

**Town of Easton**  
**Board of Finance – Regular Meeting Minutes**

Date/Time: Tuesday, October 6, 2020 – 7:00 pm

Location: Virtual meeting using the Zoom app.

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

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***Appointment of Alternates***

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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

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

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Notes: Andy Kachele noted that in the four special appropriations approved in Agenda Item 2 of the subject minutes, the word “transfer” should be replaced by “appropriation”.  
 Action/Motions: A motion was made to approve the subject meeting minutes as amended.  
 Motion (Second): Andy Kachele (Paul Skrtich) **Result:** All in Favor

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**Agenda Item 2** ***Discuss and possible action on the resignation of Devon Wible.***

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Notes: Devon Wible has submitted her resignation as a BOF Alternate to take a position on the Easton Board of Education. Chairman Matt Gachi expressed the Board’s appreciation of Devon’s efforts over the past year.  
 Action/Motions: None

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**Agenda Item 3** ***Review and discuss Park & Recreation Spring/Summer and Fall/Winter projections for the Activity Fund***

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Notes: This agenda item will be taken up at a future BOF meeting.  
 Action/Motions: None

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**Agenda Item 4** ***Discuss and determine next steps on current and future initiatives including:***  
***a) Emergency Services***  
***b) Park & Recreation***

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Notes: **4a) Emergency Services:** A Request for Qualifications (RFQ) has been generated that reflects the kinds of services the Town anticipates are needed to analyze our current emergency services capabilities and make recommendations for improvement. The RFQ is about to be sent out to about a dozen companies that the Town feels should be able to respond. A Request for Proposal (RFP) will be sent out to selected companies for bids on the work.

**4b) Park and Recreation:** The plan to take the responsibility for Field Maintenance from Park & Rec and give it to Public Works requires a town ordinance change which requires

	a town vote to approve the change. First Selectman, David Bindelglass, noted that, in conversations with people around town the general feeling he gets is that the fields are fine so why do we need a change? He recommends that the BoF send a letter to the Easton Courier explaining the need for the recommended ordinance change and what it is expected to achieve.
Follow Up:	Work will continue on the ordinance change and on plans for a Town Meeting and possibly a referendum.
<b>Agenda Item 5</b>	<b><i>Discuss and possible action on the Agricultural Land Trust Account</i></b>
Notes:	The Agricultural Commission has an opportunity to purchase a small plot of farm land in town using a state matching grant. The Ag Commission would like to use funds from the Easton Agricultural Land Preservation Fund for this purchase. The Conservation Commission controls the use of these funds and is asking the BoF if a town meeting is required to release the funds. Since the money in the fund is from voluntary contributions, not property tax receipts the BoF is able to approve their use without requiring a town meeting.
Follow Up:	The BoF will report back to the Agricultural Commission with the BoF interpretation of its use of funds from the Agricultural Land Trust Account.
<b>Agenda Item 6</b>	<b><i>Discuss and approve the budget calendar for 2021 - 2022</i></b>
Notes:	On a discussion on how the Board how the board should meet, e.g. in person/on Zoom, a consensus was that, even when we feel it is safe to meet in person, a hybrid with the meeting held in person but with the meeting on Zoom also is preferred. On the budget calendar in this meeting's agenda attachments the date April 16, 2020 should be April 16, 2021.
Action/Motions:	A motion was made to approve the Budget Calendar as amended.
Motion (Second):	Andy Kachele (Paul Lindoerfer) <b>Result: All in Favor</b>
Follow Up:	A corrected calendar is attached to these minutes.
<b>Agenda Item 7</b>	<b><i>Discuss and approve the meeting calendar for 2021</i></b>
Notes:	On the schedule of meeting dates for 2021 in this meeting's agenda attachments the November meeting date should be November 9 not November 2.
Action/Motions:	A motion was made to approve the Meeting Calendar for 2021 as amended.
Motion (Second):	Paul Lindoerfer (Paul Skrtich) <b>Result: All in Favor</b>
Follow Up:	A corrected schedule is attached to these minutes.
<b>Agenda Item 8</b>	<b><i>Treasurer's report</i></b>
Notes:	The Treasurer presented this month's report and answered questions from attendees. Tax collections are slightly ahead of last year.
Action/Motions:	None

Agenda Item 9	<b><i>Discuss and possible action on Munis Financial Report as presented by the Finance Director.</i></b>		
Notes:	The Finance Director presented this month's report and answered questions from attendees. Some items noted by the Director were: Home sales, which have been stagnant for some time, have picked up with homes selling much more rapidly; RoV's have received a grant from the state to cover some of the added election costs created by the pandemic; budget returns from last fiscal year included \$557k from Easton BoE and \$819k from Region 9; Easton's share of the Barlow student population has increased from 45.68% to 48.47% which, with all else equal, will result in an additional cost to Easton of about \$679k.		
Action/Motions:	None		
Notes:	Matt Gachi requested that a motion be made to discuss election of BoF officers.		
Action/Motions:	The motion was made and is added as Agenda Item 9A to these minutes.		
Motion (Second):	Mike Kot (Andy Kachele)	<b>Result:</b>	All in Favor
Agenda Item 9A	<b><i>Discuss and possible action on election of BoF officers.</i></b>		
Notes:	Due to increased commitments on his time, Matt Gachi announced his attention to resign as Chairperson and asked that a nomination be made for a new chairperson.		
Action/Motions:	Mike Kot nominated Andy Kachele.		
Motion (Second):	Mike Kot (Paul Skrtich)	<b>Result:</b>	In Favor: Mike Kot, Paul Skrtich, Matt Gachi Abstaining: Andy Kachele Not Voting: Paul Lindoerfer, Tara Gottlieb
Agenda Item 10	<b><i>Adjournment</i></b>		
Action/Motions:	A motion was made to adjourn at 8:20 pm.		
Motion (Second):	Mike Kot (Gregg Saunders)		

Submitted by,

Paul Lindoerfer- Clerk

**ATTACHMENT 1**

**Town of Easton Board of Finance**

**Schedule of Regular Meeting Dates - 2021**

**7:00 p.m.**

**Regular Meeting Location - Easton Senior Center**

**All meetings are the first Tuesday of each month, except November**

**January 5, 2021**

**February 2, 2021**

**March 2, 2021**

**April 6, 2021**

**May 4, 2021**

**June 1, 2021**

**July 6, 2021**

**August 3, 2021**

**September 7, 2021**

**October 5, 2021**

**November 9, 2021**

**December 7, 2021**

**ATTACHMENT 2**

**Town of Easton**

**Board of Finance**

**Budget Calendar 2021/2022**

To: Town Departments

Subject: **Budget Guide - Calendar 2021/2022**

January 4                      Issue budget forms and instructions to Departments

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

February 1                      Departments: return signed forms to  
   Finance Director for summarization

February 26                      Finance Director returns all Departments'  
   budget requests to the Board of Finance

March 2 Regular mtg.              Board of Finance will analyze and  
March 3, 4, 9, 10                  investigate estimates and hold budget  
   discussions with Department Heads,  
   Boards and Commissions. Meetings to be  
   held at **7:00 P.M.**

**March 22 (Monday)**              Public hearing on budget 7:00pm  
   SSES Cafetorium

March 23,24,25                      Revise budget requests and prepare  
March 30                              final recommendations for preparation  
   acceptance of budget document.  
   Meetings at 7 p.m.

April 12                              Submit budget for the April 16, 2021 newspaper publication.

**April 26 (Monday)**                      Annual Town Meeting - budget adoption  
   SSES Cafetorium                      7:00 p.m.

May 4                                  Referendum next day after Regional 9 Budget meeting of May 3(tentative)

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