

**Beacon Falls Board of Finance
10 Maple Avenue
Beacon Falls, CT 06403**



**BEACON FALLS BOARD OF FINANCE
Regular Meeting
December 9, 2014
MINUTES
(Subject to Revision)**

1. Call to Order/Pledge of Allegiance

Board Members present: Joe Dowdell, Joe Rodorigo, Bob Doiron, Marc Bronn, and Jack Levine

Not present: Brian Ploss

Others present: First Selectman Chris Bielik; Selectman Dom Sorrentino; Selectman Peter Betkoski; Captain Howard Leeper and Chief Jim Trzaski, Beacon Hose Co. 1; Mike Krenesky, Town Treasurer; Sue Dowdell, Director of Library; and Finance Manager Tom Broesler.

Chairman Joe Dowdell called the meeting to order at 7:30 P.M.

2. Region 16 Superintendent Michael Yamin

C. Bielik indicated that Michael Yamin will not be able to attend tonight's meeting due to a last minute change in his schedule. M. Yamin called this afternoon indicating that he would like to reschedule his visit with the Board of Finance.

3. Approval of Minutes: October 7, 2014 and November 18, 2014

Motion to approve the minutes from October 7, 2014 as submitted by the clerk for tonight's meeting: **Rodorigo/Levine**; no discussion; all ayes.

Since there was no quorum for the meeting on November 18, 2014, then there are no minutes to approve. The clerk submitted minutes indicated that no meeting was held since there was no quorum.

4. Finance Manager's Report

Tom Broesler was present at tonight's meeting. The Finance Manager's Report was distributed to the Board.

T. Broesler noted that Denise was in payroll training two days last week so the tax collects of \$97,000 for November was not included on the report. There will be not payroll training on November 11, 2014. J. Dowdell asked if we are still on track for the first pay period of 2015. T. Broesler indicated that the last pay period will be December 31, 2014 and we will have a little bit of time to figure things out. J. Dowdell asked who will be the main payroll person, Karen or Denise. C. Bielik noted that it will be Karen for a short time and Denise has given her resignation as of January 2, 2015. She will be taking a position in Woodbury. An advertisement will be going in the paper as well as CCM for applications to be submitted. B. Doiron asked if she is training for two days next week and then leaving. T. Broesler responded that payroll tax codes and tables need to be set up initially and then input of the employees. This is a one-time thing so it will not be wasted on her.

M. Bronn asked why not use a payroll service since we have problems with payroll. The service will handle everything and cost may be less than what we are spending on pensions, man hours, labor hours, consultant time, and taxes not being paid. T. Broesler indicated that it isn't as easy as you think. All the things that we are doing now will still have to be done and given to the payroll service. C. Bielik made note that the pensions is a separate issue.

J. Rodorigo asked what is the dateline for pulling the plug on Harris. T. Broesler responded that they should tell him. J. Rodorigo felt that it should be next month since they have been given ten months already. J. Levine noted that the emphasize should have been on different things. There is more than using an outside service. You have new tax laws that we need to keep track on. J. Levine indicated that we are getting the worse possible situation with Denise leaving now and with everything else. He reiterated the need of the general ledger reconciliation being done on a timely basis; you are not doing the most critical part of knowing where the money is.

J. Rodorigo asked if the same information that Denise will be doing next week is what we would have to hand over to a payroll service so it isn't a waste. T. Broesler added that they are taking it one step further by having a meeting with all the employees. We will be getting fresh W-4s, CT-W-4s, I-9s, and direct deposit information. J. Rodorigo indicated that he is willing to give it to the next meeting and if it isn't working, then it may be time to get a quote from a payroll service. J. Dowdell indicated that we maybe should look into that now, start getting a quote to have it on hand.

T. Broesler noted that the old payroll system will be used until December 31, 2014, and the new system is planned to be used for the first payroll in 2015. J. Levine is hoping that he can tell us the game plan and the who's and why's of the payroll system. The fact that Denise is leaving will get the Selectmen an opportunity in the hiring position.

B. Doiron asked if it is possible to add a percentage of what is expensed, in order to see if something is going haywired. T. Broesler indicated that there are a bunch of reports in there and some do have percentages. He noted that he should be able to do something in providing a report with percentages.

5. Public Comment

J. Dowdell asked three times if there were any public comments and there were none.

6. Beacon Hose Co. 1 Report

Chief Jim Trzaski and Captain Howard Leeper were present at tonight's meeting. The Beacon Hose Co. 1 Report was distributed to the Board.

Chief Trzaski indicated that the report is abbreviated from prior reports because the treasurer was away and he isn't feeling very well. A detailed breakdown will be in the report, as well as the beginning and ending balances of the month. J. Levine indicated that there are two pieces to be added that would be helpful. They are the receivables that are yet to be collected but earned and the expenditures which are incurred but not yet paid. Chief Trzaski indicated that he can get that from the billing company. He asked if a projection was needed and J. Levine indicated no. Chief Trzaski indicated that they have instituted a credit card system and it seems to be working very well now. They have also contracted with a collection agency. J. Levine asked if they are charging everyone and Chief Trzaski indicated that they are. If a person is experiencing a hardship, a letter can be written and it will be reviewed. A 30% discount is given if the bill is paid early. J. Levine asked why give a discount and Chief Trzaski indicated that it saves times from running around. Sometimes, people get the money from the insurance company and then keep the money and not pay their bill. The collection rates have been better than previously.

7. Treasurer's Report

Mike Krenesky was present at tonight's meeting. The Treasurer's Report was distributed to the Board.

J. Roderigo asked about the search on the investment research. M. Krenesky indicated there are two companies that he has been talking with and the holiday season has slowed down things. He is still investigating what we can and cannot do.

J. Dowdell asked about the applied funds on one page and on the back side also says applied funds, \$3100. M. Krenesky indicated that it was moved to Ion Bank. He has to talk to Naugatuck Valley at this point and left it on there. It gives us an opportunity to deposit monies there and makes it easier.

J. Levine asked about bank ratings that are published and he would like to see the most recent ratings on Naugatuck Valley's at the next meeting. This should be a semi-annual update done and submitted to the Board of Selectmen.

J. Dowdell asked if there were any further questions and there were none at this time.

8. Town Clerk's Report

The Town Clerk's Report was distributed to the Board.

B. Doiron asked about the dog licenses. The report shows 3 licenses were issued but \$0.00 collected.

9. Tax Collector's Report

The Tax Collector's Report was emailed to the Board.

This will be tabled at tonight's meeting since copies were not at tonight's meeting.

10. Selectmen Report

C. Bielik indicated that the plan to have a big tax sale that was targeted for December and the California bankruptcy laws are more convoluted than we originally thought. The next day that we are targeting now for the tax sale is the first week of February 2015. Nancy Avenue sale will help us with the river bend project. In regards to the back tax rates, we are about six months into the fiscal year and we have collected \$325,000 of the targeted figure of \$400,000. We have been told that there are at least 1 ½ to 2 solid buyers on the big project which will get us full value for the town.

There were no transfers for this month according to C. Bielik.

The next topic was the fire truck grant. The grant award period starts in March and runs through the rest of the federal fiscal year. There are at least three rounds of it he believes. If we don't get it in the first round, it doesn't mean that we won't get it. It can be awarded in September. Chief Trzaski added that a grant writer reviewed our applications and made surer that all the key words were in there.

J. Rodorigo asked about the closing of the 2014 as of yet. C. Bielik replied no and that T. Broesler and himself will be having a discussion tomorrow. He is looking to have a town meeting for the entire close out transactions before Christmas. An email will be sent out to the Board members for review.

J. Levine indicated that he would like to make a motion that authorizes the Chairman the authority of the Board to approve the year-end transfers in the chance that a quorum is not met and no town meeting takes place, and then the books cannot be closed.

Motion to authorize the Chairman of the Board of Finance to have the authority of the Board to approve the year-end transfers in the chance that a quorum is not met, I order for the books to be closed: Levine/Bronn; discussion was by B. Doiron asking if there is a cap on any expenditure. J. Levine mentioned that the Chairman can make a judgment call depending if something doesn't seem right or wrong. J. Dowdell added that everyone should have the opportunity to look at it before anything is done. J. Levine added that the Chairman can call a special meeting of the Board if he doesn't feel comfortable. C. Bielik noted that the transactions are zeroing out all the negatives. J. Rodorigo asked if waiting to the seventh month a problem. J. Levine mentioned the pressure on the auditors, on T. Broesler, and J. Dowdell is experienced. He can call us and discuss any questions; four ayes and one abstention by Joe Dowdell.

J. Dowdell asked if C. Bielik had anything else and he did not at this time. J. Dowdell asked if the Board had any further questions for the First Selectmen and they did not at this time.

11. Unfinished Business

a. Status Report on Resolving Pending Audit Problems

There was nothing new to add to the Pending Audit Problems at this time.

b. Sewer Treatment Plant – Woodard & Curran

There was nothing new to add to the Sewer Treatment Plant at this time.

12. New Business

a. FEMA Grant for the Fire Truck

This was discussed earlier in the meeting and the notes are under the Beacon Hose Co. 1 Report.

13. Correspondence

a. Board of Finance Clerk's Invoice for the November 18, 2014 meeting

Motion to approve the invoice for the November 18, 2014 meeting from the clerk as submitted for tonight's meeting for a total of \$50.00: Dorion/Levine; no discussion; all ayes.

14. Comments from the Public

Jack Levine, White Birch Lane, would like to thank Joe Dowdell for his hard work and dedication as the Chair of the Board of Finance for this past year. Next month will be our election of officers. All the Board members agreed.

15. Adjournment

With no further business to discuss, J. Dowdell asked for a motion to adjourn tonight's meeting.

Motion to adjourn tonight's meeting at 8:25 P.M.: **Dorion/Levine;** *no discussion;* all ayes.

Respectfully submitted,

Marla Scirpo
Clerk, Board of Finance