

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



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

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

Board Members Present: Joe Rodorigo, Joe Dowdell, Tom Pratt, Jim Huk, and Brian Ploss  
(arrived at 7:29 PM)

Not Present: Marc Bronn

Others Present: First Selectman C. Bielik; Selectmen Peter Betkoski, Selectman M. Krenesky; Tom Broesler, Finance Manager; Mary Anne Holloway, Tax Collector; Jim Galligan, Town Engineer; Kevin McDuffie, Chairman of Planning & Zoning; and Seth Reichardt

Chairman J. Rodorigo called the meeting to order at 7:05 PM.

**2. Approval of Minutes**

Motion to approve the minutes from the May 10, 2016 regular meeting as submitted for tonight's meeting: Pratt/Dowdell; no discussion; all ayes

**3. Public Comment**

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

**4. Tax Collector – Present an Update on the Back Tax Collection, Suspense List, and Credit Card Payment Implementation Project**

Mary Anne Holloway, Tax Collector, was present at tonight's meeting to update the Board on the requested topics. M. Holloway indicated that the official date for credit cards to be used in making payments is August 1, 2016.

M. Holloway mentioned that when she began in the position, Real Estate roll in back taxes was close to \$2,000,000 and now it is down to just over \$1,000,000. She is now attacking Motor Vehicle since it was the next one with back taxes owed. M. Holloway also mentioned that a new marshal was given a suspense list and approximately 200 warrants went out. Of those, approximately \$14,000 that has been collected and about ½ dozen have been placed on a payment plan.

M. Holloway indicated that delinquent statements will be going out in September. She would like to try this government-like program called LexisNexis for one year. The program is about \$600.00 per year and she would be able to get so much information on a person, such as relatives, names, addresses.

**5. Auditor's Report**

The auditors were not present at tonight's meeting and should be at the monthly meeting in July.

**6. Network Security – Discussion with Seth Reichardt and Brian Ploss**

Seth Reichardt of Logical Solutions was present at tonight's meeting to discuss any questions on the town servers, back up, firewalls, security, etc. An informational package regarding computing needs by each department, current servers details, and potential solutions that he would recommend.

S. Reichardt indicated that the town is at the tail-end of the network upgrade. The building was rewired with new wiring in order to facilitate the transition to the Nutmeg Network. He indicated that we should be getting higher internet speeds and more reliable connections. The town is currently operating on two servers – one since 2003 and the other one since 2011. The server from 2003 is not used in every day transactions and is meant to keep old stuff, i.e. payroll data, budget data. The server from 2011 is currently housing everything – emails, SQL, assessor/collector software, finance. S. Reichardt noted that this server could use a more robust disc configuration.

S. Reichardt recommended that the town purchase a new server with NAS to be stored at the Firehouse and implement a recovery plan for each workstation as opposed to a cloud solution. He indicated that he would recommend this since the town's needs are multi-faceted and not well suited for a complete cloud solution.

After a brief discussion, S. Reichardt indicated that you should have three backups – on the server, on the cloud, and on a background – and currently, the town has on server and on the cloud. He would feel more confident if the town had the third one as well, even though it is industry standard, but it could be more robust. S. Reichardt noted that his recommendations were 1) a new server; 2) a NAS server that would be offsite and just for storage, perhaps the firehouse since it is on the Nutmeg Network; and 3) a work station recovery solution.

## **7. Town Engineer – Discussion with Jim Galligan**

J. Galligan distributed a copy of the Road Reconstruction Program Cost Tracking Summary dated June 1, 2016 to the Members. Also distributed were copies of the Road Reconstruction Program Construction Schedule.

C. Bielik indicated that Noe Place is essentially 95% complete. There are a few remaining items and should be completed by the first week in July 2016.

C. Bielik indicated that in regards to Highland Avenue, Aquarion Water is installing a new watermain and service lateral connections for the full length. Aquarion Water estimates that their work will be completed in 10 to 12 weeks. Cocchiola Construction is ready to start their work between Division Street and Burton Road as soon as Aquarion energizes their system within those limits. Nafis & Young estimates the Site Contractor to start right after the 4<sup>th</sup> of July holiday. Eversource is working on the schedule for relocation of the poles and services for this section of the road. Once the schedule is received from Eversource, it will be forwarded to the Selectmen. The sidewalk on the west side of Highland Avenue between Burton Road and Division Street will be installed once the existing poles are removed.

C. Bielik indicated that in regards to the reconstruction of Burton Road, the work specific to drainage, underdrains, catch basin tops, curbing, and the up gradient aprons is complete. The deteriorated concrete curbing at the Beacon Mill Village entrance will be completed this week. Aprons on the down gradient side of Burton Road will be completed as needed after overlay pavement is installed.

J. Huk asked how J. Galligan monitors the project. J. Galligan indicated that he puts the project out for bid; track the costs individually and on a monthly basis; and inspectors identify the costs and quantities every day.

J. Rodorigo asked if there is a document that exists that describes the details of what is going to be done by J. Galligan, Nafis & Young, on behalf of the town. J. Galligan indicated that he provides services as requested. He provides full scope of engineering on behalf of the town.

After a brief discussion, J. Galligan indicated that industry standards for design fees are typically 5% to 7% and he is typically doing them at 2 ½% to 3% based on the familiarity of the work. J. Galligan noted that the biggest expense on any of these projects is in the inspection costs. It is just hours and J. Galligan indicated that they document out each individual day of when the inspector is out at the project. J. Huk asked if an individual PO is cut for each contractor and J. Galligan indicated yes, that is how it is set up now.

J. Rodorigo noted that the grant for Highland Avenue was written for \$199,500 and the lowest quote came in for \$237,900. He asked for the reason behind the difference. J. Galligan indicated that his estimate for the job was \$248,000. At the time of applying for the STEEP grant, the state was only issuing grants up to \$200,000. J. Galligan and C. Bielick discussed the situation and decided that by going in at \$199,500, we have a good chance on winning the grant. C. Bielick indicated that STEEP is ultra-competition and they like projects that are pieces of other projects.

J. Rodorigo asked T. Broesler on the \$65,000 budget line item for Engineering Services - \$20,000 is the preliminary for Beacon Valley Bridge – where does the money come from and at what point does someone inform him that the line item is xx% through the line item and a transfer is needed. T. Broesler indicated that the PO system will show the money encumbered. J. Rodorigo asked where the money for the preliminary engineering is coming from and J. Galligan indicated that the bridge is a LOTCIP grant application. C. Bielick indicated that this project was approved by the COG as a priority to be funded. J. Galligan added that it is a joint grant application with Naugatuck and Beacon Falls. Both towns are going out for qualifications for engineers on this project.

J. Rodorigo asked for information on Beacon Street since it was not part of the original plan. J. Galligan indicated that it is ready going to go out for bid. C. Bielick indicated that when the STEEP application was submitted for Highland Avenue Ext. back in 2013/2014, we applied for both Beacon Street and Highland Avenue Ext. Beacon Street has been in the queue since 2013/2014 and to date, has not been awarded yet. The town authorized \$500,000 for general road repairs last year. The Board of Selectmen determined that Beacon Street deserves to be done and funded under the general road repairs authorized. J. Galligan will be doing a purchase order and the project is going out to bid so the purchase order will not have a name on it.

T. Pratt noted that the new curbing on Burton Road is wavy, not very impressive, and residents are complaining. J. Galligan indicated that he will be looking into this since he received the same comments last night.

## **8. Correspondence**

### **a. Board of Finance Clerk's Invoices**

Motion to approve and pay the clerk's invoices – one dated May 10, 2016 in the amount of \$80.00 and one dated May 12, 2016 in the amount of \$96.25 as submitted for tonight's meeting: **Huk/Pratt**; *no discussion*; all ayes.

### **b. Other Correspondence**

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

## **9. Reports**

### **a. Ambulance Service Report**

The Ambulance Report was not submitted for tonight's meeting.

### **b. Town Treasurer's Report**

The Treasurer's Report was reviewed by the Board.

### **c. Town Clerk's Report**

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

## **10. Financial Manager's Report**

T. Broesler indicated that by this time next month, all the June bills will probably not be received. He will like to wait until the August monthly meeting to go through all the cleanup transactions that will need to be done. J. Rodorigo noted that it appears it may be just under \$100,000 in a variety of line items and asked if a town meeting would be needed to transfer. T. Broesler indicated that it would only be needed for Workmen Comp.

J. Rodorigo noted that the Risk Management Committee meeting was cancelled and would like an update at the next Board of Finance monthly meeting.

## **11. First Selectman's Report**

### **a. Budget Transfers**

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

Motion to approve the budget transfer request from the Conservation Commission as follows:

- 1) From Wages, Clerk – Line Item 10.90.24.1041 in the amount of \$487.25 – to Land Acquisition – Line Item 10.90.24.1806 – in the amount of \$487.25

**Dowdell/Pratt; no discussion; all ayes.**

Motion to approve the budget transfer request from the Library as follows:

- 1) From Clerk – Line Item 10.90.69.1040 in the amount of \$125.00 – to Wages, Part Time – Line Item 10.90.69.1019 – in the amount of \$125.00

**Pratt/Ploss; no discussion; all ayes**

## **12. Old Business**

### **a. Development of Capital Plan**

J. Rodorigo noted that when closing out the books, there is a surplus of funds and a surplus of reduced payment to Region 16. This allows us some flexibility in a Capital Plan. A portion of the plan would be to refund the contingency account of the Wastewater Treatment Plant. T. Broesler noted that the auditors requested a Capital Plan and he took pieces of what people gave to him to build a starting point.

## **13. Action Items**

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

J. Rodorigo noted that this is all set.

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

J. Rodorigo noted that this is all set.

#### **14. New Business**

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

#### **15. Public Comment**

J. Rodorigo wanted to thank the members of the Board of Finance, Board of Selectmen, and the Dept. Heads for a smooth budget process.

J. Dowdell noted that the Members have a town email address but not being used. J. Rodorigo indicated that he is having a problem with using his town emails. He noted that he cannot send an email to multiple people and cannot forward an email that he receives.

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

#### **16. Executive Session – if needed**

There was no Executive Session at tonight's meeting.

#### **17. 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 9:26 P.M.: **Huk/Dowdell;** *no discussion;* all ayes.

Respectfully submitted,

Marla Scirpo  
Clerk, Board of Finance