

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



BEACON FALLS BOARD OF FINANCE
Regular Meeting
May 10, 2016
MINUTES
(Subject to Revision)

1. Call to Order / Pledge of Alliance

Board Members Present: Joe Rodorigo, Joe Dowdell, Tom Pratt, and Brian Ploss

Not Present: Marc Bronn and Jim Huk

Others Present: First Selectman C. Bielik; Selectmen Peter Betkoski, Selectman M. Krenesky; Tome Broesler, Finance Manager; and Wendy Rodorigo, Town Treasurer

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

2. Approval of Minutes

J. Rodorigo noted that there are two meeting minutes to be approved – one from the regular meeting held on April 12, 2016 and one from the special meeting held on May 6, 2016.

Motion to approve the minutes from the April 12, 2016 regular meeting as submitted for tonight's meeting: Pratt/Dowdell; no discussion; three ayes and one abstention from B. Ploss since he was not at the meeting.

Motion to approve the minutes from the May 6, 2016 special meeting as submitted for tonight's meeting: Dowdell/Pratt; no discussion; all ayes.

3. Public Comment

J. Rodorigo asked three times and there were no public comments made at this time.

J. Rodorigo indicated that he will rearrange the agenda to accommodate the people present.

4. Town Treasurer Report

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

J. Rodorigo asked if there were any questions or comments and there were none at this time. W. Rodorigo indicated that C. Bielik, T. Broesler, and herself met with Liberty Bank in order to discuss several options with the town's accounts. There are two options that were offered – one was to keep the accounts the same as now and the other one was changing to a sweep account.

5. Town Budget for the 2016-2017 Fiscal Year – Discussion

J. Rodorigo noted that he believes that all bases were covered at the last meeting and discussed. There was no further discussion on the agenda item at tonight's meeting.

6. Correspondence

a. Board of Finance Clerk's Invoice

Motion to approve and pay the clerk's invoices dated April 12, 2016 in the amount of \$50.00 as submitted for tonight's meeting: Dowdell/Pratt; no discussion; all ayes.

b. Other Correspondence

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

7. Reports

a. Ambulance Service Report

The Ambulance Report was reviewed by the Board.

b. Tax Collector's Report

The Tax Collector's Report was reviewed by the Board. J. Rodorigo indicated that he would like to have the Tax Collector invited to the June meeting in order to update the Board on the progress of the back tax collection, the suspense list, and the credit card payment implementation project.

c. Town Clerk's Report

The Town Clerk's Report was reviewed by the Board.

8. First Selectman's Report

a. Budget Transfers

C. Bielik indicated that there was only one budget transfer request that was approved at last night's Board of Selectmen's meeting.

Motion to approve the one budget transfer request from the Wastewater Treatment Plant as follows and pass it along to the Board of Finance:

1. From Nitrogen Credits – Line Item 10.90.67.1776 in the amount of \$13,000.00 – to Equipment Replacement – Line Item 10.90.67.1765 – in the amount of \$7,100.00 and to Plant Operations – Line Item 10.90.67.1760 – in the amount of \$5,900.00

Dowdell/Ploss; no discussion; all ayes.

b. Library Discussion

C. Bielik indicated that M. Krenesky found a resolution from a Town Meeting held in August 2008 that authorized the expenditure funds for the purchase and allocated the money towards a new library or other municipal building. The Board of Selectmen discussed the resolution at their monthly meeting last night and believe that that resolution meets the requirements of the Board of Finance as to the will of people to go ahead and do something. C. Bielik also indicated that there is a dormant Building Committee that should be reactivated to help in the discussion. C. Bielik noted that he will look at the list of names and see if those people are still interested in serving on the Committee.

J. Rodorigo noted that a referendum should be added to this year's Election ballot. J. Dowdell noted that the Boards now have something that tells us the will of the people for the Wolfe Avenue property. J. Rodorigo indicated that the Board needs to have a number that the people are willing to find acceptable. C. Bielik mentioned that the Building Committee would get a cross-section of opinion of what the needs of the facility need to be. M. Krenesky noted that the original study that he remembers, the data collected then, the recommended square footage of the library was 19,000 sq. ft. M. Krenesky also noted that when the Bailey study came out, the information was used from the original study and used the 19,000 sq. ft. library. Since then, M. Krenesky mentioned that there is a number of approximately 6,000 sq. ft. needed for library stacks.

J. Rodorigo indicated that a plan cannot be developed if you don't have a recommended number of feet for the project. J. Rodorigo mentioned that a Building Committee should be put together in order to get a plan. J. Dowdell indicated that this is wrong and that the library should be funded if we are funding \$1,000 for a clerk for a Sub-Committee for the river. J. Rodorigo noted that this is a bondable project and bring it to a Town Meeting after we form an opinion and the recommended square footage.

T. Broesler mentioned that the Library Director gave a 5-year plan and the thought was approximately \$6,000,000 for a library and municipal building. C. Bielik noted that that recommendation needs to go to a Building Committee of a good cross-section of people involved in the project.

J. Rodorigo indicated that the First Selectman's Report will continue after the Finance Manager's Report since the T. Broesler just arrived at the meeting.

9. Finance Manger's Report

The Finance Manager's report was reviewed to the Board.

T. Broesler indicated that the Capitalization and Disposal of Capital Assets scheduled is almost complete. T. Broesler also indicated that bank reconciliations are all up-to-date except for the deposits that hasn't been received from the Tax Collector, who has been out. T. Broesler noted that all the other accounts are balanced and up-to-date. C. Bielik offered his congratulations to the Finance Dept. in expediting the process and being approximately 2 ½ months ahead of the target date.

T. Broesler indicated that they are starting to work on the audit and received a 2-page list from the auditors of things they are requesting. J. Rodorigo mentioned that the auditors are coming to the next monthly meeting. J. Rodorigo noted that funds have not been exhausted but wanted to know how long the temporary person will be needed. T. Broesler believes that by June 30, 2016 would be good in order to help with the gathering of information for the auditors.

J. Rodorigo asked for an update on payroll. T. Broesler indicated that the payroll process is working smoothly right now. J. Rodorigo asked if the data is being backed-up daily and T. Broesler indicated that it is not quite daily but they are backing up, noting that it takes a long time. J. Dowdell asked why are we not backing up to the cloud and T. Broesler indicated that he needs to get back-up software in order to back-up to something. J. Dowdell asked who is the IT person and J. Rodorigo indicated that the person is Seth. J. Rodorigo noted a data breach and wanted to know if we are properly secured by having the right firewalls in place. T. Broesler indicated that Seth changed some of the protocols to prevent certain types of emails getting in. B. Ploss mentioned that by doing small amounts of back-ups, there is a problem in trying to find a specific piece of information in which you need to look at multiple tapes. B. Ploss indicated that his recommendation is to do full back-ups – a primary data during the week to save time and a full data/full system on the weekend due to time.

J. Rodorigo asked if the current software being used a commercial, municipal grade and B. Ploss indicated that Seth was supposed to contact him months ago but B. Ploss has not heard from him as of yet. C. Bielik indicated that he will invite Seth to next month's regular meeting in order to discuss the current and potential future plan.

T. Broesler mentioned that the auditors recommended two policies – one was just a policy change and he will bring it to the next monthly meeting and the other one was risk assessment. T. Broesler noted that a sub-committee should be established since it is an on-going thing. B. Ploss recommended that we should hold off in purchasing software for back-ups until talking with Seth. J. Rodorigo asked for someone from the Board of Finance and from the Board of Selectmen to join the sub-committee. T. Pratt from the Board of Finance and M. Krenesky from the Board of Selectmen will working on the sub-committee with W. Rodorigo and T. Broesler.

T. Pratt asked for the reason on the high amount in the telephone budget line item 10.90.03.1130 and T. Broesler indicated that money had been taken out of that line item and transferred to other line item as well as not budgeting as much money as before. This was done since the Nutmeg Network was supposed to have been up and running and not using Comcast.

J. Rodorigo indicated that CAP projects approved last year are showing a significant money in the projects and T. Broesler indicated that he and C. Bielik will look into this.

10. First Selectman's Report (continued)

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

J. Rodorigo asked T. Broesler if they are now following protocol. T. Broesler indicated that he has not received anything new since the last time they spoke. C. Bielik indicated that Nafis & Young has provided the information to him and C. Bielik noted that he is looking at the data before forwarding to T. Broesler.

The Board of Finance reviewed the process with the Board of Selectmen and T. Broesler. J. Rodorigo would like to have Jim Galligan, the Town Engineer, to attend the next scheduled monthly meeting.

d. Discussion of the Organization of the Police Department

C. Bielik indicated that he requested several contract samples from towns similar to ours and forwarded them to the town's labor attorney. The labor attorney will have a draft contact by the end of the week and C. Bielik will forward that draft to the Board to review. Lt. Rodriguez is aware of the situation and does not have any problems with what the town is looking at doing.

T. Pratt had a question on the funds for new roofs on the pump stations. He understands that the roofs are leaking and was wondering on new roofs being installed. T. Broesler noted that there was a bond issue that when out but the terminology that is in the call is vague. T. Pratt next asked about a purchase of a pump and building and it is still outside. T. Broesler indicated that it was an emergency pump trailer, not a pump. T. Broesler noted that there was a bond where a certain amount of money was allocated for the pump trailer and the money that wasn't expended on the pump trailer was spent on the building. All the money was spent on the building and nothing left for the assembly of the building.

J. Rodorigo noted that he would like to bring in the department heads to discuss the budget for their department and explain how the budget was determined based on their requests. J. Rodorigo mentioned that he asked for a Capital Request for the assembly of the building at the time of budget discussions and one was not part of the package.

11. Old Business

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

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

b. Development of Capital Plan

T. Broesler indicated that he will clean up the report and bring to next month's monthly meeting.

12. Action Items

a. Draft Capital Plan Document to review and adopt by the March 2016 monthly meeting

J. Rodorigo indicated that this agenda item will be tabled until next monthly meeting since J. Huk is not present at tonight's meeting.

b. Policy to review and approve Grant Administration by the April 2016 monthly meeting

After a brief discussion, J. Rodorigo indicated that there should be a policy written that shows who receives the grant application for signature, then the next person to receive the application. By the next meeting, J. Rodorigo will meet with C. Bielik, J. Huk, and any other member of the Board interested in order to write the policy so every step is known by all.

13. New Business

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

14. Public Comment

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

15. Executive Session – if needed

There was no Executive Session at tonight's meeting.

16. Adjournment

J. Rodorigo reminded the Boards of the Joint Town Meeting scheduled for this Thursday, to be held here at Town Hall at 7:00 PM and then a Special Joint Meeting of the Board of Selectmen and Finance to vote on the budget to go to Town Vote.

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

Motion to adjourn tonight's meeting at 8:28 P.M.: **Dowdell/Pratt;** *no discussion;* all ayes.

Respectfully submitted,

Marla Scirpo
Clerk, Board of Finance