

**BEACON FALLS BOARD OF FINANCE  
SPECIAL MEETING  
JULY 26, 2017**

**SUBJECT TO APPROVAL**

**CALL TO ORDER**

Chairman Joe Rodorigo called the Special Meeting of the Beacon Falls Board of Finance to order at 7:08 PM and then led the assembled in the Pledge of Allegiance.

MEMBERS PRESENT: J. Rodorigo, J. Huk, M. Bronn, T. Pratt

MEMBERS ABSENT: B. Ploss

OTHERS PRESENT: Finance Manager Tom Broesler, First Selectmen C. Bielik, Selectman M. Krenesky, Selectman P. Betkoski

**Approval of Budget Transfers**

The Board of Finance was presented with the attached list of budget transfers from the 2016-2017 fiscal year. The list includes all of the transfers approved by the Board of Selectmen at their regular meeting on July 10, 2017 and those approved by the Board of Selectmen at the Special Meeting held on July 26, 2017, prior to this meeting.

J. Rodorigo noted that the transfers are broken down into three categories: Personnel, Utilities and Department Line transfers. Next to the breakdown of the transfer there is an explanation for the transfer.

Starting with Personnel, J. Rodorigo noted that the majority of the personnel transfers are the result of vacation and sick payouts which we payout end of June very close to year-end. C. Bielik noted that moving forward instead of taking payout funds from each individual line item, we have budgeted an increase to the Wage Salary Adjustment line and payouts will come out of this line. This should reduce the number of transfers needed next year, as the payouts will come from one central line item. J. Rodorigo asked if there were any further questions on the personnel transfers.

Moving on to utilities, there are several transfers for Fire Department utilities which are the result of operating Station 2. J. Huk noted that Street Lighting was over budget, and T. Broesler explained that the cost of purchasing LED street lights is still incorporated in the bill, and we will see more savings once the cost of the lights are paid off.

J. Rodorigo asked if the 2017-2018 utility budget lines were adjusted properly to account for the actual usage and cost. T. Broesler stated that he will compare all of the utility line budgets with actual usage and present this information to the Board of Finance for their September meeting.

Under Department Expenses lines, most of these are small transfers, but there are two larger requests from Department chairs. Highway Department is requesting \$6,000 for Guardrail replacement. The transfer is from Mandated Storm Drains to Highway Materials. The transfer will allow him to repair more guardrails than expected.

In an effort to continue much needed repairs to the Wastewater Treatment Plant, there is a request to transfer funds from various Wastewater Treatment Plant lines into Equipment Replacement to complete an Aeration System upgrade which has been outlined by Engineer Dave Prickett.

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There is a \$1,720 transfer for Town Counsel Retainer which C. Bielik explained was a result of the reopener for medical insurance and other union issues.

**T. Pratt made a motion to approve the budget transfers as presented in document provided by Finance Office dated 7/26/2017. M. Bronn seconded the motion. All ayes.**

J. Rodorigo noted there is one additional transfer for the 2016-2017 Budget and it in excess of \$20,000 so it will need to be approved at a Town Meeting. The request is a result of underfunding of the Social Security line.

The request is a transfer of \$26,915.00 from Medical Insurance 10.90.13.1245 to Social Security 10.90.13.1240. T. Broesler explained that he looked at the Social Security line in detail and it was under budgeted last year. There were \$54,000 in salary adjustments and vacation & sick pay outs. Len Greene's Social Security calculation was based on his \$4,800 salary, not his true salary of over \$50,000 which is earned through Town Clerk fees. Police Private Duty expenses totaled \$165,000 which was more than anticipated.

T. Broesler noted the need to review the Police Private Duty fees, because in certain instances, the cost is higher than we are charging for the service, cutting into our net profit.

**M. Bronn made a motion to approve the transfer of \$26,915.00 from Medical Insurance 10.90.13.1245 to Social Security 10.90.13.1240 and send it to a Town meeting for vote. T. Pratt seconded the motion. All ayes.**

There is one transfer for the 2017-2018 Budget year due to a typo in the adopted budget, where one of the line items was approved at \$600 and it should have been \$6,000. The transfer is \$5,400 from Contingency 10.90.83.1170 to Fire Department – Communication Equipment 10.90.44.1465.

M. Bronn asked if we should use funds from Non-Recurring Capital Projects funds which are under budget to cover this expense, rather than reducing Contingency so early in the year. **T. Pratt made a motion to approve the transfer. J. Huk seconded the motion. All ayes.**

Under Non-Recurring Capital Projects – There is a transfer needed within this fund to allow for a project to move forward. Last year, one of the capital projects approved was \$5,000 for the roof replacement of bathrooms at Pent Road. This roof replacement project was cancelled. The bids for the renovation of the Tax Collector/Assessor's office have come in over budget. The recommendation is to transfer \$3,000 from Non-Recurring line 45.90.90.2162 – Pent Road Bathrooms to 45.90.90.2167 Renovations to Tax Collector/Assessor's Office. **T. Pratt made a motion to approve this transfer. J. Huk seconded the motion. All ayes.**

These transfers should close out the 2016-2017 fiscal year and T. Broesler noted that on a strict operating budget basis we have a surplus, however the financial statements will show a net loss due to funds that have been transferred out of Fund Balance to the SWWT fund and to fund Non-Recurring Capital Projects. The town is positive on the revenue side for 2016-2017.

J. Rodorigo also confirmed with T. Broesler that we are moving forward on capital projects that have been approved.

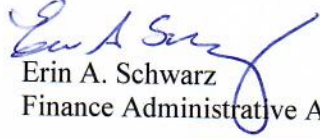
C. Bielik delivered the news that the Town's former Tax Collector, Millie Jurzynski passed away today.

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**ADJOURNMENT**

**M. Bronn made a motion to adjourn the meeting at 7:30 PM. J. Huk seconded the motion. All ayes.**

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Erin A. Schwarz", is written over the printed name and title.

Erin A. Schwarz  
Finance Administrative Assistant

**PERSONNEL**

**TRANSFER TO:**

**TRANSFER FROM:**

Line	Description	Amount	Line	Description	Explanation
10.90.01.1020	First Selectman's Secretary	\$ 1,965.00	10.90.13.1235	Wage Salary Adjustments	Interim Staff
10.90.03.1040	Town Hall - Wages Custodian	\$ 1,463.00	10.90.13.1235	Wage Salary Adjustments	Overtime
10.90.05.1020	Wages - Part Time Assistant Town Clerk	\$ 920.00	10.90.13.1235	Wage Salary Adjustments	Vacation coverage - Additional Hours Worked
10.90.05.1042	Wages - Assistant Town Clerk	\$ 930.00	10.90.13.1235	Wage Salary Adjustments	Vacation & Sick Pay Out
10.90.07.1020	Wages - Assistant Tax Collector	\$ 990.00	10.90.13.1235	Wage Salary Adjustments	Vacation & Sick Pay Out
10.90.11.1020	Wages - Building Inspector	\$ 6,279.00	10.90.13.1235	Wage Salary Adjustments	Consultant Pay/Staff Replacement
10.90.15.1041	Wages - Assessor	\$ 1,808.00	10.90.13.1235	Wage Salary Adjustments	Vacation & Sick Pay Out
10.90.55.1010	Wages - Animal Control	\$ 41.00	10.90.13.1235	Wage Salary Adjustments	Not needed
10.90.63.10.10	Wages - Nurse	\$ 604.00	10.90.13.1235	Wage Salary Adjustments	Vacation & Sick Pay Out
		\$ 15,000.00		Wage Salary Adjustments	
				(15,000.00)	

10.90.63.1010	Wages - Nurse	\$ 89.00	10.90.25.1040	Wages - Zoning Enforcement	Vacation & Sick Pay Out
10.90.59.1010	Wages - Highway Foreman	\$ 3,936.00	10.90.25.1040	Wages - Zoning Enforcement	Vacation & Sick Pay Out
10.90.59.1011	Wages - Assistant Highway Foreman	\$ 3,236.00	10.90.25.1040	Wages - Zoning Enforcement	Vacation & Sick Pay Out
10.90.67.1010	Wages - Sewer Foreman	\$ 5,389.00	10.90.25.1040	Wages - Zoning Enforcement	Vacation & Sick Pay Out
10.90.67.1011	Wages - Sewer Assistant Foreman	\$ 2,919.00	10.90.25.1040	Wages - Zoning Enforcement	Vacation & Sick Pay Out
10.90.67.1042	Wages - Sewer Helper	\$ 3,065.00	10.90.25.1040	Wages - Zoning Enforcement	Vacation & Sick Pay Out
10.90.67.1049	Wages - Sewer Overtime	\$ 443.00	10.90.67.1049	Wages - Zoning Enforcement	Vacation & Sick Pay Out
		\$ 19,077.00		Wages - Zoning Enforcement	Increased overtime when Foreman is out.
				(19,077.00)	

10.90.67.1049	Wages - Sewer Overtime	\$ 552.00	10.90.53.1041	Wages - Patrol PT	Vacation & Sick Pay Out
10.90.53.1020	Wages - Patrol Full Time	\$ 8,815.00	10.90.53.1041	Wages - Patrol PT	Vacation & Sick Pay Out
10.90.53.1040	Wages - Police Clerk	\$ 600.00	10.90.53.1041	Wages - Patrol PT	Vacation & Sick Pay Out
		\$ 9,967.00		Wages - Patrol PT	
				(9,967.00)	

10.90.59.1012	Wages - Maintainer/Mechanic	\$ 4,513.00	10.90.59.1013	Wages - Highway Maintainer	New Position Budgeted/Vacation & Sick Payouts
10.90.59.1012	Wages - Maintainer/Mechanic	\$ 1,204.00	10.90.59.1049	Wages - Highway Overtime	
		\$ 5,717.00			
10.90.53.1019	Wages - Police Lt.	\$ 1,405.00	10.90.53.1050	Police Lt. Overtime	Vacation & Sick Pay Out
10.90.69.1010	Wages - Library - Full Time	\$ 2,550.00	10.90.20.1045	Wages - Finance - Temporary Help	Vacation & Sick Pay Out
10.90.20.1044	Wages - Finance Clerk	\$ 1,224.00	10.90.20.1046	Wages - Finance Manager	Mid-year Pay Increase
		\$ 54,940.00			

10.90.49.1451	Cotton Hollow Hydrants	\$ 513.00	10.90.49.1450	Beacon Falls Hydrants	Mid year increase

**Transfers Above Approved by BOS on 7/10/17**

<b>New Personnel Transfers</b>					
10.90.07.1049	Wages - Overtime -Asst. Tax Collector	\$ 546.00	10.90.07.1060	Tax Collector - Computer Support	August and January Overtime Needed
10.90.23.1041	Wages - Inland Wetlands Enforcement Officer	\$ 314.42	10.90.23.1220	Inland Wetlands - Expenses	June Wages

**UTILITIES**

**TRANSFER TO:**

Line	Description	Amount
10.90.01.1120	Town Hall Telephone	\$ 1,489.00
10.90.44.1030	Fire Department - Telephone	\$ 1,016.00
10.90.44.1031	Fire Department - Emergency Telephone	\$ 1,024.00
10.90.44.1121	Fire Department - Electricity	\$ 4,107.00
10.90.44.1122	Fire Department - Heating Fuel	\$ 3,038.00
10.90.57.1650	Street Lighting	\$ 6,328.00
10.90.61.1121	Town Garage - Electricity	\$ 1,080.00
10.90.61.1130	Town Garage - Telephone	\$ 338.00
10.90.79.1130	Senior Center - Telephone	\$ 305.00

TOTAL UTILITY TRANSFERS

\$ 19,805.00

**TRANSFER FROM:**

Line	Description	Amount
10.90.83.1170	Contingency	\$ (18,082.00)
10.90.83.1170	Contingency	\$ 206.00
10.90.83.1170	Contingency	\$ 101.00
10.90.83.1170	Contingency	\$ 31.00
10.90.83.1170	Contingency	\$ 194.30

**Explanation**  
 Nutmeg Network Internet Costs  
 Addition of Station 2 - Phone/TV/Internet costs are \$216.00 per month.  
 Addition of Tablets for EMS/Fire  
 Electricity for 2015-2016 was \$15,500. In 2016-2017 cost is \$16,600.  
 Heating costs for 2015-2016 were \$9,700. In 2016-2017 they were \$11,500.  
 Street Lights for 2015-2016 were \$46,600. In 2016-2017 costs were \$47,300.  
 Increased electric costs due to welding in-house

Addition of second line - fax line.  
 Telephone Budget is too low.

**DEPARTMENT EXPENSE LINES**

**TRANSFER TO:**

10.90.03.1167	Town Hall - Mileage	\$ 1,017.76	10.90.83.1170	Contingency
10.90.44.1553	Fire Department - EMS Supplies	\$ 795.70	10.90.83.1170	Contingency
10.90.55.1020	Animal Control - Mileage	\$ 415.70	10.90.83.1170	Contingency
10.90.55.1550	Animal Control - Supplies	\$ 913.24	10.90.83.1170	Contingency
10.90.59.1700	Highway - Gas/Fuel	\$ 1,896.71	10.90.83.1170	Contingency
		\$ 5,039.11		(5,039.11) Contingency

**TRANSFER FROM:**

10.90.03.1160	Town Hall - Elevator Service Agreement	\$ 226.72	10.90.03.1140	Town Hall - Misc. Repairs
10.90.05.1180	Town Clerk - Microfilm Records	\$ 5.59	10.90.05.1170	Town Clerk Expenses
10.90.15.1120	Assessor - Office Supplies	\$ 11.80	10.90.15.1060	Assessor - Computer Support
10.90.18.1220	ZBA Wages - Clerk	\$ 108.75	10.90.18.1220	ZBA - Expenses
10.90.41.1400	Ethics Board - Expenses	\$ 38.75	10.90.41.1401	Land Use Expense
10.90.44.1435	Fire Department - Building Maintenance	\$ 80.85	10.90.44.1486	Fire - EMS Training
10.90.44.1552	Fire Department - Fire Dept Supplies	\$ 48.66	10.90.44.1490	Fire - Physical & Inoculations
10.90.53.1060	Police - Computer Support	\$ 80.85	10.90.59.1720	Police - Departmental Supplies
10.90.59.1710	Highway - Highway Materials	\$ 64.77	10.90.53.1220	Mandated Storm Drains
10.90.67.1760	Sewer - Plant Operations	\$ 6,000.00	10.90.59.1720	Mandated Storm Drains
10.90.67.1765	Sewer - Equipment Replacement	\$ 605.54	10.90.67.1122	Sewer - Fuel
		\$ 24,960.00	Various Lines	Dave Prickett Task #17

Total Department Line Transfers

\$ 37,190.54

Transfers Above Approved by BOS on 7/10/17

See Request - Guardrail Replacement

See Request - Aeration System Upgrade

**New Department Line Transfers Requested**

**TRANSFER TO:**

Line	Description	Amount
10.90.03.1078	Town Hall - Legal Notices	\$ 92.00
10.90.18.1040	ZBA - Wages - Clerk	\$ 42.50
10.90.29.1031	Wages - Election Workers	\$ 300.00
10.90.29.1345	Election Expenses	\$ 254.00
10.90.33.1270	Town Counsel Retainer	\$ 1,720.00
10.90.44.1606	Software & IT	\$ 54.00
10.90.44.1485	New Turnout Gear	\$ 477.00
10.90.53.1585	Police - Vehicle Repairs	\$ 146.00
10.90.59.1550	Highway - Departmental Equipment	\$ 15.00
10.90.65.1745	Refuse - Recycling	\$ 378.00
10.90.67.1140	Sewer - Supplies & Maintenance	\$ 126.00
10.90.69.1170	Library - Department Supplies	\$ 14.03
	<b>TOTAL DEPT. EXPENSE LINE TRANSFERS:</b>	<b>\$ 3,470.00</b>

**TRANSFER FROM:**

Line	Description	Explanation
10.90.03.1090	Town Hall - Office Supplies	June Notices on Referendum/PW Equipment Sale/FireEngine Bid
10.90.18.1220	ZBA - Expenses	June Meeting
10.90.29.1173	Certification & Workshops	Recount
10.90.29.1173	Certification & Workshops	Recount
10.90.33.1290	Engineering & Consultants	June Legal Bills
10.90.44.1470	Fire Department - Vehicle Fuel	EMS & Firetruck Tablets for June
10.90.44.1123	\$344.00 from Fire - Water	Late Invoice
10.90.44.1436	\$133.00 from Comm. Equipment - Maintenance	
10.90.53.1595	Police - Uniforms	Battery replacement on Explorer in late June.
10.90.59.1685	Highway - Snow Removal Material	
10.90.65.1470	Refuse Collection	
10.90.67.1130	Sewer - Telephone & Alarm	
10.90.69.1800	Library - Professional Development	

# Town of Beacon Falls

Fiscal Year End Budget Transfers

Fiscal year Ending 6/30/17

Transfer From		Transfer to		Amount	Comments
Account	Description	Account	Description		
10.90.13.1245	MEDICAL INSURANCE	10.90.13.1240	SOCIAL SECURITY	\$26,915.00	
	Requested				Date
	Approved - Selectmen:				7/26/17
	Approved - Board of Finance:				7-26-17
	Town Meeting Vote:				
	Transfer Completed:				