



INSTR # M2023000520

DATE FILED 09/07/2023 09:48:00 AM

DEBORAH SZEGEDI TOWN CLERK EASTON CT

Town of Easton CT
Board of Finance – Regular Meeting Minutes

Date/Time: Tuesday September 5, 2023 – 7:00 pm

Location: Easton Senior Center, 650 Morehouse Road; also on Zoom

Recording: <https://vimeo.com/showcase/easton-board-of-finance>

Attendees: Members in person: Art Laske, Andy Kachele, Ira Kaplan, Jackie Kaufman, Paul Skrtich
Alternates in person: Michael Gutowski, Maureen Williams, Gregg Saunders

Absentees: Member Michael Kot

Guests: Christine Calvert, Treasurer and Finance Director
Dave Bindelglass, First Selectman

Call to Order: By Chair Art Laske at 7:04 pm

Motion to appoint alternate Gregg in place of Mike K, by Andy/Paul. Result: passes 5-0.

1. (Agenda item #1) Discuss and approve the meeting minutes of July 11, 2023.
Andy notes #5 paragraph 2 should replace "Participation Notes" with "Bond Anticipation Notes."
Motion to approve minutes as amended, by Andy/Paul. Result: passes 6-0.

Art began explaining some updates on EMS Building.

Motion to add agenda item 1a Discuss present status of EMS Planning and Building Committee, by Ira/Andy. Result: passes 6-0. (7:26)

- 1a. Discuss present status of EMS Planning and Building Committee.

Art explains email he sent 8/17/23 to Committee Chair and others, and asks that we share questions and concerns we have with Art, so that when Committee meets with BOF over next few weeks, we have a productive discussion. Andy explains "Roadmap for EMS Building Committee" that he prepared. We discuss timeline for ARPA fund usage, possible usage of ARPA for other projects such as HKMS roof. Paul and Ira discuss establishing a deadline for EMS, either tonight or at next meeting. Jackie suggests Roadmap include scheduling of required §8-24 meeting. Art notes the benefits of the transparency of our discussions. Andy notes Trumbull has 5 ambulances, and questions level of need for Easton. Art's email and Andy's Roadmap are attached to minutes.

2. Discuss and possible action on line item transfers. (7:42)

Chris describes each transfer by department for 2022-2023 fiscal year, explaining what needs caused a shortfall, and where the available transferable funds come from. The \$423,113.04 Police Special Duty transfer is transferring from Special Duty revenue to Special Duty expense. Andy raises possibility of having a single Overtime Account with subaccounts, which could reduce the number of transfers needed, and we discuss pros and cons.

Chris presents options for handling a transfer to MERF Police/Fire 05401000-5040 for a shortfall in pension funding caused by high Special Duty wages. The BOF consensus is to choose option 2, but with a \$8,691.64 transfer from Special Duty revenue rather than a Special Appropriation from the UFB (Undesignated Fund Balance). Updated list of transfers is attached.

We discuss Capital Transfers for Fire, and how money is transferred from an expense item to an asset item. Motion to approve \$869,104.60 of line item transfers as presented by the Treasurer's amended request for the 2022-2023 budget, by Gregg/Paul. Result: passes 6-0. (8:13)

Chris explains Special Appropriation requests.

Motion to approve special appropriation of \$6,447.42 from UFB to Town Hall for Maintenance & Repairs, by Andy/Paul. Result: passes 6-0.

Motion to approve special appropriation of \$14,320.69 from UFB to Emergency Management for Services & Fees, by Paul/Jackie. Result: passes 6-0.

Motion to approve special appropriation of \$1,600.30 from UFB to Library for Library Capital, by Jackie/Gregg. Result: passes 5-1 (Paul votes no).

Motion to approve special appropriation of \$309.72 from UFB to Tree Warden for Misc. Rentals, by Paul/Andy. Result: passes 6-0. (8:19)

3. Treasurer's Report. (8:19)

CT STIF updated yield to show 5.18%. Chris added new line item for Outstanding Motor Vehicle taxes. Paul notes listed UFB is as of 6/30/22 and Chris reported we do not yet have the 6/30/23 figure, are not sure how soon we will, and still do not know how much money is coming back from prior year budget from some departments. Paul suggested reducing UFB and establishing fund for HKMS roof.

4. Discuss and possible action on Munis Financial Report for appropriations and revenue presented by the Finance Director. (8:27)

Chris presented reports for both 2022-2023 (not finalized) and 2023-2024.

5. Motion to adjourn by Jackie/Paul. Result: passes 6-0 at 8:30.

Submitted 9/6/23 by Ira Kaplan, BOF Clerk

Debbie Szegedi

From: Christine Calvert
Sent: Thursday, September 7, 2023 9:22 AM
To: Town Clerk; Tina Reynolds; Holly Konstantino
Subject: 1 of 3 attachments

From: Art Laske <acl@laskelaw.com>
Sent: Thursday, August 17, 2023 3:19 PM
To: William Andrews <wandrews178@gmail.com>; jarnold eastonems.com <jarnold@eastonems.com>
Cc: bindlemd@aol.com; Christine Calvert <ccalvert@eastonct.gov>
Subject: RE: Fw: Agenda for Tuesday

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Bill –

Thank you for your ongoing efforts in this matter.

I just want to confirm the nature of information that I believe would be most helpful at the next meeting with the Board of Finance.

First, with regard to the possible options at the present Firehouse location, the following information, in as much detail as can be reasonably estimated, would be of assistance:

1. The cost of adding a “one garage door width” extension to the Firehouse; (By ‘garage door width’, I mean an extension on the present building the width of one garage door, running the full length of the present building);
2. The cost of building a “two garage door width” extension to the Firehouse;
3. The cost of building a “three garage door width” extension for the Firehouse.

As has been discussed, the floor plan/foundation of the building would be built out to accomplish each potential extension, and presumably the area above the first floor would be built out and incorporated into the present roof-line of the building over the new addition. That space would be for dorms, training areas, showers, offices, etc. (although I understand that the ground floor area can also be utilized for some of these purposes, ie a walk in office area);

Secondly, if any other options are being considered in lieu of expanding the Firehouse to add the EMS facility in that location (for example, a renovation of the present EMS facility), the following information would be of assistance:

1. The cost of a renovation of the present facility;
2. Whether a renovation of the present facility would require an expansion of the real property (ie, the land) on which the present facility is located;
3. Any environmental concerns or issues with septic;
4. The expected number of bays for ambulances and other vehicles expected in a renovation;
5. The number of other rooms (ie, dorm, bathroom/shower, training rooms, offices) that could be built in a renovated facility based on the likely size of any renovation,

In addition, in order to evaluate the present level of services being provided by EMS, and to assist the BOF in understanding the potential growth in future calls volume, please provide data regarding the following call history:

1. Number of calls for assistance to EMS for the last calendar year (2022), and the number of calls this year (2023) to date;
2. The number of calls during that time period that were:
 - a. Responded to in Easton by EMS Paid Staff during their shifts during that time period;
 - b. Responded to in Easton by EMS volunteers without paid staff (after paid staff hours) during that time period;
 - c. Referred to other providers for service (Mutual Aid, Professional Ambulance Services);
 - d. EMS calls responded to that were located in other towns.

Finally, I requested at the conclusion of our last meeting that EMS provide an explanation/analysis as to why reaching the volume of 1000 calls (I assume responded to by EMS) in a calendar year would require the purchase of a third ambulance. Any information that would establish that a third ambulance would be required if EMS is responding to 1000 calls a year would be helpful. If the 1000 call volume number includes calls that would presumably be covered (in part) by Mutual Aid or other paid ambulances, are those relevant to a decision as to whether a third ambulance is needed?

I thought it would be helpful to identify the issues that would allow our upcoming meeting(s) to be productive and clarify for all involved the type of data the BOF needs in order to evaluate the potential costs to the town with various options. I understand that not every item can be estimated to a certainty, however I want to get to where we are all talking at a level of specificity with regard to options and costs so that we can make some progress.

I am waiting to determine (from you) whether a meeting on August 22, 2023 will be productive, as I hope it can. In the alternative, this matter can be discussed at our September 5, 2023 if that will allow for a more productive meeting.

Let me know what your thoughts are regarding a meeting on the 22nd with the BOF.

Thank you.

Art

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acl@laskelaw.com
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ROADMAP FOR EMS BUILDING COMMITTEE

We need to know the firm deadline for use of ARPA funds and what form of commitment is required to comply with ARPA. Below are the steps required to get to final contracts for construction. The time required to complete each step needs to be determined and then used to back schedule the project to see if we can meet the ARPA deadline.

The first step has to be developing a general, high level scope of work approved by the Building Committee. The BOF will have to be comfortable with the proposed scope in order to approve any funding for the project.

Standard practice at that point would be for the Committee to request seed money to cover startup expenses such as legal support to advise on contracts or other expertise on issues like how the project will be managed (construction manager, clerk of the works, by the architect, by the Committee). Assuming the amount is in excess of \$20,000 and the BOF approves, then the Selectmen will have to warn a Town Meeting.

Approval of the seed money allows negotiation with an architect to include the scope of the architect's work, fee structure, planned project budget, and contract language. Note: the architect will likely suggest using a standard AIA contract form. While useful those standard forms have to be negotiated because they are written to protect the architect, not the owner.

When the architect's fee is known a second appropriation will be needed to fund bringing the design to a point where formal bids can be sought for construction. During this part of the process the Committee will need to be available to meet frequently with the architect to make decisions on details.

This request for funds again requires action by the BOF and calling of another Town Meeting.

While the architect is completing the design the Building Committee can at the same time be working to finalize the contract language for construction that will be part of the bid documents.

Upon final approval of the design the project can be put out for bid. Allow at least 30 days for responses.

When bids are received, the Committee will have to evaluate all the bids, select the winner and determine the final total project budget including items like furniture and fixtures not included in the construction contract scope of work. The Committee then will have to request a final appropriation.

If the BOF approves then the Selectmen will have to schedule another Town Meeting, either in person or machine vote.

Upon final funding approval the Committee will have to finalize all contract terms with the winning bidder and sign contract documents.

Only a few of these items have easily calculated time requirements, such as warning BOF or Town Meetings. The design phase in particular can take many meetings and many weeks but if we're not to jeopardize the ARPA funding then a very rigid timeline must be maintained.

END OF YEAR TRANSFERS MEETING 9/5/23							
#1							
Department	From Account Name	From Acct#	Amount	To Account Name	To Acct#	Transfer Amount	Special Appropriation Amount
Town Clerk	Full Time Wages	01101000-5106	32,662.83	Part Time Wages	01101000-5117	32,662.83	Changed to two PT Positions after budget
	Education	01106000-5600	162.50	Maintenance & Repairs	01108000-5858	162.50	Vault & Map Printer repair
	Education	01106000-5600	65.50	Copier Lease	01109000-5995	65.50	Coverage missing pymt from previous year
Treasurer	Education	01806000-5600	1,667.05	Services & Fees	01802000-5200	1,667.05	Indeed Ads
	Education	01806000-5600	207.61	Materials & Supplies	01804000-5400	207.61	Addt Supplies/Postage increase
Assessor	Services & Fees	01902000-5200	36.40	Union Position	01901000-5106	36.40	Extra hours for BAA meeting
Tax Collector	Education	02106000-5600	488.86	Materials & Supplies	02104000-5400	488.86	Addt'l Postage
Planning & Zoning	Services & Fees	02402000-5200	222.12	Materials & Supplies	02404000-5400	222.12	Addt'l Postage
	Services & Fees	02402000-5200	462.11	Communication	02405000-5556	462.11	Cell Phone for Mark
	Services & Fees	02402000-5200	156.09	Education	02406000-5600	156.09	New Member Training
	Transportation	02407000-5700	398.01	Education	02406000-5600	398.01	New Member Training
	Meetings	02401000-5123	366.90	Education	02406000-5600	366.90	New Member Training
Building	Education	02606000-5600	871.85	PT Union	02601000-5107	871.85	Change in hours in dept
	PT / Extra hours	02601000-5119	2,140.00	PT Union	02601000-5107	2,140.00	Change in hours in dept
	Services & Fees	02602000-5200	72.75	Materials & Supplies	02604000-5400	72.75	Addt'l supplies
	Services & Fees	02602000-5200	766.64	Mainteance & Repairs	02608000-5861	766.64	Tires
Town Hall	Union Position	02801000-5128	13,106.10	Services & Fees	02802000-5200	13,106.10	Outside Cleaning Service - WC
	Union Position	02801000-5128	4,120.22	Maintenance & Repairs	02808000-5800	4,120.22	Unbudgeted Repairs -Septic, police
	Communications	02805000-5500	335.10	Maintenance & Repairs	02808000-5800	335.10	Unbudgeted - Failed Circuit Breaker
	Communications	02805000-5500	838.07	Materials & Supplies	02804000-5400	838.07	Increase in cost of cleaning supplies
	Rentals	02809000-5900	184.20	Maintenance & Repairs	02808000-5800	184.20	Unbudgeted Repairs -Septic, police
	Utilities	02810000-5000	4,442.58	Maintenance & Repairs	02808000-5800	4,442.58	Unbudgeted Repairs -Septic, police
	Uniforms	02826000-5029	40.01	Maintenance & Repairs	02808000-5800	40.01	Unbudgeted Repairs -Septic, police
Communications	Material & Supplies	02904000-5400	2,802.04	OT Wages	02901000-5112	2,802.04	FT covering holiday & weekend
	Material & Supplies	02904000-5400	68.36	Service & Fees	02902000-5200	68.36	Increase in Verizon Charges
	Material & Supplies	02904000-5400	856.50	Maintenance & Repairs	02908000-5800	856.50	Replace Phone Switch
	Material & Supplies	02904000-5400	45.00	Pre-Hire Testing	02922000-5023	45.00	New Hire
	Material & Supplies	02904000-5400	50.40	Clothing	02926000-5026	50.40	New Hire Uniform

END OF YEAR TRANSFERS MEETING 9/5/23

#1							
Department	From Account Name	From Acct#	Amount	To Account Name	To Acct#	Transfer Amount	Special Appropriation Amount
660 Morehouse	Utilities	03200099-4032	66,640.76	Utilities	03210000-5000	66,640.76	Tenant Paid
Police	Material & Supplies	03604000-5400	689.08	OT	03601000-5112	689.08	Add'l OT
	Uniforms	03626000-5026	1,632.77	Sergeant - Union	03641010-5104	1,632.77	Open Shift / Work Comp
	Communications	03605000-5500	1,384.35	Services & Fees	03602000-5200	1,384.35	Body Camera Server
	Transportation	03607000-5757	4,539.02	Training	03606000-5600	4,539.02	Tuition Reimbursement - Contract
	Capital	03635000-5035	7,133.56	Maintenance & Repair	03608000-5800	7,133.56	Car Repairs & Brakes
	Transportation	03607000-5757	750.00	Longevity	03601000-5113	750.00	Union Contract
	Uniforms	03626000-5026	535.00	Pre-Hire Testing	03622000-5022	535.00	Union Contract
	Contingency	05830000-5132	7,400.88	Regular Wages	03601000-5111	7,400.88	Retirement Payout
	Special Duty	03600099-4117	423,113.04	Special Duty	03601000-5115	423,113.04	Special Duty Services
Fire	Services & Fees	03702000-5200	1,386.58	Education	03706000-5600	1,386.58	Additional Volunteers
	Material & Supplies	03704000-5400	833.29	Transportation	03707000-5700	833.29	Increased Costs
	Contingency	05830000-5132	14,394.00	Regular Wages	03701000-5111	14,394.00	Union Contract
	Contingency	05830000-5132	4,000.00	Uniforms	03726000-5026	4,000.00	Union Contract
Public Works	Communication	04205000-5500	101.47	Materials & Supplies	04204000-5400	101.47	Increased Costs
	Utilities	04210000-5000	4,971.89	Maintenance & Repair	04208000-5800	4,971.89	Increased Truck Repairs
	Transportation	04207000-5700	1,431.81	Rentals	04209000-5900	1,431.81	Add'l Equipment Rentals
	OT	04201000-5112	5,001.05	OT - Maintainer/Supervisor	04244010-5112	5,001.05	Budget Adjustment
	OT	04201000-5112	413.84	Admin Wages	04241010-5106	413.84	Extra hours for Admin Asst
EMS	Services & Fees	04802000-5200	421.19	Materials & Supplies	04804000-5400	421.19	Increased Costs
	Services & Fees	04802000-5200	97.07	Education	04806000-5600	97.07	Add'l CPR Training
	Services & Fees	04802000-5200	1,187.96	Transportation	04807000-5700	1,187.96	Increased Fuel Costs
	Services & Fees	04802000-5200	1,708.51	Maintenance & Repairs	04808000-5800	1,708.51	Cleaning Service
	Services & Fees	04802000-5200	95.59	Uniforms	04826000-5026	95.59	Increased Costs
Library	Transportation	05107000-5777	156.53	Communication	05105000-5500	156.53	Increased Costs
	Library Resources	05170340-5451	454.65	Materials & Supplies	05104000-5400	454.65	Increase cost in cleaning supplies
	Library Resources	05170340-5451	922.63	Maintenance & Repair	05108000-5800	922.63	Unanticipated Repairs HVAC/Sprinkle
	Utilities	05110000-5000	4,819.63	Maintenance & Repair	05108000-5800	4,819.63	Unanticipated Repairs HVAC/Sprinkle
	Utilities	05170340-5451	55.86	Services & Fees	05102000-5200	55.86	Add'l computer Expenses
	Union Position	05101000-5128	3,936.81	Services & Fees	05102000-5200	3,936.81	Cleaning Service - WC
	Transportation	05107000-5777	13.04	Services & Fees	05102000-5200	13.04	Add'l computer Expenses

END OF YEAR TRANSFERS MEETING 9/5/23							
#1							
Department	From Account Name	From Acct#	Amount	To Account Name	To Acct#	Transfer Amount	Special Appropriation Amount
	Drug Testing	05122000-5023	45.00	Services & Fees	05102000-5200	45.00	
	Contingency	05830000-5132	2,679.31	Services & Fees	05102000-5200	2,679.31	Add'l computer Expenses Cleaning Service - WC
Tree Warden	Services & Fees	05302000-5200	390.00	Miscellaneous Rentals	05309000-5900	390.00	Log removal & disposal
	Materials & Supplies	05304000-5400	532.37	Miscellaneous Rentals	05309000-5900	532.37	Log removal & disposal
	Education	05306000-5600	350.00	Miscellaneous Rentals	05309000-5900	350.00	Log removal & disposal
	Transportation	05307000-5777	1,317.91	Miscellaneous Rentals	05309000-5900	1,317.91	Log removal & disposal
Pension	Legal Services	05402000-5249	7,737.50	MERF Police/Fire	05401000-5040	7,737.50	
	Actuary Services	05402000-5256	3,855.00	MERF Police/Fire	05401000-5040	3,855.00	Transfer to cover increased pension for Police & Fire
	Administration Fees	05402000-5257	1,808.18	MERF Police/Fire	05401000-5040	1,808.18	
	State Admin Fees	05402000-5258	180.00	MERF Police/Fire	05401000-5040	180.00	
	Defined Contribution	05401000-5044	19,660.03	MERF Police/Fire	05401000-5040	19,660.03	
	Special Duty	03600099-4117	8,691.64	MERF Police/Fire	05401000-5040	8,691.64	To Fund Pension as recommended by TR Paul
Capital Transfers Fire	Capital - Fire Truck	03735000-5036	180,000.00	Capital Account	40237099-4156	180,000.00	Engine Accrual
	Capital	03735000-5035	14,000.00	Capital Account	40237099-4156	14,000.00	Engine Accrual
Total			869,104.60			869,104.60	0.00
Special Appropriation							
Town Hall				Maintenance & Repairs	02808000-5800	6,447.42	Extra Cleaning / Unbudgeted Repairs
Emergency Management				Services & Fees	03902000-5200	14,320.69	Emergency Generator Rental
Library				Library Capital	051350000-5035	1,600.30	Heat Pump increased cost
Tree Warden				Miscellaneous Rentals	05309000-5900	309.72	Log Removal & Disposal
Total Special Appropriations						22,678.13	