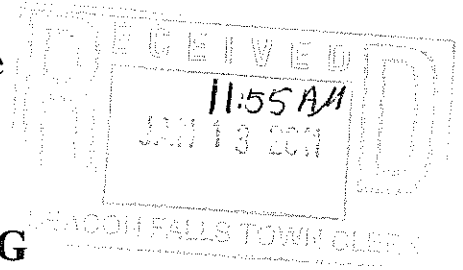


Town of BEACON FALLS
Connecticut

Board of Finance

**TOWN OF BEACON FALLS
BOARD OF FINANCE
REGULAR MONTHLY MEETING
MINUTES
(draft copy-subject to revision)
Tuesday January 11, 2011**



CALL TO ORDER

Vice Chairman of the Board, W. Hopkinson called the meeting to order at 7:33 P.M. with the Pledge to the Flag. Chairman of the Board G. Smith arrived at 7:34 P.M.

Also Present: Board Members: B. Ploss, C. Bielik, R. Doiron and L. Krepinevich

Also present were First Selectmen S. Cable, Selectmen D. Sorrentino and M. Krenesky and town resident E. Groth

APPROVAL OF MINUTES

G. Smith noted a typo on page 5; it should read "the town then **pays**", and W. Hopkinson noted a correction on page 3 which should read "**09/10** budget year".

W. Hopkinson motioned to approve the BOF regular monthly meeting minutes with the two corrections noted. C. Bielik 2nd the motion. All voted aye.

COMMENTS FROM THE PUBLIC

None.

TREASURERS REPORT

R. Doiron motioned to accept the Treasurers Report. W. Hopkinson 2nd the motion. All voted aye.

W. Hopkinson asked if we had made a payment to Region 16. The answer was "yes".

B. Ploss asked if it was possible to get a copy of the expense report via email so it can be reviewed prior to the meeting. G. Smith noted that he will ask M. Gomes and that it should not be a problem.

TAX COLLECTORS REPORT

R. Doiron motioned to accept the Tax Collectors Report. W. Hopkinson 2nd the motion. All voted aye.

TOWN CLERKS REPORT

It was noted that the Town Clerk's report was not available as the bank statements have not yet been received therefore it could not be reconciled. The BOF should receive 2 reports next month.

W. Hopkinson asked if the town could "bank on-line" so they could receive and review the bank statements sooner. G. Smith noted that it was a good idea and it will be suggested to M. Gomes.

FINANCE MANAGERS REPORT

G. Smith noted that the Fire Department is way over budget on everything. He also noted that in various departments, the "computer support" line items are all over budget. He was wondering if we are having a computer problems. The BOF reviewed all the departments that are over budget on "computer support". A lengthy discussion continued and it was determined that this question will be addressed to M. Gomes via a memo. The discussion continued and it was decided that a memo to M. Gomes will include 1. The BOF would like clarification of what is causing the line items to be over budget? 2. The BOF would like to request an estimate cost to get the software application fixed and an estimated cost to replace the software application.

A lengthy discussion continued regarding the accounting software glitch. Could we get some software support to look at the system? B. Ploss noted that he was told that should he look at the problem (as this is his field) that it may be a conflict of interest because he is a member of the BOF. S. Cable said she didn't see it as a conflict but would check with the attorney.

W. Hopkinson noted that the Board Clerk's line item will also be over-budget as we have not yet entered budget season.

W. Hopkinson requested that the status of the mismatch of revenue and expenses as they related to the summer program also be included in the memo to M. Gomes.

A question of outstanding checks was discussed. G. Smith asked how long an outstanding check can go un-cashed and how long does it have to stay on the books; when or if the books could be adjusted. G. Smith asked if anyone has called the people who the checks are made out to?; some of the checks go back to 2008. S. Cable noted that Jack is supposed to call the people but she does not know if he has. A lot of the checks are made out to town employees. It was noted that there is approximately \$11,000 worth of outstanding checks. G. Smith asked that this be looked in to.

BOARD CLERKS INVOICE

W. Hopkinson motioned to accept the Board Clerk's invoice for December. L. Krepinevich 2nd the motion. All voted aye.

BOARD OF SELECTMAN TRANSFERS

G. Smith noted that the Fire Department is requesting a transfer of \$27,997 to come out of contingency to cover the cost of the sewer back up issue. He noted that it was suggested that taking this money out of the Waste Water Treatment line item may be a possibility but G. Smith did not think it was a good idea and after discussion, neither did the rest of the Board.

B. Ploss motioned to recommend that the transfer be taken out of contingency and sent to the BOS for a town vote.

Discussion: B. Ploss wanted to make sure that the software issue in the Finance Department was and the cost that may be associated with the issue is addressed; he is concerned that the money needed for the software fix may also have to come out of contingency. After further discussion, this issue would also be included in the memo to M. Gomes.

C. Bielik 2nd the motion. All voted aye.

BOARD OF SELECTMAN

S. Cable noted that she has asked all Departments to have "no increases" in the upcoming budget proposals. She has sent a letter to the Union requesting a wage freeze.

S. Cable noted that the BOS have selected Proposal #2 for the Purchasing Policy Procedure.

S. Cable also noted that she would like to review the Ambulance Contract with the Fire Department. She noted that M. Pratt informed them that they will be hiring another person at the Fire Department. She noted that at "first look", the town will only be receiving approximately \$39,000 from the ambulance contract which is much less than what the town budgeted for (the stretchers have already been taken out of this fund). The person they are planning on hiring would be an EMS/Firefighter and it was noted that they already have a person in mind. It was noted that there is definitely discretionary money and that while the town is scraping pennies, the Fire Department is still spending money. S. Cable will contact the attorney regarding questions about reviewing the ambulance contract. A lengthy discussion continued regarding the expiration date on the contract, the money that is coming in and going back to the Fire Department, etc. S. Cable noted that she asked Chief M. Pratt to write down all the money that was spent from the money from this contract. She noted that this money was supposed to help fund the department and the hiring another person will deplete these funds. A lengthy discussion continued regarding agreements and stipulations of the current Ambulance Contract.

B. Ploss asked that if the contract was put into question, would that put a halt on a new hire until it is resolved? S. Cable noted that was a good question and will ask.

After a lengthy discussion the BOF made the following motion:

W. Hopkinson motioned to respectfully ask the BOS to request that the Fire Department hold off on hiring any new personnel until after the Ambulance Contract has been reviewed by the BOS. C. Bielik 2nd the motion. All voted aye.

G. Smith notified the BOF that there is currently a petition being circulated by the Fire Department regarding the proposed bond package. The Fire Department is asking that everything that was originally proposed for the bond package be put before the town for them to make the determination. He noted that according to what the Fire Department was told, they need approximately 200 signatures to bring the bond package back to the BOF and if the BOF says no, then only 25 more signatures will be need to go before the BOS; the BOS will then be forced to take the whole package to the Town. After a lengthy discussion, it was suggested that the BOS look into the legal rules regarding a petition.

CORRESPONDENCE

The BOF received the following correspondence:

1. A copy of a request for contribution to the Northwest Regional Mental Health Board.
2. A copy of a the proposed Library Budget.
3. A copy of the Municipal E - Waste recycling plan - G. Smith asked what the effect of this mandate will be. It was noted that money will be given to start the program of electronic waste - and the Town does not yet have a directive. G. Smith as the question of how much it will cost. A discussion continued regarding approved vendors and procedures.

NEW BUSINESS

2011/2012 Budget - G. Smith noted that he put 2011/2012 Municipal Budget on the agenda under New Business so we would not fall behind like they did last municipal budget process. S. Cable noted that the problem last year was that they did not have consistent meetings set up. G. Smith noted that he put it on the agenda to get an update from the BOS.

S. Cable noted that she would like to take the budget to the town in the end of March. As budgets come in, M. Gomes will do a draft. Budget workshops will be held for the BOS and then it will be presented to the BOF. S. Cable noted that the BOF will have the first draft of the budget ready for them at their February meeting. It was decided that a schedule of workshops will be made for the 2011/2012 budget proposal at the BOF February meeting. Everyone was asked to bring their calendar so that workshop dates can be scheduled. A discussion continued regarding possible budget increases and overages.

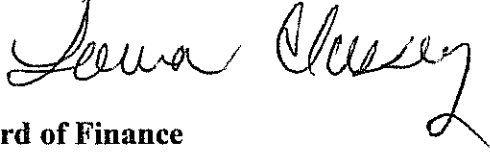
Sewer Commission: G. Smith wanted to know how the Sewer Commissions come up with the tie in fee. S. Cable noted that whatever the cost of the sewer is divided by household paid over a period of years. G. Smith would like to know when the last time the cost was reviewed. Has the Sewer Commission considered a Sewage Usage Fee. After a lengthy discussion, G. Smith asked that a memo be written to the Sewer Commission asking them these questions and inviting a representative from the Committee to be present at the next BOF meeting.

R. Doiron motioned to adjourn the meeting at 8:40. L. Krepinevich 2nd the motion. All voted aye.

Meeting was adjourned at 8:40 P.M.

Respectfully Submitted,

**Lauren Classey
Clerk for the Board of Finance**

A handwritten signature in cursive script that reads "Lauren Classey". The signature is written in black ink and is positioned to the right of the typed name.