

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

BEACON FALLS BOARD OF FINANCE  
Monthly Meeting  
October 10, 2017  
Minutes  
(Subject to Revision)

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

Board Members Present: Joe Rodorigo, Marc Bronn, Steven Leeper, Tom Pratt

Not Present: Brian Ploss, Jim Huk

Others Present: First Selectman, Chris Bielik; Selectman Peter Betkoski; Selectman Michael Krenesky; Erin Schwartz, Finance Dept.; Thomas Broesler, Finance Manager; and Wendy Rodorigo, Town Treasurer

Chairman J. Rodorigo called the meeting to order at 7:05PM

2. **Public Comment:**

Chairman J. Rodorigo asked three times if there were any members of the public present to make a comment at this time and there were none.

Motion to move up Agenda Item # 7 First Selectman's Report, to Agenda item #3 Pratt/Leeper; no discussion; all ayes.

3. **First Selectman's Report**

a. **Proposed Budget Transfer:**

Motion to approve the budget transfer request from BHCO#1 as follows:

- 1) From contingency budget to alarm line item 10.90.83.1170 , in the amount of \$1,614.00, to line item alarm system monitoring 10.90.03.1600 in the amount of \$1,614.00.

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

Motion to approve the budget transfer request as follows:

- 2) From Finance line item 10.90.13.1245 medical insurance line item, in the amount of \$358.00, to line item insurance property line item 10.90.37.1410 in the amount of \$358.00.

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

Motion to approve the budget transfer request as follows:

3) Request to transfer from four separate account: Transfer from Utilities-heat, water, electric;

Line item 10.90.03.1120 utilities-heat, water electric in the amount of \$12,000.00 to new line item 10.90.03.1121, Energy-Solar Generation in the amount of \$12,000.00.

Line item 10.90.44.1121 Electricity in the amount of \$10,000.00 to new line item 10.90.03.1121, Energy- Solar Generation, in the amount of \$10,000.00.

Line item 10.90.61.1121 Electricity in the amount of \$3,800.00 to new line item 10.90.03.1121, Energy-Solar Generation, in the amount of \$3,800.00.

Line item 10.90.67.1121 Electricity in the amount of \$19,990.00 to new line item 10.90.03.1121, Energy-Solar Generation, in the amount of \$19,990.00.

C. Bielik was recommend by the Finance Manger to have them all in one account **Pratt/Leeper**; all ayes.

**b. Update on O&G Property:**

C. Bielik has not had a conversation with Kevin McDuffie, P&Z Chairmen. Tried to get a meeting with O&G last week it fell through, so we are trying to get them by the end of this week. No date has been scheduled yet.

**c. Update on plan on police coverage:**

C. Bielik; One issue is the gaps in the midnight coverage if Art Benz's is either on vacation or takes the day off, and we don't have a part timer that is available. Toby Geiger was hired to cover the midnight shift but he left us a couple of months ago, when he stated running his own business. We have recently hired a new part time officer, Robert Motel, coming from Bristol, he's a current officer there. His assignment is to cover the midnight shift. The other issue we have is relying on troop I to cover us on the day shift when our resident is not available, we would love to have another full time officer available. But part of the problem is the language in the bargaining union contract it hamstrings us to use our part time officer to fill those spots, our labor attorney has reached out to the union representative to schedule a meeting with the police bargaining union, the idea is to negotiate with them to change the language with the contract to give us the flexibility we need to have that coverage. Our Attorney is looking to set up the meeting in the next two weeks.

**d. Update on HR Firm:**

C. Bielik; Off and running, McGinnis has been on site a couple of times, thorough review of all of our personnel folders, look at offsite training records, some of them are held down at the police and public works for the tracking for certain qualification as to how we do it, if there are there any holes in that. Looking at

our policy manuals, and all of our position descriptions. C. Bielik has a follow up meeting with Anthony Acadia point man, we have already turned around two revision to the waste water treatment plant supervisor we have hired our former Assistant Supervisor Tom Carry, filled Walter Opuszynski spot, now are finalizing the assistant position. Hoping to post that Wednesday 10/11/2017 and hoping to fill that internality, and then fill the third spot at the lowest pay grade level. We are working all of that with McGinnis.

1<sup>st</sup> Selectman office assistant, we have a notional rewrite of the position now has been sent to the bargaining union for review and once we have that consent we will be able to fill it. We are off and running with HR, it is a very smooth process so far. Does anyone have any questions so far?

J. Rodorigo: has a question, there was some conversation with Anthony about obtaining the personnel files from police and having access all in one locations?

C. Bielik; yes

J. Rodorigo: The finalization of the report when is that coming?

C. Bielik: They are expecting it in the next two weeks.

e. **Update on Grant Writer:**

J. Rodorigo :Knows the Grant writer is scheduled to come in on 10/12/17 is there anything else? C. Bielik, That is the latest I have, his intention is to meet with all of the departments so he knows what to start chasing on their behalf.

f. **Update on EDC:**

EDC: C. Bielik: The EDC has met and recommended that we engage CERC. At the board of selectmen meeting on 10/02/2017 the board of selectmen acted on EDC recommendations, I have received the copy of the proposal today to sign, so we are going to relook at that and execute it in a couple of days, and then we will be off and running.

g. **Update on Other Issues (Nafis and Young)**

J. Rodorigo: I have the final balance sheet and it doesn't included all of police extra duty? Final engineering number:184,000.00, Does not include those two numbers if and when we are subject to them.

C. Bielik, two small invoices that came in 2 days ago, about \$600.00-\$800.00 final closeout to finish off all the things that need to be done.

J. Rodorigo: police goes through the road work, we are fighting with Burns and Aquarian to get it paid?

C. Bielik: Yes, The repair work that was done in Highland Ave, for the sprinkler system, Aquarian will pay us on a reimbursement, the work that was done by Burns is unacceptable and they are going to fix it.

J. Rodorigo: That is not what I'm referring to, Aquarian hasn't paid the \$34,000.00 in extra policy duty yet for the sewer latters, are we taking it out of the bonds or getting a check?

TomBroesler: I haven't talked with any one at Burns on this yet. When we did upper highland we decided to do the sewer lateral with Aquarian running new water lines, Burns thinks its all town expense, some of all of it should be Aquarian. M.Bronn: What does the contract say? Broesler: we don't have the contract. Rodorigo: it's a change order or a contract one or the other. C.Bielik, Aquarian hired Burns to do the water line work.J. Rodorigo: And then we hired Burns to do the lateral, which should be a change order or a new contract.T.Broesler: We ordered a new PO to cover it.

The conversation continued.

C.Bielik will reach out to Aquarian and see what we need to do.

J.Rodorigo: There was an overage last month on the waste water treatment plant, of \$4,000.00. If there is a change order, the Supervisor of the Waste Water treatment plant has no authority to spend no more then what is budgeted. How does that bill get paid without going through you, C.Bielik. We need to stop doing this.T.Pratt, Do all department supervisors understand that they cannot spend more then what is budged?C. Bielik: They do understand that.T.Pratt: Maybe the Board of Selectmen should send out a memo stating this is the policy.

Motion to move up Agenda Item # 5 Reports to item #4

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

**4. Reports;**

**d. Town Treasurer's Report:**

W.Rodorigo, Town Treasurer, Any questions on the report? None asked.

W.Rodorigo statedthis report has been given to you on bank balances is that your preferred way or rather have it reconciled to the GL with the outstanding checks?

M.Bronn: Stated he rather have reconciled to the GL accounts.

Motion for the reporting from the Town Treasure to be in the form of reconciled general ledger balance.

**Bronn/Pratt; All ayes**

**a. Ambulance Service Reports:**

T. Pratt: There was a meeting the chiefs are negation in hiring a collection agency that will be working with our service. What we have found is individuals, if were not under contract with the insurance co, the insurance company don't have to send us the check. So instead they will send it to the residence in town. And the residence is not turning the check around. The collection agency once it gets going, three times they will notify the residence you have a check and if they don't send the check in, it will be sent to the collections agency.

J. Rodogrio: Were not going after poor people who don't have insurance.T.Pratt: NO, the policy in place is each individual gets three invoices and then the forth states

it may be turned over to a collection agency. At that point in time the review committee will review the procedure based on someone benefits, it's indicated if they have insurance. T.Pratt: the fact they are going to be working with the EMS people, Medicare pays 308.00 and AMR get 325.00 and we have to pay the difference. We're are going to go back 7 years, who have received checks and have not turned them over, we will go after them.

- c. **Town Clerk's Report:** No questions on the Towns Clerk's Report.
  - d. **Tax Collector's Report:** No questions on the Tax collector's Report.
  - e. **Liaison Update:** No questions on the Liaison Report.
5. **Approval of minutes from the Previous Meeting:**  
Motion to approve the minutes:  
**Bronn/Pratt;** no discussion: **All ayes**
6. **Correspondence/Payment of Bills:**
- a. Board of Finance Clerk's Invoice:  
Motion to approve and pay the Clerk's invoice dated \$72.50  
**Pratt/Leeper;** no discussion; All ayes.
  - b. Other Invoices:
  - c. Other Correspondence- J.Rodorigo has no other correspondence.
7. **Finance Manager's Report:**
- a. **Update on Bonded projects:** J.Rodorigo; We have gone through this with the BOS report. And by the time we meet next month we should have an understanding of the bill? T.Broesler, Next month we should have some final information on the bill.
  - b. **Updated on capitol non-recurring roads balance:**J. Rodorigo: Bonded money but some of it was steep money, in order to have a complete order for steep, need the contract, motions from all the boards and commissions. Because we are reporting to the state, the question is who is doing the quarterly reports, 8 quarters from the time we received this money. E. Schwartz: The finance department will be working on doing the reports. J.Rodorigo;We as the town for our town should be following the same type of report, as the state. This is the best practice we should fix, change orders and documentations. If we award a project to someone and they come in with a change order, its xx amount of dollars, in writing signed by the first Selectman and it becomes part of our best practice capital file. We have requested to set up a meeting with DE Carlo and Doll, and lay out with them in writing how this procedure works, if you need a change order it needs to be signed before the work is done. Because Nafis and Young is the general contractor we have a problem with them giving authority to

do something without approval with it. To make sure everyone is on the same page. We are going to add it to next month's Agenda as an action item, going to have a documents that is an outline how it should be handled. And get a procedure in place so it's all done correctly with proper papers and orders. Review it and take action on it.

- c. **Time Clocks:**J.Rodorigo stated they will be ready by the end of the month.
  - d. **Cap Plan:** J.Rodorigo Ideally if we didn't buy in this budget for a cap plan item and next year we need it, it can be shifted out to that year. And this software should help us take care of five (5) year cap planning. We will know all the useful life of cap plan items. So for our 2018-2019 budgets have a cap plan and the program helps us do that lets do that. And then the department heads don't need to come to us with news things in their budget that's not on the cap plan. Everything in capital should be thought out with a five (5) year plans, so every year we are only doing 1 year.  
Look into the software and talk with the grant writer to get a grant for the software. Send out an email to all the department heads and fill in this CAP plan, and in January we have a CAP plan with the software so now we can melded it as part of the budget. So we need to develop an outline for action in December 2017 meeting to have a plan out approve the outline on a reduction debit service to maintain the debit service at the same number the percentage of the budget and we put together how much money that will get used we decided how much and where we want to allocate that money.
8. **Budget Discussion:**
- a. **State Budget:** J.Rodorigo: The state still doesn't have a budget, may be by Friday 10/13/2017 they will have something to vote on.
  - b. **Region 16 budget impact based on state budget:**  
J.Rodorigo: If you read the Citizen news, tomorrow night 10/11/2017 the BOE will be meeting on how they will move forward and what are they going to ask of the towns. We would lose \$240,000.00 and then \$700,000.00 ECS if the governor acted by November 1. J. Rodorigo will attend the Region 16 meeting, I really need to know what will be decided? J. Rodorigo would like to remind Region 16 and have it on the record;  
1.4 million dollar surplus, \$750,000.00 carrier over and a \$400,000.00 Capital none recurring account. Before you come asking us for money you should absorb that money. They have over 2 million dollars in surplus money, and the \$750,000.00 is the carrier over money went up \$250,000.00 , it was \$500,000.00 last year. The whole idea was for it to be used for a rainy day. If you don't think it's a rainy day now you have a problem. If they are in a demand mode when they come out of that meeting we need to make plans for that. And maybe have a special meeting.

9. **Old Business:**

There was no old business discussed at tonight's meeting.

10. **Action Items:**

There were no action items to discuss at tonight's meeting.

11. **New Business:**

a. **Discussion and possible action concerning freeze of non-essential spending for all departments.** J.Rodorigo: Move this to Old Business for next month's agenda. J.Rodorigo let's wait for the State and see what happens with the budget. And to see what Region 16 decides.

12. **Public Comments:**

M.Krenesky: I would like to say the Board of Finance needs a make a recommendation for a new town engineer. And to please put it on their agenda to discuss this. J.Rodorigo: I will put it on next month's agenda as New Business discussion and possible action.

13. **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 8:30PM: Bronn/Leeper; no discussion; all ayes.

The next Board of Finance meeting will be held on Tuesday November 14,2017 starting at 7:00P.M.

Respectfully Submitted,

Joann Smith Overby  
Clerk, Board of Finance



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

Date: October 2, 2017

To: First Selectman

From: T. Broesler

The undersigned respectfully requests that the following budgetary transfers be approved for Fiscal Year 2017.

	TRANSFER TO	TRANSFER FROM	AMOUNT OF TRANSFER
1.	Alarm System Monitoring	CONTINGENCY FUND EXPENSES	
	<i>Account Name</i>	<i>Account Name</i>	
	10.90.03.1600	10.90.83.1170	\$ 1,614.00
	<i>Account Number</i>	<i>Account Number</i>	
2.			
	<i>Account Name</i>	<i>Account Name</i>	
			\$
	<i>Account Number</i>	<i>Account Number</i>	
3.			
	<i>Account Name</i>	<i>Account Name</i>	
			\$
	<i>Account Number</i>	<i>Account Number</i>	

Brief Explanation of the Purpose of the Transfer:

1. Alarm monitoring at the Fire House, which was contracted for, was not included in the budget.
- 2.
- 3.

Requested by: *T. Broesler*  
 Department Head Signature

Approved by: *Chris Broesler* 10/2/17  
 First Selectman Date

Approved by: \_\_\_\_\_  
 Board of Finance Chair Date

Transfer Completed: \_\_\_\_\_  
 Finance Manager Date

Comments: \_\_\_\_\_





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

Date: 8/23/17

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.	<i>Ins. Property/Cowalby</i>	<i>Medical Insurance</i>	
	<i>Account Name</i>	<i>Account Name</i>	
	<i>10.90.37.1410</i>	<i>10.90.13.1245</i>	\$ <i>358.00</i>
	<i>Account Number</i>	<i>Account Number</i>	
2.			
	<i>Account Name</i>	<i>Account Name</i>	
	<i>Account Number</i>	<i>Account Number</i>	\$
3.			
	<i>Account Name</i>	<i>Account Name</i>	
	<i>Account Number</i>	<i>Account Number</i>	\$

Brief Explanation of the Purpose of the Transfer:

Crime Insurance Endorsement puts line over budget

Requested by: \_\_\_\_\_

Approved by: *[Signature]*  
 Department Head Signature

First Selectman 10/2/17  
 Date

Approved by: \_\_\_\_\_  
 Board of Finance Chair Date

Transfer Completed: \_\_\_\_\_  
 Finance Manager Date

Comments: \_\_\_\_\_



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

Date: September 8, 2017

To: First Selectman

From: T. Broesler

The undersigned respectfully requests that the following budgetary transfers be approved for Fiscal Year 2018.

	TRANSFER TO	TRANSFER FROM	AMOUNT OF TRANSFER
<b>1.</b>	Energy – Solar Generation	Utilities-Heat, Water, Electric	
	<i>Account Name</i>	<i>Account Name</i>	
	10.90.03.1121	10.90.03.1120	\$ 12,000
	<i>Account Number</i>	<i>Account Number</i>	
<b>2.</b>	Energy – Solar Generation	Electricity	
	<i>Account Name</i>	<i>Account Name</i>	
	10.90.03.1121	10.90.44.1121	\$ 10,000
	<i>Account Number</i>	<i>Account Number</i>	
<b>3.</b>	Energy – Solar Generation	10.90.61.1121	
	<i>Account Name</i>	<i>Account Name</i>	
	10.90.03.1121	Electricity	\$ 3,800
	<i>Account Number</i>	<i>Account Number</i>	
<b>4.</b>	Energy – Solar Generation	10.90.67.1121	
	<i>Account Name</i>	<i>Account Name</i>	
	10.90.03.1121	Electricity	\$ 19,990
	<i>Account Number</i>	<i>Account Number</i>	

Brief Explanation of the Purpose of the Transfer:

Properly account for costs associated with solar electric generation.

Requested by: *T. Broesler*  
 Department Head Signature

Approved by: *[Signature]* 10/2/17  
 First Selectman Date

Approved by: \_\_\_\_\_  
 Board of Finance Chair Date

Transfer Completed: \_\_\_\_\_  
 Finance Manager Date