

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



**BEACON FALLS BOARD OF FINANCE
Special Meeting
December 21, 2016**

MINUTES

(Subject to Revision)

1. Call to Order / Pledge of Alliance

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

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

Chairman J. Rodorigo called the meeting to order at 7:03 PM.

2. Election of Chairman, Vice-Chairman, and Secretary

M. Scirpo asked for a nomination for the position of Chairman for 2017. T. Pratt nominated Joe Rodorigo and J. Huk seconded the nomination. M. Scirpo asked three times if there were any other nominations and there were none. One ballot cast for Joe Rodorigo as Chairman of the Board of Finance for 2017.

J. Rodorigo asked for a nomination for the position of Vice-Chairman for 2017. B. Ploss nominated Marc Bronn and T. Pratt seconded the nomination. J. Rodorigo asked three times if there were any other nominations and there were none. One ballot cast for Marc Bronn as Vice-Chairman of the Board of Finance for 2017.

J. Rodorigo asked for a nomination for the position of Secretary for 2017. T. Pratt nominated Joe Dowdell and M. Bronn seconded the nomination. J. Rodorigo asked three times if there were any other nominations and there were none. One ballot cast for Joe Dowdell as Secretary of the Board of Finance for 2017.

3. Public Comment

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

4. Approval of Minutes

Motion to approve the minutes from the October 11, 2016 regular meeting and the minutes from the November 1, 2016 special meeting as submitted for tonight's meeting:

Ploss/Pratt; *discussion was by T. Pratt noting that the minutes from October 11, 2016 meeting need a correction. The Board voted against the repairs to the Police Department's roof and the clerk typed that the Board voted in favor of the Police Department's roof repairs; all ayes.*

5. Correspondence / Payment of Bills

a. Board of Finance Clerk's Invoices

Motion to approve and pay the two invoices from the Board of Finance's clerk – one dated October 11, 2016 in the amount of \$80.00 and one dated November 22, 2016 in the amount of \$42.50 - as submitted for tonight's meeting: **Pratt/Ploss**; *no discussion*; all ayes.

b. Other Correspondence

There was no other correspondence or bills submitted for tonight's meeting.

6. Reports

a. Ambulance Service Report

The Board reviewed and there were no questions at this time.

J. Rodorigo noted that the Board of Selectmen approved giving the Beacon Hose Co. 1's employee benefits in conjunction with the Region 16 contract. The payment will come out of this fund.

b. Town Treasurer's Report

The Treasurer's Reports for October 2016 and November 2016 were 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 Report for November 2016 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. Roderigo noted that the total amount collected by the Tax Collector through the end of November was \$9,066,973.97.

e. Liaison Report

There were no updates by the Members in regards to the liaison reports. J. Roderigo asked for the Members to reach out to their departments in order to discuss at the January 2017 meeting and to prepare for the Capital Plans and Budgets.

7. 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 the bank reconciliations are current. The auditors are essentially done and planning to attend the January 2017 meeting. One point that the auditors noted was the private duty going over budget for the Police Dept. The auditor's suggestion is to treat it as a fund.

b. Risk Assessment Update

c. Update on Other Issues

M. Bronn asked when the town will be paid for the school and C. Bielik indicated that the money was received back in August.

8. First Selectman's Report

a. Proposed Budget Transfers

Motion to approve the two budget transfer requests as follows:

1. From Line Item 10.90.90.2500 – Non-Recurring Projects – in the amount of \$11,288.00 to Line Item 10.90.03.1140 – Misc. Repairs – in the amount of \$11,288.00.
2. From Line Item 10.90.90.2500 – Non-Recurring Projects – in the amount of \$3,000.00 to Line Item 10.90.15.1280 – GIS (MAPS) – in the amount of \$3,000.00.

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

b. Update on Outcome of Building Inspector's Time Cards

J. Rodorigo indicated that discussion on this will be tabled at this time since there is an IT issue. The IT position needs to be discussed prior to this and J. Rodorigo asked for an update. C. Bielik indicated that M. Krenesky had some questions and was not ready to vote at that time in November. The questions have been answered and C. Bielik indicated that a final decision will be made in early January 2017. J. Rodorigo mentioned that once the IT person has been hired then the discussion on the time cards/clock could be started.

c. Reports from Nafis & Young

J. Rodorigo indicated that a report was not received by Nafis & Young. J. Rodorigo had a question regarding the contractor that was hired by the town is responsible for all the sub-contractors that were hired under the contractor. J. Rodorigo noted that some of the sub-contractors billed the town directly and should have billed the contractor since the contractor hired the sub-contractors. J. Rodorigo asked who hired the sub-contractor, who held the bond, and what was the cost of the work prior to it being approved. C. Bielik indicated that his understanding was that the contractor subbed the work out and J. Rodorigo noted that the sub-contractor should have billed the contractor then. C. Bielik indicated that he will investigate this further.

d. Discussion of the Organization of the Police Department

J. Rodorigo noted that a meeting has been tried to be scheduled and he would like T. Pratt at the meeting since T. Pratt is the liaison for the Police Dept. J. Rodorigo also noted that there has been a significant outcry about police protection. This Board budgeted for enough money to have two officers on-duty 24 hours a day, 7 days a week. C. Bielik indicated that there are three full-time officers and are scheduled in accordance with the contract. C. Bielik mentioned that the shifts that are not covered during the time-off periods are covered by the part-time officers.

C. Bielik indicated that we are down by a couple of officers due to medical issues and have been aggressively looking at hiring additional part-time officers. C. Bielik noted that there is a problem with the hourly pay that Beacon Falls offers. C. Bielik mentioned that an applicant went to Prospect since Prospect pays \$4.00/hour more than Beacon Falls.

After a brief discussion, C. Bielik noted that this has been a problem since the resident state trooper program went into effect. J. Dowdell asked if it would be better to hire another full-time officer since the part-time ones are not working out. J. Huk asked if the state troopers are 24/7 and C. Bielik explained that the state trooper contract works as follows: Beacon Falls gets an officer 5 days a week, 2 days off, 4 days a week, 3 days off. During the times when that trooper is off, the contract with the union states that the town is allowed to fill with part-time officers if the full-time officers are not available on a very limited basis. C. Bielik indicated that the town relies on the Rt. 8 trooper for our coverage and that coverage goes from Exit 12 up to Exit 29 on Rt. 8.

e. Update on Other Issues

T. Pratt asked for an update on the Highland Avenue issues that were presented at the Board of Selectmen meeting by the residents. C. Bielik indicated that the residents of Highland Avenue have been visited by the Town Engineer and everyone has a plan in place.

C. Bielik indicated that the Naugatuck Valley COG has access to grant opportunities and there are several projects that the COG is ready to champion for the member-towns. One of the programs is an 80/20 share of expenses and Beacon Falls has two dormant projects that fit into this. One of the projects is the streetscape/walkway extension from Rt. 42, down South Main Street, to Riverbend Park. C. Bielik mentioned that the streetscape is part of the Naugatuck Valley Greenway, a walkway plan of going from Derby, all the way up to Torrington. The estimated cost is \$3.2 million and Beacon Falls' 20% share would be approximately \$650,000. C. Bielik noted that this is a very competitive process.

The other project is on a smaller scale, doing curb improvements and sidewalk improvements, starting at Veteran's Park and move up North Main Street to Volunteer Park, and expanding that park along the river area. The estimate cost of this project is \$1.2 million and Beacon Falls' share would be approximately \$267,000. C. Bielik indicated that we need to send our interest to the COG and they will try to get the funding for the town. J. Huk asked when the COG would need to know and C. Bielik indicated by the end of the month.

After a brief discussion, J. Rodorigo asked for a motion regarding the two projects.

Motion for Beacon Falls to investigate spending approximately \$925,000 to complete the two projects as presented by the First Selectman and receive the reimbursement of 80% from the grant program: **Bronn/Pratt**;no discussion; all nays.

9. Old Business

J. Rodorigo indicated that he was questioned as to where the \$19,9XX that was appropriated for the Riverbend Park project and the money came from Fund Balance, not out of Contingency. J. Rodorigo received a report from Rich Minnick that they drew the last \$8,000 of the \$100,000. The expected expenditure is going to be \$2,806 of the \$19,9XX and the rest of the money will be returned to the General Fund once the project is complete.

J. Rodorigo indicated that the Board had a special meeting and discussed getting a legal opinion on who fills a vacancy on the Board of Finance and getting a legal opinion on whether or not the First Selectman had the authority to enter into the contract for the solar energy. C. Bielik indicated that a legal opinion was given by the town attorney in regards to the appointment to a vacancy on the Board of Finance. J. Rodorigo noted that a written opinion was not received and J. Huk noted that further substantial information was needed. J. Rodorigo mentioned that the State Statute indicates that the Board of Finance fills the vacancy. C. Bielik mentioned that Beacon Falls references in its ordinance to follow a legislature act from 1949 and is what the town follows in regards to filling a vacancy.

After a brief discussion, J. Rodorigo requested to have the Town Attorney invited to the next Board of Finance monthly meeting and have added to the agenda for that meeting. J. Dowdell indicated that the Board of Finance would like the Town Attorney to provide the legal opinion in writing for the Boards and to please email that legal opinion to the Members.

J. Rodorigo indicated that the Tax Collector submitted a Suspense List for the Board of Finance to review. The Members reviewed this list and J. Rodorigo noted that this list is represents motor vehicles, defuncted companies, and not real estate. The total amount of the list to go into suspense is approximately \$71,000 as uncollectable.

Motion to accept the Tax Collector's Suspense List as submitted for tonight's meeting: **Huk/Pratt**;no discussion; all ayes.

10. Action Items

a. Policy to Review and Approve Grant Administration

J. Rodorigo indicated that no action will be taken tonight on this agenda item and will be tabled until the next monthly meeting.

b. Revision to Purchasing Policy – Discussion and Possible Action/Vote

After a brief discussion on the revisions that were made, a suggestion to have a tag line “the cost of the entire job” and that it cannot be broken up. The Engineering cost should not be broken down to pre-engineering and engineering.

After further discussion, J. Rodorigo indicated that this agenda item will be tabled for further discussion at the monthly meeting in January 2017 and action will be taken at that meeting.

Motion for between now and the next monthly meeting scheduled for January 2017, the Board of Finance will follow the temporary language of the Finance manual that states “anything over \$10,000 and below \$20,000” will need three quotes in order to move forward: **Rodorigo/Ploss**;no discussion; all ayes.

11. New Business

T. Pratt mentioned that the clerk is highly allergic to the service dog and the Board may need to look for a new clerk. T. Pratt also mentioned that there have been questions about service dogs. B. Ploss indicated that he has been having difficulties with people in the town and attended the Board of Selectmen meeting to address the issue and service dogs.

J. Rodorigo indicated that there was a question on the amount of the clerk’s hourly pay and had been addressed four to five years ago. The Board of Selectmen and Board of Finance set the rate of \$15.00 at that time and no Board/Commission has the authority to change the clerk’s rate of pay. After a brief discussion, J. Rodorigo asked for this topic to be added to the next monthly meeting agenda in order to discuss with the Board of Selectmen.

12. Public Comment

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

13. Executive Session – if needed

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

14. 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 8:55 P.M.: Bronn/Pratt; no discussion; all ayes.

The next Board of Finance meeting will be held on Tuesday, January 10, 2017 starting at 7:00 P.M.

Respectfully submitted,

Marla Scirpo
Clerk, Board of Finance