

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



**BEACON FALLS BOARD OF FINANCE**  
**Special Meeting**  
**January 11, 2016**  
**MINUTES**  
**(Subject to Revision)**

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

Board Members Present: Joe Rodorigo, Joe Dowdell, Tom Pratt, and Jim Huk

Not Present: Brian Ploss and Marc Bronn

Others Present: Tom Broesler, Finance Manager, and Sue Dowdell, acting as clerk

Chairman J. Rodorigo called the meeting to order at 7:15 PM.

**2. Purchasing Policy – Discussion**

T. Broesler reviewed the current purchase order procedures with the members.

T. Broesler suggested that the purchase orders are required for purchases of \$1,000 or more instead of the current \$300.

There was a discussion about whether the asses list affects insurance. The members would like to talk to the agents to see how the liability insurance is rated.

**3. Finance Manual – Discussion**

The members discussed the Financial Policy Manual. J. Huk asked whether all the departments or just the Finance Department sees parts overlapping with the Board of Finance. His thought is that it should be the Finance Department. T. Broesler looked at our financial auditor issues and compared those with Bethany's. He used Bethany's as a starting point and is looking for suggestions. J. Huk and J. Rodorigo feel that roles need to be defined on the day-today operations in the Finance Department. Also, the budgeting process is the Board of Finance's role.

There was a discussion about the timing of the budget requests from the department heads. State Revenue is not known until the end of March. J. Rodorigo and J. Huk suggested that all budgets be submitted by February 15<sup>th</sup> and Capital Requests by March 1<sup>st</sup>.

The members discussed the list of Capital Assets.

In regards to Page 10, the language that states that tax exemptions and abatements are approved at town meetings should be removed. The reasoning is that it is up to the Board of Selectmen per approved ordinances. In regards to Page 11, Cash Management should include that the Town Treasurer will conduct an annual review of banking services.

#### 4. Adjournment

T. Broesler indicated that he will make the adjustments as discussed and the Board of Finance will do another review at their next meeting, which is scheduled for Thursday, January 14, 2016 at 7:00 PM.

Motion to adjourn tonight's meeting at 8:43 P.M.: **Pratt/Dowdell;** *no discussion;* all ayes.

Respectfully submitted,

Marla Scirpo  
Clerk, Board of Finance