

Members present: Glenn Cooke, Bill Travis, David Damaske, Lisa Roberts, Jim Wieboldt, Jeff Martin, Neil Stein, Mary Lyng Board Secretary

Others: Ed Kahovec, Bradley Kinsman, Mr. Kinsman, Shawn Habecker

President Glenn Cooke called the meeting to order at 7:00 p.m.

**RESOLUTION No. 18/1-1**  
**APPROVAL OF MINUTES**

On motion of Lisa Roberts, seconded by Jeff Martin

RESOLVED that the minutes from December 7, 2017 BE APPROVED

Adopted      Ayes 7      Nays 0

**RESOLUTION No. 18/1-2**  
**TREASURER'S REPORT**

The December Balance Sheet, P &L and vouchers to be paid were submitted.

The balance from year end will not be moved to the reserve fund for the present time.

On motion of David Damaske, seconded by Jeff Martin

RESOLVED that the Balance Sheet and P & L and the vouchers to be paid for December 31, 2017 BE APPROVED

Adopted      Ayes 7      Nays 0

**RESOLUTION No. 18/1-3**  
**2018 ORGANIZATIONAL BUSINESS AND APPOINTMENTS**

DESIGNATE BANK

The Pittsford Federal Credit Union is the bank of record

DESIGNATE NEWSPAPER FOR LEGAL NOTICES

The newspaper of record will be the Canandaigua Daily Messenger

APPOINT ATTORNEY

Town Attorneys for the three Towns will be used as necessary for legal work for the Park

APPOINT PARK MAINTENANCE

Appoint Kevin Henehan as Park Maintenance

APPOINT BOARD SECRETARY

Appoint Mary Lyng as the Boughton Park Board Secretary

On motion of Bill Travis, seconded by Jeff Martin

RESOLVED that the above 2018 Organizational designations and appointments BE APPROVED

Adopted      Ayes 7      Nays 0

**PRESENTATION BY BRADLEY KINSMAN (EAGLE SCOUT CANDIDATE) ON DOCK PROJECT/SIGN-OF BY PARK BOARD**

Bradley Kinsman gave a presentation on the Dock Project in the Park by the Stirnie Road Entrance. He shared an illustrated book detailing the work and progress of the project which was to demolish and replace the canoe dock. Brad had sign in sheets for the workers who helped with the project. There was approximately 30 workers that helped and over 440 hours that were put into this project. The dock is a wonderful asset to the park and will make it easier to launch canoes and kayaks.

**RESOLUTION NO. 18/1-4  
IN APPRECIATION TO BRADLEY KINSMAN (EAGLE SCOUT CANDIDATE)**

On motion of Bill Travis, seconded by David Damaske

RESOLVED that appreciation is expressed, by the Boughton Park Board, to Bradley Kinsman (Eagle Scout Candidate) for the planning, and execution of that plan for the demolition and replacement of the canoe dock in Boughton Park BE APPROVED

Adopted      Ayes 7      Nays 0

**PROPOSED FINANCIAL ORGANIZATION POLICIES**

Glenn Cooke and Ann Borgstrom submitted the following draft policy for the reserve funds for the Park.

# BOUGHTON PARK COMMISSION

## FINANCIAL ORGANIZATION OF BOUGHTON PARK COMMISSION

### PURPOSE

The purpose of this document is to explain the financial organization of Boughton Park Commission (Commission) which ensures the stability of the Commission's mission and on-going operations, and to provide a source of internal funds for organization priorities such as dam repair and rehabilitation, building repair or replacement, and acquisition of improvements or major equipment.

The financial organization of the Commission is implemented in concert with governance and financial policies of the Commission and is intended to support goals and strategies contained in these and strategic and operational plans.

The Commission has established three (3) separate accounts in its name, currently at Pittsford Federal Credit Union: (1) a **Yearly Operating Account** in the form of a savings account, (2) a **Monthly Expense Account** in the form of a checking account, and (3) an **Asset and Capital Expense Reserve** in the form of a savings account. Definitions, goals and specific policies for each of these three accounts follows.

### DEFINITIONS, GOALS and ACCOUNTING

#### YEARLY OPERATING ACCOUNT (YOA)

All monies received by the Commission, including funds contributed to the Commission by the three sponsoring Towns and donations, are deposited into the YOA. Funds in the YOA are transferred to the Monthly Expense Account (MEx) and the Asset and Capital Expense Reserve (Reserve) upon authorization by the Commission. The financial reports for all three accounts are shared with the members of the Commission and the Town Supervisors, or their designated recipients, of the sponsoring Towns.

#### MONTHLY EXPENSE ACCOUNT (MEx)

Funds in the YOA are authorized and transferred monthly to the MEx for the purpose of paying bills and other expenses.

#### ASSET AND CAPITAL EXPENSE RESERVE (Reserve)

Funds in the YOA are transferred to the Reserve once a year if authorized. The Reserve is intended primarily to provide a ready source of funds, while keeping the contributions requests to the sponsoring Towns as stable as possible, for:

- major repair and/or rehabilitation projects at the east and west dams at Boughton Park to ensure that these dams meet all Federal and State regulatory and safety requirements;
- substantial repair, replacement or compliance projects involving, but not limited to, buildings at the Park, bridges spanning the spillways at the dams, acquisition of major equipment necessary for the effective maintenance of the dams;
- engineering or other professional studies needed to undertake capital projects; and

· unforeseeable park emergencies or acts of God not fully covered by insurance.

The amount of the Asset and Capital Expense Reserve Fund target minimums will be calculated each year after the approval of the annual operating budget, reported to and approved by the Board of Directors, and included in the regular financial reports of the Commission.

## **USE OF RESERVE**

Use of Reserve requires two (2) steps:

### **1. Identification of appropriate use of Reserve**

When a proposal is made to access funds in the Reserve, the Commission will first confirm that such use is consistent with the purpose of the Reserve as described in this document.

### **2. Authorization to use Reserve**

The Commission will analyze the necessity of adopting the proposal. Any use of the Reserve must be explicitly authorized by the Commission.

The Commission will ensure that the provisions that involve the creation, sufficiency, and management of the Reserve are consistent with the other policies approved by the Commission, requirements set forth in the Municipal Cooperation Agreement that established the Park on the 27th day of March, 1990, and requirements established by New York State Not-for-Profit Corporation Law.

## **REVIEW OF POLICY**

The financial organization will be reviewed every other year, or as warranted by internal or external events or changes, by the Commission. Changes to the financial organization must be approved by the Commission.

Glenn Cooke has offered to speak to the three towns regarding this policy.

### **RESOLUTION NO. 18/1-5**

On motion of Neil Stein, seconded by David Damaske

RESOLVED that the Financial Organization of Boughton Park Commission Policy BE APPROVED

Adopted      Ayes 7      Nays 0

## **PARK SECURITY**

Mark Eisenbach will continue to be the Park Security until further notice.

**ASSIGNMENT #1 Reports from Gomez & Sullivan/Status of Assignment #2**

Jeff Martin passed out some markups of Dam data which highlighted the following re: Assignment #1.

- The calculated spillway design flood for West dam is 1.7 times greater than initial calculations by others.
- The calculated spillway design flood for East dam is 2.3 times greater than initial calculations by others.
  - The spillway design flood is higher because earlier calculations were based on a 6 hour storm event vs. the DEC model requirement of a 24 hour storm event.
- The Spillway design flood will currently overtop both dams
  - An option to lower the impoundments by removing stoplogs was discussed as possible mitigation for some of the overflow.
- The earthen spillways of both dams are lower than initial construction/design.
  - It was discussed that future dam projects will very likely include repairs that restore the embankments to design. Note: about 2 ft. for West and .5 ft. for East.
- West dam impounds 485 Acre-ft. vs. Boughton's earlier calculation of 352 Acre-ft. of water.
- East dam impounds 338 Acre-ft. vs. Boughton's earlier calculation of 290 Acre-ft. of water.
- Other data differences were highlighted in the hand-out, but the most significant items are discussed above.

Jeff discussed that Gomez and Sullivan should be starting Assignment #2 sometime in January, however, it would likely not be completed until end of Summer or early Fall. This is due to the need for Gomez and Sullivan to perform detailed field work after the Spring has passed and the terrain has dried out (June possibly). After the field work is completed, final studies and report preparation and reviews will occur prior to the report being issued and submitted to NYS DEC.

- Jeff requested the board's permission to ask Gomez and Sullivan to advise Boughton Park regarding the benefits (i.e. overtopping & other dam safety matters) of removing the stop log on West Dam. The board approved this request.
- As the Engineering Assessment is performed, the board will have opportunity to review preliminary results and updates with Gomez and Sullivan.

**DAM SAFETY ANNUAL CERTIFICATE**

Glenn Cooke will file the NYS DEC Dam Safety Annual Certification Form.

**EQUIPMENT NEEDS**  
**RESOLUTION NO. 18/1-6**

Purchase a canvas cab for the tractor to keep the wind off when plowing.

Dave Damaske and Bill Travis will look up prices for a canvas cab for the tractor.

On motion of Bill Travis, seconded by Jeff Martin

RESOLVED to purchase a canvas cab for the tractor for an amount not to exceed \$500.00 BE APPROVED

Adopted      Ayes 7      Nays 0

**ADJOURNMENT**

On motion of David Damaske, seconded by Bill Travis  
The meeting was adjourned at 8:00 p.m.

Submitted by Mary Lyng, Board Secretary

**The next meeting will be Thursday, February 1<sup>st</sup> at 7:00 p.m. at the Victor Town Hall Veteran's Memorial Meeting Room on the 2<sup>nd</sup> floor.**