

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



**BEACON FALLS BOARD OF FINANCE
Regular Meeting
September 13, 2016**

MINUTES

(Subject to Revision)

1. Call to Order / Pledge of Alliance

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

Not Present: Joe Dowdell

Others Present: Tom Broesler, Finance Manager; Wendy Rodorigo, Town Treasurer; First Selectman Chris Bielik; Selectman Peter Betkoski; Selectman Mike Krenesky; and 3 members of the public

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

2. Approval of Minutes

Motion to approve the minutes from the August 9, 2016 regular meeting as submitted for tonight's meeting: Ploss/Huk; no discussion; allayes.

3. Public Comment

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

4. Correspondence / Payment of Bills

a. Board of Finance Clerk's Invoice

Motion to approve and pay the clerk's invoicedated August 9,2016 in the amount of \$83.75 as submitted for tonight's meeting: Ploss/Pratt;no discussion; all ayes.

5. 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.

W. Rodorigo indicated that three accounts were closed at Ion Bank to consolidate as well as opening a Flag Fund account at Liberty Bank. W. Rodorigo noted that the Melbourne Trust CD is the only account at Ion Bank.

Motion to accept the Town Treasurer's Report as submitted for tonight's meeting: Ploss/Pratt;no discussion; all ayes.

c. Town Clerk's Report

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

Motion to accept the Town Clerk's Report as submitted for tonight's meeting: Huk/Pratt;no discussion; all ayes.

d. Liaison Report

M. Bronn indicated that he has had no contact with his department.

T. Pratt indicated that the alarm company has been down to the police department and been doing their survey. T. Pratt asked if they got new windows and J.

Rodorigo confirmed that the police department did get new windows.

M. Krenesky called Point of Order and indicated that the Tax Collector's Report was not on the agenda for tonight's meeting. J. Rodorigo indicated that is correct and will add to the agenda.

e. Tax Collector's Report

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

J. Rodorigo indicated that almost 53% of the tax revenue necessary to fulfill the budget was collected. J. Rodorigo also indicated that the town invested \$1,000 in the ability to process credit cards and \$17,000 was collected using credit cards.

6. Financial Manager's Report

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

a. Update to Capital Plan

T. Broesler indicated that he does not have the Capital Plan.

b. Risk Assessment Update

W. Rodorigo indicated the several departments have been interviewed. Questionnaires have been sent out to the IT department and the Tax Collector, and she is waiting for the questionnaires to be returned. W. Rodorigo also indicated that they met with KERMA and had a very good meeting.

c. Update on Other Issues

The Board reviewed the Road Projects reports.

J. Rodorigo asked about the change in the calculation for the extra duty police. T. Broesler indicated that when the bids came in, all the contractors included private duty and there is not enough money to cover this. The budget has been adjusted accordingly.

After a brief discussion, it was noted that if Nafis & Young is going to approve the change orders, then Nafis & Young needs to be in direct contact with the Finance Dept. to make sure there is enough money. J. Rodorigo noted that the billing runs through Nafis & Young's RFP. J. Rodorigo indicated that he would like a written estimate for the curbing prior to it being done.

J. Rodorigo indicated that he asked E. Schultz to run the bonds for the wastewater treatment plant. J. Rodorigo noted that there were 2 bonds – one for the SCADA bond in the amount of approximately \$700,000 and one for Sewer Treatment Plant Study bond in the amount of \$1,000,000. C. Bielik noted that there is a credit from the State of CT in the amount of \$300,000 not shown.

7. First Selectman's Report

a. Budget Transfers

Motion to approve the three budget transfer requests as submitted by the Board of Selectmen:

- 1) From Copier Maint. & Supplies – Line Item 10.90.05.1210 – in the amount of \$832.00 and from Wages-Asst. Town Clerk – Line Item 10.90.05.1042 – in the amount of \$2,820.36 to Wages-Assistant Town Clerk P/T – Line Item 10.90.05.1020 – in the amount of \$3,652.36.
- 2) From Gas/Fuel – Line Item 10.90.59.1700 – in the amount of \$3,651.20 to Wages-Asst. Road Foreman (1) – Line Item 10.90.59.1011 – in the amount of \$3,651.20.
- 3) From Bond Anticipation Note Interest – Line Item 10.90.85.1985 – in the amount of \$.26 to Capital Improvements \$5M – Line Item 10.90.85.1984 in the amount of \$.26.

Pratt/Ploss; no discussion; all ayes.

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

J. Rodorigo indicated that this agenda item will be skipped at this time.

c. Discussion of the Organization of the Police Department

J. Rodorigo indicated that this agenda item will be skipped at this time.

d. Update on Other Issues

T. Pratt asked the Selectmen about the lights on the streetscape being out for quite a while. P. Betkoski indicated that he addressed the issue with Rob Pruzinsky. A sensor needed to be ordered, and has been. J. Rodorigo noted that the lights on the flagpole at town hall are out as well. C. Bielick indicated that he will have that taken care of it.

8. Old Business

a. Development of Capital Plan

J. Rodorigo indicated that this agenda item will be tabled until next month's meeting.

9. Action Items

a. Draft Capital Plan Document to Review and Adopt

J. Rodorigo asked if any of the Members had any comments to questions. There were none at this time. J. Rodorigo then asked for a motion to accept the document as written.

Motion to accept the Capital Plan Document as written and adopted into the Board of Finance's Policies and Procedures: Huk/Pratt; *no discussion*; all ayes.

A copy of the Capital Plan Document is attached as discussed and adopted.

b. Policy to Review and Approve Grant Administration

After a brief discussion, C. Bielik indicated that he will query to his contact at CCM to see if he has some information on towns the size of Beacon Falls.

10. New Business

a. Town of Beacon Falls Proposed By-Laws for Capital Requests for Project Related Spend

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

11. Public Comment

Doug Bousquet, Cedar Circle, asked the Board for the cost of the Finance Room renovation. T. Broesler indicated that it was around \$6,000.00. D. Bousquet indicated that he would like to see a copy of the bill.

Howie Leeper of Beacon Hose Co. 1 indicated that the utility truck has had the plow put on it, the bed has been put on the back of it, and it has been sent out for painting and lettering. Lighting will be put on after the painting and lettering.

M. Bronn indicated that he received a letter at his house from D. Bousquet and asked if D. Bousquet would like to retract that letter. D. Bousquet indicated that he would like to retract that letter since he received a letter from the First Selectman.

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

12. Executive Session – if needed

The Board of Finance entered into Executive Session at 7:50 PM and included the three members of the Board of Selectmen. The Boards are entering for the purpose of discussing personnel issue regarding the Police Lt.; payroll policy issue regarding the Finance Director; and contractual issue regarding Nafis & Young.

Motion to enter into Executive Session with the three members of the Board of Selectmen for the purpose of discussing personnel issue regarding the Police Lt.; payroll policy issue regarding the Finance Director; and contractual issue regarding Nafis & Young:
Ploss/Pratt; no discussion; all ayes.

The Board of Finance and Board of Selectmen exited Executive Session at 8:58 PM with the following motions to be made based on the discussions in Executive Session.

Motion made that the town of Beacon Falls will no longer pay for soil erosion engineering contracts for any current or future private construction projects in the town of Beacon Falls:
Huk/Pratt; *no discussion*; all ayes.

Motion for the Board of Selectmen to begin researching for a new Consultant Engineer and Operational Engineer: **Ploss/Pratt**; *no discussion*; all ayes.

Motion to have all future billing from the Engineering firm must be detailed and itemized, and reviewed and approved by the First Selectman, the Chairman of Planning & Zoning, and the Chairman of Finance: **Ploss/Rodorigo**; *no discussion*; all ayes.

13. 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, October 11, 2016, starting at 7:00 P.M.

Respectfully submitted,

Marla Scirpo
Clerk, Board of Finance

Town of Beacon Falls

Proposed by-Law for Capital Requests for Project Related Spend

Introduction

Capital requests in a municipal budget are typically related to the purchase or replacement of assets necessary to provide a public service, and these are managed and controlled via the town's Capital Asset Plan. However, capital requests can also be for the funding of project-related services that are not an asset but could potentially have an impact on existing assets or services. With such requests, it is important that the decision making bodies, the Boards of Selectman and Finance, are provided with a clear understanding of the many variables and outcomes associated with projects. The proposed by-law below is designed to ensure this information is provided and is as complete as necessary to make a sound fiscal decision.

By-law

Suggested as Section 3 of Article VII

Capital requests related to the funding of services, such as studies or projects, must be fully understood by the Board of Finance before any decision can be made to allocate the funds, either via transfer or in the Municipal budget. Subsequently information that describes the purpose and scope of the project must be provided to the Board of Finance to ensure the appropriate allocation of town resources in an informed and controlled manner. As such, any department requesting capital for project-related spend must provide the following to the Board of Finance before any funds may be assigned or transferred.

- The stakeholders and Project Manager
- Drivers and objectives
- Key deliverables
- Expected timelines and phases and expected cost for each phase
- Key resources and their responsibilities
- The scope of the project
- Summary statement of the benefit to the town
- Summary statements on the impact to the town if the proposal is accepted or rejected
- Project dependencies (items the project is dependent upon) or dependencies on the project
- Summary of any legal or regulatory aspects for consideration

This by-law does not apply to project or service related work that is a component of another asset-related request, such as project management or engineering services for road work, as these are covered by the existing asset-related capital request process.

Format of the delivery of this information is the decision of the requestor.

Prerequisites

1. The requestor must ensure their request is posted on the agenda of an existing Board of Finance meeting or a special meeting scheduled for this purpose, following all existing standards and procedures applicable to such scheduling.

2. All content must be delivered to the Chair of the Board of Finance no later than 6 business days prior to the meeting on which the discussion of the capital request is on the agenda. The Chair should ensure the information is then disseminated to the entire Board of Finance within 24 hours of receipt of the materials, with a CC to the Board of Selectman and Town Clerk. It is the decision of the Board of Finance, by majority vote, of whether to proceed with the discussion of the capital request in the event either of the two pre-requisites above are not met.