



BEACON FALLS BOARD OF FINANCE

Monthly Meeting
December 12, 2017
Minutes
(Subject to Revision)

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

Board Members Present: Joe Rodorigo, Steven Leeper, Tom Pratt.
Marc Bronn came in at 7:28PM, Brian Ploss, absent

Others Present: Erin Schwartz, Finance Department, Tom Broesler, Finance Manager.
Selectmen Peter Betkoski.

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

Rodorigo, we have a new member to the Board of Finance, Mr. James Carroll from 67
Fieldstone Ln, Beacon Falls, Ct. Welcome aboard.

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 November 14, 2017:
T.Pratt/S.Leeper; no discussion; all ayes, except James Carroll, 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 November 14, 2017. S.Leeper/T.Pratt; all ayes.

- b. **Other Invoices:None**

c. **Other Correspondence**- None

5. **Reports:**

a. **Ambulance Service Report-**

Pratt: Currently on the books we are owed \$58,757.38 on the books owed, large portion is currently people are not paying. They are in the process of figuring out how to collect. The collection agency wanted 27%. Looking for a hard type billing. Currently they send three letters out and the 4th one will be more forceful. Balance in the checkbook in November 2017 \$40,374.63.

a. **Town Treasurer's Report-**

Rodorigo, Break down, Highlighted general fund \$7,869.83 differences. Bank balance as of 11/30/2017, \$8, 272,451.06.

b. Town Clerk's Report- \$28,677.73 through November 30, 2017.

c. Tax Collector's Report- \$292,575.68 from 11/01/2017 -11/30/2017

d. Liaison Update- Rodorigo, when the current BOF member resigned he was the liaison for the Fire Department Service Award Committee, James Carroll has agreed to take on this roll.

6. **Finance Manager's Report:**

A. **Update on bonded projects**—Rodorigo: Break down last month; \$35,000.00 shortfall from two years ago, the cash is correct as of today? What we have left is correct as of today. We have received no new payments or billings from the projects?

E. Schwartz, No new bills since, 11/30/2017

Rodorigo, what is the final number is what the remainder is from the 20% contingency. In regards to the roads, small amount of money once you minus out retainers, we are technically under budget around \$150,000.00 and no more billing. Do we have the sign off form from Nafis & Young which say these are complete and final inspection is done?

Broesler, we don't have that, we may have one outstanding issue with Burns Construction on policeprivate duty, and so far this has not been handled. It's about \$35,000.00, I don't think we need to pay all of it, I am looking into it.

Rodorigo, we will keep it on the agenda for January meeting to follow up on and we have an answer as to where we are at?Schwartz: Yes and we will also have an audited report for you.

Rodorigo: So as for the rest of the bonded projects, WPCA, Million dollar bond, the last number I had that was left was around \$200,000.00, what they were doing they had an outstanding bill, for the upgrades. Kovacs Construction, pump station upgrades is the work done with them?

Schwartz, Yes Kovacs Construction are done and we have the money put aside for the outstanding bill.Rodorigo, then what's left of the money, we need to allocate it as long as it goes for the sewer treatment plants.

- B. **Update on time clocks**- Rodorigo, So far everything is going well? No issues?
Broesler, yes right now it's going well, the big problem is the hook up with the VPN connection. Schwartz, at the town garage the Comcast connection seem to be poor or no internet signal.
Carroll, have you asked Comcast to have the broadband increased?
Schwartz, we have left it up to our IT person who has been there a few times.
Rodorigo, so instead of us paying our IT person, we need to have Comcast look into this.
- C. **Capitol Plan**- Rodorigo, Do we have a document? Broesler, we still don't have anything as to the fire department is concerned as to what their plans are for the future. Rodorigo, we need to send an email to the fire department to them and tell them they have till January 30 2018 if you want any consideration in the capital issues for this upcoming budget.
Broesler, what about the water treatment plants? Rodorigo, I will talk with them and help them with his budget it's his first budget.
- D. **Update on BOE budget impact**- Rodorigo, I would like to see the break down for the impact to the towns, the net to Beacon Falls is \$-438,251.00. They absorbed a number from Beacon Falls based on the appropriated budget from the legislator, the board in their meeting they were going to absorb a certain portion, and how much did they absorb? And what is the number they absorbed?
Broesler, I used \$400,000.00, BOE said they would absorb a total between Beacon Falls and Prospect.
Rodorigo, what is Region 16 expecting in January, March and June for their next 3 checks? Based on the budget that was approved by the legislator.

Rodorigo, The question for Region 16 is, show me the math on how Pam came to these numbers. Before we pay them lets clear this up. Tom can you call and make an appointment with Pam, for you, and me and Jim Carroll to attended so she can show us the math and what we will owe Region 16.

Broesler: Yes I will set up the meeting with her.
- E. **Update of Finance software** – Rodorigo, Do we have any hard quotes?

Broesler, I have to publish the request quote, that will be done the next couple of days.

Rodorigo, We will have some numbers by the end of the year or the next meeting the cost?

Broesler, Yes I already know it will cost between \$ 35-40 thousand, and have it running by July 1' 2018.

Rodorigo, Because if we do not move swiftly on it the time line doesn't work we need to keep moving it forward it has to go to the public because it's \$30,000.00, and it's not in the budget. But if it does not get done by March 30, there is no way it gets done by July 1 2018.

- F. **Update on Audit**-Broesler, we have a reconcile difference between QDS and our deposit between water and sewer, we need to find it. Is it our issues or QDS issues? Bronn, How much is it off?

Broesler, about \$90,000.00.

Broesler, the auditor recommend we set up a debit service fund, it will make it easier to manage the money, we have this premium we need to get it into the fund and the easier was to manage it have a debit service line in the budget.

Rodorigo, we will have a debit service fund?

Broesler, yes.

7. **First Selectman's Report:**

- a. **Proposed Budget Transfer**- NONE
- b. **Update on O&G property**- No advancements since the last meeting.
- c. **Update and plan on Police coverage** - Caroline is now on day shifts. So the day's shifts have been covered.
- d. **Update on HR Firm**-Sexually harassment training has started. Bring the HR firm on the issue making paid position for Tax collector and Town clerk. The HR firm is so overwhelmed with everything we have not been keeping up with. EX: training, hiring, procurers, etc.
- e. **Update on Other Issues**- NONE
- f. **EDC Update**- We meet with Sadie, who is the onsite person for EDC, she did a presentation She identifying the properties and the availabilities, we have her working on tax incentive programs, expansion of current business in Beacon Falls and how that would work. Gone through a variety of different languages from other towns, we are going to create our own document. And then I will show you the document, and then it goes to a vote for the tax payers to approve if it's a good or bad idea. Once it's approved, she moves into the marking phase, why it's an idea to do business in Beacon Falls, this is what we offer. Here are our properties and plans that are available. EDC is moving forward.
- g. **Update on making Town Clerk and Tax collector paid positions**- Public meeting January 3, 2018 to approve it.Rodorigo, I really think it will be a cost saving for the town of Beacon Falls.

8. **Budget Discussion:**Rodorigo, when we get hard numbers from the state for our January meeting and get the BOE resolved.

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

10. **Action Items:**Rodorigo, We need an appointment for a liaison for the budget for the Board of Education, you get to attend and weigh in. James Carroll we would like you to do it? James Carroll has agreed to be the liaison with the Board of Education budget.

11. **New Business:** None at this time.

12. **Election of Board of Finance Officers-**

Motion to nominate a new Board of Finance Chairman. Marc Bronn by, Pratt/Rodorigo.

Joe Rodorigo called three times for any other nominationsnone were said. Marc Bronn is now the new Chairmen of the Board of Finance.

Marc Bronn would like to make a motion to nominate Joe Rodorigo as the new Vice Chairman, Pratt/Leeper. ; No discussion; all ayes.

Marc Bronn would like a nominations for a new Secretary for the Board of Finance;Rodorigo would like to nominate Tom Pratt, Bronn 2nd it; No discussion; all ayes.

13. **Public Comments:** No Public

14. **Adjournment:**Leeper/Pratt, no discussion; all ayes. 8:06 P.M.

The next Board of Finance meeting will be held on Tuesday January 9 2018 starting at 7:00P.M.

Respectfully Submitted,

Joann Smith Overby
Clerk, Board of Finance