

Beacon Falls Board of Finance
10 Maple Ave.
Beacon Falls, CT 06403



BEACON FALLS BOARD OF FINANCE
Special Monthly Meeting
October 2, 2012
MINUTES
(Draft Copy-Subject to Revision)

1. Call to Order/Pledge of Allegiance

Chairman Marc Bronn called the meeting to order at 7:32

Members present: Joe Dowdell, Jim Huk, Jack Levine, Brian Ploss (arrived at 8:00)

Member absent: Robert Doiron

Others present: First Selectman Gerard Smith, Selectman Chris Bielik, Lisa Low, of Lisa Low & Associates

- 2. Comments from the Public** – Lisa Low, from Lisa Low & Associates, a Grant Writing, Administration & Project Management company based in Oxford, attended the meeting at the request of the Board of Finance to explain her company's services. At the September 11, 2012 First Selectman Gerard Smith requested the Board of Finance approve \$15,000 to be used for a grant writer. Lisa Low distributed a list of available grants by agency for the Board of Finance to review.

Comments:

Selectman Chris Bielik asked if her fee comes out of grant monies received or if the town pays her fees.

Jack Levine asked how grants to apply for are chosen. Lisa Low stated that she would recommend to the Board of Selectman which grants to pursue. Lisa Low & Associates are paid an hourly fee per grant.

Lisa Low went on to explain that the small cities grants were her primary work, but would help out on smaller grants. Some grants include a program cost (fee for the grant writer). There are also library grants available. She noted that the grant writer's fee gives the town a huge return on investment if a grant is received.

First Selectman Gerard Smith noted that Assistant Librarian Sue Dowdell agreed to write a library grant in conjunction with Lisa Low.

Marc Bronn asked about data for Beacon Falls and what grants to go after next.

Jim Huk asked, concerning the small cities grant Beacon Falls just received, how many contractors and project managers are involved. Lisa Low noted that her company works

with all the contractors doing the work and checks their references. Jim Huk asked who is liable for the project; the town is. Her company oversees the project from start to finish, hires contractors, checks income of applicants to verify they are eligible. Her company will complete these projects in one year, rather than the 2 years which are given for completion.

First Selectman Gerard Smith requested \$15,000 to hire Lisa Low & Associates for future grant work through the end of budget year and transfer the money from the contingency fund and move it into the consultant line item.

Brian Ploss suggested transferring the funds into the correct budget line grant writing line item rather than on the consulting line item.

Motion to transfer \$15,000 from the Town of Beacon Falls contingency fund to the grant writing line item for the purpose of future grant writing by Lisa Low & Associates at First Selectman Gerard Smith's discretion: **Levine/Dowdell**;

Voted aye: Joe Dowdell, Brian Ploss, Marc Bronn, Jack Levine
Jim Huk abstained.

Discussion:

Jim Huk noted there were too many unknowns and no specific grants to apply for to commit these funds.

Jack Levine reiterated that Lisa Low would make recommendations on which grants to apply for and what the chances might be of getting the grant knowing there is a risk that the town may not receive the grant.

First Selectman Gerard Smith informed the Board of Finance that the refinancing on notes continues and how the proceeds from the sale of the cell tower will be applied. Eventually the 2 USDA loans will be refinanced and this bond issue will all be rolled together resulting in the interest rate being cut by almost 4%

Jack Levine requested a joint BOS/BOF meeting to discuss the bond/loan issue and schedule a town meeting to explain the details and how it will save the town more money in interest.

First Selectman Gerard Smith reminded the Board of Finance that the refinancing issue was already discussed and approved so there was no need to hold a town meeting.

Jack Levine said he misspoke and a town meeting is not necessary in his opinion.

3. Approval of Minutes – September 11, 2012

Motion to accept the September 11, 2012 Regular Monthly meeting minutes:
Levine/Dowdell; all aye.

4. Treasurer's Report – Mike Krenesky

Reports were distributed to members for review.

5. Tax Collector's Report – Millie Jurzynski – no report

First Selectman Gerard Smith informed the Board of Finance that Millie Jurzynski submitted her request for retirement effective September 30, 2012. Linda Holt is overseeing the Tax Collector's office at this time. The Board of Selectmen is searching for a new tax collector, which is an elected position.

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

Reports were distributed to members for review.

7. Finance Manager's Report – Manny Gomes

Reports were distributed to members for review.

a. Board Clerk's Invoice: Motion to accept clerk's invoice requesting payment for the September 11, 2012 meeting and associated administrative work and pay the bill as submitted: Levine/Dowdell; all aye.

b. Update on addressing any town audit concerns

8. Board of Selectmen

a. Transfers - none

9. New Business

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

Jim Huk reminded the Board of Finance the need for this list for planning purposes. Topic suspended until the November meeting.

10. Old Business

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

First Selectman Gerard Smith stated that transferring funds as has been done in the past was not legal. Discussion will carry over to the November meeting.

b. Report from Joe Dowdell on initial meeting with Region 16 superintendent First meeting of the Region 16 Board of Education to discuss teacher contract negotiations will be held on October 3, 2012.

11. Correspondence - none

12. Adjournment

The next regular meeting will be Tuesday, November 13, 2012 at 7:30 PM

Motion to adjourn the meeting at 8:37 PM: Bronn/Levine; all aye.

Respectfully submitted,

Martha Melville
Clerk