

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



**BEACON FALLS BOARD OF FINANCE  
Special Meeting  
March 16, 2017  
MINUTES  
(Subject to Revision)**

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

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

Not Present: Brian Ploss

Others Present: Jim Galligan, Town Engineer; Tom Broesler, Finance Manager; Wendy Rodorigo, Town Treasurer; Selectman Peter Betkoski (arrived at 7:24 PM); Captain Howard Leeper and Asst. Fire Chief Brian DeGeorge, Beacon Hose Co. 1; and Gary Komarowsky, Chairman of the Board of Assessment Appeals

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

**2. Public Comment**

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

**3. Discussion with Town Engineer**

J. Galligan presented a copy of the Construction Cost Projection Update for the Beacon Falls Road Improvement Program dated 03/16/2017. J. Galligan indicated that Noe Place Reconstruction is now complete as well as the Burton Road Drainage Installation. In regards to Lower Highland, three of four of the telephone poles have been removed and the sidewalk patch needs to be put in. J. Galligan noted that his estimate on Lower Highland Reconstruction was \$525,000 and is looking more like \$450,000 now.

J. Rodorigo asked if this report showing a balance of \$136,145.00 includes the STEEP and J. Galligan indicated that the report does not include the STEEP, it is the bond. J. Rodorigo asked about Upper Highland with the original estimate of \$250,000 and J. Galligan indicated that the cost, right now, is being projected at \$215,000. J. Rodorigo asked about Rich Komar, a subcontractor, doing work on the project that was assigned but the PO was not approved. J. Galligan noted that R. Komar is not a subcontractor. Rob Pruzinsky had R. Komar raise two manholes that were buried on Highland Avenue. R. Komar found one that was broken and replaced it. R. Pruzinsky did not have personnel that could work on the overlay and asked R. Komar if he does have the personnel to do it. J. Galligan noted that the PO was in before the work was done.

J. Rodorigo mentioned the bond on O & G and J. Galligan indicated that the bond on O & G is held by the State since it is a state bid. The insurance is also through the state. J. Galligan also indicated that there is a bid bond/performance bond/payment bond for Cocchiola for Noe Place, for lower Highland Avenue, for Highway Rehab, for Forest Construction. M. Bronn asked why the package was broken up with different contractors. J. Galligan noted that Noe Place was an isolated area, the Hot In Replacement is a very specific element and the company hired only does that, the overpay paving was a state bid through the state process and they don't do the drainage.

After a brief discussion, T. Broesler noted that he would not know if the project was overbudget until after costs were spent without change orders. T. Pratt noted that value of having change orders knowing what the cost are at all times. J. Galligan noted that he tracks each and every project each month through the inspector and through the contractor, tracking each individual item. J. Galligan would let everyone know if they would come close to going overbudget.

After a brief discussion, J. Rodorigo asked if there were any further questions and T. Pratt asked about the driveways that needed to be repaired. J. Galligan indicated that the driveways are on the list to be fixed once the weather is better and is already figured into the cost.

#### **4. Approval of Minutes**

Tom Pratt noted that the minutes indicated that Selectman Mike Krenesky was at the January 2017 meeting and he was not.

Motion to approve the minutes from the January 10, 2017 regular meeting as submitted for tonight's meeting: Pratt/Rodorigo;no discussion; three ayes by T. Pratt, J. Rodorigo, and M. Bronn/J. Dowdell and J. Huk abstained since they were not at the meeting.

## 5. Correspondence / Payment of Bills

### a. Board of Finance Clerk's Invoice

Motion to approve and pay the clerk's invoice dated January 10, 2017 in the amount of \$80.00 as submitted for tonight's meeting: **Bronn/Pratt**; no discussion; all ayes.

### b. Other Invoices

There were no other invoices submitted for tonight's meeting.

### c. Other Correspondence

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

## 6. Reports

### a. Ambulance Service Report

The Ambulance Report was electronically submitted for tonight's meeting. T. Pratt indicated that he had some difficulties in emailing the report and brought a short version to tonight's meeting. T. Pratt also indicated that he will email the reports again. The Board reviewed and J. Rodorigo asked about the two checks the town received. T. Pratt indicated that the first check received was for 2015 and the second check was for 2016.

### 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 Report 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.

### **e. Liaison Report**

J. Roderigo indicated that he met with the Library Director and with Walter Opuszynski on the Wastewater Treatment Plant. They went through their Capital Requests and Budget. M. Bronn indicated that he met with R. Pruzinsky on Public Works. T. Pratt noted that the Police Dept. is moving along and has put in requests for additional changes with doors. J. Huk noted that he has failed to connect.

## **7. Financial Manager's Report**

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

T. Broesler indicated that they are moving along and are up-to-date on the reconciliations. T. Broesler also indicated that they sent an email to Harris for a status. It was noted that it was kicked up to the next level and waiting for a call. T. Broesler noted that expenditures are approximately 66 ½% expended, should be at 67% through the end of February.

### **a. Update to Capital Plan**

T. Broesler noted that there are bonded projects that are paid for through bonds and there are non-recurring projects that are paid through operating expenses. Anything that is \$5,000.00 or more, regardless of the source of funding, goes on the Capital List for assets. Then, the Capital Plan comes from the departments every year. J. Huk mentioned the list of assets that each department has and needs to be reviewed each and every year. T. Broesler indicated that the list is up-to-date and every item purchased is added to the list.

After a brief discussion, T. Broesler indicated that he will get the list out to each and every department tomorrow.

### **b. Risk Assessment Update**

Wendy Roderigo indicated that they haven't met yet since last meeting. T. Pratt noted that they had a work session with the Selectmen. Alarm systems have been reviewed and a recommendation has been made to the Police Dept. to include in their budget. T. Pratt also noted that the town of Beacon Falls cannot do everything at the same time and it has been broken down to management access, upgrading the fire alarm systems in all the town building, and cameras installed/monitored.

T. Pratt noted that the IT person needs to go into the buildings and get the internet service up to where it belongs since the system will be set up with a cell phone and off the internet service. T. Pratt also noted that it is being priced out now and will be in each department's Capital Request.

W. Rodorigo indicated that, in regards for personnel/Human Resources, there was a proposal for outsourcing. An initial quote was received and it was for a little over \$30,000. The quote noted that there would be a person on-site one day per week, available on phone for full support, and process all the paperwork. W. Rodorigo also indicated that she went back and got the quote down to about \$18,000. W. Rodorigo noted that payroll will not be included.

W. Rodorigo indicated that there is a point of concern with the Tax Collector's position being an elected position. It was highly recommended that it goes to a hired position and it is out for review by the Town Attorney.

**c. Update on Other Issues**

**8. First Selectman's Report**

The First Selectman was not present at tonight's meeting.

**a. Proposed Budget Transfer Requests**

J. Rodorigo indicated that there are several budget transfer requests that have been received for approval.

Motion to approve the two budget transfer requests from the Library as follows:

1. From Line Item 10.90.69.1040, Clerk Wages, in the amount of \$200.00 to Line Item 10.90.69.1800, Professional Development, in the amount of \$200.00.
2. From Line Item 10.90.69.1400, Clerk Wages, in the amount of \$200.00 to Line Item 10.90.60.1060, Computer Support, in the amount of \$200.00.

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

Motion to approve the budget transfer request from the Police Dept. and the two budget transfer requests from the Finance Manager as follows:

1. From Line Item 45.90.90.2171, Lease Two Ford Explorers, in the amount of \$4,235.00 to Line Item 40.90.90.2139, Police Station Repairs, in the amount of \$4,235.00.
2. From Line Item 45.90.90.2171, Lease Two Ford Explorers, in the amount of \$14,629.00 to Line Item 45.90.90.2172, Repairs to Culvert on Lopus Road, in the amount of \$14,629.00.

3. From Line Item 10.90.83.1170, Contingency, in the amount of \$371.00 to Line Item 45.90.90.2172, Repairs to Culvert on Lopus Road, in the amount of \$371.00.

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

Motion to approve the budget transfer request from the Building Dept.:

1. From Line Item 10.90.83.1170, Contingency, in the amount of \$1,000.00 to Line Item 10.90.11.1220, Miscellaneous Expenses, in the amount of \$1,000.00.

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

Motion to approve the budget transfer request from the Board of Assessment Appeals as follows:

1. From Line Item 10.90.17.1220, Wages Expenses, in the amount of \$150.00 to Line Item 10.90.17.1010, Wages - Clerk, in the amount of \$150.00.

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

Motion to approve the budget transfer request from Beacon Hose Co. 1 as follows:

1. From Line Item 10.90.83.1170, Contingency, in the amount of \$5,000.00 to Line Item 10.90.44.1495, Fire Dept. Training, in the amount of \$5,000.00.

**Dowdell/Huk;** *no discussion;* all ayes.

Motion to approve the budget transfer request from the Finance Manager:

1. From Line Item 10.90.83.1170, Contingency, in the amount of \$25,943.00 to Line Item 10.90.87.2013, Bond Anticipation Note Interest, in the amount of \$25,943.00 based on the Auditors' request.

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

## 9. Old Business

J. Rodorigo indicated that we have identified \$500,000 from the WPCA account. There is \$236,000 left over in the bond account and the town would need to fund \$500,000 from the Fund Balance. J. Rodorigo noted that this is to do the necessary upgrades to the Wastewater Treatment plant, which would be done in phases.

After a brief discussion, J. Rodorigo asked for a motion to appropriate \$500,000 from the General Fund Balance to the SWWT fund.

Motion to appropriate \$500,000.00 from the General Fund balance to the SWWT fund:  
**Bronn/Huk;** *no discussion;* all ayes.

## 10. Action Items

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

After a brief discussion, J. Rodorigo noted that there will be no action taken tonight on this agenda item.

### b. **Revision to Purchasing Policy – Discuss & Possible Action**

J. Rodorigo asked if there were any questions on the revisions and there were none at this time. T. Broesler mentioned that there will be training sessions with the department heads. J. Rodorigo also mentioned that an electronic copy will be sent to every department head and board/commission chair and then asked for a motion to approve the Finance Manual with the revisions as submitted.

Motion to approve the Finance Manual with the revisions as submitted:  
**Dowdell/Pratt;** *no discussion;* all ayes.

## 11. New Business

J. Rodorigo indicated that Budget Workshops need to be scheduled. After a brief discussion, the schedule for the Budget Workshops will be as follows:

**Tuesday, March 21, 2017 – starting at 7:00 PM at the Beacon Falls Senior Center**

**Thursday, March 30, 2017 – starting at 7:00 PM at the Beacon Falls Senior Center. The Department Heads and Chairs of the various Boards/Commissions are to be invited to this meeting.**

After a brief discussion, it was determined that there will be no quorum for the regular Monthly Meeting scheduled for Tuesday, April 11, 2017. That meeting will be cancelled and a Special Meeting will be scheduled for Tuesday, April 18, 2017, starting at 7:00 PM at the Beacon Falls Senior Center.

J. Huk presented a video that he made for social media/Facebook. The video explains how to calculate the MIL rate and the tax bill. The Facebook page will be for information use only, facts only, and not a forum. The Board reviewed the video and J. Rodorigo asked for a motion to approve the development of the Facebook page for the Beacon Falls Board of Finance and a motion to approve the video as submitted.

Motion to approve the Facebook page for the Beacon Falls Board of Finance:  
**Bronn/Pratt;***no discussion;* all ayes.

Motion to approve the video as presented by J. Huk: **Bronn/Pratt;** *no discussion;* all ayes.

J. Rodorigo noted that there was a suggestion of showing the tax calculation by a change in the MIL rate in actual dollars may help the residents.

## **12. Adjournment**

With no further business to discuss tonight, J. Rodorigo asked for to motion to adjourn.

Motion to adjourn tonight's meeting at 9:10 P.M.: **Pratt/Huk;** *no discussion;* all ayes.  
Respectfully submitted,

Marla Scirpo  
Clerk, Board of Finance