

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

BEACON FALLS BOARD OF FINANCE
Monthly Meeting
November 14, 2017
Minutes
(Subject to Revision)

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

Board Members Present: Joe Rodorigo, Steven Leeper, Tom Pratt, Jim Huk, Brian Ploss.
Marc Bronn, came in at 7:15pm

Congratulation to all the newly elected positions.

Others Present: First Selectman, Chris Bielik, Erin Schwartz, Finance Department,
Wendy Rodorigo, Town Treasurer

Chairman J. Rodorigo called the meeting to order at 7:00PM

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.

3. **Approval of Minutes from the Previous Meeting:**

Motion to accept the minutes from the meeting held on October 10,2017:

T.Pratt/S.Leeper; no discussion; all ayes, except Brian Ploss abstained

4. **Correspondence/Payment of Bills:**

a. Board of Finance Clerk's Invoice,

Motion to approve and pay the clerk for the invoice as submitted for the BOF meeting October 10,2017. S.Leeper/T.Pratt; all ayes.

b. Other Invoices:None

c. Other Correspondence- Quarterly flow for the waste water treatment plant was \$11,831.30, which is money we collect.

5. **Reports:**

- a. Ambulance Service Report- approved no questions.
- b. Town Treasurer's Report- The new format for the reports. On the report there is an outstanding \$6,000.00 difference that has been on going. W. Rodorigo has spoken with the Finance manager about it, the auditors have not advised to write it off, but we can't carry it indefinitely and it should be looked at and corrected. W. Rodorigo would like to make a recommendation to correct it.
- c. Town Clerk's Report- \$35,427.00 through October 31,2017.
- d. Tax Collector's Report- Two notes: suspense list, tax collection is doing well. We also had a tax auction and did well \$141,000.00 collected.
- e. Liaison Update- Needs someone to do FD: Steven Leeper, replacing Jim Huk as liaison.

Motion to skip to first selectman item 7 report: T.Pratt/S.Leeper

6. Finance Manager's Report:

- a. Update on bonded projects—J.Rodorigo:Many of the bonds and bands way before this adminstartion, when we took over the books from our former fiancé manger, there was no clear way to account every dollar. Because the books were never reconciled for years, over the past 4 years we have pieced mealed as much as we could. There was a shortage in bonded money against the bond, and somewhere along the line \$35,000.00 was spent and nothing was recorded. So we are short \$35,000.00. This was way before 2011;four years later we still can't find it. How do we handle it? We can keep it on the books forever or we can move it from the books. Correcting the bonded money. We can approve the transfer and take care of it. Motion; M.Bronn/T.Pratt; approved all ayes.
- b. T.Pratt so this never happens again, is there a producer in place so fees get paid, E.Schwartz, yes we do it's all in the accounting system.
- c. Update on capitol non-recurring roads balance- \$353,000.00 balance what she has on the upper highland overage, steep grand has been extended. These jobs are done. \$8,000.00 final payment to Cocchiola, we believe it's done, \$3,000.00 engineering bill. J.Rodorigo: Burton is closed out, Noe is closed out. All done. Original engineering quote to final engineering cost? E.Schwartz will find out for BOF.M Bronn; can we see the original contracts and the change orders and what was done? E.Schwartz; I will get the figures to the BOF.
- d. Update on time clocks- Town halls is working well, offsite is not working well. Everyone received a manual on how to use the time clocks. Still using time sheets, until the time clocks are all in sink. T.Pratt, does the Police department have one? E. Schwartz; It's installed but not connected yet.
- e. Capitol Plan- J.Rodorigo;Locet funds have been released, what thing will qualify under the cap plan, for Locet we will have to work on.
There were 4 item not approved by vote this years that didn't make the budget and failed, I think we should go back to vote for them, they are phones, security upgrade, radios and turn off gear in the amount of \$123,000.00, let's think about putting the vote out in December.

7. First Selectman's Report:

- a. Proposed Budget Transfer-
J.Rodorigo we can approve it now and give it to the BOS, \$1,331.00 single transfer.

Transfer \$1,331.00 from 10.90.83.1170; contingency to 10.90.57.1645 E911 dispatch in the amount of \$1,331.00

Motion to approve the transfer: Ploss/Pratt, and motion to send to BOS: Ploss/Pratt; no discussion; all ayes

C. Bielik, the Hubble Ave did not sell, near River Bend Park, the bid was \$5,000.00 not enough to cover the taxes owed to the town. The tax collector will continue the bid for a week. The town has the option to claim the property for the back taxes, plus fees. Write off \$38,000.00 in back takes. Parcel would cost the town in fees \$9,700.00, and it's up to the BOF for this Contingent approval.

BOF motion to absorb the back taxes and approve the necessary funding, Pratt/Huk; no discussion; all ayes.

- b. Update on O&G property- J Rodorigo, Can the material on the property is taxed? Taxed the material as it was taxen off the plant in the 1980's by truck.

C. Bielik: Planning and Zoning said they are taking down the wash plant. They are not in violation right now. Need to meet with the assor to see the actual value of the material on the land. There is supposed to be a fee to pay by truck load to BF.

Town Garage, other piece, J.Rodorigo; C.Bielik, Planning and Zoning and Ken Ferroine they need to make a date to craft the legal document to set out the parameriter in order to make the transfer happen..

- c. Update and plan on Police coverage- C.Bielik, police labor union, hang up with the language with part timers to use them for full timers. We've nogationed that with the union and we are going to remove it 4 days shifts, any part time officer will be able to fill any full time officer. J.Rodorigo: We need to schedule the number of shifts; we have a number of officers who don't meet the number of shifts. And the schedules are not posted with sufficient enough time to fill in vacancy. Would like to see at least 2 weeks out for scheduling. C.Bielik, has a plan to meet with the lieutenant to do this next week.
- d. Update on HR Firm-C. Bielik, some date in December for training. The rest of the authority to hand over for workman compensation, some issues with them. We need to elevate it to give the authority to move forward, with in the next 2/3 weeks. J.Rodorigo: Any price sheets?C.Bielik I have not seen a price sheet yet.
- e. Update on Other Issues- NONE
- f. EDC Update- Sadie is hired for the new EDC, 10 hours a week, and works on Tuesday and Wednesday. J.Rodorigo wants her to come to a meeting in January and do a presentation on what she is working on for BOF.

8. **Budget Discussion:** The state has a budget, postion as this board always we use one time surpluses for one timeexpenders, put us in a very comfortable postion we budget

\$600,000.00 we can possible spend \$200,000.00 to balance out the books if need be. We are fine, any question comments or concerns. None

9. **Old Business:**

- a. Discussion and possible action concerning freeze of non-essential spending for all departments.**Don't need to do this.**

Cap plan: E. Schwartz: The capital improvement plan, software to put your capital improvement plans into detail and it summarizes it up by each department. For a 5 year looking forward. What we need to bond in the future and pinpoint grants we can use in the future. This software is geared for small towns. It's a data base. The cost is \$1,350.00 to buy and an annual cost of \$700.00. J.Rodorigo: We get a Capitol asset list and it is not a capital plan. This is a living document for the public to see, transparency. And to get a document we understand.

Huk/Bronn motion to approve the software, no discussion; all ayes.

10. **Action Items:**

J.Rodorigo; The suspense list, uncollectable taxes. Needs to be reviewed, \$77,172.62, collections agency will try and collect the money. Mary Ann is doing a great job; the suspense list goes back to 2007. Motion to approve as presented by our tax collector, **Huk/Pratt; no discussion;all ayes.**

J.Rodorigo; Major project control, are the things we need control over such as change orders. This is the document when we enter into a major project, its contracts in writing. This put the onus on the Contractors and the First selectmen. Need a motion to approve it as adocument tobe added to the finance manual.**Bronn/Ploss, no discussion; all ayes.**

New Business:

- a. Approval of **2018 Board of Finance** monthly meetings dates.**Pratt/Leeper; no discussion; all ayes**

11. **Public Comments:** No Public

12. **Adjournment:Huk/Leeper, no discussion; all ayes.**

The next Board of Finance meeting will be held on Tuesday December12,2017 starting at 7:00P.M.

Respectfully Submitted,

Joann Smith Overby
Clerk, Board of Finance

DRAFT



TOWN OF BEACON FALLS

TOWN HALL
10 MAPLE AVE.
BEACON FALLS, CONNECTICUT 06403

Major Project Control

In order for the Town of Beacon Falls to exercise proper control over expenditures for Capital Projects the following procedures must be followed and documentation provided to the Finance Department.

- Copies of all Requests for Proposals or Requests for Quotes and Scope of Work must be provided to the Town Clerk and the Finance Department;
- Copies of all contracts must be provided to the Town Clerk and the Finance Department;
- All Change Orders must be approved by the First Selectman or his designee prior to the start of non-emergency work;
 - Copies of all change orders are to be provided to Finance as soon as they are signed;
 - No requests for payment which exceed adopted budgets will be approved for payment;
- Finance will issue Purchase Orders (POs) for all work as soon as signed contracts are received, all requests for payment must include the appropriate PO number;
- In the case of work which is partially funded through grants all requests for payment must indicate whether the expense is eligible for grant funding;