



Town Council MEETING MINUTES

Wednesday, April 2, 2025 - 6:00 PM
Council Chambers, Easton Town Office
14 S Harrison Street

5:30 PM: Workshop. Call to Order by President Gunsallus.

Mayor Megan JM Cook
Council President Frank Gunsallus
Ms. Maureen Curry
Mr. Don Abbatiello
Mr. David Montgomery
Rev. Elmer Davis

Also present was the Acting Town Manager, Mr. Alan Lowrey, Town Attorney Mrs. Sharon VanEmburch, Mr. Trevor Newcomb, Facilities Manager, Mr. Rick Farr, HR Manager, Director of Planning and Zoning Miguel Salinas and Town Clerk Mrs. Kathy M. Ruf.

At 5:30 p.m., President Gunsallus called the budget workshop meeting to order.

Facilities Maintenance.

Mr. Trevor Newcomb, Facilities Manager, was present. He discussed the way his budget is now laid out. He stated he feels satisfied and has met with Mayor Cook and the Town Manager numerous times.

President Gunsallus discussed the increase in his budget. He stated that the Parks and Recreation janitorial was previously under Ms. Gould's budget.

Interim Town Manager discussed how the facilities are now in one location.

Mr. Newcomb stated that on the service side, there are accessibility enhancements. He stated that HVAC is one of the highest maintenance items in his budget. He stated his numbers are based on historical data.

Pres. Gunsallus asked for additional questions. There were none at this time.

Planning and Zoning.

Miguel Salinas was present to discuss his budget requests. He discussed Social Pinpoint software that includes citizen engagement as well as transparency.

Mr. Montgomery asked if there is any other work he would like to complete. Mr. Salinas stated they would like to see the Transportation Model, and the Design Guidelines. He discussed overhauling the Zoning Ordinance on a cloud-based system.

At 6:06 p.m., Mr. Salinas departed.

HR.

At 6:07 p.m. Mr. Farr was present. He stated that the HR Generalist position was moved to the HR Department. He stated the promotional events were left intact in the budget. He stated that the FMLI has been pulled out due to implementation which will not be until 2027. Mr. Farr discussed the bilingual test that has been given to several employees. He stated four employees had passed and received the incentive.

The Council asked that the Strategic Plan be forwarded to them for their review.

Ms. Curry asked if there is training for front-facing customer service employees. She stated that EU could be utilized for their input.

Mr. Farr stated that the HR Generalist is in the process of getting her SHRM Certification.

At 6:28 p.m. Mr. Farr departed.

Council.

At 6:36 p.m. Mayor Cook stated that the council is basically salary and benefits.

Rev. Davis asked if there are any funds for a party for the council and their constituents.

Pres. Gunsallus asked what is in the contractual services. It was explained that that is legal fees.

Mayor Cook discussed a store that may be implemented for the purchase of clothes.

Town Clerk.

Mr. Lowrey stated that the PIA position has been eliminated. He stated that there is PIA training next Thursday in the EPD Training Room. Mr. Lowrey stated that Administrative Staff will take over those duties.

Professional Services in the budget include the Town Attorney services.

Mayor.

Mayor Cook stated that turkeys and service awards are in her budget. Professional Services are the Town Attorney's fees. All the MML fall under dues and publications.
Mr. Montgomery asked if Repairs and Maintenance Services are part of the Facilities and Maintenance budget.

Town Manager.

Mr. Mueller's, Public Relations is now under the Town Manager. He stated that most everything is standard. Pres. Gunsallus stated this department had a substantial decrease.
Mayor Cook discussed ADA implementation.

Finance.

Ms. Callahan stated that there is an employee retiring, so the salary will decrease for the Accounts Payable Manager.
She discussed a pension compliance audit that has been put in the budget.

Mr. Abbatiello discussed salaries and stated that some of the employees are making the top end of their pay grade. He asked if some salaries would be frozen. He stated he would like to see an actuarial study for pension increases.

Mr. Abbatiello asked if there is anything in the budget for subsidized housing.

Mr. Montgomery asked if there is anything in the budget for merit-based raises.

Mr. Montgomery stated he has concerns about the aggregate figures. He discussed the variances in the Operating Budget.

Mr. Lowrey discussed the ARPA projects at the current capital spending.

Mr. Montgomery asked if 62% of salaries are reasonable. Mr. Lowrey stated that government is a service industry but there needs to be reasonable limits.

Mr. Abbatiello asked if the budget would be on the website. Mayor Cook stated that the budget presentation should take place at the second meeting in April.

Mr. Montgomery stated he would like to see money in the budget for a surplus military vehicle for the SWAT.

Mayor Cook stated they have also discussed making a contribution to the OPEB fund.

Pres. Gunsallus stated he would like a weekend to look at adding things back in.

Adjournment.

At 7:26 p.m., President Gunsallus adjourned the regularly scheduled workshop.

Respectfully submitted,

Kathy M. Ruf, Town Clerk