

Town of Easton Board of Finance - Minutes

Location: Easton Senior Center Meeting Type: Regular Date/Time: Oct 5, 2016 – 7:00pm
Attendees: Matt Gachi-Chair, Paul Lindoerfer-Clerk, Richard Cremin, Andy Kachele, Michael Kot, Gabriel Rossi, Jason Stanevich
Absentee(s): Art Laske
Guest(s): Adam Dunsby-First Selectman, Wendy Bowditch-Treasurer, Christine Calvert-Finance Dir
 Ed Nagy-Director of Public Works, Mat Fulda-MetroCog
Action/Motions: Meeting called to order at: 7:05pm by: Matt Gachi

Appointment of alternates

Action/Motions: At 7:54pm, appoint Gabriel Rossi to fill in for Art Laske for this meeting.
Motion (Second): Andy Kachele (Paul Lindoerfer) **Result:** All in favor
Action/Motions: At 8:22pm, appoint Jason Stanevich to fill in for Richard Cremin who had to leave the meeting.
Motion (Second): Andy Kachele (Gabriel Rossi) **Result:** All in favor.

Agenda Item 1 ***Discuss and approve meeting minutes of September 6, 2016.***

Notes: The BOF meeting minutes of Sep 6, 2016 were reviewed.
Action/Motions: A motion was made to approve the Sep 6, 2016 meeting minutes as presented.
Motion (Second): Michael Kot (Andy Kachele) **Result:** All in favor.
Follow Up: None

Agenda Item 2 ***Discuss and possible action for a town meeting to approve a special appropriation for the South Park and Valley Road bridges.***

Notes: Ed Nagy presented information on the need for repair or replacement of three bridges over the next two years (list attached). A town meeting authorizing an appropriation of funds for engineering design will likely be needed in December. A town meeting authorizing funds for construction will be needed at a later date.
Action/Motions: None
Motion (Second): None **Result:**
Follow Up: None

Agenda Item 3 ***Discussion and update with Town Treasurer regarding South Park debt***

Notes: The bond anticipation notes for the South Park property purchase are due in December. Treasurer, Wendy Bowditch, discussed options for refinancing this debt.
Action/Motions: None
Motion (Second): None **Result:**
Follow Up: None

Agenda Item 4 ***Discuss and possible action on Munis Financial Report for appropriations and revenue presented by Director of Finance.***

Notes: Monthly financial reports were reviewed with Dir of Finance, Christine Calvert.
Action/Motions: None
Motion (Second): None **Result:**
Follow Up: None

Agenda Item 5	<i>Update from the Director of Finance regarding audit progress and timetable.</i>	
Notes:	The auditors will be starting their work next week. We expect a preliminary report on the audit results in November. This will be sent to BOF members and will be discussed at the December meeting.	
Action/Motions:	None	Result:
Motion (Second):	None	
Follow Up:	None	
Agenda Item 6	<i>Review and determine Annual Town Report format and inclusion of schedules.</i>	
Notes:	The content the town Annual Report, especially with regard to inclusion of financial information, was discussed. Board members were asked to consider what changes, if any, they would like to see in the report and be prepared to discuss them at our next meeting.	
Action/Motions:	None	Result:
Motion (Second):	None	
Follow Up:	Continue this agenda item at the November meeting.	
Agenda Item 7	<i>Discuss and approve budget calendar for 2017-18.</i>	
Notes:	A draft calendar for the 2017/18 budget meetings (attached) was reviewed. The time of the March 27 public hearing was changed from 8:00pm to 7:00pm.	
Action/Motions:	A motion was made to accept the budget calendar as amended.	
Motion (Second):	Andy Kachele (Paul Lindoerfer)	Result: All in favor.
Follow Up:	None	
Agenda Item 8	<i>Discuss and approve meeting calendar for 2017.</i>	
Notes:	A draft calendar for Board of Finance regular meetings for 2017 (attached) was reviewed. It was agreed that the date of the November meeting should be changed from the 7 th to the 14 th and that a notation should be made that the May 2 meeting will be held at Samuel Staples Elementary School.	
Action/Motions:	A motion was made to accept the meeting calendar as amended.	
Motion (Second):	Paul Lindoerfer (Andy Kachele)	Result: All in favor.
Follow Up:	None	
Agenda Item 9	<i>Discussion and action on miscellaneous line item transfers.</i>	
Notes:	An unanticipated expense for the cost of Tyler Forms to convert to printing of checks has been incurred.	
Action/Motions:	A motion was made to transfer \$1,500 from the Treasurer Department “Seasonal” account to the “Misc Serv & Fees” account.	
Motion (Second):	Andy Kachele (Michael Kot)	Result: All in favor.
Follow Up:		
<i>Adjournment</i>		
Action/Motions:	A motion was made to adjourn at 8:39 pm	
Motion (Second):	Gabriel Rossi (Michael Kot)	Result: All in favor.

Submitted by,


Paul Lindoerfer- Clerk

BRIDGE REPLACEMENT/REHABILITATION SUMMARY

Bridge #	Bridge Location	Engineering Design Fees	Estimated Construction Cost	Funding Source	Town's Portion	Construction Time Line
04211	So. Park Ave. near Buck Hill Rd. over the Mill River	\$74,500	\$1,439,008 ¹	LOTICIP Funds 100% of Construction	\$74,500	2017
04213	So. Park Ave. near Riverside La. over the Mill River	\$65,500	\$1,481,891 ²	State Local Bridge Program Funds 50% of Total Cost	\$740,946	2017
04934	Valley Rd. over the Aspetuck River	\$100,000	\$1,536,000	Preservation Project 80% Federal / 20% Town	\$307,200	2018

Total	\$1,122,646
Available GFF ^{C&F} Funding	(\$92,000)
Available LOCIP Funding	(\$416,000)
NET Required	\$614,646

¹ LOTICIP: State funds received once final design is complete.

² Local Bridge Program: State reimbursement after construction is completed.

Town of Easton

Board of Finance

Budget Calendar 2017/2018

To: Town Departments

Subject: Budget Guide - Calendar 2017/2018

January 4 Issue budget forms and instructions to Departments

January 4– February 3 Departments:
 1) prepare budget requests
 2) review requests with the First Selectman

February 3 Departments: return signed forms to
 Director of Finance for summarization

March 3 Director of Finance returns all Departments'
 budget requests to the Board of Finance

March 7,8,9 Board of Finance will analyze and
March 14,15,16 investigate estimates and hold budget
(March 7 Also Reg.Mtg.) discussions with Department Heads,
 Boards and Commissions. Meetings to be
 held at **7:00 P.M.**

March 27 (Monday) Hold public hearing on budget
 SSES Cafetorium ~~8:00 p.m.~~ **7:00 PM**

March 28,29 **Revise budget requests and prepare**
April 4,5,6, **final recommendations for preparation**
April 4 also reg.mtg. **acceptance of budget document.**
 Meetings at 7 p.m.

April 14 Submit budget for the April 20, 2017 newspaper publication.

April 24 Annual Town Meeting - budget adoption
 S.S.S. Cafetorium 7:00 p.m.

May 2 Referendum next day after Regional 9 Budget meeting of May 1

All meetings will be at the Senior Center – unless so noted above.

Town of Easton Board of Finance
Schedule of Regular Meeting Dates - 2017

7:00 p.m.

Regular Meeting Location - Easton Senior Center

All meetings are the first Tuesday of each month

except for July the first Wednesday of the month

January 3, 2017

February 7, 2017

March 7, 2017

April 4, 2017

May 2, 2017 (@ Staples)

June 6, 2017

July 5, 2017 Wednesday

August 1, 2017

September 5, 2017

October 3, 2017

November ¹⁴~~X~~, 2017

December 5, 2017