aramini. Excused: Resident member, Debbie Parsons.

Debby Kelly provided procedures for completing Payroll and the Abstract. Also, the proposed job duties for the Assistant Bookkeeper position.

Beth will prepare the job description, to reflect Committee changes, for a proposal to the Town Board for the May 31<sup>st</sup> Special meeting.

Debby also reported that she will be out of work from July 10<sup>th</sup>-20<sup>th</sup> for personal reasons. Our hope is that we will have someone in place in the Asst. Bookkeeper position by June, so we can begin training them for Debby's absence. Beth will plan to work with Debby over the next two months on the end of month payrolls and the abstract using the procedures Debby has prepared, so she may assist if necessary during Debby's absence. Beth feels as CFO of the Town of Enfield, the Supervisor should understand the bookkeeping procedures in the event we are without a bookkeeper for any reason.

Beth will contact Anna Smith of TC Human Resources to see what the procedure would be for hiring for this position. We have one person already interested. The Supervisor is responsible for interviewing and choosing the person to fill the position.

Recommended pay rate is \$16.00 per hour. Recommended hours are:

First month for training- up to 2 hours per week for 4 weeks.

Going forward- Up to 5 hours per month checking on procedures and completing some tasks to stay current on process and make recommendations to the Bookkeeper, Supervisor, and Finance Committee.

Up to 10 hours per month during absence of Bookkeeper in order to complete regular tasks of the bookkeeper.

Debby and Beth will continue to work together on writing a procedural manual based on the tasks in the job description. The committee agrees it is important to have procedures documented

Budget line is currently at \$500.00. Can be amended through the end of the year as needed. A better assessment of an appropriate budget amount will be determined in October for the 2019 budget.

Sand/Salt Storage Building Grant-

Buddy suggested we apply for a grant for the Sand/Salt storage and Beth agreed. Even if we do not feel fully well positioned for grant applications yet, if we do not get it this time around, we will have an exit interview discussion with the CFA office regarding what we need to do to improve our chances the next

time around. This will be valuable as we work through the end of 2018 to position ourselves for the 2019 Spring grant cycle. Even more valuable if we actually get the grant.

Soils and Water is willing to help with this application process. Buddy will reach out to Angel directly to begin work on it.

Beth contact Municipal Solutions regarding the cost for them to do the analysis on the Highway Dept. bond refinance and they said if it proves to not be a good decision at that time due to current rates, they will not charge us for doing that analysis.

Beth will reach out to them again to see if we can bond the savings that we might realize by refinancing, so we could have a funding source for the 25% match necessary for a salt/sand storage grant, rather than having to budget for it. Buddy indicated it might be about \$600,000 to build. A 25% match would be \$150,000. Grant recipients are generally notified of status by end of December.

Buddy will get 3 estimates for buildings he thinks will be adequate for the Highway Dept. needs. He also asked if we are able to get funding from the refinance and do not get the grant, would we be willing to use that funding for building cold storage that was in the original highway plan. The building is already set up to have that on the North side. If this is possible, Buddy will start looking for cold storage estimates in October when the refi process would begin.

Questions remaining:

How long would we have to spend the money received in a grant?

Do we have to spend first and then get reimbursed?

Beth will check on whether or not the SEQR originally done for the salt/sand storage building would still be usable for building now, or if it would have to be done again.

Adjourned 4:30 PM

Submitted by Beth McGee