

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



**BEACON FALLS BOARD OF FINANCE**  
**Regular Monthly Meeting**  
**November 13, 2012**  
**MINUTES**  
**(Draft Copy-Subject to Revision)**

**1. Call to Order/Pledge of Allegiance**

Chairman Marc Bronn called the meeting to order at 7:33

Members present: Jack Levine, Brian Ploss, Jim Huk (arrived at 7:40)

Members absent: Robert Doiron, Joe Dowdell

Others present: First Selectman Gerard Smith, Selectman Chris Bielik, Assistant Librarian Susan Dowdell

**2. Approval of Minutes – October 2, 2012**

Motion to accept the October 2, 2012 Special Monthly meeting minutes: Levine/Huk; all aye.

**3. Comments from the Public - none**

**4. Treasurer's Report – Mike Krenesky**

Reports were distributed to members for review.

Jack Levine spoke on behalf of Joe Dowdell about the balance in the dog fund. He reported that Joe Dowdell had asked Town Clerk Len Greene, Sr. about it and learned that there is a state law that so much money must remain in the account to take care of animal control related issues and this money cannot be transferred to another budget line item.

**5. Tax Collector's Report – Linda Holt**

Reports were distributed to members for review.

Jack Levine commented that it would be helpful for the Board of Finance to see the amounts of taxes collected during the same month from the previous year for comparison to see if tax collection for the current year is on target or not.

**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.

Jack Levine respectfully asked the First Selectman that if the Finance Manager can't attend the Board of Finance meeting that he provide an update, preferably in writing, on any town audit concerns. J. Levine requested the Finance Manager provide information on any specific problems with the town audit items, when actions are completed or the anticipated target completion date.

Jack Levine inquired about the status of the new financial software system for the town.

First Selectman Gerard Smith stated that the new financial software would not be available online until January 2013 and no changes will be done until then. The software package, which is at the low end of what's available, is being purchased per vote at town meeting.

Jack Levine expressed his concern that since this software was half the price of other financial software packages available, if it is the right program for the town.

J. Levine further suggested that the Boards of Selectmen and Finance review the software packages available and make a collective decision, using input from the Finance Manager, on which financial software package is the best to use. He also suggested doing a RFP for financial software systems.

- a. Board Clerk's Invoice: Motion to accept clerk's invoice requesting payment for the October 2, 2012 meeting and associated administrative work and pay the bill as submitted: Levine/Ploss; all aye.
- b. Update on addressing any town audit concerns

## **8. First Selectman Report**

- a. Transfers – none

First Selectman Gerard Smith informed the Board of Finance that:

- at their November 5, 2012 meeting, the Board of Selectmen appointed Ursula Henri as the new tax collector. She was the Beacon Falls tax collector from 2001-2003.
- the cell tower deal was closed, the money is sitting in the general fund
- Dennis Dix and Chris Martin will provide options on finance packages for refinancing USDA loans, once numbers are available from Region 16 for 2013-2014 when the first payment on bonds for additions to schools will be due.
- Hurricane Sandy (October 29): the town had \$500 in extra expenses for food. The town crew worked 24/7 during the storm incurring overtime.
- Snow storm (November 7): the town crew worked through the night into the next day keeping the streets clear.

## **9. 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.

Jack Levine suggested the option of a phone vote, allowed per state statutes, and if this method could be used in the future.

Jack Levine requested adding agenda item c. under Finance Manager's Report for the December meeting requesting an RFP for a town auditor. J. Levine offered to provide the RFP he used for Amity Regional Schools, as an example, and suggested putting an RFP out in January 2013 with interviews to be conducted 60 days later in March 2013. J. Levine continued that the hiring of a town auditor should be done by the Board of Finance.

b. Report from Joe Dowdell on Region 16 budget process – no report, presently at that meeting

**10. New Business**

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

26 Oct 2012 memo from the Board of Selectmen was sent to all department heads and Public Building Commission requesting 5-year capital plans for FY 2013-14 through 2017-18, due by December 27, 2012.

**11. Correspondence –**

CT Conference of Municipalities Candidate Bulletin, October 2012

**12. Comments from the Public - none**

**13. Adjournment**

The next regular meeting will be Tuesday, December 11, 2012 at 7:30 PM.

Motion to adjourn the meeting at 8:00 PM: Levine/Huk; all aye.

Respectfully submitted,

Martha Melville  
Clerk for the Board of Finance