

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



**BEACON FALLS BOARD OF FINANCE
Regular Meeting
March 15, 2016
MINUTES
(Subject to Revision)**

1. Call to Order / Pledge of Alliance

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

Not Present: Brian Ploss

Others Present: First Selectman C. Bielik; Tom Broesler, Finance Manager; Wendy Rodorigo, Town Treasurer; Mary Anne Holloway, Tax Collector; and Chief Jim Trzaski, Beacon Hose Co. 1

Chairman J. Rodorigo called the meeting to order at 7:01 PM.

J. Rodorigo asked for a 3-minute recess in order for the Board to view the Finance office. J. Rodorigo noted that the recess ended at 7:10 PM.

2. Public Comment

There were no public comments made at this time since there was no one from the public present.

3. Approval of Minutes

J. Rodorigo indicated that the approval of the minutes from the February 9, 2016 meeting will take place at the Special Board of Finance meeting scheduled for Wednesday, March 30, 2016. One of the Members had some corrections/additions to be made to the minutes and will like to hear the audio from that meeting.

Motion to postpone the approval of the minutes from the February 9, 2016 to the Special Meeting scheduled for March 30, 2016: Pratt/Rodorigo;no discussion; all ayes.

4. Community School Sale – Discussion Injunction & Possible Vote/Action

Motion not to allocate any more funding for attorneys and other costs in relates to the injunction blocking the sale of Community School to Prospect: Bronn/Pratt;discussion was by J. Huk wanting to clarify that any costs that have been incurred to this date will be paid but no further costs are to be incurred. J. Rodorigo added to cease any additional funding necessary to file the injunction against the sale of Community School to the town of Prospect. J. Dowdell asked for the reason in doing this. J. Rodorigo indicated that the difference between the \$1.2 million appraisal and the \$873,000 proposed purchase price is approximately \$135,000. The injunction would seize the sale, the property would go back up for sale, then a 10% commission would be paid to the party selling the property, leaving approximately \$30,000 to the town Beacon Falls. For example, the town of Prospect could come back a year from now and offer a price of \$500,000, there would be money lost. J. Rodorigo continued that the school is in an R1 zone and the town of Prospect Planning & Zoning has the control of zoning. Any contract coming from a contractor would need a zine change and Prospect P & Z has a right to deny the request of a zone change. No one would buy the property if the zone change would not be approved. J. Rodorigo noted that we had one bite of the apple and we were represented poorly by our representatives. We cannot turn back the clock and we are wasting taxpayers' money. C. Bielik noted that it was important for the step taken to let the Board of Education know that town of Beacon Falls has some ability to protect ourselves. J. Dowdell mentioned that by backing off, we are sending the wrong message. J. Rodorigo noted that he doesn't disagree but it could take several more years and it could be less money. J. Rodorigo asked to state the motion for clarification.

Motion to cease any additional funding from this point forward to file an injunction or any additional actions to block the sale of Community School to the town of Prospect: Bronn/Pratt;no further discussion; 4 ayes by M. Bronn, J. Rodorigo, T. Pratt, and J. Huk; and 1 nay by J. Dowdell.

5. Correspondence

a. Board of Finance Clerk's Invoice

Motion to approve and pay the clerk's invoices dated February 9,2016in the amount of \$91.25 and dated February 17, 2016 in the amount of \$80.00 as submitted for tonight's meeting: Pratt/Dowdell;no discussion; all ayes.

b. Other Correspondence

There was no further correspondence submitted for tonight's meeting.

J. Rodorigo asked for a 5-minute recess at 7:26 PM in order for the Board
J. Rodorigo noted that the recess ended at 7:30 PM.

6. Reports

a. **Ambulance Service Report**

The Ambulance Report was emailed to the members. Chief Trzaski left tonight's meeting so the Board was unable to ask the questions that they had.

b. **Town Treasurer's Report**

W. Rodorigo indicated that there were no new updates to report. A meeting is scheduled with Liberty Bank on Monday to discuss what they have to offer.

c. **Tax Collector's Report**

Mary Anne Holloway was present at tonight's meeting to discuss the Suspense Listing Report that the Board of Finance requested. M. Holloway indicated that the report is for the names A through G and she will be continuing with the remainder of the alphabet giving another report in a couple of months.

The total amount to be suspended was submitted as \$76,86.12. The breakdown was as follows: real estate was \$10,144.86; personal property was \$10,092.52; motor vehicle was \$49,848.18; and motor vehicle supplement was \$6,777.56. The figures are base tax, no interest included.

M. Holloway indicated that she will continue to try to collect what is reported on the Suspense Listing Report. She also indicated that a second marshal was hired. This marshal will be doing the personal property, motor vehicle, and motor vehicle supplement. T. Pratt asked if the marshal gets paid for everyone served. M. Holloway indicated that the taxpayer pays the marshal and the marshal gets paid 15% commission and that comes right off the top. The town gets 100% of the amount owed.

After a brief discussion, J. Rodorigo asked if M. Holloway would still be able to collect the taxes due on the Suspense Listing Report if the Board agrees to have the Chairman sign the report and deem the amounts uncollectable. M. Holloway indicated that the town can still collect the amounts from the parties. J. Rodorigo noted that he would like the record in the town clerk's office as well as the auditor reporting on the amounts suspended.

Motion to approve the partial Suspense Listing Report that was submitted by the Tax Collector for tonight's meeting and have Joe Rodorigo as Chairman of the Board of Finance sign the report: Pratt/ Dowdell;no discussion; all ayes.

d. Town Clerk's Report

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

7. Finance Manger's Report

The Finance Manager's report was distributed to the Board. T. Broesler was present at tonight's meeting.

T. Broesler indicated that two months of bank reconciliations have been completed, starting with September of the 2015/2016 fiscal year. He also indicated that in regards to the General Fund, almost all of the subsidiary funds have been put into micro-funds and reconciled. J. Rodorigo wanted to verify that all twelve months will be reconciled by the first meeting in September and the books could be closed. T. Broesler noted that he will make that happen.

J. Rodorigo also noted that budget transfer should be done prior to June 30th so the accounts are not going into the red. T. Broesler indicated that he is going over the report prior to getting to the First Selectman with budget transfers that needs to be done to get to the end of the year. T. Broesler also noted that purchase orders will not be approved if unencumbered money is not in their budget.

After a brief discussion, a Direct Capital Asset List with Projections will be presented at the meeting scheduled for May 2016. J. Rodorigo noted that the auditors are looking for a town policy as to how capital assets are depreciated and disposed.

T. Broesler indicated that in regards to the software, he would not buy it but with the time invested and the amount of money it would cost to replace it, he would recommend to keep the current accounting software package. J. Rodorigo asked if he would be able to guess as to the amount of an accounting package for municipalities and T. Broesler would guess it would be between \$50,000 to \$100,000. After a brief discussion, T. Broesler will do research on an accounting software package and report back to the Board at the October meeting.

8. First Selectman's Report

a. Proposed Budget Transfers

C. Bielik presented twelve budget transfers to the Board of Finance.

After a brief discussion on the budget transfer requests, the Board voted on the request of \$30,750 from Contingency to Workers Compensation separate from the first five requests. There were five requests approved as a group and then the remaining requests were voted on individually.

Motion to approve the Budget Transfer request from Contingency – Line Item 10.90.83.1070 – to Workers Compensation – Line Item 10.90.13.1255 – in the amount of \$30,750.00 to go to a Town Meeting scheduled on a date set by the Board of Selectmen: **Bronn/Dowdell**; no discussion; all ayes.

Motion to approve the following five budget transfer of funds as identified in the town of Beacon Falls recommended budget transfer list period ended March 14, 2016 and to allow T. Broesler to make the internal transfers:

- 1) From Wage Salary Adjustments – Line Item 10.90.13.1235 – to Wages–Overtime – Line Item 10.90.07.1049 – in the amount of \$1,183.71;
- 2) From Wage Salary Adjustments – Line Item 10.90.13.1235 – to Wages-Longevity – Line Item 10.90.13.1045 – in the amount of \$200.00;
- 3) From Heating Fuel – Line Item 10.90.44.1122 – to Electricity – Line Item 10.90.44.1121 – in the amount of \$5,000.00;
- 4) From Heating Fuel – Line Item 10.90.61.1122 – to Electricity – Line Item 10.90.61.1121 – in the amount of \$1,500.00; and
- 5) From Contingency – Line Item 10.90.83.1070 – in the amount of \$11,400.00 to Wages-Drivers – Line Item 10.90.77.1041 – in the amount of \$10,300.00 and to Gas/Maintenance – Line Item 10.90.77.1470 – in the amount of \$1,100.00

Rodorigo/Dowdell; no discussion; all ayes.

The following budget transfer requested were voted on and approved individually by the Board of Finance.

- 1) Motion approve the budget transfer request from Mileage – Line Item 10.90.55.1020 – to Dept. Supplies – Line Item 10.90.55.1550 – in the amount of \$800.00: **Bronn/Pratt**;no discussion; all ayes.
- 2) Motion approve the budget transfer request from Contingency – Line Item 10.90.83.1070 – to Audit Line – Line Item 10.90.19.1380 – in the amount of \$3,000.00: **Dowdell/Pratt**;no discussion; all ayes.

- 3) Motion approve the budget transfer request from Fire Marshal-Computer Support – Line Item 10.90.45.1526 – in the amount of \$805.00 and from Planning & Zoning Expense – Line Item 10.90.25.1220 – in the amount of \$510.00 to Town Hall-Education – Line Item 10.90.03.1495: **Bronn/Huk**; no discussion; all ayes.
- 4) Motion approve the budget transfer request from Contingency – Line Item 10.90.83.1170 to First Selectman’s Expense – Line Item 10.90.01.1220 – in the amount of \$500.00: **Pratt/Dowdell**; no discussion; all ayes.
- 5) Motion approve the budget transfer request from Contingency – Line Item 10.90.83.1170 – to Office Supplies – Line Item 10.90.03.1090 – in the amount of \$1300.00: **Pratt/Dowdell**; no discussion; all ayes.
- 6) Motion approve the budget transfer request from Nitrogen Credits – Line Item 10.90.67.1776 – to DEP Discharge – Line Item 10.90.67.1175 – in the amount of \$4,000.00: **Huk/Pratt**; no discussion; all ayes.

It was noted that the Board of Finance would like a list of transfers from Contingency for the next scheduled meeting.

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

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

J. Rodorigo noted that Nafis & Young doesn’t do purchase orders and C. Bielik indicated that they have been contacted to start doing purchase orders. J. Rodorigo mentioned that a pre-approved purchase order is necessary for Nafis & Young to be paid. J. Rodorigo also noted that the billing description from Nafis & Young needs to be better than “work on Oak Drive” or “work on Main Road”.

J. Rodorigo indicated that the following will need to be voted on by the Board. The first item is that any project that exceeds the \$10,000 threshold, three bids/quotes are required including Engineering with that project.

Motion to require three bids/quotes for all projects over \$10,000:

Huk/Bronn; discussion was by C. Bielik indicating that this will bring complexity and delay to every project done in town. C. Bielik noted that this is going to be difficult to get the project done within the timeframe. C. Bielik stated that Nafis & Young is the Board of Selectmen’s chosen Engineering Consulting firm. J. Huk

asked for the number of projects over \$10,000 and C. Bielik did not know; four ayes by J. Rodorigo, M. Bronn, T. Pratt, and J. Huk and one abstention by J. Dowdell.

J. Rodorigo indicated that in regards to consulting, Nafis & Young is not under contract. Nafis & Young is used as a consultant for many of the town's Boards and Commission. J. Rodorigo would like to get three competitive quotes/bids for being the town's consultant. After a brief discussion, a subcommittee would be established to help with the RFP's. M. Bronn and J. Rodorigo volunteered to be on the subcommittee and will work with T. Broesler and C. Bielik.

Motion to approve to get three or more quotes/bids for a consultant after an RFP has been written: Bronn/Pratt;no discussion; all ayes.

d. Discussion of the Organization of the Police Department

J. Rodorigo is postponing the discussion on the organization of the Police Department at this time.

e. Update on Other Issues

J. Rodorigo indicate that the Board of Finance approved the allocation of funds necessary to transfer the Finance Office to another location in the town hall back in January. The suggestion was to have the Finance Office switch with the Registrars' Office. C. Bielik indicated that he would invite the Registrars to a meeting to discuss this suggestion. Another suggestion was to have the Finance Office switch with the Building Office. After a brief discussion, C. Bielik indicated that any recommendations from the Board of Finance on this issue will be given full consideration by the Board of Selectmen to be implemented.

9. Old Business

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

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

1. Letter from Atty. Stanek Regarding Board of Finance Vacancies – Review and Discussion

J. Rodorigo would like to have Atty. Stanek attend the meeting scheduled for May 2016.

b. Development of Capital Plan

J. Rodorigo asked to keep this agenda item on next month's agenda.

10. Action Items

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

J. Rodorigo asked to keep the following agenda items on next month's agenda under Action Items:

- a. Draft Capital Plan Document to review and adopt by the March 2016 monthly meeting
- b. Policy to review and approve Grant Administration by the April 2016 monthly meeting

11. New Business

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

12. Public Comment

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

13. Executive Session – if needed

There was no Executive Session at tonight's meeting.

14. Adjournment

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

Motion to adjourn tonight's meeting at 9:30 P.M.: **Rodorigo/Huk**; *no discussion*; all ayes.

Respectfully submitted,

Marla Scirpo
Clerk, Board of Finance