

Town of Easton
Board of Finance – Regular Meeting Minutes

Date/Time: Tuesday, Sept 1, 2020 – 7:00 pm
 Location: Virtual meeting using the Zoom app.

Attendees: Members: Matt Gachi-Chair, Paul Lindoerfer-Clerk, Andy Kachele, Michael Kot
 Alternates: Gregg Saunders, Devon Wible, Tara Gottlieb
Absentee(s): Art Laske, Paul Skrtich
Guest(s): Christine Calvert-Finance Director/Treasurer, Dr. David Bindelglass-First Selectman,
Call to Order: Meeting called to order at: 7:00 pm by: Matt Gachi

Appointment of Alternates

Action/Motions: A motion was made to appoint Tara Gottlieb to fill in for Art Laske in his absence.
 Motion (Second): Andy Kachele (Paul Lindoerfer) **Result:** All in Favor

Action/Motions: A motion was made to appoint Gregg Saunders to fill in for Paul Skrtich in his absence.
 Motion (Second): Andy Kachele (Paul Lindoerfer) **Result:** All in Favor

Agenda Item 1 ***Discuss and approve the meeting minutes of July 7, 2020.***

Notes: None
 Action/Motions: A motion was made to approve the subject meeting minutes.
 Motion (Second): Gregg Saunders (Mike Kot) **Result:** All in Favor
 Follow Up: None

Agenda Item 2 ***Discuss and act upon various year end line item transfers and special appropriations.***

Notes: End of year line item transfers and special appropriations (attached) were presented by the Finance Director and questions answered.
 Action/Motions: A motion was made to approve the line item transfers as presented totaling \$411,873.82.
 Motion (Second): Andy Kachele (Paul Lindoerfer) **Result:** All in Favor

Notes: Acceptance of each special appropriation was voted on independently:
 Action/Motions: A motion was made to approve the transfer of \$228.76 from the Undesignated Fund to the Technology, Supplies and Equipment line item as presented.
 Motion (Second): Andy Kachele (Paul Lindoerfer) **Result:** All in Favor

Action/Motions: A motion was made to approve the transfer of \$6505.90 from the Undesignated Fund to the Communications/Dispatch, Overtime Wages line item as presented.
 Motion (Second): Andy Kachele (Paul Lindoerfer) **Result:** All in Favor

Action/Motions: A motion was made to approve the transfer of \$18270.73 from the Undesignated Fund to the Recycling, Services and Fees line item as presented.
 Motion (Second): Tara Gottlieb (Paul Lindoerfer) **Result:** All in Favor

Action/Motions: A motion was made to approve the transfer of \$6053.86 from the Undesignated Fund to the Emergency Medical Services, Maintenance and Repair line item as presented.
 Motion (Second): Gregg Saunders (Mike Kot) **Result:** All in Favor

Agenda Item 3	<i>Discuss and determine next steps on current and future initiatives including: Emergency Services</i>	
Notes:	Emergency Services: The BOF, Selectmen, Fire and EMS are considering hiring a consultant to review the town's emergency services facilities and capabilities with regard to greater efficiencies. Work done in this area in the past and the services functions that we would want the consultant to report on were discussed. Park & Recreation: The Selectmen are considering a change to town ordinances that would allow greater coordination of services between Park and Rec and Public Works. Possibilities for this change were discussed.	
Action/Motions:	None	
Agenda Item 4	<i>Treasurer's report</i>	
Notes:	The Treasurer presented this month's report and answered questions from attendees.	
Action/Motions:	None	
Agenda Item 5	<i>Review and possible action on Munis Financial Report 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 6	<i>Adjournment</i>	
Action/Motions:	A motion was made to adjourn at 9:00 pm	
Motion (Second):	Mike Kot (Gregg Saunders)	Result: All in favor.

Submitted by,

Paul Lindoerfer- Clerk

END OF YEAR TRANSFERS MEETING 9/1/20							
#1							
Department	From Account Name	From Acct#	Amount	To Account Name	To Acct#	Transfer Amount	Special Appropriation Amount
Town Clerk	Materials & Supplies	01104000-5400	1,893.49	Part Time Wages Union	01101000-5117	1,893.49	Additional staff coverage
	Materials & Supplies	01104000-5400	6.48	Part Time Wages Union	01101000-5106	6.48	Additional staff coverage
	Materials & Supplies	01104000-5400	0.02	Elected Official Wages	01101000-5125	0.02	Rounding
First Selectman	Services & Fees	01202000-5200	91.69	Extra Clerical	01201000-5121	91.69	Additional staff coverage
Registrar of Voters	Extra Clerical	01401000-5121	962.40	Part Time Non-Union	01401000-5119	962.40	Additional Hours
	Extra Clerical	01401000-5121	0.16	Elected Official	01401000-5126	0.16	Rounding
	Education	01406000-5600	666.28	Materials & Supplies	01404000-5400	666.28	Additional Supplies
Assessor	Services & Fees	01902000-5200	0.13	Dept Head Wages	01901000-5102	0.13	Rounding
	Services & Fees	01902000-5200	686.26	Full Time Wages	01901000-5106	686.26	Budget correction
Tax Collector	PT Non-Union	02101000-5119	330.13	PT Union	02101000-5117	330.13	Additional Hours
	Services & Fees	02102000-5200	2,551.58	Materials & Supplies	02104000-5400	2,551.58	Postage - Budget Adjustment
	Services & Fees	02102000-5200	272.00	Education	02106000-5600	272.00	Additional Class
Planning & Zoning	Payroll	02401000-5123	100.00	Longevity	02401000-5113	100.00	Change in allocation w/dept
	Payroll	02401000-5123	276.34	Non Union	02401000-5129	276.34	Additional hours
	Services & Fees	02402000-5200	45.00	Drug Testing	02422000-5023	45.00	New Hire
Building	Part time non-union	02601000-5119	396.45	PT Union	02601000-5107	396.45	Reallocation of hours
	Part time non-union	02601000-5119	902.48	Extra Clerical	02601000-5121	902.48	Reallocation of hours
Technology	Computer Services	02702000-5227	425.29	Supplies & Equipment	02704000-5453	425.29	Printer
Town Hall	Union Position	02801000-5128	264.55	Non-union	02801000-5119	264.55	Extra hours to open bldg
	Services & Fees	02802000-5200	2,944.20	Misc Rentals	02809000-5900	2,944.20	Budget Adjustment
	Services & Fees	02802000-5200	1,143.08	Misc Rentals	02809000-5900	1,143.08	Budget Adjustment
	Services & Fees	02802000-5200	117.98	Clothing Allowance	02826000-5026	117.98	Budget Adjustment
	Maintenance & Repair	02808000-5800	886.22	Materials & Supplies	02804000-5400	886.22	Extra Cleaning Supplies
Communication	Regular Wages	02901000-5111	6,096.84	OT Wages	02901000-5112	6,096.84	Mandatory Leave
Dispatch	Holiday Pay	02901000-5114	876.60	OT Wages	02901000-5112	876.60	Mandatory Leave
	PT Wages	02901000-5119	377.87	OT Wages	02901000-5112	377.87	Mandatory Leave
	Services & Fees	02901000-5200	560.75	OT Wages	02901000-5112	560.75	Mandatory Leave
	Material & Supplies	02901000-5400	2,874.16	OT Wages	02901000-5112	2,874.16	Mandatory Leave
	Education	02906000-5600	920.00	OT Wages	02901000-5112	920.00	Mandatory Leave

END OF YEAR TRANSFERS MEETING 9/1/20							
#1							
Department	From Account Name	From Acct#	Amount	To Account Name	To Acct#	Transfer Amount	Special Appropriation Amount
	Transportation	02907000-5777	250.00	OT Wages	02901000-5112	250.00	Mandatory Leave
	Material & Repairs	02908000-5800	482.14	OT Wages	02901000-5112	482.14	Mandatory Leave
	Clothing	02926000-5026	603.50	OT Wages	02901000-5112	603.50	Mandatory Leave
Senior Center	Van Maint & Repair	03138080-5800	2,595.24	Services & Fees	03102000-5200	2,595.24	Increased services for seniors
660 Morehouse	Utilities	03200099-4032	51,277.52	Utilities	03210000-5000	51,277.52	Tenant Payment
Police	Capt Wages	03641010-5103	19,632.25	Chief Wages	03641010-5101	19,632.25	Officer Retired
	Holiday Pay	03601000-5114	2,482.94	Chief Wages	03641010-5101	2,482.94	Officer Retired
	Transportation	03607000-5700	6,125.80	Services & Fees	03602000-5200	6,125.80	In Car Video Maintenance
	Transportation	03607000-5700	3,350.34	Materials & Supplies	03604000-5400	3,350.34	Replacement Server
	Transportation	03607000-5700	1,533.63	Materials & Supplies	03604000-5400	1,533.63	Replacement Server
	Clothing	03626000-5026	5,458.64	Education	03606000-5600	5,458.64	Employee Tuition per contract
	Communication	03605000-5500	2,254.77	Capital	03535000-5035	2,254.77	Up Fit for new vehicle
	Maint & Repair	03608000-5800	1,422.75	Capital	03535000-5035	1,422.75	Up Fit for new vehicle
	Transportation	03607000-5700	473.37	Capital	03535000-5035	473.37	Up Fit for new vehicle
	Maint & Repair	03608000-5800	459.00	Pre-Test	03622000-5022	459.00	New Officer
	Special Duty	03600099-4117	238,652.89	Special Duty	03601000-5115	238,652.89	Special Duty Services
Fire	Service & Fees	03702000-5200	2,884.05	Material & Supplies	03704000-5400	2,884.05	Additional Supplies
	Service & Fees	03702000-5200	964.52	Communications	03705000-5500	964.52	Radio repair
	Capital	03735000-5035	8,353.61	Maintance & Repair	03708000-5800	8,353.61	Additional Engine Repairs
	Transportation	03707000-5700	1,055.13	Maintance & Repair	03708000-5800	1,055.13	Additional Engine Repairs
	OT Wages	03701000-5112	157.36	Holiday Pay	03701000-5114	157.36	Change in Step
Conservation	Material & Supplies	04004000-5400	128.80	Service & Fees	04002000-5200	128.80	Legal Ads
	Transportation	04007000-5757	235.84	FT Union	04001000-5107	235.84	Extra Hours
	Meetings	04001000-5123	261.62	Non Union	04001000-5129	261.62	Extra Hours
	Education	04006000-5600	159.97	Maintance & Repairs	04008000-5800	159.97	Gate Repair
Recycling	Services & Fees	04102000-5200	30.49	Communication	04105000-5500	30.49	Additional Month and increase in cost
Health	Transportation	04707000-5777	600.00	Cell Phone	04705000-5556	600.00	Former Grant
EMS	Special Duty	04801000-5115	420.79	Wages	04801000-5111	420.79	Additional Calls
	Special Duty	04801000-5115	1,203.49	OT Wages	04801000-5112	1,203.49	Fill Open Shifts
	Incentive Pay	04801000-5118	2,936.26	OT Wages	04801000-5112	2,936.26	Fill Open Shifts

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#1									
Department	From Account Name	From Acct#	Amount	To Account Name	To Acct#	Transfer Amount	Special Appropriation Amount		
	PT Non-Union	04801000-5119	4,686.33	OT Wages	04801000-5112	4,686.33	Fill Open Shifts		
	Materials & Supplies	04804000-5400	570.29	OT Wages	04801000-5112	570.29	Fill Open Shifts		
	Materials & Supplies	04804000-5400	1,019.86	Services & Fees	04802000-5200	1,019.86	Increase in Vol Stipends		
	Utilities	04810000-5000	3,480.78	Services & Fees	04802000-5200	3,480.78	Increase in Vol Stipends		
	Utilities	04810000-5000	9.76	Education	04806000-5600	9.76	Cost Increases		
	Utilities	04810000-5000	670.42	Transportation	04807000-5700	670.42	Additional Calls		
	Utilities	04810000-5000	2,023.42	Maintenance & Repairs	04808000-5800	2,023.42	New Furnace		
	Communications	04805000-5500	2,340.73	Maintenance & Repairs	04808000-5800	2,340.73	New Furnace		
	Clothing	04826000-5026	23.80	Maintenance & Repairs	04808000-5800	23.80	New Furnace		
	Clothing	04826000-5026	5.76	Capital	04835000-5035	5.76	Additional Cost		
Social Service	Welfare Assistance	04903000-5300	723.91	Materials & Supplies	04904000-5400	723.91	COVID mailer		
Library	FT Union	05101000-5106	10,785.19	Non-Union	05101000-5119	10,785.19	Reallocation of hours		
	FT Union	05101000-5106	1,329.25	Shared Position	05101000-5128	1,329.25	Reallocation of hours		
	Maintenance & Repair	05108000-5800	1,089.18	Capital Outlay	05135000-5035	1,089.18	Finish Sidewalk Replacement		
238									
Total			411,873.82			411,873.82	0.00		
Special Appropriation									
Technology				Supplies & Equipment	02704000-5453	228.76	Printer		
Communications /Dispatch				OT Wages	02901000-5112	6,505.90	Mandatory Leave		
Recycling				Services & Fees	04102000-5200	18,270.73	Overage in tonnage + add'l month		
Emergency Medical Service				Maintenance & Repair	04808000-5800	6,053.86	New Furnace		
						31,059.25			