

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



**BEACON FALLS BOARD OF FINANCE
Regular Meeting
October 11, 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: Tom Broesler, Finance Manager; Wendy Rodorigo, Town Treasurer; First Selectman Chris Bielik (arrived at 7:50); Selectman Peter Betkoski (arrived at 7:50); and Selectman Mike Krenesky (arrived at 7:50)

Chairman J. Rodorigo called the meeting to order at 7:01 PM.

2. Approval of Minutes

Motion to approve the minutes from the September 13, 2016 regular meeting as submitted for tonight's meeting: Ploss/Pratt; no discussion; four ayes and one abstain by Joe Dowdell since he was not at the last meeting.

3. Public Comment

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

4. Correspondence / Payment of Bills

A letter dated 08/17/2016 from the First Selectman was received regarding the thermostat in the Town Hall Assembly Room.

a. Board of Finance Clerk's Invoice

Motion to approve and pay the clerk's invoice dated September 13, 2016 in the amount of \$72.50 as submitted for tonight's meeting: Ploss/Pratt; no discussion; all ayes.

b. Review of 2017 Calendar of Monthly Minute

Motion to approve the 2017 Calendar of Monthly Meetings: 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.

J. Rodorigo asked about the cushion and T. Pratt indicated that they are above the cushion by \$53,000. After a brief discussion about when and how to transfer the money, J. Rodorigo asked for a motion to transfer \$53,000 from the Ambulance Fund.

Motion to accept the money from the Ambulance Fund and to be deposited now, and future transfers will occur in June: Ploss/Bronn; no discussion; all ayes.

b. Town Treasurer's Report

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

There were no questions from the Members in regards to the Town Treasurer's Report.

c. Town Clerk's Report

The Town Clerk's Reports for August and September was distributed and reviewed by the Board.

There were no questions from the Members in regards to the Town Clerk's Report.

d. Tax Collector's Report

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

There were no questions from the Members in regards to the Tax Collector's Report.

J. Rodorigo noted that there was a significant bounced check and the Tax Collector is tracking it down.

e. Liaison Report

T. Pratt indicated that the Police Dept. had the alarm company come in but the proposal has not been received as of yet.

J. Rodorigo indicated that he would like the Dept. Heads brought in for November prior to them putting their budgets together. J. Rodorigo noted that he wants the new purchasing policies and Capital Requests reviewed.

After a brief discussion, the Board of Finance will have a Special Meeting scheduled for Wednesday, November 11, 2016, to meet with the Dept. Heads, starting at 7:00 PM in the Beacon Falls Library.

6. Financial Manager's Report

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

a. Update to Capital Plan

J. Rodorigo indicated that T. Broesler is verifying the VIN numbers and then going through the list to match up for the projection of replacement vehicles.

b. Risk Assessment Update

W. Rodorigo distributed packages to the Members and indicated that two meetings were held since the last Board of Finance meeting was held. There were similarities and recommendations that came out of the meetings such as HR improvements; workmen compensation notifications and training; standardized SOP's and SOG's; security and keyless entries; and joint training across the departments.

W. Rodorigo also indicated that there was a meeting with a consultant from KERMA who noted that safety meetings need to be held quarterly. There will be two more meetings scheduled for October and November.

c. Update on Other Issues

J. Rodorigo had a question in regards to who is in charge of the GIS mapping and T. Broesler indicated June Chadderton. T. Pratt had a question on the cost of maintenance on the voting machines. T. Broesler indicated that the machines are getting ready for the November election. For further information, Helen Mis would need to provide. M. Bronn asked about the fire truck and J. Rodorigo indicated that the numbers are being put together.

J. Rodorigo indicated that the numbers from Nafis & Young for the Burton Road projects have not been received as of yet. J. Rodorigo noted that the LED light bulb project is a Bright Star Energy grant. The town gets points for solar panels being put on homes in town.

7. Old Business

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

8. Action Items

a. Policy to Review and Approve Grant Administration

There is no policy at this time to review and approve. This will remain on the agenda for next month's meeting.

9. New Business

J. Rodorigo indicated that there was an article in the Waterbury Republican stating that Beacon Falls is No. 4 in the state in regards to the town is thriving and being a prosperous town. J. Dowdell noted the large 55 and over communities in town and would affect the number.

a. Capital Projects

J. Rodorigo noted that the items under \$20,000 falls under the threshold of having a Town Meeting for the purposing of voting on the item.

After discussion of the 16 items on the list, the Board voted on each item as follows:

Item #1 – Payoff Peterbuilt Lease – one aye by J. Rodorigo and & four nays by Dowdell, Bronn, Pratt, and Ploss

Item #2 – Payoff Power Lift Stretcher Lease –one aye by J. Rodorigo and & four nays by Dowdell, Bronn, Pratt, and Ploss

Item #3 – Purchase Beacon Hose Command Vehicle Instead of Leasing –all ayes
T. Pratt noted that the vehicle is not a Command Vehicle but a Utility Vehicle

Item #4 – Time Clock Equipment & Software – all ayes

Item #5 – Roof Replacement at Pent Road Sugar Shack – all ayes

Item #6 – Roof Replacement at Pent Road Bathrooms – all ayes

Item #7 – Roof Replacement at Senior Center – all ayes

Item #8 – Roof Replacement at Police Barracks – four ayes by Rodorigo, Dowdell, Bronn, and Ploss and one nay by Pratt

Item #9 – Public Works Garage Doors Widening & Replacement – all ayes

Item #10 – Repair Walls at Public Works Garage – four ayes by Rodorigo, Dowdell, Pratt, and Ploss and one nay by Bronn

Item #11 – Renovate Assessor/Tax Collector’s Office – all ayes

Item #12 – Town Hall Landscaping – all ayes

Item #13 – Garage of Emergency Wastewater Pump Trailer – all nay

Item #14 – Replace Oil Tank at Wastewater Plant – all ayes

Item #15 – Replace Awnings at Senior Center – three ayes by Rodorigo, Pratt and Bronn and two nays by Dowdell and Ploss

Item #16 – West Road Project –all nays

C. Bielik noted that the town is receiving a \$500,000 grant from the state for doing to the project and the cost of the project would be greater than the grant. The maximum allowed to receive under a STEEP grant is \$500,000. M. Bronn asked if there is an estimate to the cost of the road project. C. Bielik indicated that the original estimate was about \$675,000 and noted that the STEEP grant does not cover the engineering cost. C. Bielik also noted that there are specific requirements that must be complete prior to the State issuing the check. J. Rodorigo noted that there is already a road package that has \$200,000 not encumbered. J. Rodorigo also noted that another Capital Improvement package will be discussed and this project would have the costs that could be presented at that time.

After further discussion, the Members did not change the vote on Item #16 – West Road Project.

10. First Selectman's Report

a. Budget Transfers

There were no budget transfer requests at tonight's meeting.

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

c. Discussion of the Organization of the Police Department

A meeting will be scheduled, possible on Thursday, October 20, 2016.

d. Update on Other Issues

J. Rodorigo indicated that he would like the cost on the lips and aprons for Burton Road from Nafis & Young. C. Bielik indicated that he does not have a hard number at this time, but the estimate is approximately \$10,000 to \$15,000.

11. Public Comment

T. Pratt noted that the Tax Collector's office is in need of a small safe. After a brief discussion, J. Rodorigo asked for a motion to approve the purchase of a small safe for the Tax Collector's office.

Motion to have a small safe purchased for a cost that would not exceed \$1,000 and to come out of the Fund Balance: Ploss/Pratt; no discussion; all ayes.

T. Broesler asked if there was a positive or negative opinion in regards to ACH payments. Some of the vendors are requested payment to be made by ACH. After a brief discussion, the Board did not have a problem with having the Finance Dept. doing ACH payments.

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

There was no Executive Session held by the Board of Finance tonight.

13. Adjournment

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

Motion to adjourn tonight's meeting at 8:26 P.M.: Pratt/Dowdell; no discussion; all ayes.

The next Board of Finance meeting will be held on Tuesday, November 15, 2016, starting at 7:00 P.M. Please note that this is actually the third Tuesday. The Board of Selectmen's meeting will be held on Monday, November 14, 2016.

Respectfully submitted,

Marla Scirpo
Clerk, Board of Finance

DRAFT