



# **TOWN OF BEACON FALLS**

## **BOARD OF FINANCE**

SPECIAL MEETING MINUTES

April 18, 2017 B.F. Senior Center

### 1. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

Chairman Joe Rodorigo called the Special Meeting to order at 7:00 pm with the Pledge of Allegiance.

Board Members Present: Joe Rodorigo, Tom Pratt, Joe Dowdell, Marc Bronn.

Not Present: Jim Huk, Brian Ploss.

Others present: First Selectman Chris Bielik, Selectman Peter Betkoski (8:15pm), Treasurer Wendy Rodorigo, Finance Director Tom Broesler.

### 2. DEPT. HEAD/CHAIRPERSON COMMENT:

Joe Rodorigo stated tonight's meeting was a special meeting of the B.O.F. and the budget process is continuing. There is no "draft budget" as yet to be presented.

### 3. PUBLIC COMMENT:

Ed Groth asked what percentage of taxes are committed & non-committed. Mr. Groth then stated his displeasure with the Region 16 increases. Mr. Groth went on to say many of his Chatfield Farms neighbors are unhappy with the recent town wide re-evaluation.

### 4. DISCUSSION WITH I-T:

Mr. Don Ferretti of Matrix Information Systems LLC presented the Board with an overview of I-T services which, among other things, consisted of telephone systems, internet access, a time clock system, and server issues. Mr. Ferretti presented the Board with printed materials & information as well. Discussion included costs involved, a timeline, and creation of an "I-T" line item on the budget.

### 5. APPROVAL OF MINUTES:

**T. Pratt moved to table the approval of minutes. Seconded by J. Dowdell. All in favor, motion carries 4-0.**

## **6. CORRESPONDENCE / PAYMENT OF BILLS**

**M. Bronn moved to pay clerk invoices for \$95.00 & \$83.75 (MS). Seconded by J. Rodorigo. All in favor, motion carries 4-0.**

## **7. REPORTS**

Joe Rodorigo has requested all Boards, Commissions & Committees to compile a list of fees, special charges, etc. currently used for inspections, certifications, filings, etc. within the next 30 days.

## **8. FINANCE MANAGER'S REPORT:**

T. Broesler stated updates to the Capital Plan, Risk Assessment Update, & ongoing issues with Harris time keeping software will be presented at next week's workshop.

The Auditors have been in-house to begin the Town's annual audit process.

**M. Bronn moved the B.O.F. request, by letter, the Town Attorney send a letter to Harris Software regarding ongoing issues regarding licensing, technical support, and a lack of communication regarding the payroll software system with the Town. Seconded by T. Pratt. All in favor. Motion carries 4-0.**

## **9. FIRST SELECTMAN'S REPORT:**

(a) Proposed budget transfer requests:

- a. DPW requested a transfer of \$300.00 from the contingency fund to cover anticipated heating fuel needs.
- b. Finance Director has requested a transfer of \$2350.00 from Workman's Comp. to Town Hall I-T.
- c. Finance Director has requested a transfer of \$24,768.00 from Workman's Comp. to Capitol Improvements.
- d. Finance Director has requested a transfer of \$5168.00 from Workman's Comp. to Naug. Valley Health Dist.

**T. Pratt moved to transfer above amounts as requested. Seconded by M. Bronn. All in favor, motion carries 4-0.**

(b) Nafis & Young report:

Town awaiting final report from Aquarion Water re: water line/sprinkler system "out of service" condition on Highland Ave. at Laurel Ledge School.

(c) Discussion of the Organization of the Police department:

- a. J. Rodorigo stated he would like to see a "master work schedule" to better understand budget requests from the Police Dept.. General discussion re: vehicles, equipment, and salaries followed.

(d) Update on Other Issues:

- a. O & G land being offered to town is to be tested.

b. General discussion re: damage and condition of downtown Walkway. Trees, lamp posts, electrical junction box and hardscape involved. C. Bielik states the claim is in the hands of the insurance companies involved.

**10. BUDGET DISCUSSION:**

J. Rodorigo states the budget process is proceeding on schedule.

C. Bielik stated that healthcare costs will be center stage this FY.

The B.O.F. has been utilizing the C.O.G & C.C.M. websites as a resource while looking into local salary trends. The B.O.F. has also found information from these sites regarding HR director and grants coordinator job descriptions and salaries.

J. Rodorigo reminded everyone that there is a B.O.F. workshop scheduled for April 25, 2017.

**11. OLD BUSINESS:**

None

**12. ACTION ITEMS:**

a. Grants Administrator  
(tabled)

**13. NEW BUSINESS**

None

**14. ADJOURNMENT**

**T. Pratt moved to adjourn the meeting at 8:26 pm. Seconded by M. Bronn. All in favor, motion carries 4-0.**

Respectfully submitted,

*Peter A. Christensen*

Clerk