

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

Date/Time: Tuesday December 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, Paul Skrtich, Michael Gutowski  
 Members on Zoom: Jackie Kaufman (in person from 7:36)  
 Alternates in person: Gregg Saunders

**Absentees:** Alternate Maureen Williams (one alternate seat vacant)

**Guests:** Christine Calvert, Treasurer and Finance Director  
 Dave Bindelglass, First Selectman  
 Robert Klem (Zoom), Jon Arnold & Victor Malindretos, EMS Building Committee

**Call to Order:** By Chair Art Laske at 7:03 pm

1. (Agenda item #1) Discuss and approve the meeting minutes of November 14, 2023. (7:04)  
 Andy corrects last line of #5: "we agreed to deal with replenishing funds later in this budget cycle via account transfer or special appropriation".  
Motion to approve minutes as corrected, by Paul/Mike. Result: passes 6-0.
2. Discussion and possible action on allocating funds from the unassigned fund balance to cover the cost of replacing the Police Departments audio recorder. (7:06)  
 Chris explains legal requirements for 911 calls, and that system is very old and needs replacing. Gregg, Jon, Victor, Chris discuss if any old parts can still be used. Chris notes that because of requirement, replacement is already ordered, but suggests BOF delay special appropriation until June, so that other department costs such as overtime might be included within the appropriation. Consensus supports this approach.  
 There is discussion about creating departmental capital funds for items such as this.
3. Update from the EMS Planning and Building committee. (7:23)  
 Art reads 12/5/23 email letter from committee chair Bill Andrews, giving status update. Andy comments on committee minutes, timeline, septic design. Rob Klem discusses Phase 2 testing. Art and Dave discuss land purchase. Mike suggests presenting GANTT chart. Art plans to invite Bill to attend next BOF meeting.
4. Present draft of budget letter from BOF. (7:58)  
 Andy, Jackie, Paul suggest edits, and there is consensus for Art to send letter with edits. Art will not include additional, more detailed requests in letter, but suggests that at next BOF meeting we discuss issues that call for a deeper dive, such as recurring capital funds, capital accounts, etc.
5. Treasurer's Report. (8:18)  
 Prior year collections are up, which Chris attributes to more enforcement.
6. Discuss and possible action on Munis Financial Report for appropriations and revenue presented by the Director of Finance. (8:20)  
 Chris discusses Police Special Duty, EMS, BOE, Town Attorney.
7. Motion to adjourn by Ira/Paul. Result: passes 6-0 at 8:28.  
 Next regular meeting Tuesday, January 9, 2024.

Submitted 12/7/23 by Ira Kaplan, BOF Clerk

## Art Laske

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**From:** William Andrews <wandrews178@gmail.com>  
**Sent:** Tuesday, December 5, 2023 11:50 AM  
**To:** Art Laske  
**Cc:** Wendy Bowditch; Robert Klem; Victor Malindretos; jarnold eastonems.com; Mike Gutowski; Jim McCarthy; David Bindelglass  
**Subject:** EMS Building Committee Update 12/8/2023  
**Attachments:** November28EMSMinutes (1).docx

Hello Art,

Here is an update since the last BOF meeting:

**1. Architect Selection**

1. The initial request period resulted in only two submissions. The committee extended the period and subsequently received two more submissions. The second request period expired on 12/4/2023 so this will be the pool of four candidates. At the next Building Committee meeting, the committee will rank submissions and create an interview schedule.

**2. Expenditure process**

1. As a result of feedback from the last BOF meeting, the Building Committee reviewed and agreed to follow town process for review and approval of expenditures. The process included the Chair, Bill Andrews, meeting with the First Selectman and the Director of Finance.

**3. Purchase of Property**

1. Phase One testing results suggest a Phase 2 test.
  1. The Building Committee formally approved the Phase 1 consulting expenditure as reflected in the minutes.
2. Communication continues with the property owner regarding Phase 2 testing and purchase price. Next communication is expected this week.

**4. Project Timeline**

1. The project timeline presented to the BOF at a September meeting has been pushed out. The Phase One results took the full time in the given range. Additionally, the original timeline did not include Phase Two testing. The timeline for Phase Two testing can only be broadly assumed until agreements are made with the landowner, the process for getting a Phase Two vendor, contracting a vendor, possibly going to BOF to request funds for the Phase Two contractor and finally the scope of remediation.
2. The Building Committee currently believes that these actions can be done in time to use the ARPA dollars; however, the Building Committee cannot say with much certainty that all information will be available to meet the BOF timeline for commitment. The Building Committee believes that the BOF intent is to have ARPA funds committed by July 2024.
3. The Building Committee will continue the process to vet and select an architect but will not commit any funds to an architect until the Phase Two testing is complete. This process will prevent any loss of time between the remediation work and the start of the renovation.

Attached are the most recent DRAFT minutes.

Bill Andrews  
Building Committee Chair