

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



**BEACON FALLS BOARD OF FINANCE  
Regular Meeting  
August 9, 2016**

**MINUTES**

**(Subject to Revision)**

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

Board Members Present: Joe Rodorigo, Jim Huk, Tom Pratt, Marc Bronn (arrived at 7:07 P.M.), and Brian Ploss

Not Present: Joe Dowdell

Others Present: Tom Broesler, Finance Manager; Wendy Rodorigo, Town Treasurer; First Selectman Chris Bielik; and Selectman Mike Krenesky

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

**2. Approval of Minutes**

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

**3. Public Comment**

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

#### **4. Auditor's Report**

J. Rodorigo indicated that the auditors will be coming to the November or December monthly meeting and that they were satisfied that the books were going to be closed in September. J. Rodorigo indicated that this agenda item could be removed from next month's agenda.

#### **5. Fund Balance Policy – Discussion and Possible Action**

Motion to approve the Fund Balance Policy as per the State's recommendations:  
**Huk/Pratt; no discussion; all ayes.**

#### **6. Correspondence**

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

Motion to approve and pay the clerk's invoice dated July 12, 2016 in the amount of \$87.50 as submitted for tonight's meeting: Pratt/Huk; no discussion; all ayes.

#### **7. Reports**

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

The Ambulance Report was electronically submitted for tonight's meeting. The Board reviewed and there were no questions.

##### **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.

J. Rodorigo indicated that he would like an itemized report since there was a question on the money collected for Permits and Fees.

## 8. Financial Manager's Report

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

J. Roderigo indicated that the agenda line item for Update on Corrective Action Plan could be removed from the agenda.

The Board reviewed and discussed the Road Reconstruction Project Report.

J. Roderigo asked, in regards to Beacon Street, where the \$75,000 came from and C. Bielik indicated that it is the current estimate on the actual work for the project. J. Roderigo asked if the estimate is in writing and C. Bielik indicated that it will be for Thursday's meeting.

After a brief discussion, J. Roderigo wanted to clarify that any project that would exceed \$10,000, the project including Engineering would need to go out to bid. J. Roderigo indicated that he would like to see a pre-engineering estimate number for a project.

After a brief discussion, J. Roderigo had a question on the upper Highland Avenue STEEP Grant – what is the remaining cost of the project. C. Bielik indicated that we have the bid that was awarded, which came in at \$237,000, and every cost is broken down. The numbers would have to be plugged into a report. T. Broesler noted that the \$237,000 is the cost of doing the work and does not include the cost of Engineering. The pre-Engineering is the work done to develop the STEEP and is not allowed to be part of the STEEP grant.

## 9. First Selectman's Report

### a. Budget Transfers

C. Bielik indicated that Public Works requested a budget transfer of \$4,200 from the Boom Mower Capital budget line to the Education budget line, 10.90.03.1495. After a brief discussion, J. Roderigo asked for a motion regarding the budget transfer request.

Motion to approve the budget transfer of \$4,200.00 Budget Line Item for the Boom Mower, to Budget Line Item 10.90.03.1495, Education: Huk/Roderigo; *no discussion*; four ayes and one nay by M. Bronn.

There was a budget transfer request from the Finance Department to close out the books for the Fiscal Year 2015-2016. This is the end-of-year bookkeeping by zeroing out the accounts with minuses that occur. The Selectmen reviewed the list and a motion was made to approve the transfer request.

Motion to approve the budget transfer request list as prepared by the Finance Department (see Attachment 1): **Bronn/Huk**; no discussion; all ayes.

There is a budget transfer request of \$19,900 due to the size of the park has doubled. The costs of the construction that needs to be done is greater than the grant of \$100,000 that has been received to date.

Motion to approve the budget transfer request from the excess General Fund Balance to Unbudgeted Grants with regards to the Riverbend Park Project in the amount of \$19,900: Pratt/Huk;no discussion;all ayes.

**b. Update and Disposition on Deputy Registrar of Voters Compensation**

After a brief discussion, J. Rodorigo asked for this agenda item to be removed from the agenda.

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

J. Rodorigo indicated that this will be discussed during the meeting on Thursday.

**d. Discussion of the Organization of the Police Department**

C. Bielik indicated that he toured the dispatch facilities for fire and EMS. New information was received that Northeast Communications carved out a certain number of towns prior to Waterbury merger that would allow them to extent to other towns without Waterbury's permission. Beacon Falls was one of those towns. C. Bielik indicated that information regarding what the costs would be was received and need to be reviewed to see if there are any cost savings.

**e. Update on Other Issues**

C. Bielik indicated that information was received regarding the Rural Road Safety Program. The town will be receiving a grant for Skokorat Road for signage for two areas that are hazardous. This will not happen until 2017 and will be no cost to the town. Another item is that sidewalks will be looked at to see the conditions of the sidewalks.

J. Rodorigo asked for an agenda item added to next month's agenda titled "Liaison Update". The following is a list of the Board members and the department they will work with.

Joe Dowdell – Fire Department  
Marc Bronn – Public Works  
Brian Ploss – IT  
Tom Pratt – Police Department  
Joe Rodorigo – Wastewater Treatment Plant  
Jim Huk – Town Hall

## **10. Old Business**

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

T. Broesler indicated that he had information from several people and then developed a Plan. T. Broesler indicated that he would like to sit down with each department head, starting in September, and talk to them about their equipment and the life of that equipment.

After a brief discussion, J. Rodorigo requested to add to next month's agenda under Finance Manager's Report, a line for Update to Capital Plan and a line for Risk Assessment Update.

## **11. Action Items**

### **a. Draft Capital Plan Document to Review and Adopt**

J. Rodorigo noted that action will be taken next week.

### **b. Policy to Review and Approve Grant Administration**

J. Rodorigo indicated a policy needs to be written.

## **12. New Business**

## **13. Public Comment**

M. Krenesky noted the lack of communication was a big discussion at the Board of Selectmen meeting. The next meeting date and time noted in the meeting minutes should be indicated to help the public know about future meetings.

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

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

There was no Executive Session at tonight's meeting.

## **15. 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 9:03 P.M.: **Ploss/Bronn**; *no discussion*; all ayes.

**The next Board of Finance meeting will be held on Tuesday, September 13, 2016, starting at 7:00 P.M.**

Respectfully submitted,

Marla Scirpo  
Clerk, Board of Finance

DRAFT