

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

Location: Easton Senior Center Meeting Type: Regular Date/Time: Dec 6, 2016 – 7:00 PM
Attendees: Matt Gachi-Chair, Paul Lindoerfer-Clerk, Andy Kachele, Michael Kot, Art Laske, Gabriel Rossi, Gregg Saunders
Absentee(s): Jason Stanevich, Richard Cremin
Guest(s): Adam Dunsby-First Selectman, Wendy Bowditch-Treasurer, Christine Calvert-Finance Dir

Call to Order: Meeting called to order at: 7:05 PM by: Matt Gachi

Appointment of Alternates

Action/Motions: Appoint Gabriel Rossi to fill in for Richard Cremin for this meeting.
Motion (Second): Andy Kachele (Michael Kot) **Result:** All in favor

Agenda Item 1 ***Discuss and approve the meeting minutes of November 1, 2016.***

Notes: A correction is needed to the minutes to change "Rich, Andy and Paul" to read "Jason, Andy and Paul".
Action/Motions: Accept the Nov 1, 2016 meeting minutes as corrected.
Motion (Second): Andy Kachele (Art Laske) **Result:** All in favor
Follow Up: Minutes to be corrected.

Agenda Item 2 ***Discuss and possible action on Munis Financial Report for appropriations and revenue presented by the Director of Finance.***

Notes: Members asked questions about line items of interest.
Action/Motions: None
Follow Up: None

Agenda Item 3 ***Present draft of budget letter to BOF for approval.***

Notes: Various edits were suggested.
Action/Motions: None
Follow Up: Matt to make edits to the budget letter.

Agenda Item 4 ***Review and determine Annual Town Report format and inclusion of schedules.***

Notes: Paul presented his proposed changes to the financial portion of the Annual Town Report. In the following discussion it was suggested that the report should probably not contain copies of the auditor's letter to the BOF or the Management Report because they contain many references to financial data that is not in the Annual Report and could therefore be more confusing than enlightening.
Action/Motions: None
Follow Up: Matt will take Paul's proposal and suggestions from board member comments and work on another version of the report.

Agenda Item 5 ***Update from the Director of Finance regarding audit progress and timetable.***

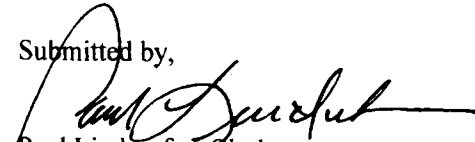
Notes: Audit work was delayed due to the Finance Director's absence from town hall because of a death in her family. The town filed for a 30 day extension for completion of the audit. At this point all of the auditor's on site work and data collection is complete and we expect to receive a draft audit report soon. This will be distributed to all board members who will have a week to review and make comments.

Action/Motions: None
Follow Up: None

Adjournment

Action/Motions: A motion to adjourn was made at 7:59 pm
Motion (Second): Gabriel Rossi (Michael Kot) **Result: All in favor**

Submitted by,


Paul Lindoerfer- Clerk