

**BLDC Meeting
March 5, 2014
Bolton Town Hall
6:00pm**

Present: Phil Farbaniec, Joel Jacko, Zandy Gabriels, Ron Conover, Tom Hall, Hal Heusner, Jason Saris and Art Baker

Absent: Scott Anderson

PUBLIC IN ATTENDANCE: Tony Hall, Jennifer Switzer

The meeting was called to order at 6:10 pm

NEW BUSINESS:

Purpose meeting is to take care of ABO requirements - By-Law changes and Re-Organizational Resolution with Exhibits A-Z

Expect compliance by April 1st

- Individual signatures will be required to ratify documents
 - 3 signatures on the acknowledgment of fiduciary responsibilities, financial disclosure and no conflict of interest (to be done yearly)
 - to be compliant with ABO
 - documents will be uploaded to website as required

 - Tom Hall drafted a proposed 2014 Budget (for PARIS requirements)

 - Jennifer Switzer stated that from now forward all policies will be in place to be compliant with Public Abilities Accountabilities Act - not just about be compliant but about the legislation for transparency

 - Jason Saris questioned the procedure to be appointed to the Board - Jennifer stated that procedure should be the policy moving forward -
 - Hal Heusner read from By-Laws on being appointed to the Board
 - Ron Conover said Town Board requested that BLDC Board should consist of at least 5 members appointed by Town but wanted more members
 - check with Mike Muller as to the correct procedure to be appointed to the BLDC Board - clarification - can vote on now and make amendment later
 - Zandy Gabriels - questioned Article 1 Section 5 - language is misleading - not specific - stating only complying with ABO requirements - should state who BLDC is going to comply with - should be law abiding with all - ABO, taxes, etc. - all rules and regulations
suggested removing "ABO" from paragraph
 - Motion to adopt the bylaws as presented with the exception of removing "ABO" from Article 1 Section 5
- Moved Jason Saris - Second by Zandy Gabriels - All in favor - Motion carried

Jennifer Switzer- policy changes can be made periodically - does not have to be annually - when needed or as suggested by other authorities
annually have to sign no-contest and fiduciary responsibilities

Motion to approve Re-Organization Resolution as written Moved by Zandy Gabriels- second by Jason Saris- All in favor - Motion carried

Acknowledgment of Fiduciary Responsibilities (Exhibit D-2) signed by all Board Members present

Certification of No Conflict of Interest (Exhibit D-1)- signed by all Board Members present

Jennifer Switzer - share that and Annual report includes overview, directors, paid staff, measurement report, where documents can be found and Procurement report filed and approved through PARIS system

Annual Financial Disclosure form - signed by all Board Members present

Jennifer Switzer advised of next step to be compliant - necessary forms/documents to be created adopted and approved.

Ron Conover - asked about the “proposed” Budget document circulated (created by Tom Hall) - it is used as a forecasting document - per Tom Hall.

Phil Farbaniec gave an overview of usual annual expenses - insurance, audit fees, other professional fees

Joel Jacko said some “predicted” expenses are difficult to come up with long term

Motion to adopt budget as presented \$235K moved by Tom Hall second by Ron Conover - All in favor - Motion carried

Confidentiality agreement document - signed and completed by all Board Members present

Becky Herrick and Peter Marshall - Becky was waiting for CMJ - and Peter should be good at this point - every Thursday until 4/1 Jennifer will send an email to see what is needed from Peter and Becky.

Tom Hall requested to give Jennifer Switzer a title (Executive Director/ Coordinator). As to what needs to be done to be compliant - required meetings for committees and keeping on track- she can provide a draft template for a contract for her services as such

Zandy questioned line item - in budget - interest

Motion to adjourn meeting made by Joel Jocko and second by Ron Conover - All in favor

Meeting adjourned at 8:20 pm
Minute respectfully submitted
Karen Carrera