

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



BEACON FALLS BOARD OF FINANCE
Monthly Meeting
February 13, 2018
Minutes
(Subject to Revision)

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

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

Brian Ploss came in at 7:10 PM

Others Present: Erin Schwartz, Finance Department, Tom Broesler, Finance Manager. Selectmen Chris Bielik, Selectmen Mike Krenesky, Ted Goodman
Citizen News.

Marc Bronn called the meeting to order at 7:02 PM

2. **Public Comment:**

Chairman Marc Bronn asked three times if there were any members of the public present to make a comment at this time.

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

Motion to accept the minutes of the meeting held on January 09, 2018:

Rodorigo/Pratt; no discussion; all ayes,

Rodorigo; The meeting minutes from the workshop are not minutes, essentially posting on the website.

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

a. Board of Finance Clerk's Invoice,

Motion to approve and pay the clerk \$65.00 for the invoice as submitted for the BOF meeting January 09, 2018, Special Meeting on January 24, 2018, and Joint meeting with the BOF on 01/23/2018 for \$35.00 Leeper/Pratt; *no discussion*; all ayes.

Motion to start the meeting with agenda item 7A, Purposed budget transfers. And then go to agenda item 6 Finance Managers Report; Rodorigo/Pratt; no discussion; all ayes

b. **Other Invoices**: - NONE

c. **Other Correspondence**- None

5. **Reports**:

a. **Ambulance Service Report**-

Pratt; getting payments in and looking to see what to drop from the rears, \$35,000.00 in the account right now.

b. **Town Treasurer's Report**- \$4,835,000.00 current balance.

c. **Town Clerk's Report**- no questions.

d. **Tax Collector's Report**-

e. **Liaison Update**- Rodorigo; about a year ago, meet with Dave Pricket, had a \$17 million quote, and Pricket looked at different ideas, we got the number down to 10 million, the transfer gets direct improvements done right away, and return on our money. The alternate plan is to build a fiberglass roof over the existing bad roof which is cheaper than a new roof. Before we can get grants we need the whole plan done and approved, and then we will go out for all the big money, URSDA, DEPP and anything we can get, Grant writer and Pickett will help us find grants. Bielik; the study money we used is about, \$750,000.00, we will get back \$330,000.00 back from the State of CT once we get everything approved. Bronn; who is the administrator for the sewer user fee? Rodorigo; when we get a plan approved it will go into the tax department and they will administrate it. Pratt; what about the roof? Rodorigo; it will come in as a cap project. The 10 million will be two tanks, all the pumps to the current plant and all the upgrades to the plants. 1.4 million is the cost to upgrade the electrical? And that doesn't include any credits we may get back from Eversource for the improvements we will do to the electrical. Bronn: what didn't we pipe to Seymour? Rodorigo: because we would lose 15 million dollars and autonomy, and no real way to get over the mountain. Bielik; you still need to pay the town if you want to connect to their system, about 4.5 Million; it's a buy-in fee. Bronn sewer use fees would be the same for a business as for a residential.

6. Finance Manager's Report:

- A. **Update on bonded projects** – No Change.
- B. **Update on Capitol non-recurring roads balance-** No Change
- C. **Update on time clocks-** Bronn: everything is working, except at the garage.
- D. **Capital Plan-**Rodorigo; we are going to have something on the cap plan during the first budget meeting? Tom; I made up a cap plan based on the lives of the equipment. Rodorigo; we purchased the program, we can put information into that program and sheets can be presented at the first budget workshop so we can fill them out as we go? Erin; I have in there already the nonrecurring cap projects that weren't approved, keep rolling them over till they get approved. Rodorigo; I want to show the BOF how it works and you can see the format of it. Bronn; will Finance be ready by March 28th? Rodorigo; the operating budgets are in just waiting for cap projects. Are Park and Rec in? Erin; they basically said same as last year. Bronn; when will we get this budget to look at? Tom; by the end of next week.
- E. **Update on BOE budget impact** Rodorigo; We've received two payments and given them the exact two payments, there have been multiple articles in the newspaper, if you look at the numbers and what we owe them there is a \$438,000.00 difference, is there an agreement that they are absorbing this amount and I want to see this in writing. Bielik; There was a meeting last week with myself, Pam, Mayor Bob, Pricilla Crietilla, Bob Hiscock, and the Superintendent, and that was the stated plan that there was not going to expected additional funds from Beacon Falls. The way it was explained to me was, there was a similar situation that was reversed where prospect ended up with a bill and Beacon Falls had a credit, a few years ago, and then Prospects debit was absorbed by the Region. Bronn; so there are no additional funds for what we budget for, and we will get this in writing? Bielik: That is correct. Rodorigo; the sheet that they have is a \$438,000.00 shortfall; the ECS check we get will be short \$438,000.00. Bielik; we can get a letter from Pam stating this. My understanding is they will not send us a bill for ECS money we don't have. Rodorigo; \$330,000.00 over budget so the towns will get a refund of this money as their surplus. Basically, they have a \$500,000.00 carry over so we budget around that, it's the surplus to returns to the towns \$146,000.00. So we need to adjust our amounts. Erin; we got a letter saying they would be crediting the March payment, but not the exact amount. Tom; whatever our March payment is, they reduce it by surplus. Rodorigo; I would like something official and not to get a bill from the Region. Bronn; the revenues, the tax receipts 92.8% for January is this low? Tom; we will continue to collect taxes. Bielik; historically we will see a larger amount in March due to the deposits coming in February.

F. **Update of Finance software** – Tom; The first item on the report, budget transfer the streetscape got hit by a driver, Erin has been working with Carmer, and we were not insured for the streetscape, but Carmer has agreed to work with us. Bronn; why wouldn't they pay the whole thing it's obviously the driver's fault. Erin; they deprecated the lamps, and the police reports said he only took down 2 lamps, and the public works took down the third one. So it wasn't as well documented on this. And they now on our insurance. Pratt; did Carmer say how to protect those boxes. Tom; no they have not made any suggestion. Erin; we will have a final number by March meeting. March 28th is the software demos.

G. **Update on Audit-**

7. First Selectman's Report:

a. **Proposed Budget Transfer-**

Bielik; Need to go to town meeting for the, \$250,000.00 from undesignated fund balance to wastewater treatment contingency fund. The study is out with the project for the treatment plant which was way over cost so we got a scaled down version of this with an operational saving for the project, some funding will be from the state of CT and other sources and we will need to contribute. There is about 1 million in the line item already, would like to ask the public to provide us with the \$250,000.00 for the update of the planet starting with electrical, that needs to be updated before anything else can be done. The \$35,000.00 for the accounting software package. Tom; we received three bids; we picked two companies, which will show us demos for the product, 4:00P.M.first demo and second on at 6:00 P.M. on March 28th.

Bielik: Three transfer \$9,588.53, to tax collector miss expense, the administrative fee for the purchase of Hubble Ave, the attorney fees, and Marshal Fees. \$2,000.00 assessor renovations, some smaller additions that occurred, some furnishing, blinds, countertops. The blinds are for the windows for the outside windows. Building department office needs new cabinets since theirs were removed, and the building officer built his own shelves for how they work for him. \$5,000.00 request assembly room upgrades, need the new table and new chairs to finish off in the assembly room.

Bielik; \$9,000.00 for the police phone upgrade, that passed at the town meeting, we are now allocating the funds for the phones being approved. The phone system will be upgraded.

Bielik; \$2,200.00 from the Senior Center replacement soda machine for the seniors. There is an existing soda machine and is broken and beyond repair. They did ask the vendor to supply a new machine but they won't you need to buy one. The purchase will be a refurbished one, a new one can cost up to \$5,000.00. The seniors make cash off of the soda they sell from the machine for

their activities. Krenesky; Kevin McDuffie has a connection with Pepsi, and he will ask if they can get a donated one. Rodorigo; I've talked with Pepsi, and they will not donate. They will be getting a refurbished machine.

Bielik; The next three are for \$4,000.00 from Electricity – Town Hall, to Electricity Fire Department, \$19,000.00 from Electricity – Waste Water to Electricity – Solar Generation, \$9,600.00 from electricity – Park & Rec, to Electricity – Solar Generation.

Tom; The one for the fire department I was too aggressive moving money out, it produces energy which we buy from Green Beacon LLC, that energy becomes a credit to various meters in town. Eversource pays us a higher rate than what we are paying Green Beacon LLC, so we make a little bit of money.

Bronn; They charge Beacon Falls town a certain amount and Eversource buys ours. And then there is a buffer for that. Bielik; we took money from several Electricity accounts, for a newly created Solar Generation line, this is just for an accounting purpose. This way all the Electricity items will flow through a single line item.

Bronn; this is strictly a book entry? Bielik; Just to show the accounting firm we have a certain line item and can track them easier. Bronn; this will be the last time we move and will it get us to the finish line? Tom; yes this will get us to the finish line.

Bielik; we have two requests to access the LOCIP funding, the first one for LOCIP \$3,500.00 in order to expand the server closet and create recessed areas in Town Clerk's office for the displaced map printer.

Bronn; who's going to pay to move the equipment?

Tom; No just two walls are going to be moved. JTP quoted us; Bob Dorian gave a quote, so we can work there without the door being there. We need an AC unit and getting quotes for that. Bielik; remember LOCIP is there for these issues.

Bielik; The second request is \$5,500.00 (for two doors) for the Senior Center and the ground floor of the Town Hall does not have automatic push button handicapped access doors. What is the remainder of the LOCIP if we approve these? Erin; currently there is \$4,400.00 and next month we get an additional payment of \$4,500.00 for next month's disbursement. Bronn; when does the \$100,000.00 expire? Bielik; it never does till we access it. Bielik; you have to submit it to LOCIP and they reimburse us. Erin; the base station antenna for the fire department and the shed at the wastewater treatment LOCIP paid for that last year. Bronn; how much is in the unrestricted fund balance after all of this? Tom; \$650,000.00, over and above the 9.25% threshold we need.

Motion to bring to a public meeting the approved transfer of \$250,000.00 from undesignated fund balance line #10.30.90.0990 to Transfer – SWWT line #60.80.27.1010 and; Rodorigo/Pratt; No discussion; all ayes

Motion to bring to a public meeting the approved transfer of \$35,000.00 from undesignated fund balance line #10.30.90.0990 to Accounting Software; Rodorigo/Pratt; no discussion; all ayes

Motion to approve the three transfers, First one for \$9,585.53 from Undesignated Fund Balance line # 10.30.90.0990 into Tax Collector – Misc. Exp. Line # 10.90.07.1220 for \$9,585.53. Second one for \$2,000.00 from Undesignated Fund Balance line # 10.30.90.0990 into Assessor Renovation line # 45.90.90.2167 for \$2,000.00. Third one for \$5,000.00 from Undesignated Fund Balance line # 10.30.90.0990 into Assembly Room line # 45 for \$5,000.00; Rodorigo/Pratt, no discussion; all ayes

Motion to approve the transfer of \$9,000.00 from Undesignated Fund Balance line # 10.30.90.0990 to Police Phone System line # 45.90.90.2174 for \$9,000.00. And to approve the transfer of \$2,200.00 from Undesignated Fund Balance line # 10.30.90.0990 into Senior Center Activities line # 10.90.79.1681 for \$2,200.00; Rodorigo/Pratt; All ayes Discussion; Jim Carroll for the phone system, this is the amount that was approved, just the mechanics of moving it. Bronn; Yes it is.

Motion to approve the 3 budget transfer requests from Electricity – Waste Water in the amount of \$19,000.00 line #10.90.67.1121 to Electricity – Solar Generation \$19,000.00 line # 10.90.03.1121 and second transfer from Electricity – Park & Rec in the amount of \$9,600.00 line # 10.90.71.1121 into Electricity – Solar Generation amount of \$9,600.00 line # 10.90.03.1121, Third, transfer Electricity - Town Hall in the amount of \$4,000.00 line # 10.90.03.1120 and transfer to the Electricity - Fire Department line # 10-90-03-1121 in the amount of \$4,000.00;Rodorigo/Pratt; no discussion; all ayes

Motion to approve the application to the state for the LOCIP funds for the Town Clerks server closet and Map Table at \$3,500.00 and the handicapped doors for the Senior Center and Town Hall for \$5,500.00; Rodorigo/Pratt; no discussion; all ayes

- b. **Update on O&G property**- Bielik; I'm waiting for Kevin McDuffie to make the exact date of the meeting.
- c. **Update and plan on Police coverage**
- d. **Update on HR Firm**- Bielik; Sexual harassment is about 85% complete and will get the rest done soon. There will be some OCHA training coming up. Bronn; do we make our field guys get OCHA test? Bielik; HR firm will capture them and get them up to speed.

Bielik; Peter Betkoski went in for knee surgery, and everything seemed fine. Physical therapy tomorrow and then gets to go home.

Bielik; Bad news I was blindsided that Martha Marville's last day will be on Thursday of this week. They sold their house and her husband got a job in upstate NY. By Friday the 2/23/2018, they will be gone. Martha has been phenomenal in her job. Internal candidates get the first pick, Cindy Bernardini may be interested in the job. Martha has volunteered to contain as the webmaster for the Town of Beacon Falls. I've spoken to the union, there is a 10-day advertising window, if we can get it down to 5 days, she will submit an application tomorrow, and do an interview tomorrow, if she qualifies she can be hired temporarily. Bronn; we can't go outside if someone is qualified internal? Bielik; no we cannot go outside if someone internally is interested and qualified for the job. Erin; what was her job in Seymour. Bielik; She worked as a part-time administrator for the First Selectmen office. If she is qualified she still is on probation. Bronn; if she's not qualified does she get her old job back. Bielik; if she is hired she is on a 3 month probation period, during that 3 months they can walk away at any time, and we can do the same thing during the 3-month probation we can let her go if she's not right and her job could be filled by then. Rodorigo; on HR they sent us a list of stuff the Cerma was going to take care of? I wanted us to provide us with the updated information so we can assign some of those tasks that need to be done. But not what CCM already does, like creating an application, CCM already has an application all we need to do is put Beacon Falls on it.

Update on Other Issues- None

- e. **EDC Update-** Krenesky; Two different things, Sadie confirmed that there is a new Brownfield grant coming out soon, based on that we may have a potential source for the demolition of Wolf Avenue property.

EDC community Media/ Center library we took a look at 104 North Main St, and a Downs Construction, and will give us free assessment as to what needs to be done to upgrade it. The Fire Department wasn't interested in it. We are waiting for the report and a rough assessment if it's viable

For the use of the Community Media/Center. 28,000.00 SQ feet open warehouse space. I'll give it to the committee next month. Carroll; what is the price tag on the building? Krenesky; 1.4 million was the asking price with 5 Acres of land. The challenge we already have is the location, for transporting children to the library.

Bielik; Sadie has been working extensively with the other boards and member, to change permit fees, and tax incentive program, being looked at by the town attorney, and the Board of Selectmen will approve it once it is approved by the

attorney, and then we can bring it to the town for a vote. Bronn; Can she come into our budget meeting? Krenesky; Yes she will be there.

Rodorigo; we looked at many different towns, and this is the 4th time we have revised this report. One caveat is how to change this document in the future so we don't have to go back to the town meeting for approval, for the better only. The second phase of this is marketing. She has done a great job and hit it out of the park, and we've added some additional work to her, and I feel once it gets passed to increase her hours. Bronn; if you want to build up this town you need to spend money.

Krenesky; I don't remember receiving a budget package, can I get one? And just in case our request is \$25,000.00 for the Community Media Center Building Committee.

8. Budget Discussion:

Bronn; First Budget meeting workshop will be Wednesday on 02/28/18 at 7:00 P.M. At the Senior Center, just the Boards, and no departments included.

Rodorigo; Second budget meeting workshop will be 03/28/18.

Rodorigo; we should put in the next month agenda executive session.

Bielik; the Town meeting is scheduled for 7:00 P.M. Wednesday, February 21, 2018, Wednesday at Woodland Regional High School, auditorium. For the Budget Transfer requests.

9. Old Business: None at this time.

10. Action Items: NONE

11. New Business:

- a. **Evening shift Police Coverage;** Bronn; suspend till next month due to a personal issue. Bronn; is his cost to Beacon Falls, \$187,000.00? Bielik; His salary cost is about \$80,000.00? Bronn; why are they counting his number twice? Bielik; I don't think so. There is a formula that is used to come up with those numbers. Rodorigo; the idea is as we move forward is to retire our current three full-time police officers we then move forward with just a part-time police force, and that is how it what works till we reach a population of 12,000.00.

b. **Discuss the Audit as presented with a discussion - Talked about it**

12. Public Comments:

Chairman Marc Bronn asked three times if there were any members of the public present to make a comment at this time.

13. Adjournment: Rodorigo /Pratt, no discussion; all ayes. 8:35 P.M.

The next Board of Finance meeting will be held on Tuesday, March 13, 2018, starting at 7:00 P.M.

Respectfully Submitted,

Joann Smith Overby
Clerk, Board of Finance

DRAFT