

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

Date/Time: Thursday, June 7, 2022 – 7:00 pm  
Location: Easton Senior Center  
650 Morehouse Road, Easton, CT *and*  
Virtual meeting using the Zoom app.  
*A recording of this meeting is located at:*  
*<https://vimeo.com/showcase/easton-board-of-finance>*

**Attendees:** Members: Art Laske-Chair, Jackie Kaufman-Clerk, Andy Kachele,  
Paul Skrtich, Ira Kaplan, Michael Kot; Alternates Present, but not seated: Michael  
Gutowski, Gregg Saunders, Maureen Williams  
**Absentee(s):** --  
**Guest(s):** Christine Calvert-Finance Director/Treasurer  
**Call to Order:** Meeting called to order at: 7:08 pm by: Art Laske

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***I. Appointment of Alternates***

NONE.

***II. Discuss and Approve the Meeting Minutes of March 1 & 2, 2022.***

Previously approved. No action required.

***III. Discuss & Possible Action regarding the current DPW Budget***

- Ed Nagy, Director of Public Works appeared on behalf of DPW to request a transfer of \$275,000 allocated to the current fiscal year (Highway Department and Capital Project Fund) to the next fiscal year to cover scheduled DPW projects for 2021-22 that would not be completed or commenced by June 30, 2022. Mr. Nagy confirmed that labor shortage, covid-19, utility construction delay and increased demand for infrastructure projects have delayed the paving projects.
  - Mr. Nagy confirmed the paving season begins in the spring, but many projects are deferred to early fall. The projects which represent the \$275,000 allocation are “lined up”. For example, the Morehouse roof materials are in and delivered and work will commence this summer. Road paving must continue in the fall. Lower Morehouse Road has been completed, but other roads are outstanding (approximately \$325,000). Replacing the drainage pipe on Dogwood is also scheduled (approximately \$40,000). Additional funds include labor and costs of commercial truck driver(s).
  - The \$257,000 funds requested to be transferred, plus the 2022-23 funds recently allocated, would total approximately \$550,000 to be spent in the 2022-23 fiscal year.
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**Action/Motion:** A. Kachele made a motion to transfer \$275,000 from the Highway Department Paving & Capital Project Fund (FY 2021-22) to the Highway Department Paving & Capital Project Fund (FY 2022-23).  
**Motion (Second):** Motion Seconded by I. Kaplan  
**Result:** Unanimously Approved.

**IV. *Discuss and Possible Action on using American Recovery Plan Act funds for HVAC system at JBHS***

**Action/Motion:** P. Skritch made a motion to postpone this item for discussion later in the Meeting. The Tax Collector was present and prepared to speak on the item subsequent to this.  
**Motion (Second):** Motion Seconded by I. Kaplan.  
**Result:** Unanimously Approved.

**V. *Discuss and act upon Tax Collector's Suspense List***

- Krista Kot, Tax Collector, presented and requested that \$29,622.02 of outstanding tax collections be moved to the Tax Collector's Suspense List.
- Discussion among board members and Tax Collector commenced about collections procedure standards, review of uncollected tax list, and establishing parameters to encourage collection in the future.

**Action/Motion:** J. Kaufman made a motion to move \$29,622.02 of outstanding tax collections to the Tax Collector's Suspense List.  
**Motion (Second):** Motion Seconded by I. Kaplan.  
**Result:** Unanimous approval.

**VI. *Discuss and Possible Action on using American Recovery Plan Act funds for HVAC system at JBHS***

- Correspondence received and reviewed from Michael D'Agostino of Region 9 Board of Education requesting up to \$41,306.34 to place toward repair of HVAC system at Joel Barlow High School. The full amount for the HVAC system repair is \$85,200. The requested amount represents the amount commensurate with prospective percentage of Easton Students (54%). The balance has been requested from the Redding Board of Education.
  - No representative appeared on behalf of JBHS or Region 9. Summary of request provided by C. Calvert.
  - Discussion among the Board members regarding request: the Board concluded this is an important health and safety project, but it could reasonably be put into next year's budget. Region 9 is not giving any allocated funding back to Easton. Region 9 typically does not come to the Easton BOF for this type of project and it may not be an appropriate use of ARPA funds. Region 9 is a separate entity that received its own federal funds and should not seek to take additional ARPA funds from Easton's budget, and has not provided compelling
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detail to support this request. A. Kachele reviewed the funding process for Easton and Region 9. The Board concluded ARPA funds should be used to benefit the greater Easton community and not one facility which has its own federal funding.

**Action/Motion:** P. Skritch made a motion to approve the transfer of \$41,306.34 from ARPA Funds to finance HVAC improvement at Joel Barlow High School.  
**Motion (Second):** Motion Seconded by J. Kaufman  
**Result:** All opposed.

### ***VII. Treasurer's Report***

- The Treasurer, Christine Calvert, presented the month's Treasurer's Report and answered questions from the Board.
- \$6-7 M at Peoples; 98.7% of taxes collected (\$1.2M outstanding in tax collection); \$3.4M collected via credit card.
- Discussion among Board members of suspension funds and need to consult with Tax Collector to review the total amount suspended over time.
- Discussion of interest and annual yields.

### ***VIII. Discuss and Possible Action on Munis Financial Report for Appropriations and Revenue Presented by the Finance Director***

- The Finance Director, Christine Calvert, presented this month's report and answered questions from the Board.
- Discussion regarding revenues collected and influence of: active real estate market on this figure, EMS, removal of trucks from DPW, so Town received funds from scrap metal, Health Department integrated into the Westport-Weston Health District, Police overtime, Board of Education Budget, Senior Center, Cemetery grant. A. Laske requested Police overtime numbers for review at the next meeting.
- Discussion regarding when the Board of Education "give back" figures will be available for review and further discussion. Anticipated for the July meeting, but this is not definitive. Presently \$4.4M left in the Board of Education budget.
- I. Kaplan suggested that Town departments or organizations, like the Board of Education, provide two figures: the prospective year's budget and the year following. A more detailed analysis may be useful for the surplus discussion.
- Discussion among the Board to invite EMS back to the Board of Finance in July, or after to provide further detail regarding its plans for building relocation plans.

### ***IX. Adjournment***

**Action/Motion:** M. Kot made a motion to adjourn the meeting at 8:10 pm.  
**Motion (Second):** Motion Seconded by A. Kachele.  
**Result:** Unanimous approval to adjourn.

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Submitted by,

A handwritten signature in black ink, reading "Jacqueline O. Kaufman". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Jacqueline O. Kaufman – Clerk