

**Town of Easton
Board of Finance - Minutes**

Location: Easton Senior Center Meeting Type: Regular **Date/Time:** May 3, 2016 – 7:00PM
Attendees: Matt Gachi-Chair, Andy Kachele, Michael Kot, Art Laske, Gabriel Rossi, Jason Stanevich
Absentee(s): Paul Lindoerfer-Clerk, Richard Cremin
Guest(s): Adam Dunsby- First Selectman, Wendy Bowditch-Treasurer, Grace Stanczyk-Comptroller,

Action/Motions: Meeting called to order at 7:03 p.m. by Matt Gachi

Appointment of Alternates

Action/Motions: Appoint Michael Kot to fill the vacant position.
Appoint Jason Stanevich to fill in for Rich Cremin in his absence.
Appoint Gabe Rossi to fill in for Paul Lindoerfer in his absence.
Motion (Second): Andy Kachele (Art Laske) **Result:** All in favor

Agenda Item 1 *Discuss and approve minutes*

Notes:
Action/Motions: Moved to accept the April 5, 2016 regular meeting minutes as presented.
Motion (Second): Art Laske (Michael Kot) **Result:** Gabe Rossi abstained all others in favor.

Agenda Item 2 *Review the Munis Financial Report.*

Notes: Expense report presented and reviewed. Revenue report not presented.
Action/Motions: none

Follow Up: comptroller will email a summary revenue report by department and also a detailed revenue report.

Agenda Item 3 *Discuss and act upon Suspense List for fiscal year ending June 30, 2016*

Notes: The agenda item had a typo of the year should be 2014 not 2012.
Action/Motions: Moved to accept the Suspense List for Grand List 2014 in the amount of \$49,372.77 and made part of these minutes.
Motion (Second): Andy Kachele (Art Laske) **Result:** All in favor
Follow Up: None

Agenda Item 4 *Appointment of Auditors*

Notes:
Action/Motions: Moved to appoint RSM US LLP as audit firm to prepare the Towns of Easton's Financials for the fiscal year 2015-16
Motion (Second): Andy Kachele (Michael Kot) **Result:** All in favor
Follow Up: Info will be sent to the State as required.

Agenda Item 5 *Review 2016-17 budget vote and set mill rate etc...*

Notes: Due to the possible reduction in State Revenue this item has been tabled for additional information from the State of CT.

Action/Motions:
Motion (Second): ()
Follow Up: Put on June 7 agenda

Result:

Agenda Item 6 *Line item transfers...*

Notes:

Action/Motions: Move to transfer for the Town Hall's budget per the attachment
Motion (Second): Andy Kachele (Gabe Rossi) **Result:** All in favor
Follow Up: None

Action/Motions: Move to transfer for the Treasurer's budget per the attachment.
Motion (Second): Art Laske (Gabe Rossi) **Result:** All in favor
Follow Up: None

Action/Motions: Move to transfer for the Emergency Medical Service (EMS) budget per the attachment.
Motion (Second): Art Laske (Gabe Rossi) **Result:** All in favor
Follow Up: None
Action/Motions: Move to add an agenda item #7 – Appointment of full voting member to Board.
Motion (Second): Andy Kachele (Art Laske) **Result:** All in favor
Follow Up: None

Agenda Item 7 *Appoint new voting member*

Notes:

Action/Motions: Move to appoint Michael Kot as a full voting member to the Board to fill the vacancy of Lee Hanson's resignation.
Motion (Second): Andy Kachele (Gabe Rossi) **Result:** All in favor
Follow Up: None

Agenda Item 10 *Adjournment* **Time:** 7:37PM

Action/Motions: Motion to Adjourn
Motion (Second): Art Laske (Michael Kot)) **Result:** All in favor

Submitted by,



Gabriel Rossi- Acting Clerk

TOWN OF EASTON
TAX COLLECTOR
P.O. BOX 96
EASTON, CONN. 06612
(203) 268-6291

To: Board of Finance
From: Christine Calvert, Tax Collector
Date: May 3, 2016
Re: Suspense List for Grand List 2014

In accordance with Connecticut General Statutes 12-165 and 12-167,
enclosed is my Suspense Tax List for the Fiscal Year ending June 30, 2016.

The total amount transferred to suspense is **\$49,372.77**.

<u>List Year</u>	<u>Type</u>	<u>Amount</u>
2000	RE	\$ 71.06
2001	RE	76.86
2001	PP	322.13
2002	RE	104.58
2002	PP	214.56
2003	RE	114.00
2003	PP	338.42
2004	RE	121.34
2004	PP	1,433.22
2005	RE	128.34
2005	PP	112.84
2006	RE	208.74
2006	PP	113.68
2007	RE	214.70
2007	PP	1,549.07
2008	RE	215.70
2008	PP	2,669.92
2009	RE	222.66
2009	PP	2,237.10
2010	RE	228.12
2010	PP	3,366.52

2011	RE	257.84
2011	PP	4,737.35
2011	MV	2,405.52
2011	MV Supplemental	558.25
2012	RE	409.47
2012	PP	3,321.91
2012	MV	20,476.78
2012	MV Supplemental	<u>\$ 3,142.09</u>

TOTAL \$49,372.77

Accounts coded with "addresses unknown" have been returned by mail with no forwarding address. Some have moved out of state with no indication of paying their back taxes. A few are involved in bankruptcy, while other accounts have been put into suspense as they already have previous delinquent motor vehicle tax bills.



**TOWN OF EASTON
BOARD OF FINANCE**

LINE ITEM TRANSFERS

<u>FROM ACCOUNT NUMBER</u>	<u>NAME OF ACCOUNT</u>	<u>AMOUNT</u>	<u>TO ACCOUNT NUMBER</u>	<u>NAME OF ACCOUNT</u>	<u>AMOUNT</u>
0281000-5012	TOWN HALL UTILITES	3000.00	02802000-5200	TOWN HALL SVC. AND FEES	3000.00

REASON FOR REQUEST TO TRANSFER

Excess amounts for custodial coverage during T.Calgreen absence, medical.

SPECIAL APPROPRIATION

<u>ACCOUNT NUMBER</u>	<u>NAME OF ACCOUNT</u>	<u>AMOUNT</u>

REASON FOR SPECIAL APPROPRIATION

TOWN HALL/FIRST SELECTMEN 04/29/16
NAME OF BOARD/COMMISSION DATE
DEPARTMENT
C:\My Documents\Forms\BOF Transfer Form.doc


SIGNATURE OF BOARD/COMMISSION
DEPARTMENT HEAD



TOWN OF EASTON
BOARD OF FINANCE

LINE ITEM TRANSFERS

FROM ACCOUNT NUMBER	NAME OF ACCOUNT	AMOUNT	TO ACCOUNT NUMBER	NAME OF ACCOUNT	AMOUNT
01835000-5035	Treas. Capital Outlay	448.86	01802000-5200	Service & fees	448.86
01835000-5035		45.00	01822000-5023	pre test hiring	45.00
01835000-5035		1006.14	01804000-5400	MAT. & Supplies	1006.14

REASON FOR REQUEST TO TRANSFER

Advertising for AP position and temporary accountant position

SPECIAL APPROPRIATION

ACCOUNT NUMBER	NAME OF ACCOUNT	AMOUNT
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REASON FOR SPECIAL APPROPRIATION

NAME OF BOARD/COMMISSION
DEPARTMENT

DATE

SIGNATURE OF BOARD/COMMISSION
DEPARTMENT HEAD

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**TOWN OF EASTON
BOARD OF FINANCE**

LINE ITEM TRANSFERS

<u>FROM ACCOUNT NUMBER</u>	<u>NAME OF ACCOUNT</u>	<u>AMOUNT</u>	<u>TO ACCOUNT NUMBER</u>	<u>NAME OF ACCOUNT</u>	<u>AMOUNT</u>
04808000	5800 Maintenance	\$2500	04808000	MATERIALS	\$2500.00
04807000	5700 Transport	\$1600	04805000	Communication	\$1600.00

REASON FOR REQUEST TO TRANSFER

Increase in need for material & supplies
New Radio

SPECIAL APPROPRIATION

<u>ACCOUNT NUMBER</u>	<u>NAME OF ACCOUNT</u>	<u>AMOUNT</u>
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REASON FOR SPECIAL APPROPRIATION



NAME OF BOARD/COMMISSION
DEPARTMENT

5/3/18

DATE



SIGNATURE OF BOARD/COMMISSION
DEPARTMENT HEAD

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