

## **Finance Committee Meeting Minutes**

**January 11, 2017**

Meeting was called to order at 6:00 pm. Present were:

President Hodgkinson, Chair John Vires, Commissioner Kelly, Commissioner Mee, Commissioner Morrill, Executive Director Mike Benard, Executive Assistant Donna Siciliano, Finance Director Rita Trainor, Parks Director Rob Sperl

Guest: Kevin Fahey

### **Previous Minutes**

1. November 9, 2016 (These were approved at the December 14<sup>th</sup> Regular Board Meeting)

### **Discussion Items**

#### **Previous Discussion Items**

1. Parks Department Positions two new Full Time

Executive Director Benard stated that he endorses both of these positions. We have gotten heavy into event management and we make a lot of signs. Director of Parks and Planning Sperl stated that Nic Novak does the signs now so that means he gets taken away from managing his crew. Sperl sees this new position filling in spots that need to get done before events. Commissioner Kelly asked if these two new positions will fill Sperl's staff. Benard stated it was hard to say with how things evolve in the district. Benard doesn't think this will fill Sperl's department and more people will be needed in the future. Sperl stated that these are both working jobs; they will do other projects besides their titles. The goal is to have seven day coverage on athletic fields. Sperl would like to still have the Recreation Department assist with this. Commissioner Mee asked if these positions will eliminate the part time positions. Sperl stated it will not. The board agreed that these positions were needed and will be voted on at the regular board meeting.

#### **New Discussion Items**

1. Licensing new work order system

Benard stated that he negotiated four years free with just maintenance fees for Main Trac. This is a good system for smaller districts but not large ones like

ours. Sperl looked at a half dozen other systems and settled on the three that were presented tonight. Commissioner Kelly asked why the start up on TMA was so much higher than the others. Sperl stated it was directly related to putting a technician here for 16 days which we won't need. It will cost us \$33,000 the first year and \$14,160 annually after that. Benard stated that he will get an opinion from legal counsel stating that we don't have to go out to bid on this because of the statutory exemption for certain professional and technical services. After some discussion the board agreed they were ok with hiring TMA. It will go to the January Regular Board Meeting for approval.

**Follow up - Updates or Pending**

No report

**General Administrative Items**

Executive Director Evaluation

President Hodgkinson stated that there is a shorter version of Mike's evaluation this year. We will discuss personnel in closed session and also do a semiannual review of the closed session minutes. Benard stated that for the closed session minutes you will only be asked to vote on the minutes for the meetings you attended. After some discussion it was decided that we will make separate minutes when personnel issues are discussed so that staff doesn't need to redact all the information when the minutes are released.

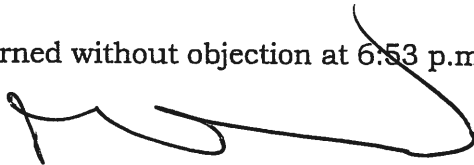
Board Member Vacancy

Benard checked the election laws on if we appointed Kevin to the board he would only have a two year term and not a four year term. Everyone agreed that it is best that we wait until April. We will accept Mark Schobel's resignation at the January board meeting.

Open Gov

Benard stated that it is time to promote Open Gov to the public. Commissioner Kelly thought we don't need a presentation at the board meeting that staff only needs to send an email blast promoting it. Benard asked Finance Director Trainor to work with the marketing department to get it marketed and up on our website.

The meeting was adjourned without objection at 6:53 p.m.

A handwritten signature in black ink, appearing to be a stylized name, possibly 'M. Kelly', written over the text of the meeting adjournment.