

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

Location: Easton Senior Center Meeting Type: Regular Date/Time: March 3, 2020 – 7:00 PM
Attendees: Members: Matt Gachi-Chair, Paul Lindoerfer-Clerk, Andy Kachele, Michael Kot,
Art Laske, Paul Skrtich,
Alternates: Gregg Saunders, Devon Wible, Tara Gottlieb
Absentee(s):
Guest(s): Christine Calvert-Finance Director/Treasurer, David Bindelglass-First Selectman, Bob
Lessler-Selectman, Kristi Sogofsky-Selectman

Call to Order: Meeting called to order at: 7:00 pm by: Matt Gachi

Agenda Item 1	<i>Discuss and approve the meeting minutes of February 4, 2020.</i>
Notes:	No discussion or requested changes.
Action/Motions:	A motion was made to approve the subject meeting minutes as presented.
Motion (Second):	Paul Skrtich (Andy Kachele) Result: All in favor.
Agenda Item 2	<i>Budget Overview</i>
Notes:	Matt Gachi and David Bindelglass each made comments about this year's budget.
Action/Motions:	None
Agenda Item 3a	<i>Review Budget for Tree Warden</i>
Notes:	Tree Warden – Dick Dina discussed the ash tree blight the town is dealing with. All ash trees in Easton are expected to die within the next few years. 3,500 trees have been tagged for removal. 1,500 have already been cut down. Of the 2,000 trees remaining 1,300 are Easton's responsibility and UI is responsible for the other 700. The town has an agreement with UI that, starting next week, Easton will ID the trees to be cut, provide traffic control and cart away the wood while UI will do the tree cutting. It is expected to take about 1½ years to complete the tree removal. Costs for this work are included in the Public Works budget.
Action/Motions:	None
Agenda Item 3b	<i>Review Budget for Conservation Commission</i>
Notes:	Dori Wollen of the Conservation Commission discussed its budget. Currently maintenance of the Payne Open Space is done on a volunteer basis by a Commission member. Dori is looking for another way to have this work done.
Action/Motions:	None
Agenda Item 3c	<i>Review Budget for Registrar of Voters</i>
Notes:	Vincent Caprio, Republican Registrar of Voters discussed the ROV budget.
Action/Motions:	None



Agenda Item 3d	<i>Review Budget for Emergency Management</i>
Notes:	Police Captain Richard Doyle, Emergency Management Director, discussed the budget. The increase in operating expense is due to two new ongoing expenses, a UPS maintenance contract and an expense for USAI Region One Radio System. The radio system cost was previously covered by a grant.
Action/Motions:	None
Agenda Item 3e	<i>Review Budget for Police (Communication Dispatchers, Police, Animal Control)</i>
Notes:	Timothy Shaw, Chief of Police, discussed the three budgets. Animal Control – increase in operating expense is due to the replacement of 2 security cameras and for a full set of shots for a new part-time employee. Police – Chief Shaw filled us in on the type of work the detective Lyman is doing. Primary cause of increase in operating expense is due to training for a new officer. Vehicle purchase plan is being revised from the former 3:3:2 annual purchase to a 2:2:1. Communications Dispatchers – capital is for a new DVR recorder.
Action/Motions:	None
Agenda Item 3f	<i>Review Budget for Emergency Medical Service (EMS)</i>
Notes:	EMS Chief Jonathan Arnold discussed their budget. Capital expense of \$180,000 for a new ambulance. There are many reasons why Easton EMS cannot use a smaller ambulance. An EMS call summary was provided which shows 90% of all calls are answered by Easton EMS, 10% by other towns. Number of calls is steadily increasing. EMS believes this is due to the aging of our town population.
Action/Motions:	None
Agenda Item 4	<i>Fill-in Budgets: Treasurer, Debt Service, First Selectman, Professional Service, Probate Court, Town Hall, Cemetery, Contingency, Auditors/BOF, Town Attorney</i>
Notes:	Time considerations call for this agenda item to be moved to the end of the evening.
Action/Motions:	A motion was made to move this agenda item to the end of the agenda.
Motion (Second):	Andy Kachele (Mike Kot) Result: All in favor.
Follow Up:	
Agenda Item 5	<i>Discuss the report by the 2020 Honorarium Review Committee.</i>
Notes:	A 2020 Honorarium Review Sub-committee has been formed and has recommended some changes to the town ordinance for Incentive Plans. BOF approval is needed to have the changed adopted.
Action/Motions:	A motion was made to approve the revised ordinance.
Motion (Second):	Andy Kachele (Paul Skrtich) Result: All in Favor
Follow Up:	Prior motion will be tabled to allow BOF members time to review the ordinance.
Action/Motions:	A motion was made to table the prior motion.
Motion (Second):	Andy Kachele (Art Laske) Result: All in Favor
Agenda Item 6	<i>Discuss and possible action on BOF Comment Policy.</i>
Notes:	A draft Public Comment Policy was presented and discussed. An amendment was suggested for paragraph #6 to delete all text after “make his or her statement”
Action/Motions:	A motion was made to approve the policy as amended.
Motion (Second):	Art Laske (Paul Skrtich) Result: All in favor
Follow Up:	

Agenda Item 7	<i>Discuss and review past revenue streams.</i>
Notes:	A table of data on budgeted and actual town revenue was discussed. The intent is to use this data to better budget revenue as a factor when determining a mil rate.
Action/Motions:	None
Agenda Item 8	<i>Treasurer's Report</i>
Notes:	The Treasurer presented this month's report and answered questions from attendees.
Action/Motions:	None
Agenda Item 9	<i>Discuss and possible action on Munis Financial Report for appropriations and revenue presented by the Finance Director.</i>
Notes:	The Finance Director presented this month's report and answered questions from attendees.
Action/Motions:	None
Agenda Item 10	<i>Discuss and possible action regarding a request from the Emergency Management Department.</i>
Notes:	Request is for a special appropriation for an uninterruptable power supply.
Action/Motions:	A motion was made to make a special appropriation of \$4000 from undesignated funds for purchase of an uninterruptable power supply.
Motion (Second):	Andy Kachele (Art Laske) Result: All in favor
Follow Up:	
Agenda Item 4 (moved)	<i>Fill-in Budgets: Treasurer, Debt Service, First Selectman, Professional Service, Probate Court, Town Hall, Cemetery, Contingency, Auditors/BOF, Town Attorney</i>
Notes:	No fill-in budgets were seen this evening.
Action/Motions:	None
Agenda Item 11	<i>Adjournment</i>
Action/Motions:	A motion was made to adjourn at 10:15pm.
Motion (Second):	Andy Kachele (Mike Kot) Result: All in favor.

Submitted by,

Paul Lindoerfer- Clerk