

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

Date/Time: Tuesday September 3, 2024 – 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: Andy Kachele, Paul Skrtich, Ira Kaplan, Jackie Kaufman, Michael Gutowski
Alternates in person: Gregg Saunders, Maureen Williams, Joe Glavan

Absentees: Member Art Laske

Guests: Christine Calvert, Treasurer and Finance Director
Dave Bindelglass and Nick D’Addario, First Selectman and Selectman
Wendy Bowditch, EMS Planning and Building Committee

Call to Order: By Meeting Chair Ira Kaplan at 7:00 pm

Ira announces that Chair Art Laske is away but appointed alternate Joe (via email) to vote in his place, and Art asked that Ira assume duties as Chair for this meeting. Ira announces he will chair meeting without objection. There are no objections, but Andy notes that if there were an objection, our process for resolving such objections is at best incomplete.

1. (Agenda item #1) Discuss and approve the meeting minutes of August 6, 2024.
Gregg notes #4 should be Fire Truck (not Trunk), and will pass a few other typos along another time.
Motion to approve minutes as amended, by Jackie/Paul. Passes 6-0.
2. Discuss and possible action on allocating \$3,500 from the Activity account to repair the storm damage at Aspetuck Park. (7:05)
Chris explains damage from 8/18 rains, and why Park & Recreation needs these funds. (Damaged items were detailed on handout from Chris.) It is possible that FEMA will reimburse later. Motion that Park & Recreation has permission to use \$3,500 from its Activity account for repair of 8/18 storm damage at Aspetuck Park, by Paul/Jackie. Passes 6-0.
3. EMS headquarters update. (7:08)
Dave says architect will present budget and plans to EMS Planning and Building Committee 9/10/24. Wendy suggests the BOF hold a Special Meeting 9/17 or 9/24 to get presentation from EMS for informational purposes, and perhaps attend 9/10 EMS meeting in Community Room. Andy notes that for BOF to recommend an expenditure that is net of the private funds, it will not suffice to have written commitment for such funds: rather the funds must have already been transferred to town.
4. Discuss and possible action on Motorola proposal for Police and Fire. (7:16)
Dave explains the need, and the process, noting the agreement is not finalized. Dave referenced the 2023 consultant’s report on need for better communication systems. Estimated cost is \$2,996,526, reflecting a time-sensitive discount. Chris told Paul that based on remaining ARPA funds, and LOCIP, there is not enough to fund this without a town vote (and Dave feels we should not spend this much without a vote anyway). Questions were asked about who has reviewed the proposal, if Fire Commission and other commissions will review, if cyber insurance includes coverage, what the cost would be to expand to more radios, compatibility with Sacred Heart University, timing of billing, contractual limitations of liability, if the 20 kW backup generators were overkill.

If we target a referendum no later than mid-November, then BOF should vote on recommendation to a Town Meeting no later than our 10/1/24 regular meeting. Andy explored options: could the

machine vote be after the general election, or on Election Day, or on an early voting day. We discussed the BOF process: should the Motorola representative come to the 10/1 BOF, or earlier than the 10/1 meeting (so there is time to respond to requested changes), perhaps at a Special BOF meeting (maybe same Special BOF meeting for EMS detailed update). Jackie suggested a 9/20 deadline for submitting questions to Dave and Chris regarding the 120 page document from Motorola.

5. Discuss and possible action on line item transfers. (7:57)

Chris presents the line item transfers, explaining the larger components. Andy notes Dispatch Service & Fees should be Capital, Jackie asks for slightly more detail in Explanation column for Roof, EMS Education, etc., for future reference. Chris agreed to make such changes.

Gregg questions the practice of transferring from Operating to Capital, as is presented for Dispatch (\$5,317.44 from OT Wages to Capital, to replace failed audio recorder). Such transfer has been done before, has not met with objection from auditors, but Gregg feels it is unusual enough that the transfer should be disclosed to the public. These minutes will serve as such disclosure.

Motion to approve \$546,709.04 of line-item transfers as presented by the Finance Director's 9/3/24 amended request for the 2023-2024 budget, by Andy/Mike. Passes 6-0.

Special Appropriations are also on Chris's 9/3/24 Transfers document, and we address the first of them for legal services. Mike/Jackie make a Motion for legal services (passes 6-0), then Andy notes "Special Appropriations" are not expressly listed on the agenda. Motion to add agenda item 5b "Discuss and possible action on Special Appropriations", by Jackie/Mike. Passes 6-0. Motion to void the earlier motion for legal services, by Mike/Joe. Passes 6-0.

5b. Discuss and possible action on Special Appropriations.

The Town Attorney request relates to four active lawsuits, three involving Planning and Zoning, and one involving the Zoning Board of Appeals. Motion to approve Special Appropriation of \$17,056.22 from Undesignated Fund Balance to Town Attorney Legal Services, as presented by the Finance Director's 9/3/24 amended request, by Mike/Joe. Passes 6-0.

The Dispatch request is for the remaining cost (after transfer) to replace failed audio recorder. Motion to approve Special Appropriation of \$10,862.55 from Undesignated Fund Balance to Dispatch Capital, to replace failed audio recorder, as presented by the Finance Director's 9/3/24 amended request, by Jackie/Mike. Passes 6-0.

6. Treasurer's Report. (8:24)

Chris presents report for FY25. The Janney figure is not updated and is carried over from last month. The Prior Year Collections show a big swing due to a reclassification for a needed correction.

7. Discuss and possible action on Munis Financial Report for appropriations and revenue presented by the Finance Director. (8:29)

Chris presents. No action taken.

8. Motion to adjourn by Paul/Jackie. Passes 6-0 at 8:30.

Next regular meeting Tuesday, October 1, 2024.

END OF YEAR TRANSFERS MEETING 9/3/24								
#1	Department	From Account Name	From Acct#	Amount	To Account Name	To Acct#	Amount	Explanation
	Planning & Zoning	Education	02406000-5600	41.40	Transportation	02407000-5700	41.40	Increase cost in gas
	Town Hall	Part Time Non-union	02809000-5900	431.87	Services & Fees	02808000-5800	431.87	Increased Costs
		Part Time Non-union	02809000-5900	90.00	Drug Testing	02822000-5023	90.00	New Hires
		Part Time Non-union	02809000-5900	45.05	Uniforms	02826000-5026	45.05	New Hire - Rain coat
		Union Position	02801000-5128	575.06	Materials & Supplies	02804000-5400	575.06	Automatic Door - ADA
	Dispatch	Maintenance & Repair	02908000-5800	67.74	Service & Fees	02902000-5200	67.74	Increase in Frontier
		Maintenance & Repair	02908000-5800	194.66	Education	02906000-5600	194.66	Additional Training
		OT Wages	02901000-5112	5,317.44	Service & Fees	02904000-5400	5,317.44	Replace failed Audio Recorder
	Comm for Elderly	Services & Fees	03002000-5200	380.37	Materials & Supplies	03004000-5400	380.37	Postage for mailer
	660 Morehouse	Utilities Revenue	03200099-4032	68,063.28	Utilities	03210000-5011	68,063.28	ECDS/Central Office
	Police	Wages	03601000-5111	12,468.63	OT	03601000-5112	12,468.63	Two officers on medical leave
		Holiday	03601000-5114	39,611.09	OT	03601000-5112	39,611.09	Two officers on medical leave
		Transportation	03607000-5700	7,498.25	OT	03601000-5112	7,498.25	Two officers on medical leave
		Service & Fees	03602000-5200	1,617.76	OT	03601000-5112	1,617.76	Two officers on medical leave
		Communications	03605000-5500	2,454.31	OT	03601000-5112	2,454.31	Two officers on medical leave
		Education	03606000-5600	6,976.65	OT	03601000-5112	6,976.65	Two officers on medical leave
		Rentals	03609000-5900	96.00	OT	03601000-5112	96.00	Two officers on medical leave
		Capital	03635000-5035	1,020.26	OT	03601000-5112	1,020.26	Two officers on medical leave
		Contingency	05830000-5132	36,350.02	OT	03601000-5112	36,350.02	Two officers on medical leave
		Wages	03601000-5111	150.00	Certification	03601000-5124	150.00	New Employee
		Wages	03601000-5111	1,636.84	Sergeant Wages	03601000-5104	1,636.84	Shift Differential
		Contingency	05830000-5132	1,039.86	Admin Wages	03601000-5105	1,039.86	Change in wages
		Special Duty Revenue	0360009-4117	230,959.43	Special Duty Wages	03601000-5115	230,959.43	Special Duty services
		Transportation	03607000-5700	4,694.63	Material & Supplies	03604000-5400	4,694.63	New Patrol Computer
		Transportation	03607000-5700	3,379.82	Maintenance & Repair	03608000-5800	3,379.82	Increase Cost in tires
		Transportation	03607000-5700	1,875.83	Clothing	03626000-5026	1,875.83	New Officer uniform
		Transportation	03607000-5700	1,150.00	Pre-test	03622000-5023	1,150.00	New Employee Testing
	Fire	Material & Supplies	03704000-5400	7,149.89	Maintenance & Repair	03708000-5800	7,149.89	Additional Engine Repairs
		Education	03706000-5600	3,486.01	Maintenance & Repair	03708000-5800	3,486.01	Additional Engine Repairs
		Wages	03701000-5112	36,844.81	Fire Capital	40237000-4156	36,844.81	Tsfr to Engine Accrual
		Capital Outlay	03735000-5035	16,990.34	Fire Capital	40237000-4156	16,990.34	Tsfr to Engine Accrual
	Public Works	Transportation	04207000-5700	1,735.20	Maintenance & Repair	04208000-5800	1,735.20	Additional Repairs
		Transportation	04207000-5700	15,675.78	Rentals	04209000-5900	15,675.78	Additional Rental for tree work

	Transportation	04207000-5700	24,398.70 Capital	04235000-5035	24,398.70	Replace Roof at DPW
EMS						
	Materials & Supplies	04804000-5400	308.77 Uniforms	04826000-5026	308.77	Additional Staff
	Materials & Supplies	04804000-5400	415.56 Services & Fees	04802000-5200	415.56	Increased Costs
	Communication	04805000-5500	2,006.02 Services & Fees	04802000-5200	2,006.02	Increased Costs
	Transportation	04807000-5700	1,286.68 Education	04806000-5600	1,286.68	Education for addtl staff
Library						
	Services & Fees	05102000-5200	3,382.00 Maintenance & Repair	05108000-5800	3,382.00	Front Door repair
	Utilities	05110000-5000	2,927.05 Maintenance & Repair	05108000-5800	2,927.05	Front Door repair
	Communications	05105000-5500	1,100.73 Maintenance & Repair	05108000-5800	1,100.73	HVAC Repairs
Park & Recreation						
	Utilities	05210000-5000	815.25 Transportation	05207000-5700	815.25	Increased Costs
Total			546,709.04		546,709.04	0.00
Special Appropriations						
Town Attorney						
			Legal Services	02302000-5249	17,056.22	Additional Lawsuits
Dispatch						
			Materials & Supplies	02904000-5400	10,862.55	Replace failed Audio Recorder
Total Special Appropriations					27,918.77	
Grand Total					574,627.81	