

Beacon Falls Board of Finance
10 Maple Ave.
Beacon Falls, CT 06403



BEACON FALLS BOARD OF FINANCE
Special Monthly Meeting
August 23, 2017 MINUTES
(Draft Copy-Subject to Revision)

1. Call to Order / Pledge of Allegiance

Chairman Joe Rodorigo called the meeting to order at 7:00 PM and led the assembled in the Pledge of Allegiance.

Members present: J. Rodorigo, T. Pratt, J. Huk, S. Leeper, M. Bronn (7:04 PM)

Members absent: B. Ploss

Others present: Finance Manager Tom Broesler, First Selectman C. Bielik (7:06 PM), Selectman M. Krenesky (7:10 PM), Joanne Overby

2. Public Comment

Chairman J. Rodorigo called for public comment 3 times. There were no comments made.

3. Approval of Minutes from the Previous Meetings

J. Rodorigo noted that the Board needed to approve minutes from 3 previous meetings:

- Regular Meeting – June 13, 2017
- Special Meeting – June 26, 2017
- Special Meeting – July 26, 2017

T. Pratt made a motion to approve the three sets of minutes as presented. J. Huk seconded the motion. S. Leeper abstained from the vote. All ayes.

4. Correspondence / Payment of Bills

- a. Board of Finance Clerk's Invoices – J. Rodorigo had 3 invoices from former Board of Finance clerk, Marla Scirpo, for meetings held on June 6th, June 13th and June 26th. **T. Pratt made a motion to pay the three invoices from Marla Scirpo. J. Huk seconded the motion. All ayes.**
- b. Other Invoices – There were no other invoices.
- c. Other Correspondence – Chairman J. Rodorigo had a copy of the second quarter leachate invoice in the amount of \$18,916 which is due to the Town, and from the Regional Mental Health stating their requested contribution of \$669 from Beacon Falls for 2017-2018. This amount has been budgeted.

5. **Reports:** Copies of reports were sent to the Board members prior to the meeting for review. J. Roderigo asked if there were any questions or comments on this reporting.
- a. Ambulance Service Report – from Fire Chief Brian DeGeorge
 - b. Town Treasurer’s Report – from Wendy Roderigo
 - c. Town Clerk’s Report – from Len Greene – There were 2 Town Clerk reports for the months of June and July. The month of June’s receipts were much higher than July.
 - d. Tax Collector’s Report – from Mary Anne Holloway. The Tax collector’s report for the month of July shows collections of over \$8M which is more than halfway to the goal of our total tax collections for the year,
 - e. Liaison Update
 - i. T. Pratt reported on Police Department – New doors have been installed and now they are planning to move forward with the alarm system for police station. T. Pratt reviewed vehicles and fleet maintenance with Lt. Rodriguez and discussed CO2 detectors for the police cars as a safety concern. There was some minor damage to one or two vehicles which is being looked at.
 - ii. No other liaison reports at this time.

6. **Finance Manager’s Report**

T. Broesler, Finance Manager, is not providing revenue or expenditures numbers this month as they are not significant for 2017-2018 fiscal year. He will provide his first report in October, when we have the first quarter of the year to report on and trends will be more evident.

He reported that the Finance Office has been reviewing new accounting software and has looked at four different providers. He is in the process of putting together an RFP. J. Huk asked about the budget for this software, and the project is not yet budgeted.

A time clock has been installed in Finance Office for set up and configuration of the system. J. Roderigo asked if supervisors will have override rights to their employees. J. Huk asked about an audit log, which shows when changes are being made to time cards. J. Roderigo noted two concerns that the BOF has about the time clock software: Who has ability to change time cards? T. Broesler explained that direct managers will have access to their departments. Will we be able to see how often have timecards been changed? Is there a log showing which timecards are manually changed, so we can see any patterns emerge? J. Roderigo notes that the intention is to limit the number of people in the department with access to managerial rights to the program. T. Broesler explained that the system can be set up so that Finance or First Selectmen will have second tier of managerial approval rather than Assistant Supervisors. M. Bronn noted that there must be a log to track the changes to the timecards. J. Huk stated that this is something we will need to monitor for 3 months and review for patterns. He asked how will personnel log in. T. Broesler explained that the clocks use fingerprints and pin code. Finance will be looking to implement the clocks at the start the first day of a pay period within the next month of two.

T. Broesler noted that the department is continuing to prepare for the audit. Tonight we are completing the line item transfers for closing out 2016-2017. The cutoff date for

spending on the 2016-2017 budget is August 31st. Dave Prickett Consulting has a project for the Wastewater Treatment plant which needs to be completed and Finance is expecting his invoice. Public Works has two projects to complete: Guardrail installation and paving of Johnson Street. Dave Prickett's project was put together at the end of the fiscal year, so he had 2 months to complete it. With the highway department, the foreman has been waiting for outside contractors to get these projects done and had to switch vendors for the paving project.

The purchase of the new Ford F-550 is moving forward with offsets from the liquidation of old Public Works equipment. To date, Public Works has sold \$36,350 worth of equipment. Bonded Funds have been appropriated in the amount of \$25,495. The balance of the truck will cost under \$10,000. J. Rodorigo called for a motion to transfer the funds needed to complete the purchase of the new F-550 truck, which is being purchased using remaining bond funds and through the sale of public works equipment. **J. Huk made a motion to transfer the balance of no more than \$9,999, from unassigned fund balance to non-recurring capital projects, to supplement the purchase of the new Ford F-550. T. Pratt seconded the motion. All ayes.**

7. First Selectman's Report

- a. Proposed Budget Transfer Requests – C. Bielik put forth the following general fund budget transfers which were approved at the August Board of Selectmen's meeting:

From the 2016-2017 fiscal year:

- For Highway/Street Department - Transfer \$50.87 into Vehicle Maintenance from Street Sweeping to cover a late invoice.
- Transfer \$286.33 into Tree Work from Mandated Storm Drains for Police private duty on 6/30/17 for a downed tree.
- For the Fire Department – transfer \$304.80 into Equipment Maintenance from Contingency for overdue invoices for Fire Equipment Headquarters from April. The Board would encourage that those invoices be processed in timely manner.
- For WWTP/Sewer Department – Transfer \$115.82 into Plant Operations from Mandated Toxicity Testing for freight charges on the last shipment of phosphorus.

T. Pratt made a motion to approve the 2016-2017 transfers as requested. J. Huk seconded the motion. All ayes.

From the 2017-2018 fiscal year:

- The annual bill from Probate Court came in over budget. The request is to transfer \$129.00 to 10.90.63.1726 from the Town Hall Office Supplies line 10.90.03.1090.

T. Pratt made a motion to approve the 2017-2018 transfer as requested. M. Bronn seconded the motion. All ayes.

- b. Update on Other Issues

- i. C. Bielik updated the Board on Region 16 after recently meeting with Superintendent Yamin and the Region 16 Business Manager in response to the latest proposal from the Governor which eliminated the ECS grant to both Beacon Falls and Prospect. Based on their own cash flow assessment, Region 16 can pay their bills through January, and therefore while the State sorts out their budget, the school district should not need to

ask the Town of Beacon Falls for ECS monies before the end of the calendar year. Historically, ECS funding lines between Beacon Falls and Prospect has totaled \$9.5 million, and this budget year Region 16 anticipated \$8.8M in ECS funds. Region 16 has anticipated reduced funding from the State and they plan to operate in a neighborly fashion and work with the towns. They are looking at ways to move forward to mitigate the impact to the towns. The Superintendent, Mayor Bob and First Selectman Bielik are drafting a joint letter from the Region and towns to the public to help people understand what the State is proposing and suggesting that the public call their legislators.

- ii. If Region 16 were to reduce their request for funds, should the state cut ECS funding further, M. Krenesky asked who has authority to make the decisions. The Superintendent does not make the decision. The Board of Education has authority to make the decision. The BOE should also authorize the letter which will go out to public. The bottom line is that if the State has a budget on December 31st, then ECS funds should come through. Until the town gets ECS funds, the town would not be expected to send these monies to Region 16, until next calendar year.
- iii. J. Rodorigo asked about the remaining State grants, which are in jeopardy of being eliminated by the state. The town received other State funding totaling between \$400,000 and \$600,000. All of these grants and state aid have been reduced to \$0 in the Governor's latest proposal. Town Road Aid is not included in the Governor's list of cuts because it is a bonded program and not part of the State's budget. J. Rodorigo is including Town Road Aid in his \$600,000 figure. T. Broesler noted that the good news on Town Road Aid is that we have funds in Non-Recurring Capital fund to pay for our road bond obligations for this fiscal year.
- iv. T. Broesler explained that the town has about \$900,000 cushion in Unassigned Fund Balance above the required 9.25% Fund Balance. The Fund Balance minimum is 9.25% which is just shy of \$2M. Based on the 2016-2017 estimated year-end fund balance minus the 2017-18 non-recurring capital projects, allows a cushion of \$900,000.
- v. M. Bronn asked by statute how late can the town send Supplemental Tax Bills. J. Rodorigo stated that August 31st is the deadline for supplemental bills. State Statute says towns need to approve a budget within 30 days after fiscal year-end. The State has extended this deadline for the towns by 30 days this year. If a town's budget is not adopted by August 31st, then towns need to operate on their prior fiscal year budget number. If the ECS grant funding is pulled, as the Governor has proposed, there would need to be legislative action to allow for an extension to this deadline for supplemental tax bills to allow towns to tax for the funds which have been withdrawn.
- vi. J. Rodorigo noted that MV bills were sent out at 32 mills. M. Bronn asked if the cap is raised to 37 mills, then the Town could send out new MV bills at the new cap, which would bring in about \$70,000. J. Rodorigo noted that another issue is the 2 year budget cycle from the State. The Town would be short on revenue for the first year and this number would double going into the 2nd year of the State cycle. There would be a lot of revenue to make up.

- vii. J. Rodorigo asked if General Code was working on the Town Clerk's codification project. T. Broesler noted that the project was in process and it is a lengthy 18 month procedure.
- viii. Update on the Human Resources consultant for the town – The Board of Selectmen chose an HR firm, McGuinness and they plan to start after Labor Day weekend. Their initial review is an audit of what procedures the town currently has in place. They will need personnel information, policies and procedures to start and gathering this information for them will be coordinated through the First Selectman's Secretary.
- ix. Regarding O&G, C. Bielik has a meeting with them on Friday to implement a plan to work on acquisition of land by the Public Works Garage.
- x. J. Rodorigo asked for an update on the police schedule, noting there was a \$30,000 surplus in part time patrol line last year. C. Bielik has not spoken with Lt. Rodriguez about it yet, but will meet with him soon. To discuss scheduling issues. The police have been manning cruisers on Burton Road and using a radar gun to enforce the speed limit by stopping cars going up and down the hill.
- xi. As the town moves forward in pursuing a grant writer, J. Rodorigo noted that there is a state grant for municipalities for the purchase of a mobile speed trap for \$4,000. The trap cannot be used on State roads.
- xii. C. Bielik provided an overview of the State House Democrats budget proposal which has just been distributed by the Council of Small Towns (COST) as recently released. Highlights of the proposal include: Redistributes funds from wealthier communities \$10M to alliance districts, maintains current level of ECS funding, resists moving Teachers Retirement obligations to municipalities, proposes a restaurant sales tax, maintains Pequot grant funding. And encourages regionalizing services.

8. **Budget Discussion** – Not at this time.

9. **Old Business** – None at this time.

10. **Action Items**

- a. The Board of Finance was presented with the following budget transfer requests which are to move forward to a Town Meeting, on the proposed date of August 31st,

General Fund 2016-2017 – Transfer \$26,915 from Medical Insurance 10.90.13.1245 to Social Security 10.90.13.1240

Transfer the following projects from Unassigned Fund Balance to Non-Recurring Capital Projects Fund:

Town Hall Phone System Upgrades	\$29,000
Police/Fire Security Upgrades	\$43,000
Personal Protection Equipment – Fire	\$30,000
Portable Radios – Fire	\$25,000

T. Pratt made a motion to approve the above transfers and send all 5 items to Town Meeting for vote, as presented. J. Huk seconded the motion. All ayes. There will be one town meeting in which all 5 transfers will be voted on.

Finance Manager, T. Broesler provided a list of 2017-2018 non-recurring capital projects which are under the \$20,000 threshold and requested that the Board of Finance approve the transfer of these funds totaling \$89,490 from unassigned fund balance to the Non-recurring Capital Projects account. **J. Rodorigo made a motion to transfer out of unassigned fund balance all non-recurring capital project items under \$20,000, which were approved in the 2017-2018 budget. M. Bronn seconded the motion. All ayes.**

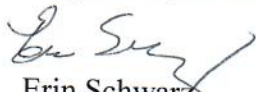
11. New Business

- a. Discussion and possible action concerning freeze of non-essential spending for all departments. J. Rodorigo explained that he put this in the agenda due to the uncertainty in the State's budget. M. Bronn suggested that the board suspend the discussion for 30 days for discussion at the next meeting. J. Rodorigo noted that the next update at the State level will be after the September 12th regular meeting and noted that the Board may need to hold a Special Meeting in September to discuss this agenda item, pending the outcome of the State's budget.
- b. J. Rodorigo welcomed the newest member to the Board of Finance - Steve Leeper and expressed his gratitude for joining the board.
- c. He also noted that Joann Overby is testing the waters to see if she can take over as Board of Finance clerk.
- d. J. Rodorigo asked the board for their input on a gift to get Marla Scirpo for her service as clerk to the Board of Selectman and Board of Finance. It was decided that the members would chip in \$20.00 each for gift certificates to local businesses such as the Rivers Edge to present to Marla.
- e. T. Pratt noted that after August 31st, we will know if the alarm system for the Police Department will move forward, as a non-recurring project. The Board of Finance will then need to allocate funds for alarm system monitoring. He will also discuss projects at Fire Station 2 with the Fire Chief.
- f. J. Huk has a request for reimbursement pertaining to the videos he produced during budget season. He requested reimbursement for 3 months of video streaming service at \$39.00 per month for a total expense of \$117.00. **T. Pratt made a motion to approve this \$117.00 expense for production of videos for the town budget. M. Bronn seconded the motion. All ayes.**

12. Adjournment

J. Huk made a motion to adjourn at 8:05 PM. M. Bronn seconded the motion. All ayes.

Respectfully submitted,


Erin Schwarz
Finance Assistant

BUDGET TRANSFERS TO BE DISCUSSED

2016-2017 Budget Year

August 2017 BOS & BOF Meetings

1. Highway/Parks:

- Transfer \$50.87 into Vehicle Maintenance 10.90.59.1703 from Street Sweeping 10.90.59.1670.
 - Overdue invoice from Jeska Products, previously not received.
- Transfer \$286.33 into Tree Work 10.90.59.1713 from Mandated Storm Drain 10.90.59.1720.
 - To cover Police Private Duty which took place on 6/30/2017 for Tree Work

2. Fire Department:

- Transfer \$304.80 into Fire – Equipment Maintenance 10.90.44.1466 from Contingency 10.90.83.1170.
 - Overdue invoices from Fire Equipment Headquarters from April which were just received.

3. Sewer Department:

- Transfer \$115.82 into Plant Operations 10.90.67.1760 from Mandated Toxicity Testing 10.90.67.1785.
 - Excess freight charges on last shipment of Phosphorus which caused the line to go overbudget.

Board of Selectmen's Meeting -

August 14, 2017

MOTION: Pete B.

2nd: Mike K.

VOTE: 3-0



Board of Finance Meeting -

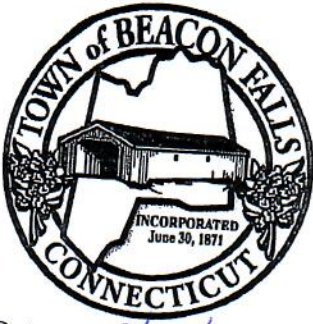
August 15, 2017

MOTION: Tam P.

2nd: Jan Hok

VOTE: 5-0 in favor





TOWN OF BEACON FALLS
 TOWN HALL
 10 MAPLE AVE.
 BEACON FALLS, CONNECTICUT 06403

Date: 8/13/17

To: First Selectman

From: Finance

The undersigned respectfully requests that the following budgetary transfers be approved from Fiscal Year 2017-2018.

	TRANSFER TO	TRANSFER FROM	AMOUNT OF TRANSFER
1.	<u>Probate Court</u>	<u>10.90.03.1090</u>	
	Account Name	Account Name	
	<u>10.90.43.1726</u>	<u>Office Supplies</u>	
	Account Number	Account Number	\$ 129.00
2.			
	Account Name	Account Name	
	Account Number	Account Number	\$
3.			
	Account Name	Account Name	
	Account Number	Account Number	\$

Brief Explanation of the Purpose of the Transfer:

Received 2017-2018 Invoice \$2628.27

Requested by: [Signature]
 Department Head Signature

Approved by: [Signature]
 First Selectman

8/14/17
 Date

Approved by: [Signature]
 Board of Finance Chair

8-23-17
 Date

Transfer Completed: [Signature]
 Finance Manager

8/24/17
 Date

Comments:

Town of Beacon Falls

Non-Recurring Capital Projects Budget Transfers
Fiscal year Ending 6/30/18

The following Non-Recurring Capital Projects were approved by the Board of Selectmen and Board of Finance as part of the 2017-2018 budget process.
For projects in excess of \$20,000, we are seeking a Town Meeting vote.
Approval will result in funds being transferred out of the Town's Unassigned Fund Balance and moved to the Non-Recurring Capital Projects Fund.

Department	Description	Amount	Comments	Date
Town Hall	Phone system upgrades	\$ 29,000.00		8/14/2017
Town Hall	Security Upgrades (police, fire)	\$ 43,000.00		8/14/17
Fire	Personal Protection Equipment	\$ 30,000.00		8-23-17
Fire	Portable Radios	\$ 25,000.00	Request was for \$35,000 each year for 3 years. \$8,000 grant received from K. Matthies.	
	Requested			
	Approved - Selectmen:			
	Approved - Board of Finance:			
	Town Meeting Vote:			
	Transfer Completed:			

Transfer From Unassigned Fund Balance Transfer to Non-Recurring Capital Projects Fund

Handwritten signatures and initials: JTB, JTB, JTB, JTB

Town of Beacon Falls

Non-recurring Projects Budget

For the Fiscal Year July 1, 2017 to June 30, 2018

Code	Dept/Requesting	Item	Request	Comment
45.90.90.2129	Public Works	PW TRUCK LEASE - EXISTING	\$ 21,000	Yr 4 of 4
45.90.90.2136	Fire	POWER LIFT STRETCHER LEASE - EXISTING	4,750	Yr 5 of 5
45.90.90.2137	Fire	NEW POWER LIFT STRETCHER LEASE	5,500	Yr 3 of 5
		Total Leases	\$ 31,250	
45.90.90.2155	Fire	ENGINE 3 SAFETY UPGRADE - 3rd Phase	\$ 14,000	
45.90.90.2173	Town Clerk	Town Clerk - Codification	9,960	Funded by Town Clerk - MERS BOS Approved 3/13/17
45.90.90.2176	Library	Library computers, scanners, software & installation	2,750	
45.90.90.2177	Town Hall	Replace/upgrade computers	4,500	
45.90.90.2178	Public Works	PW F-550 Mason dump with plow	68,000	paid for by surplus of bond and revenue from asset disposal
	Public Works	PW Equipment trade-in for F-550 & bond funding	(63,000)	
45.90.90.2182	Fire	Fire Station 2 - Workout room/remove oil tanks	12,000	
45.90.90.2183	Public Works	Guard rail replacement program	19,990	
70.90.05.2167	Fire	Fire - Base station and antenna	19,990	LoCIP
70.90-25-1000	Waste Water	Erect Garage at Waste Water Plant	15,000	LoCIP
			103,190	
			(9,960)	From MERS Fund
			(34,990)	LoCIP
		Total Board of Finance	\$ 58,240	

Approved B.o.F 8/23/17





House Dems Release Budget Proposal Includes Costly PTSD Mandate

House Democrats released their proposed [budget](#) today. Although the proposed budget restores many of the staggering cuts in municipal aid included in Governor Malloy's revised Executive Order, it continues to include cuts in municipal aid for many towns and cities. The proposed [budget](#):

- Redistributes almost \$10 million in education funding from wealthier communities to the state's Alliance Districts, zeroing out ECS funding for 25 towns and cutting funding by between 2% and 88% for 25 other towns;
- Cuts other municipal aid grants by \$120 million;
- Rejects efforts to shift any teachers' pension costs to municipalities;
- Maintains funding for the Pequot Mohegan grant programs;
- Reduces funding for the Municipal Revenue Sharing Fund by approximately \$9 million/year (Governor's Executive Order would have eliminated funding entirely);
- Provides towns with additional revenue options, such as a 1% local restaurant sales tax and the ability to raise certain local fees, although it appears revenues are sent to the state;
- Includes a \$25 million MORE Commission lapse which allows the governor to unilaterally cut municipal aid midyear;
- Includes an "unallocated lapse" of \$117 million in FY 18 and \$150 million in FY 19 to reduce municipal aid;
- Creates state oversight of finances and economic development for towns that are in fiscal distress;
- Directs \$95 million in FY 18 and \$100 million in FY 19 for an "Urban Relief Fund";
- Requires Councils of Government and municipalities to work together to propose plans for regionalizing services (details not available);
- Facilitates regionalism through changes to collective bargaining statutes (details not available); and
- Consolidates local assessor offices to achieve economies of scale (details not available)
- Requires municipal reimbursement for state technical support for constables;
- Increases filing fees for land recordings (shows as additional state revenue, not municipal)

How does your town fare? House Ds provided [Town by Town](#) information (overall funding)

New Costly Mandates on the Table

The House D budget includes a reference to 1) supporting firefighters who have job-related cancers and 2) taking care of our police officers who suffer from PTSD. These refer to costly new mandates on municipalities that were considered during the legislative session. However, there are no additional details on the proposals at this time.

ATTEND COSTS' LEGISLATIVE WRAP-UP!

September 20, Aqua Turf, Southington, CT

8:00 AM - Registration

9:00 AM - 1:30 PM - Formal program, including buffet lunch

Don't miss this opportunity to learn about new laws and news about the state's efforts to adopt a budget!

COST's 2017 Legislative Wrap-up is a must-attend event for mayors, selectmen, town managers and other municipal officials interested in keeping up-to-date on new state laws and budget issues affecting municipalities. Rumor is that the state legislature is reserving the week of September 11 to vote on a budget! Stay tuned!

Confirmed speakers include:

- **Ben Barnes, Secretary, Office of Policy and Management (OPM)**
- **Keith Phaneuf, Reporter and State Budget Guru, CT Mirror**
- **Rich Roberts, Esq., Halloran & Sage**
- **Burt Cohen, Esq., Murtha Cullina**

Registration begins at 8:00 a.m. with a networking continental breakfast. The formal program runs from 9:00 a.m. - 1:30 p.m. and includes a buffet lunch.

Click [here](#) to register today!

Sponsorship and Exhibitor Opportunities also available!

