

Beacon Falls Board of Finance

10 Maple Ave.

Beacon Falls, CT 06403



**BEACON FALLS BOARD OF FINANCE
Regular Monthly Meeting
September 11, 2012
MINUTES
(Draft Copy-Subject to Revision)**

1. Call to Order/Pledge of Allegiance

Chairman Marc Bronn called the meeting to order at 7:31

Members present: Joe Dowdell, Robert Doiron, Jim Huk, Brian Ploss, Jack Levine

Others present: First Selectman Gerard Smith, Selectman Chris Bielik, Beacon Falls Financial Manager Manny Gomes

2. Approval of Minutes – August 14, 2012

Motion to accept the August 14, 2012 Regular Monthly meeting minutes: Levine/Huk; all aye. Brian Ploss abstained as he was not at the August 14, 2012 meeting.

3. Comments from the Public

Mike Pratt, chief Beacon Hose Co. 1, requested a letter be sent from the Board of Finance to the town auditor concerning the \$38,000 previously approved for the purchase of tires and pagers. Mike Pratt explained that the auditor is holding up funds until he receives approval from the Board of Finance.

Mike Pratt will email the details to Board of Finance Chairman Marc Bronn for the letter.

Motion to send a letter on behalf of Beacon Hose Co. 1 to the town auditor, Mike Zaimaitis, approving the budget numbers to release funds for the purchase of tires and pagers: Doiron/Dowdell; all aye.

Jim Huk, Jack Levine & Marc Bronn abstained as they were not at the meeting when this topic was discussed.

4. Treasurer's Report – Mike Krenesky

Reports were distributed to members.

Acceptance of report suspended until the October 16 meeting as the Treasurer was not present to answer questions.

5. **Tax Collector's Report** – Millie Jurzynski

July and August 2012 reports were distributed to members.

Motion made to accept the July & August 2012 Tax Collector's Report: Levine/Dowdell;
all aye.

6. **Town Clerk's Report** – Len Greene, Sr.

Motion made to accept the August 2012 Town Clerk's Report: Doiron/Levine;
all aye.

7. **Finance Manager's Report** – Manny Gomes

Comments: Manny Gomes noted that there were 27 payrolls in the last fiscal year making some entries incorrect; they are in the process of being corrected. Some salary line items are low because they weren't reposted.

Motion made to accept the July and August 2012 Finance Manager's Reports:
Levine/Ploss; all aye.

a. Board Clerk's Invoice: Motion to accept clerk's invoice requesting payment for the August 14, 2012 meeting and associated administrative work and pay the bill as submitted: Levine/Huk; all aye.

b. Update on addressing any town audit concerns

Manny Gomes has a draft of town clerk's policies and the town is reiterating its purchasing policy to all departments.

Jack Levine suggested emailing these policies to the Board of Finance members for a courtesy review.

ACTION: Manny Gomes will email the draft of town clerk's policies and the town's purchasing policy to the Board of Finance members for a courtesy review.

Discussion: Jack Levine asked about the status of refinancing the town loans. First Selectman Gerard Smith noted that the town loans weren't refinanced; instead of 1.5% interest rate for 10 years the town got .49% interest rate for 6 months, so agreed to a short term bond issue at the lower interest rate. The town's USDA loans will be refinanced by bundling them together in the future at a lower interest rate.

8. Board of Selectmen

a. Transfers list distributed by Manny Gomes

Discussion: Jack Levine questioned the overtime in the police department budget. First Selectman Gerard Smith explained that there is no overtime in the current police department budget and that the town incurred a lot of overtime last year due to Snow storm Albert and Hurricane Irene. Jack Levine reiterated that the Board of Selectmen has the authority to hire personnel and set their pay, but the Board of Finance has the final authority to transfer town funds.

Selectman Chris Bielik explained that the preferred process is to wait until the end of the fiscal year and make one transfer rather than two transfers which would require a town meeting vote.

Motion made to accept all budget transfers as presented by the Board of Selectmen and recommend that the Board of Selectmen present the required budget transfers at a town meeting: Doiron/Levine; all aye.

Discussion: Manny Gomes commented that furlough days, accrued time (unused vacation, sick and personal days) at the end of the fiscal year will show the salaries are over budget. It was suggested putting money in a separate line item to account for accrued time (sick, vacation, personal days), so that salaries would not appear to always go over budget.

First Selectman Gerard Smith explained there was a miscommunication during 2012-2013 town budget discussions and a public works truck was sent out for repairs when the money was not approved. The truck was repaired and returned to the town. The \$9,000 repair bill was not yet paid. First Selectman Gerard Smith suggested paying it out of the Public Works department vehicle maintenance line item.

Jack Levine withdrew his previous motion made at the August 14, 2012 meeting that the Board of Selectmen investigate the matter of the public works truck repair that was done when the funds had not been approved and provide a written report back to the Board of Finance.

Motion made that a verbal explanation from First Selectman Gerard Smith was sufficient and a written report concerning the public works truck repair that was done when the funds had not been approved wasn't necessary: Levine/Doiron; all aye.

First Selectman Gerard Smith noted that he receives a lot of information on grants available and that the Town of Beacon Falls does not have a designated grant writer. He suggested the town hire Lisa Low and requested the Board of Finance consider allocating \$15,000 of town funds be used toward fees for a professional grant writer. A grant writer would need to be paid by the town, not from any grant money received.

Joe Dowdell requested that First Selectman Gerard Smith ask Lisa Low to attend the next Board of Finance meeting on October 16, 2012 to answer questions about grant writing, grant monies and her fees.

Comment: Jack Levine noted that if the town paid for a professional grant writer, there might be ramifications from townspeople who volunteer to write grants for free.

9. New Business

- a. List of depreciable capital items from each department for long range look - NTR

Joe Dowdell announced that he will have an introductory meeting with the Region 16 Superintendent and will be involved in the beginning of the Board of Education budget process.

10. Old Business

- a. Clarification on the legality to transfer funds with Board of Finance approval

Jack Levine asked for clarification on the legality to transfer funds with Board of Finance approval and if it can be done without a town meeting, First Selectman Gerard Smith will check with the town attorney.

Topic suspended until the October 16 meeting

11. Correspondence - none

12. Adjournment

The next regular meeting will be Tuesday, October 16, 2012 at 7:30 PM

Motion to adjourn the meeting at 8:31 PM: Levine/Bronn; all aye.

Respectfully submitted,

Martha Melville
Clerk