

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

**Location:** Easton Senior Center      Meeting Type: Regular      Date/Time: June 7, 2016 – 7:00 PM  
**Attendees:** Matt Gachi-Chair, Paul Lindoerfer-Clerk, Richard Cremin, Andy Kachele, Michael Kot, Jason Stanevich  
**Absentee(s):** Art Laske, Gabriel Rossi  
**Guest(s):** Adam Dunsby-First Selectman, Wendy Bowditch-Treasurer, Grace Stanczyk-Comptroller  
**Action/Motions:** Meeting called to order at: 7:04 PM      by: Matt Gachi

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***Appointment of Alternates***

**Action/Motions:** Appoint Jason Stanevich to fill in for Michael Kot for this meeting.  
**Motion (Second):** Andy Kachele (Richard Cremin)      **Result:** All in favor  
**Notes:** Michael Kot arrived at 7:09 PM to assume his position.

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**Agenda Item 1      *Approval of Past Minutes***

**Notes:** None  
**Action/Motions:** Accept the May 3, 2016 meeting minutes as presented.  
**Motion (Second):** Jason Stanevich (Andy Kachele)      **Result:** All in favor  
**Follow Up:** None

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**Agenda Item 2      *Discuss and possible action on Munis Financial Report for appropriations and revenue presented by the comptroller***

**Notes:** Monthly YTD expense and revenue reports were presented and reviewed  
**Action/Motions:** None  
**Motion (Second):** None      **Result:**  
**Follow Up:** Grace to investigate why 660 Morehouse Road budget expended at only 66% at this time. Also Public Works is expended at 61%.

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**Agenda Item 3      *Discussion on the update from the Board of Education on the Health Insurance Reserve fund***

**Notes:** The Board of Education has informed our board that they expect to need to use all of the additional \$1,200,000 that the town added to the Health Insurance Reserve Fund. The BOE project that there will still be a deficit in the reserve balance at year end, but the two other districts will be able to cover it. If there is any surplus in the BOE operating budget at year end, they plan to contribute it to the health insurance reserve with BOF OK.  
**Action/Motions:** None  
**Motion (Second):** None      **Result:**  
**Follow Up:** Request from BOE what is the anticipated surplus.

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**Agenda Item 4      *Discuss and act upon setting the mill rate for the 2016/2017 fiscal year***

**Notes:** Various possibilities for setting the mil rate were discussed.  
**Action/Motions:** Moved to set the mill rate for 2016-2017 fiscal year at 30.81 that represents a 1.43% tax increase.  
**Motion (Second):** Andy Kachele (Paul Lindoerfer)      **Result:** All in favor.  
**Follow Up:** None

Agenda Item 5	<b><i>Discuss and act upon line item transfers from the following departments: Town Clerk, Registrar of Voters</i></b>	
Notes:	None	
Action/Motions:	Move to transfer funds for the Registrar of Voter's budget per the attachment	
Motion (Second):	Paul Lindoerfer (Rich Cremin)	<b>Result:</b> All in favor
Action/Motions:	Move to transfer funds for the Town Clerk's budget per the attachment.	
Motion (Second):	Rich Cremin (Andy Kachele)	<b>Result:</b> All in favor
Follow Up:	None	
Agenda Item 6	<b><i>Discussion and possible action of the Police Special Duty Revenue</i></b>	
Notes:	Andy Kachele, at the Chairman's request, conducted research on the police special duty revenue fund and shared this information with the Board. Numerous questions about the fund came up. It was the consensus of the Board that it would like to further discuss the matter with the Police Commission.	
Action/Motions:	None	
Motion (Second):	None	<b>Result:</b>
Follow Up:	Invite the Police Commission to a future meeting to discuss.	
Agenda Item 7	<b><i>Discussion and possible action on the Board of Finance audit procedures</i></b>	
Notes:	Michael Kot expressed his concern about our auditor's procedures and the content of the audit especially concerning Education Department spending. The ensuing discussion resulted in a consensus of the Board that further discussion with our auditor would be helpful.	
Action/Motions:		
Motion (Second):		<b>Result:</b>
Follow Up:	Invite Scott Bassett from our auditor, RSM, to the Board's July meeting for discussion.	
<b><i>Adjournment</i></b>		<b>Time:</b> 8:48 PM
Action/Motions:	Motion to Adjourn	
Motion (Second):	Michael Kot (Paul Lindoerfer)	<b>Result:</b> All in favor

Submitted by:

Paul Lindoerfer - Clerk



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>
01404000-5400	Misc. Mat. & Supp.	2130. <sup>00</sup>	01406000-5600	Misc. Ed.	2130. <sup>00</sup>
(includes 1 addit'l class on June 27, 2016)					

REASON FOR REQUEST TO TRANSFER

Unexpected unfunded state-mandated  
ROV certification classes.

SPECIAL APPROPRIATION

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

REASON FOR SPECIAL APPROPRIATION

Registrar of Voters  
NAME OF BOARD/COMMISSION  
DEPARTMENT

6-7-2016  
DATE

Kristina A. Kot  
SIGNATURE OF BOARD/COMMISSION  
DEPARTMENT HEAD



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>
01102000-5200	Town Clerk Services	\$800.00	01107000-5777	TC Transportation	\$800.00

REASON FOR REQUEST TO TRANSFER

To cover unanticipated expenses for seminars,  
education and state-mandated/certification requirements.

SPECIAL APPROPRIATION

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

REASON FOR SPECIAL APPROPRIATION

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Town Clerk  
\_\_\_\_\_  
NAME OF BOARD/COMMISSION  
DEPARTMENT

6/7/2016  
\_\_\_\_\_  
DATE

Christina  
\_\_\_\_\_  
SIGNATURE OF BOARD/COMMISSION  
DEPARTMENT HEAD