

## Town of Easton Board of Finance - Minutes

**Location:** Easton Senior Center    Meeting Type: Regular    Date/Time: Dec 3, 2019 – 7:00 PM  
**Attendees:** Members: Matt Gachi-Chair, Paul Lindoerfer-Clerk, Andy Kachele, Michael Kot,  
Paul Skrtich,  
Alternates: Gregg Saunders  
**Absentee(s):** Art Laske, Devon Wible  
**Guest(s):** Christine Calvert-Finance Director/Treasurer

**Call to Order:** Meeting called to order at: 7:00 PM    by: Matt Gachi  
Due to Easton Town Hall being closed yesterday for inclement weather the agenda for this meeting was not “noticed” as required 24 hours before the meeting. Thus this meeting starts with no agenda. As this is a “regular” meeting, agenda items may be added by motion and vote. All of the originally intended agenda items will be added to tonight’s agenda in this manner.

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### *Appointment of Alternates*

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**Action/Motions:** A motion was made to have Gregg Saunders fill in for Art Laske in his absence.  
**Motion (Second):** Kachele (Lindoerfer)    **Result:** All in Favor

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**Action/Motions:** A motion was made to add Agenda Item 1: Discuss and approve the meeting minutes of November 12, 2019.

**Motion (Second):** Kachele (Kot)    **Result:** All in Favor

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**Agenda Item 1**    ***Discuss and approve the meeting minutes of November 12, 2019.***

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**Notes:** A typographical error was corrected.

**Action/Motions:** A motion was made to approve the meeting minutes of November 12, 2019 as corrected.  
**Motion (Second):** Kot (Kachele)    **Result:** All in Favor

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**Action/Motions:** A motion was made to add Agenda Item 2: Discuss and possible action regarding tree cutting at Aspetuck Park.

**Motion (Second):** Kachele (Kot)    **Result:** All in Favor

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**Agenda Item 2**    ***Discuss and possible action regarding tree cutting at Aspetuck Park.***

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**Notes:** Danielle Alves of Park & Recreation notified Matt and Chris that the storm on Halloween evening brought down multiple trees. P&R has received 3 quotes for removal of these trees and others that they believe need to come down (total of 17 trees). Danielle has asked for confirmation from the Board that P&R can fund this work out of the Field and Facility Special Revenue Fund without Board approval. It is the sense of the Board that this tree removal work is an operating expense that falls under the purview of Guideline 4 of the Field and Facility Usage Special Revenue Fund Guidelines and thus does not require BOF authorization.

Further discussion concerned whether the tree work should be done by P&R employees instead of outside contractors and general questions about the workload of P&R employees and the allocation of labor between P&R and Public Works.

**Action/Motions:** None

**Follow Up:** On the Board’s behalf Matt will request the Board of Selectmen to review the allocation of labor between P&R and Public Works. BOF members who have questions that they would like P&R to address are directed to send them to Chris/Matt.

Action/Motions:	A motion was made to add Agenda Item 3: Discuss and possible action on Munis Financial Report as presented by the Finance Director.	
Motion (Second):	Kachele (Kot)	<b>Result:</b> All in Favor
Agenda Item 3	<b><i>Discuss and possible action on Munis Financial Report as presented by the Finance Director.</i></b>	
Notes:	Discussion concerned the status of the removal of ash trees throughout the town. Public Works may need as much as \$20,000 for tree removal in this FY and as noted last month it is the sense of the Board that this would be acceptable.	
Action/Motions:	None	
Motion (Second):	( )	<b>Result:</b>
Follow Up:	None	
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Action/Motions:	A motion was made to add Agenda Item 4: Treasurer's Report.	
Motion (Second):	Kachele (Kot)	<b>Result:</b> All in Favor
Agenda Item 4	<b><i>Treasurer's Report</i></b>	
Notes:	None	
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Action/Motions:	A motion was made to add Agenda Item 5: Present draft of budget letter to BOF.	
Motion (Second):	Kachele (Kot)	<b>Result:</b> All in Favor
Agenda Item 5	<b><i>Present draft of budget letter to BOF.</i></b>	
Notes:	Some changes to wording were proposed for the letter and its attached budget proforma.	
Action/Motions:	None	
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Action/Motions:	A motion was made to add Agenda Item 6: Update from Finance Director regarding audit.	
Motion (Second):	Kachele (Kot)	<b>Result:</b> All in Favor
Agenda Item 6	<b><i>Update from Finance Director regarding audit.</i></b>	
Notes:	To complete the audit we are waiting for pension information which we expect to receive next week. A draft of the audit document is expected a week after that. The town is filing for an extension from the State till the end of January to file our audit documents with them. We will request Scott Bassett from our auditor, RSM, to attend our January meeting. We may need to schedule a "special" meeting later in January to approve the audit.	
Action/Motions:	None	
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<b><i>Adjournment</i></b>		
Action/Motions:	A motion was made to adjourn at 8:25 PM.	
Motion (Second):	Kot (Saunders)	<b>Result:</b> All in favor.

Submitted by,

Paul Lindoerfer- Clerk