

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



**BEACON FALLS BOARD OF FINANCE
Regular Meeting
July 12, 2016
MINUTES
(Subject to Revision)**

1. Call to Order / Pledge of Alliance

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

Not Present: Jim Huk

Others Present: Selectmen Peter Betkoski (arrived at 7:35 PM), Selectman M. Krenesky; Tom Broesler, Finance Manager (arrived at 7:56 PM); and Don Ferretti, MIST LLC

Chairman J. Rodorigo called the meeting to order at 7:02 PM.

2. Approval of Minutes

Motion to approve the minutes from the June 14, 2016 regular meeting as submitted for tonight's meeting: Ploss/Pratt; discussion by B. Ploss noting that there was a lot of conversation and would like to say that it was pretty accurate being not an easy one. There were a few things that could have been added but overall it got the general spirit of the meeting; all ayes.

3. Public Comment

Don Ferretti, from MIST LLC, was present at tonight's meeting to submit a Network Maintenance Agreement estimate for the Board to review in regards to the needs of a server and workstations for the town. D. Ferretti distributed a copy of his proposed agreement to the Boards.

D. Ferretti indicated that his business has been around for 22 years, manage networks for large clients and local business. D. Ferretti indicated that he reviewed Seth Reinhardt's report, looked at the server, and spoke to some of the people in town hall. D. Ferretti also indicated that he is insured and could be bonded if needed. He would modify the proposed agreement to meet the needs of the town and would provide a monthly report as to what was done and activities on the server. D. Ferretti indicated that the back-up would be off-site, either at this office or to the cloud.

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

4. Auditor's Report

J. Roderigo indicated that the auditors are approximately 99% done with their test. J. Roderigo also indicated that there are a couple of things that should have been sooner than they were that the auditors will discuss.

5. Fund Balance Policy – Discussion and Possible Action

J. Roderigo indicated that the Fund Balance Policy has been updated by the State of CT. The Board will need to see a copy in order to approve and T. Broesler is not at the meeting at this time. This will be addressed when T. Broesler arrives with copies.

6. Correspondence

a. Board of Finance Clerk's Invoices

Motion to approve and pay the clerk's invoice dated June 14, 2016 in the amount of \$102.50 as submitted for tonight's meeting: Ploss/Pratt; no discussion; all ayes.

b. Other Correspondence

There was a letter from Northwest Regional Mental Health Board indicating that they received the payment in the amount of \$666.00

7. Reports

a. Ambulance Service Report

The Ambulance Report was electronically submitted for tonight's meeting. J. Roderigo asked T. Pratt if the report could be summarized down to one page. T. Pratt indicated that he could see what he could do.

J. Dowdell had a question in regards to a mileage charge. T. Pratt indicated that it is part of the billing process. When the tone goes off, the mileage starts at the location, zero out the odometer, and then travel to the hospital and record the mileage. The mileage is then billed to the patient/insurance.

b. Town Treasurer's Report

The Treasurer's Report was distributed and reviewed by the Board.

c. Town Clerk's Report

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

8. Financial Manager's Report

T. Broesler was not present at this time and will revisit this agenda item when he arrives.

9. First Selectman's Report

a. Budget Transfers

M. Krenesky indicated that there was one budget transfer request that was approved at last night's Board of Selectmen's meeting. The request was from the Library Board of Trustee for the amount of \$1,000.00 to be transfer from the Library, Wages, Clerk budget line item to the Community Media Center, Wages, Clerk budget line item.

J. Rodorigo mentioned that \$1,000.00 was put into the clerk line item and there is more money than they need. J. Dowdell noted that there was no line item during that discussion at that time. J. Rodorigo asked for the benefit of doing this and M. Krenesky indicated that it is to clearly identify the funds for the community center.

After a brief discussion, this budget transfer request will be tabled until T. Broesler arrives for tonight's meeting or for the next monthly meeting.

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

Since C. Bielik is not at tonight's meeting, J. Rodorigo indicated that this agenda item will be discussed at the next monthly meeting.

c. Discussion of the Organization of the Police Department

Since C. Bielik is not at tonight's meeting, J. Rodorigo indicated that this agenda item will be discussed at the next monthly meeting.

J. Rodorigo noted that after last month's meeting on Nafis & Young and reviewing the budgets of Nafis & Young, it appears that it is still unclear that they have a hard time understanding what the Board of Finance is asking for.

J. Rodorigo noted that there are four things going on currently. J. Rodorigo noted that by using the example of the \$2.1 million bond for road, there should be four files on roads. The four files should equal \$2.1 million. One file should be for Burton Road and everything associated with Burton Road. Another file should be for Highland Avenue and everything associated with Highland Avenue. A third file should be for Highland Avenue Ext. and everything associated with Highland Avenue Ext. A fourth file should be for Noe Place and everything associated with Noe Place. The first document in each of the four files should be for Engineering Consultants, the cost of the putting the project together. This cost comes out of the Consultant budget line item. When the project gets to the point of going forward and it is going to get bonded, then all additional Engineering would come out of the bond. Every change order should come in next in the file. Each project should have its own start cost and be tracked based on withdrawals individually, and change orders recorded as soon as possible to the actual job.

In regards to Beacon Street project, it was approved by the Board of Selectmen and Nafis & Young was approved to be the Engineer. The Board of Finance passed a policy that if the Engineering cost was going to be more than \$10,000.00 then the Engineering would have to go out to bid. This was passed in the March meeting. The Board of Selectmen approved the project during their June meeting. J. Rodorigo noted that the Selectmen failed to follow the policy that the Board of Finance in place.

B. Ploss asked if the pre-vote engineering cost and add it to the bond in order to reimburse the cost. J. Rodorigo indicated that it is not officially allowed to do this with state money, STEEP money, federal money. The pre-engineering costs are bared and then the state money comes in. With town money, we can write a bond resolution to include pre-engineering costs. When bonding the money, then we can add it as long as it is part of the resolution.

10. Old Business

a. Development of Capital Plan

J. Rodorigo indicated that copies were sent to the Members as well as T. Broesler. T. Broesler is working with J. Huk on the Capital Plan. J. Rodorigo requested that the physical plants that the town owns need to be put on the plan.

J. Rodorigo asked the clerk to send a memo to the department heads and ask them to provide documents as to what they would believe their physical plants will need over the next five years. The departments include Police, Fire, Parks & Rec, Public Works, WPCA, Senior Center, and Town Hall.

11. Action Items

- a. **Draft Capital Plan Document to Review and Adopt**
- b. **Policy to Review and Approve Grant Administration**

J. Rodorigo indicated that these agenda items will be tabled to the next monthly meeting.

12. New Business

J. Rodorigo indicated that an email was sent to the Members in regards to the town standing against the bond rating. The bond rating went from a AA- to a AA, noting that there are only 2 steps higher that the town can go. The only way to do that is to pay off the debt on time.

In regards to the budget surplus, there will be an operational surplus when the books are closed this year. J. Rodorigo also noted that there is also a back-tax surplus as well as the town will be having a surplus from Region 16 coming our way.

T. Pratt wanted to have it noted that something inappropriately was said after the budget was passed. T. Pratt also noted that this has also happened in the past, and comments need to be said carefully. T. Pratt indicated that part of the risk assessment, he gave some questionnaires. The Police, Fire, and Public Works departments requested having a liaison, a person to advise them, and to work between the Board of Finance and their department. After a brief discussion, J. Dowdell volunteered to work with the Fire Department; T. Pratt volunteered to work with the Police Department; and M. Bronn volunteered to work with Public Works.

13. Financial Manager's Report

J. Rodorigo asked T. Broesler if he created the budget line item for the Community Media Center, Wages, Clerk. T. Broesler indicated that he did and the request was just to shift the money from the Library to the Media Center.

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

- 1) From Library, Wages, Clerk – Line Item 10.90.69.1040 in the amount of \$1,000.00 – to Community Media Center, Wages, Clerk – Line Item 10.90.74.1040 – in the amount of \$1,000.00

Ploss/Pratt; no discussion; all ayes.

T. Broesler distributed the Financial Manager's Report to the Members. He indicated that the auditors are happier than they have been in the past. In regards to their testing, T. Broesler noted that the auditors did not have any concerns.

After a brief discussion, J. Rodorigo asked to remove Agenda Item 8b. Status Report of Bank Reconciliations since we are up-to-date on the bank reconciliations.

T. Broesler indicated that in regards to the Operation Budget Surplus, it should come in around \$200,000 to \$250,000 – just on operations/expense side. The Surplus may be around \$700,000 to \$750,000 depending on the revenues. There were some miscellaneous grants that the town did well on, as well as building permits being higher than budgeted.

T. Broesler indicated that in regards to Risk Assessment, they have had a couple of meeting. Each of the members have taken a group of departments and given them a multi-page form to complete. They will review and see what areas are in need of help.

J. Rodorigo asked T. Broesler about benefits, mentioning that the carrier has been changed. T. Broesler indicated that everyone is going with the new carrier as of August 1st, retirees are not staying with another representative. J. Rodorigo asked if we are going to be done with MERS sometime in the near future. T. Broesler indicated that we will be done something in the next two months. It is in the hands of the State. T. Broesler noted that we have done all the calculations that we needed to do and it has to go to the effected employees. T. Broesler indicated that there will be more answers by the next monthly meeting.

J. Rodorigo asked T. Broesler who is coordinating the move since both he and C. Bielik are away. T. Broesler indicated that he has spoken to the contractor and needs the name of the person that J. Rodorigo has. J. Rodorigo asked if the people currently in the space know that T. Broesler is going there temporarily and, when the temporary time is over, they are moving to the new space. T. Broesler replied as far as he knows they understand that. P. Betkoski asked for the specifics. J. Rodorigo indicated that the Finance Dept. Office is moving into the Building Office location, and the Building Office location is moving into the Finance Dept. Office.

14. Public Comment

M. Krenesky indicated that the Board of Selectmen had a discussion at their meeting last night in regards to the Registrar of Voters, the Deputy Registrar of Voters, and a payment paid to the Deputy Registrar. M. Krenesky emailed the Member further documentation that shows that elected officials fall under Worker's Comp. The Selectmen is planning on putting together a policy/ordinance for the future. At the current time, there is no policy that says that the Deputy Registrar of Voters/the Deputy Treasurer should be paid, should not be paid, and if they are paid, then where does the money come from. The two Deputy positions are not elected, but appointed by the Registrar of Voters/Town Treasurer respectfully.

After a brief discussion, J. Rodorigo wanted to confirm that there is no policy in place on Worker's Comp. for elected officials and a policy/ordinance needs to be created based on the advice from the attorney. J. Rodorigo asked to have this discussion added to the agenda for the August monthly meeting under First Selectman's Report – Update and Disposition on the Deputy Registrar of Voters Compensation.

J. Rodorigo asked three times if there were any further 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

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

Motion to adjourn tonight's meeting at 8:42 P.M.: **Ploss/Bronn**; *no discussion*; all ayes.

Respectfully submitted,

Marla Scirpo
Clerk, Board of Finance