

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



**BEACON FALLS BOARD OF FINANCE  
Special Meeting  
September 22, 2014  
MINUTES  
(Subject to Revision)**

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

Chairman Joe Dowdell called the meeting to order at 7:44 P.M.

Board Members present: Joe Dowdell, Joe Rodorigo, Bob Doiron, and Brian Ploss

Not present: Marc Bronn, Jack Levine

Others present: First Selectman Chris Bielik, Library Director Sue Dowdell, Tax Collector MaryAnn Holloway, Finance Manager Tom Broesler, and Chairman of the Library Board of Trustees Ken Priestly.

**2. Approval of Minutes**

Motion to accept the August 12, 2014 meeting minutes: Doiron/Rodorigo; no discussion;  
all ayes.

**3. Financial Manager's Report**

Reports were distributed to members for review.

Tom Broesler, the new Finance Manager, was present at tonight's meeting if the Board of Finance has any questions.

T. Broesler indicated that he has gotten in contact with the person who does the payroll training. It will take 4 ½ days worth of training for the new system. He indicated that the General Fund has not been reconciled yet since Amanda Backhouse has been sick. Also, cash has not been balanced. J. Rodorigo asked where is A. Backhouse in reconciling the books and T. Broesler indicated that she is up to the year 2014 but not sure of which month. J. Rodorigo asked if she has hit the 40-hour mark since it was approved.

T. Broesler included that she mentioned that was going to be enough to finish. She gave him 6 months' worth of journal entries and they are loading them into the new system. There are a bunch of corrections on each month. T. Broesler noted the fact that the old system doesn't require double-entry bookkeeping. J. Rodorigo then asked about the pending audit problems and if any actions have been taken. T. Broesler indicated only one – the drawer where the checks are stored is now locked all the time.

#### **4. Public Comment**

Sue Dowdell asked about direct deposit for her payroll being fixed. T. Broesler indicated that K. Wilson was told not to change anything in the old system. Once we are in the new system, it should be done. C. Bielik indicated that once they are cleaning moving forward, then the direct deposit will be implemented in the new system.

#### **5. Treasurer's Report**

Reports were distributed to members for review.

M. Krenesky indicated that the numbers are 2 weeks old since the Board of Selectmen's meeting was then. He has been working with Naugatuck Valley in regards to changing several accounts to Ion Bank to interest bearing account. He is having a CD created out of the \$10,000 Melbourne Trust in order to earn a higher interest rate. He noted that the error on the 941 from March 2013 has been resolved by the IRS in our favor. We are still waiting on the check for the payment. A direct deposit with the IRS has been made instead of going through Union Savings Bank. He has to go through K. Wilson, who is the administrator for the account with the state, to set him up with an account for direct deposit from the General Fund to the state. He is in the process of closing 2 Union Savings accounts and have only 1 account at that bank. The reason to this is because we do not have enough money in the bank and the fees are high.

MaryAnn Holloway asked if they were still going to use Naugatuck Valley Savings and Loan and M. Krenesky indicated that was no intention to move away from them as our primary bank.

#### **6. Town Clerk's Report**

Reports were distributed to members for review.

#### **7. Tax Collector's Report**

MaryAnn Holloway was present at tonight's meeting to present the report in person. She went through January to August, and they collected \$1,034,482.81 in back taxes.

Also, delinquent tax bills went out in August. There was someone from 2005 and someone from 2002 who paid their back taxes. The payment plans has collected \$15,463 as of today. There are 7 people on the plan and she wants to put a letter in the Citizens News so more people will become aware of the payment plans available. Since starting with the new system, Club Billing, there was a savings of over \$4,000 and postage had more savings. The new system matched motor vehicle bills with real estate tax bills. Also, if a person has multiple vehicles, they would all go on the same bill. There was a savings in the envelopes – only were charged \$144.00 where last year we used 15 boxes and the cost was approximately \$960.00. The printing and processing of the tax bills was a little bit more this year, \$58.58 more. The sewer bills were less by \$40.00 this year from last year.

Last year, there were 56 ½ hours of overtime and this year, there were 11 hours of overtime. There were 2 people posting – herself and the assistant tax collector – continuously working throughout the month. Another thing that was mentioned was the tax auction on October 9, 2014. There are a couple of bills that were asked to be paid and she asked for the entire amount, including January's amount. The bank had their auction on September 17, 2014, and the property was sold.

The last grand list to be balanced is 2012 and they are working with the software company to do this done.

J. Dowdell asked if there were any questions and B. Doiron asked what was the estimated back taxes projected. C. Bielik indicated that it was \$400,000 for this year's budget and just between July and August, we are at 60% already and this doesn't include September. Once the properties sell, and the rest of the fiscal year to go, we will be over the projected amount. J. Rodorigo had a couple of questions for M. Holloway. He first asked what the baseline number of hours worked per week and M. Holloway indicated that she usually works 4 days a week, 6 to 7 hours every day. Next, he asked what percentage are we at with the current tax bills and she was not sure of at this time. It looked close to 50% when she looked. Next, he asked if they are breaking down the back taxes that are left by collected, payment plans, and uncollected. She indicated that she will be working mainly on is suspense since everything cannot be collected. She will want this taken off the tax records to know what really collectable and not collectable. J. Rodorigo asked if everything is being written down so that the tax collector in say 10 years knows what to do. He also asked about the job description of the assistant tax collector, and the protocols of what we want with a hired or elected tax collector with not letting people go for say 15 years delinquent. M. Holloway indicated that she is working towards this.

## **8. Selectman's Report**

C. Bielik started the report with DEEP grant being received for the electrical vehicle charging station. They contacted the vendor who provides the equipment and found out that the equipment is not stocked, but build to order. We should have it in-hand by around Halloween. There is a deadline of November 14<sup>th</sup> as a requirement that it must be up and running.

The installation is done by another firm and has been contacted to come out and give a bid on the installation. We can do approximately 90% of the prep work prior to receiving the equipment. It should be 100% covered under the grant. Under the requirements of the program, the town bears the cost of the electricity and maintenance for the first three years of the program. This year, it is an unbudgeted cost and must remember to create a line item in the next fiscal year budget. J. Dowdell asked where it will be going in the commuter lot. When the installation firm comes out, they will indicate where the best place is for the station to accommodate the two vehicles charging at the same time. B. Doiron indicated that he doesn't remember the discussion on the electric station and feels as if the Board should have had a discussion about doing it. C. Bielik indicated that there was a short period of time that was given for the program application and acceptance.

B. Doiron is worried that it may become an issue at budget time with the town paying for the "fuel" for people with an electric vehicle. J. Dowdell asked what happens after three years. C. Bielik noted that once the three years are up, we can charge the people for using the charging station. B. Doiron then asked about cost associated with the additional costs of the paying equipment and maintenance costs. C. Bielik indicated that the equipment that we are getting doesn't have a point of sale included in the equipment and, under the grant, we were not able to get it. It is upgradeable though. B. Doiron then asked who has the control over the cost of using the charging station. C. Bielik indicated that we will be able to do what we would like to do once the grant conditions are satisfied. B. Ploss asked about vandalized on the station. Who is liable for the cost of repair or replacement? C. Bielik responded that if it is a repeated incidence, then we would have to contact the state that it is not worth the town in having.

There was a break-in at Pent Road and the town's insurance policy does not cover the cost of the equipment. The league's insurance policy will have to take on the cost of the equipment. The estimated of damages was about \$4,600 and the deductible is \$2,500. We are waiting to hear back from the carrier if we should put in a claim or not.

J. Roderigo asked about the Financial Manager and the discussion that was started last month. We have A. Backhouse reconciling the books and authorized 40 hours on top of the audit, and the books are not reconciled at this time. Based on the amount paid to the Financial Manager versus the amount paid to the audit firm, is there a plan to move forward in offering more hours to T. Broesler. C. Bielik responded that he would be happy to make that offer to T. Broesler, but at this time, he has a few things that would not allow it.

J. Roderigo then asked about what we pay people and what their benefits packages are worth. Currently, there are 5 employees that are eligible and would like to know if there are plans in changing protocols. C. Bielik indicated that 2 of the 3 union contracts are up for renegotiations during the next calendar year and his intention is to have a multi-tiered system created and have people grandfathered in. He has discussed some of this with the labor attorney. J. Dowdell indicated that we should not be discussing employee benefits only what comes to dollars. We cannot talk about changing benefits packages.

J. Dowdell asked about the firemen package and that it expired back in October 2012. C. Bielik indicated that there was a discussion with the ambulance crew and about the old contract and taking some of the recommendations that have been brought about lately. A proposed revision was presented today and given to the town attorney to look at and give his inputs. J. Dowdell asked to have the ambulance contract added to next month's agenda for discussion.

C. Bielik asked for everyone to meet the new Superintendent Mike Yamin at any Board of Education meeting. They are working on a few things together and will be asked to attend next month's Board of Finance meeting.

## **9. Unfinished Business**

### **a. Status Report on Resolving Pending Audit Problems**

There was no discussion at tonight's meeting and this will remain on the agenda under Unfinished Business until it is resolved.

## **10. New Business**

### **a. Library Fund**

C. Bielik indicated that this is very similar to the firehouse. The library has a Board of Trustees and collects funds that are generated from donations, late fees, and renting DVDs. Those funds are subject to the overlook by the Board of Trustees. When the fund gets high enough, a certain amount is transferred to a separate holding account which is held by the Friends of the Library. S. Dowdell gave the background to this. In 1997, the library room was renovated and there was money left over and transferred to the Friends to hold and trust. Since that time, the amount has accrued and now has been put back into the Library Board checking account. C. Bielik indicated that there have never been any problems because it has been audited all along with the town books.

Ken Priestly, Chairman of the Library Board of Trustees, indicated that the library doesn't need the entire amount in the checking account but needs to have some money for operating expenses. J. Rodorigo asked why it hasn't been treated like the special activities account. C. Bielik noted that it hasn't received the visibility until recently. K. Priestly indicated that the funds are used for funding programs, bus trips, and the quarterly newsletter. C. Bielik asked what is the number that they feel is needed to keep in the checking account just like this was asked to the firehouse as what they need for operating expenses.

K. Priestly asked if the treasurer would write the checks and M. Krenesky indicated that everything will go through the Finance Office just like any other department in the town. K. Priestly asked what would happen if a bus trip wants to be done and needs \$500.00. S. Dowdell indicated that they would go to the Board with the request, the Board would do the motion approval, and then a purchase order would be written and given to the Finance Office.

## **11. Correspondence**

### **a. Board of Finance Clerk's Invoices**

Motion to accept the August 22, 2014 invoice from the Board of Finance Clerk and pay the total of \$91.25: Rodorigo/Doiron; no discussion; all ayes.

## **12. Comments from the Public**

J. Dowdell asked if there were any comments from the public and there was one. J. Dowdell indicated that tomorrow night, the Rotary Club of Beacon Falls will be present EReaders to the library. This is will be done at 6:30 P.M. in the library.

## **13. Adjournment**

With no other business to discuss at tonight's meeting, J. Dowdell asked to adjourn.

Motion to adjourn the meeting at 9:30 P.M.: Doiron/Rodorigo; no discussion; all ayes.

Respectfully submitted,

Marla Scirpo  
Clerk, Board of Finance