

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



**BEACON FALLS BOARD OF FINANCE
Regular Meeting
January 14, 2016
MINUTES
(Subject to Revision)**

1. Call to Order / Pledge of Alliance

Board Members Present: Joe Rodorigo, Joe Dowdell, Brian Ploss, Tom Pratt, Marc Bronn, and Jim Huk

Others Present: First Selectman C. Bielik, Selectman P. Betkoski, Finance Manager Tom Broesler, Town Treasurer Wendy Rodorigo, Chief Jim Trzaski, and 1 member of the public

Chairman J. Rodorigo called the meeting to order at 7:00 PM.

2. Region 16 Superintendent Michael Yamin & Board of Education Members - Discussion

Superintendent Yamin was unable to attend tonight's meeting. J. Rodorigo offered to have him attend the February 2016 meeting.

B. Ploss finds it totally unacceptable that the Board of Finance was told at the last minute that the Superintendent could not attend the meeting.

After a brief discussion, the Board of Finance will invite M. Yamin and the members of the Board of Educations to the next Board of Finance meeting on Tuesday, February 9, 2016, starting at 7:00 PM. The topics of discussion are the current and future budgets, the surplus, and the sale of Community School.

3. Public Comment

D. Bousquet, 20 Cedar Circle, noted that Lt. Eddie Rodriguez is an asset to the town of Beacon Falls. He indicated that E Rodriguez has done so much for this town.

J. Rodorigo asked three times if there was any public comment and there were no further comments at this time.

4. Approval of Minutes

Motion to approve the minutes from the December 15, 2015 meeting as submitted for tonight's meeting: Pratt/Huk; no discussion; five ayes, no nays, and one abstention from M. Bronn since he was not at the meeting.

5. Correspondence

a. Board of Finance Clerk's Invoice

Motion to approve and pay the clerk's invoice dated December 15, 2015 in the amount of \$87.50 as submitted for tonight's meeting: Dowdell/Pratt; no discussion; all ayes.

b. Other Correspondence

The annual letter from Northwest Valley Regional Mental Health Board was received requesting that \$666.00 is budgeted for giving to their organization.

A letter from MaryAnn Holloway was received indicating that the cost of tax liens has increased from the State of CT from \$24.00 to \$28.00. C. Bielik noted that the Board of Selectmen approved the town increase the cost as well from \$24.00 to \$28.00.

Motion to increase the charge of imposing the tax lien from \$24.00 to \$28.00: Dowdell/Pratt; no discussion; all ayes.

6. Reports

a. Ambulance Service Report

Chief Trzaski was at the meeting and available for questions. The Board reviewed the report as submitted by Chief Trzaski for tonight's meeting.

b. Town Treasurer's Report

The Board reviewed the report as submitted for tonight's meeting. W. Rodorigo noted that Naugatuck Valley Savings and Loan will change over to Liberty Bank this weekend. On January 25, W. Rodorigo, along with T. Broesler and C. Bielik, will be meeting at the bank.

c. Tax Collector's Report

The report had been emailed to the Board.

J. Rodorigo would like an invitation sent to M. Holloway to attend the February 9th meeting. J. Rodorigo would like her to bring any disposition list that she has prepared. The list is to be emailed to the Board prior to the meeting in order for the Board to review prior to the meeting.

d. Town Clerk's Report

The Board reviewed the report as submitted for tonight's meeting.

7. Finance Manger's Report

a. Update of Corrective Action Plan

T. Broesler indicated that he gave revenues this month. Revenues are just north of 50% that was expected to collect. Prior year taxes collected are approximately \$190,000 and the budget amount was \$300,000. J. Huk asked what the extra duty was and T. Broesler indicated that it was for the officers that did private duty during construction, etc.

T. Broesler indicated that they are working on generating W-2's but there is a software issue. T. Broesler noted that there is a problem generating 941's. J. Rodorigo asked how long is the contract with Harris, the software company, and T. Broesler indicated that it was installed in January 2013. J. Rodorigo asked what the cost of the product and C. Bielik indicated that it was \$30,000.

After a brief discussion on the issues with the software, J. Rodorigo indicated that he would like to review the software and ask for a representative to attend the May meeting. Also, an update of services should be prepared for the May meeting as well as a list of problems.

b. Status Report on Bank Reconciliations

T. Broesler indicated that the bank reconciliations are up to date and the General Ledger is right to June 30, 2015. There are a few “clean up things” that need to be looked at and posted. T. Broesler indicated that his plan is to do two months’ worth of bank reconciliation for the General Fund every month, starting in February.

c. Town of Beacon Falls Financial Policy Manual

J. Huk noted a change on Pg. 5, last sentence should be left out. J. Huk also noted that it should state the Board of Finance’s budget, not the Board of Selectmen’s. J. Huk also noted that it should state a multi-year plan instead of a 10-year plan.

J. Rodorigo asked if there were any other changes and there were none at this time. J. Rodorigo indicated that with no objection to the changes that were suggested by J. Huk, he would like a motion to accept the Financial Policy Manual.

Motion to adopt and accept the Financial Policy Manual as written with the noted suggested changed by J. Huk and a final copy will be sent to the Board members: Huk/Ploss; no discussion; all ayes.

d. Update on Other Issues

There was no other issued discussed at tonight’s meeting.

8. First Selectman’s Report

a. Proposed Budget Transfers

C. Bielik noted that there was a special Board of Selectmen meeting during the holidays where there was a discussion regarding the Fire House. T. Broesler indicated that last year, only \$5,000 was budgeted for the scuba tanks rather \$13,000.

After a brief discussion on the tanks and bottles, C. Bielik requested for the Board to approve the transfer.

Motion to transfer \$5,000 from Budget Line Item 10.90.90.2112, Scuba Air Pack Lease, to Budget Line Item 10.90.44.1487, Scuba Pack Bottles: Bronn/Huk; no discussion; all ayes.

Motion to transfer \$13,300 from Budget Line Item 10.90.83.1170, Contingency, to Budget Line Item 10.90.90.2112, Scuba Air Pack Lease: Bronn/Huk; no discussion; all ayes.

C. Bielik indicated that there were significant breakdowns in two of the engines at the Fire House. The two bills totaled approximately \$9,750.00 and the request is for \$10,000.00 to be transferred.

Motion to transfer \$10,000 from Budget Line Item 10.90.83.1170, Contingency, to Budget Line Item 10.90.44.1472, Fire Dept. Vehicle Repairs: **Huk/Bronn**; no discussion; all ayes.

C. Bielik indicated that the Public Works Foreman is requesting a transfer for tree work since there are nine trees on West Road that are dead, dangerous, and overhanging the road.

Motion to transfer \$4,000 from Budget Line Item 10.90.83.1170, Contingency, to Budget Line Item 10.90.59.1713, Tree Removal: **Pratt/Dowdell**; no discussion; all ayes.

b. Status of Proposed Ordinance on Town Treasurer's Duties (Bank Reconciliations)

J. Rodorigo indicated that this agenda item can be removed from next month's agenda.

Motion to remove Agenda Item Status of Proposed Ordinance on Town Treasurer's Duties (Bank Reconciliations): **Bronn/Dowdell**; no discussion; all ayes.

c. Discussion on Search for New Engineers and Consultants, and on Nafis & Young Billing

J. Rodorigo indicated that he would like to see three quotes of cost by the next meeting. Currently, we are not under contract with Nafis & Young so it is a good time to get the three quotes.

d. Discussion of the Organization of the Police Department

C. Bielik indicated that within the next few weeks, a meeting will be held regarding the Resident State Trooper program and falling under Naugatuck. Mayor Chatfield of Prospect is also interested in the regionalization of the police department.

e. Update on Other Issues

The Citing Counsel approved the site for the Fuel Cell at the January 20, 2016 meeting. It can now be competitively bid on the open market to see if the state will buy off on them building the energy park.

9. Old Business

a. **Development of Board of Finance Policies/By-Laws**

By the February meeting, a draft will be presented to the Board.

b. **Development of Capital Plan**

10. Action Items

There were no action items discussed at tonight's meeting.

11. New Business

There was no new business discussed at tonight's meeting.

12. Public Comment

J. Rodorigo asked three times if there was any public comment and there were no comments at this time.

13. Executive Session – if needed

Motion to enter into Executive Session with Selectman P. Betkoski included in the discussion of the Finance Office: Dowdell/Pratt; no discussion; all ayes.

The Board of Finance entered into Executive Session at 8:21 PM and exited Executive Session at 8:44 PM.

There was a decision made during the Executive Session and J. Rodorigo asked for a motion to be made in regards to the Finance Office.

Motion that the Board of Finance approves and recommends that the Finance Dept. hires a temporary, fully qualified person for a period of 90 regular days to assist in the bank reconciliations and updating/modernization of the Finance Dept., and that the person is selected by Tom Broesler, Finance Manager, and the salary maximum is \$7,500.00. A second motion is to recommend, effective immediately, have the Finance Dept. and the Registrar of Voters switch office space in order to have the Finance Dept. have a more suitable space for their function and needs: Bronn/Huk; no discussion; all ayes.

14. Adjournment

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

Motion to adjourn tonight's meeting at 8:46 P.M.: **Bronn/Ploss;** *no discussion;* all ayes.

Respectfully submitted,

Marla Scirpo
Clerk, Board of Finance

DRAFT