

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



BEACON FALLS BOARD OF FINANCE
Regular Monthly Meeting
October 13, 2020
MINUTES
(Subject to Revision)

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

Chairman T. Pratt called the meeting to order at 7:01 PM and led the assembled in the Pledge of Allegiance.

Members Present: L. Hutvagner, T. Pratt, S. Leeper, K. Brennan, J. Carroll (7:03 PM)

Members Absent: D. Fennell

Others Present: First Selectman G. Smith, Selectman M. Krenesky, Finance Manager N. Nau Note: No members of the public attending the meeting via Zoom.

2. **Approval of Minutes from Previous Meetings:** L. Hutvagner made a motion to approve the revised September meeting minutes as presented. S. Leeper seconded the motion. All ayes.

3. **Comments from the Public:** No comments were received via email before or after the meeting.

4. **Correspondence:** N. Nau documented by email a conversation that she had with Region 16 Finance Manager Tony DiLeone on 10/6/2020 regarding a change in the way Region 16 will be accounting for medical payments. He wanted to inform member towns that the way costs were distributed across the medical related account codes is changing, as several accounts have gone negative for the first time. The change will correct these issues and be reflected in the October 2020 reporting from Region 16. The question was posed as to whether Region 16 is moving to a self-insured medical program, rather than a traditional insurance program.

5. **Reports**

a. Tax Collector Report – The Tax Collector provided reporting directly from QDS for the Board. L. Hutvagner prefers to see the information directly from QDS. G. Smith asked which type of reporting the board preferred, as he prefers a summary report, rather than the lengthy QDS report. T. Pratt noted that he looks at the bottom line and report balances. The Tax Collector will continue to provide QDS reporting to the Board of Finance and an abbreviated report to BOS.

b. Town Clerk Report – No questions.

c. Treasurers Report- L. Hutvagner asked if the report had been finalized and there is one Bank reconciliation which the Finance clerk needs to complete on the Town Clerk account. The Treasurer also provided an email stating that the current interest rates will drop again to 0.15% on October 1st.

d. Region 16 – No questions. Report is posted on Region 16 website.

- e. Ambulance Report – Not yet available. L. Hutvagner asked for simplification on that report. T. Pratt can shorten up the report. L. Hutvagner asked about write-offs and T. Pratt noted that he does follow up on outstanding amounts on the reporting. BHC is considered an in-network provider by insurance carriers and therefore the State of CT sets the regulations on allowable billing and the insurance company pays as they will.

6. Finance Manager Report:

- N. Nau began by noting the Finance Office is gearing up for the audit, when auditors return the first week of December, so she hopes to steer away from special projects this month to allow time to prepare documentation and upload all to the auditors digitally.
- At this meeting, we are providing an update on verbal recommendations from last year's audit.
- Last month the BOF approved the Tax Department suggestions on the Finance Policy Manual revisions and this month we will be looking at further revisions including adding Chapter 106 of the State Statutes to Chapter 8 of the Finance Manual. There is also an addition of a \$500 credit card for the Park Ranger on the list of procurement cards.
- RFP Status: BOF was provided the Bonfire Reporting from the RFP process for all the recent RFPs – 20-6 through 20-9. Although there is more information available in the Bonfire portal, we provided the highlights of bids including Project Title, selection and grading criteria, numeric grading summary and pricing.
 - Revaluation – The contract has been sent to Muni-Val for the revaluation with some special conditions pertaining to COVID. The town negotiated a credit as part of the contract, should in home inspections due to COVID not take place, at a rate of \$5 per parcel credit. On the \$145,000 contract, this would amount to a \$15,000 reduction.
 - Wolfe Avenue Abatement: K. Brennan asked for a rundown of the decision-making process on this RFP.
 - N. Nau noted that the town received 5 submissions and one was deemed non-responsive. Stamford Wrecking Company was the best scored submission, although they were not low bidder. The low bid is not always graded with the highest number, as many criteria are taken into consideration. N. Nau noted that the criteria can be refined and changed in the future.
 - In looking at the grading, M. Krenesky felt all the submissions were off the charts/off the board, so he graded them harshly. The Bid Tabulation sheet is shared with all the vendors and shows all the Abatement and Debris Removal segments. All the bidders were at the pre-bid conference and references were checked. The prices ranged from \$82,300 to \$192,000.
 - G. Smith reviewed all the scoring and at the end of the day, the average cost was \$150,000. He noted that we are \$100,000 upside down on the project. The low bid was concerning because he felt the bidder might not meet the scope of work. He noted that he felt we would need another \$100,000 to move forward with this project and therefore no award was made.
 - N. Nau noted that we did our best to qualify and vet the bidders with reference checks and pointed questions to the references. There were a lot of questions on the bid with several addendums issued and a pre-bid meeting.

- G. Smith said the project is on hold and he is looking at sale as an alternative. K. Brennan added the town should look at off-loading this property.
- Titan Energy – We are working with Titan Energy on energy audit and review of solar project and will be providing them with information so they can proceed.
- Transfers – 6 transfers are being presented, which were approved by the BOS and the report also includes expense lines to monitor.
- \$4 BAN Issuance: The Financial Office is working with the Financial Advisor on the issuance of the Town Statement. The 2014 Bond will be refinanced at the same time to take advantage of the low interest rates. The BAN sale will take place in November and is moving forward.
- Beacon Hose Station #2 – No update at this time.
- Verbal Recommendations – N. Nau called the BOFs attention to the verbal recommendations from the last audit and her updated report on these recommendations. L. Hutvagner asked which items will be accomplished prior to the FY20 audit.
 - N. Nau noted that an exhaustive Fee Schedule is something which will take time, as many fees are governed by ordinances. There is currently a committee working on ordinances and she expects this can be completed in 12 months' time.
 - Private Duty Fees were discussed and L. Hutvagner reiterated that every July 1st, Private Duty billing rate should be updated at the same time pay rates increase.
 - A/R on private duty should be to Finance Office monthly and the board agreed that the town should not write-off any private duty amounts. L. Hutvagner noted that a good practice is that every payday the bills were sent to contractors to coincide with the outgoing payroll.
 - N. Nau agreed this is another reason for the addition of an AR module for the accounting system, and calendar on billing.
 - N. Nau noted that we are also working to connect payroll with the TimeIPS software and then the payroll data will be streamlined.
 - Regarding the recommendation for a cybersecurity assessment, with the new IT vendor, this process will take place in next 12 months.
 - Formal policy on Water/Sewer assessments – This formal policy must be addressed with the WPCA and in commitment, so N. Nau expects this will be addressed in FY2021.
 - Finally, with regards to Capital Assets, a Fixed asset module for our accounting system will improve this process in FY2021.
- EE&A – Turning to the EE&A, Finance has highlighted yellow lines that are cause for concern.
- Grants
 - AFG: The application for the Fire SBCA Compressor \$83,000 application grant was not awarded. We expect to receive a turndown notice from AFG with detailed comments on the application. After reviewing the comments, Beacon Hose will need to discuss whether this is still their priority. Chances are the turn down was due to usage of the compressor due to the relative low number of calls by BHC, compared to large cities. This is a high priority item for AFG, and the compressor was past its useful life, so we did our best with this application. It is also possible that because the ask was for a compressor model that had too many bells and whistles, the application was denied. Beacon Hose may want to consider a compressor option which is less expensive and more mid-range. T. Pratt noted that if the old compressor breaks down, it needs to be

replaced and the town needs to understand we are pushing the limits of the compressor. N. Nau noted that the new AFG process is about to start in November and time is of the essence, to process the comments and decide what next to apply for.

- o FP&S – Since report was printed the town was notified that we did not get Smoke Alarm Grant. N. Nau is also requesting comments on this grant.
- o COVID Grants – The FEMA application for the period from March – June 30th has gone through several phases of eligibility review. The CRF deadline was extended to 10/31/2020, so once we have the FEMA determination the balance of the expenses will run through CRF.
- o K. Matthies Grant – The \$7100 for park benches and tables for Pent Road is moving forward with a purchase order to Barco Products placed today. Parks & Recreation chose plastic coated metal benches and tables, rather than composite material.
- o STEAP – The STEAP application for Cook Lane drainage improvements has been submitted and is under review.
- o The Board is reviewing an appropriation for Storm Isaias this evening and the FEMA application process is pending. FEMA completed a lot of preliminary review for this event to determine eligibility. Finance expects the entire project will be about \$35,000, including intangible costs such as equipment usage and generator running time.
- o Connectivity Grant Program – N. Nau is working on this \$600,000 application for Main Street improvements to curbing, sidewalks and crosswalk improvements.

7. First Selectman's Report

a. Budget Transfers –

- o There are 5 budget transfers originally proposed to the BOS.
- o Transfers to EMD Phone, Public Works Telephone, IT Support, Property & Casualty Insurance, and a \$19,999 appropriation from Fund Balance for Storm Isaias.
- o G. Smith noted that the BOS added an additional transfer from Contingency of \$1400 for Town Clerk Expenses related to a letter opener for absentee ballots. The total of the 6 transfers now amounts to \$29,339.
- o **J. Carroll made a motion to approve all 6 budget transfers as presented. S. Leeper seconded the motion. All ayes.**

b. With regard to the Highway Materials line and catch basins, the bond resolutions is inclusive and provides coverage for materials, and the useful life on catch basins is 20-25 years, so we will be including the catch basin work which was completed by Public Works in the bonded project for the Hillside, Rimmon area project this fall.

c. Capital projects – G. Smith noted that capital projects had been on hold because we did not know where we would be with tax collections this fall. We are ready to press forward with the capital projects. Emails will be going out to all departments giving them the green light to move ahead. G. Smith added we are keeping in mind that COVID is making items fluid. N. Nau added that capital items that have been moving forward include grant and bond funded items, and vehicles purchases, which take some time to get their specs in line

d. Beacon Valley Road – G. Smith stated that the engineers have sewed up the project and we are ready to proceed in the spring. The LOTCIP side of the project needed to be 2 feet wider for one segment of the road. This cost another \$3-5,000 in survey expenses. The final design is being down with Beacon Valley Road and Bridge. Also,

note that the STEAP grant has been extended to January 2022. N. Nau was able to secure additional time, as the original extension was for one year.

- e. Station 2 – N. Nau reached out on the project and has not heard anything back. T. Pratt noted that plans were supposed to be with the Building Inspector. Follow up is needed.
- f. Road Projects –
 - Rimmon Hill area – G. Smith noted that weather permitting Hillside, Randall, Columbine, Lady slipper, Jane, Wilson Court and Snyder Drive will be paved later this month at a total cost of around \$900,000. The paver noted that adding the spurs of Wilson and Snyder Drive make sense to complete the entire section of town will still bring us in on budget. The roads will be reclaimed, and drainage is complete on these roads. The work should be completed before November, prior to when asphalt plants closed.
 - The Street Department did all the storm drains, many of which were on older side and they did a good job. G. Smith added there is significant savings to do the basins ourselves. A pipe collapse was also addressed, and some basins were rebuilt from a depth of 6 feet. L. Hutvagner complimented Public Works on their work. G. Smith added that we will pick right up in the spring with more roadwork.
 - The town is also checking with WWTP Superintendent Tom Carey on the status of sewers in this area, in the event camera work is needed to resolve any issues prior to paving. L. Hutvagner noted that the sewers in this part of town are relatively new.
- g. BAN sale will be in November, as previously discussed.
- h. G. Smith is planning to address the speed issue that we have on Burton Road and he is exploring speed tables for this road. Residents are complaining regularly, and he has asked the police to monitor the speeds on the road more closely. The speed limit is 25 mph and if cars are regularly traveling more than 40 mph, what can we do to slow them. Speed tables are one solution which are easier to plow and a smoother impact for vehicles, at 8 feet wide, they do the job to keep speeds down. S. Leeper asked about setting a precedent on this road, then will be needed on other roads. Speed is a big factor everywhere. L. Hutvagner asked if the Town attorney or CIRMA would have any comment on liabilities associated with speed tables. G> Smith noted the first step will be monitoring speeds.
- i. Police Department – G. Smith noted that the Police Department is addressing their staffing issues and expects to hire more PT officers shortly. PT Overtime line in the budget is trending overbudget because we have fewer officers working more hours, so new officers will help the process. T. Pratt also invited Trooper Henriques to the next meeting so that he can be more familiar with the work of the BOF, as he is brought up to speed on budget and managerial functions. G. Smith noted that the pay rate that our PT officers receive is below all the neighboring towns, which limits our pool of applicants. We also need officers geared to community policing.
- j. G. Smith also added that working with the new Town Planner, there are some projects to be addressed and currently our Land Use systems do not exist. He will be working to build a system in the Land Use department and more staffing may be

needed to fix the broken system and get it on track. It is a concern that will require attention and money.

8. **Finance Policy Manual** – N. Nau presented changes to the language of the Finance Policy Manual in various sections which are highlighted in yellow (attached). The BOF has had time to review the changes and digest the manual. **L. Hutvagner made a motion to approve the revisions as presented. K. Brennan seconded the motion. All ayes.**

With regard to Policies and Procedures on Page 8 from the policy Manual, T. Pratt pointed the board to Budget Transfers which clearly spell out the process and allows for a situation where BOF can act to approve a transfer ahead of BOS and then forward it to the BOS for review. L. Hutvagner noted that the Board does not always follow Section 106 of State Statutes and that we are required to follow them unless we have a town charter or Ordinance in place otherwise. T. Pratt noted that the way the policy manual addresses the issue, works to make the system flow. L. Hutvagner noted that we have a lot of transfers and monies being spent prior to the proper approvals and the statute does not allow spending money prior to approvals taking place. T. Pratt added that the Town attorney feels the BOF is meeting the standard in his review of the police manual. T. Pratt feels this is "how the business works". L. Hutvagner noted that you could give BOS authority to spend up to a certain dollar amount without BOF approval, but currently BOS should not make spending decisions prior to BOF approval. This policy where we make the transfer approval ahead of BOS is not following State statute. L. Hutvagner noted that we can only improve the process from here.

L. Hutvagner was not able to read the text provided on the State Statutes Chapter 106 due to the size of the copy. T. Pratt and L. Hutvagner exchanged comments on the size of the copy and the discussion escalated. K. Brennan asked that the board move on. T. Pratt added that the board can continue to look at this in the future.

9. **Old Business** –

a. 5 Year Capital Improvement Plan –

- o N. Nau presented a 10/8/2020 revision of the 5-year Capital Improvement Plan, with updates to the road project timeline and projected costs. She used a 2% inflation rule on roads and where possible, and some projects will need to factor in inflation. The next draft will include a Summary by Fund which will have an estimate of the expenses from operating budget and other funding sources.
- o Regarding roads, 600 feet or less is considered a smaller job which may be absorbed in the operating budget. The CIP lays out how we will be spending the \$4M BAN project and once the LOTCIP grant numbers are confirmed number they will be inputted.
- o K. Brennan asked about the Wastewater area of the plan showing over the next 4 years as a \$14.5 total project. N. Nau explained she was utilizing the figures in the original DPC study and reprioritized parts of the project. G. Smith noted town is in the NVCOG regionalization study because all the valley towns are in this study and this allows us to see what the other options are. This week, the NVCOG study will be presented and G. Smith will know more about their findings this week. We do know that electrical upgrades are the next improvement to address and then

design of the plant needs to be completed if we are moving forward. N. Nau noted that whatever comes out of the NVCOG meeting, the USDA grant would be in play for the WWTP. G. Smith added to get the USDA funds, the town needs to have a sewer user fee in place and there are uncomfortable things we need to do to get this done.

- o L. Hutvagner stated that another Bond in the near future, for more road and wastewater projects may be in order, with interest rates and fee structures as they are so the town can borrow more. G. Smith added that we are working with \$5M – for paving projects in 2021, 2022 and 2023 and when bonds are issued, we have a short window in which to spend the funds. He asked L. Hutvagner for recommendations on the next bond cycle, while rates are down. The town also needs the bandwidth to get all the work done.
- o G. Smith is in favor of making things happen and wants to build public confidence as we get roads paved. L. Hutvagner advised to watch the interest rates for timing.

J. Carroll moved to accept/adopt the 5 Year Capital Improvement Plan and move it to the BOS for their review. L. Hutvagner seconded the motion. All ayes.

- b. K. Brennan noted that there was some confusion on Service Award Board as to who the BOF representative was and the board confirmed J. Carroll is the representative on the Service Award Board. S. Leeper remembers the appointment.

10. New Business –

- a. By-Laws: N. Nau presented an amendment to the Board of Finance By-Laws which should be routinely updated. Article 1 of the By-Laws references Chapter 106 and the amendment adds the language from Chapter 106 Title 7 to the by-laws document, restating them for the records. **K. Brennan made a motion to approve the change to the By-Laws as presented. S. Leeper seconded the motion. All ayes.**

11. Executive Session (if needed) None needed.

12. Adjournment: S. Leeper for motion to adjourn at 9:12 PM. J. Carroll seconded the motion. All ayes.

Respectfully submitted,

Erin Schwarz
Finance Office



TOWN OF BEACON FALLS

FY21

TRANSFERS FOR 10/5/20 BOS & 10/13/20 BOF MEETINGS

10/01/2020

#	Line	Transfer From Description	Transfer To Description	Amount	Description
1	10.90.83.1170	Contingency	10.90.57.1130 (New)		\$540.00 New EMD cellphone.
2	10.90.83.1170	Contingency	10.90.61.1130		\$2,200.00 4 new cellphones purchased for crew. New capability.
3	10.90.83.1170	Contingency	10.90.03.1105		\$2,700.00 Novus PO reflected; email migration project; server project; CBS printers
4	10.90.83.1170	Contingency	10.90.37.1410		\$2,500.00 Additional cost to insure loaner ambulance for BH-6 fire/interim time; additional costs for increased cyber. Needs are still forthcoming - transfer amount is an estimate.
5	N/A	Undesignated Fund Balance	45.90.03.2020		Tangible costs (labor, outsourced tree-work, and fence damage) are not estimated to exceed this amount. These plus intangible costs (PW debris loads, equipment time, etc.) are estimated to be over \$35k. Working with FEMA doing the prelim. Reimbursement process expected to begin soon.
Total				\$27,939.00	

Contingency

town clerk

FY21

LINES TO MONITOR

29,339

#	Line	Description	Budgeted Amount	Unencumbered Balance as of 9/30/20	Percent Used as of 9/30/20 (25% common at 2nd month in FY)	Description
1	10.90.03.1078	Legal Notices	\$ 5,000.00	\$ 2,876.51	42.47%	Numerous RFPs plus Town Meeting notice.
2	10.90.03.1090	Office Supplies	\$ 9,000.00	\$ 1,935.59	78.49%	Printer contract
3	10.90.05.1020	Wages - Asst. Town Clerk PT	\$ 25,866.00	\$ 16,245.46	37.19%	Working full time hours to support primary, election and new hire.
4	10.90.05.1175	Election Expenses	\$ 1,500.00	\$ 796.50	46.90%	Increased costs of absentee ballots for primary.
5	10.90.23.1041	Wages - Enforcement Officer	\$ 3,733.00	\$ 2,638.60	29.32%	IWWC Enforcement officer working additional hours to support permit volume.
6	10.90.53.1053	PT Patrol Overtime	\$ 15,000.00	\$ 7,853.07	47.65%	Underbudgeted
7	10.90.53.1595	Uniforms	\$ 10,000.00	\$ 6,856.00	31.44%	Bulletproof vests/carriers & new hires will impact this line.
8	10.90.59.1710	Highway Materials	\$ 40,000.00	\$ 11,363.69	71.59%	Catch basin replacement
9	10.90.61.1130	Telephone/Internet/Alarm	\$ 5,440.00	\$ 4,014.12	26.21%	Transfer for new cell phones for all PW employees.
10	10.90.65.1755	Refuse - HH Hazardous Waste	\$ 5,273.00	\$ 3,306.88	37.29%	HHW due to cancelled spring events.

[Handwritten signatures]

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All assets that are within 10 years of anticipated replacement will be costed for planning purposes. This will be done separately from the annual capital budget in a 10-Year Capital Plan maintained by the Finance Department. The Finance Department will utilize the department's five-year CIP as a base to create said 10-Year Plan and communicate with departments as-needed for years five through ten. The Finance Department will present an exhaustive 10-Year Plan to the BOS and BOF for review.

C. Format

The Town of Beacon Falls creates two annual budget documents: Budget Detail and Budget Narrative. The Budget Detail includes a line-item level operating revenue and expenditure budget as well as line-item capital budget. Also included is the mill rate calculation. The Budget Narrative is a qualitative complement to the Budget Detail and includes items such as (but not limited to): budget workshop schedule, stakeholders, process, organizational chart, list of departments' and boards/committees/commissions responsibilities, funds, statistics and performance measures, grants, and visual summaries of operating revenue and operating/capital expenditures.

D. Budget Transfers

The Finance Manager, Board of Finance and Board of Selectmen are responsible for monitoring the budget. The Department Heads are responsible for making budget transfers within sub-function (e.g., transferring funds between one budget line to another budget line within a single department) called a Budget Transfer. Budget transfer requests must be made in writing using the Budget Transfer Request Form (Addendum A) and sent to the Finance Department for review and discussion. The Finance Department will present the transfer request in the next meeting packets for the BOS and BOF. From time to time, the Finance Department may make these budget transfers on behalf of the department (typically the end of the fiscal year). Any request to transfer funds outside a department's budget, transfer from or to a salary line or for amounts up to \$19,999 must be approved by the Board of Finance and Board of Selectmen at their regular meeting (or a special meeting) prior to the transfer. All transfer requests exceeding \$20,000 must be approved by voters at a Town Meeting.

E. Governance

This Financial Policy Manual and the Board of Finance By-Laws primarily govern the responsibilities of the Board of Finance. Title 7 of the Connecticut General Statute entitled "Municipalities" (https://www.cga.ct.gov/current/pub/title_07.htm), generally governs all municipalities in the state, absent a municipal charter, ordinance or policy. Chapter 106 within Title 7 specifically governs Town Boards of Finance, which is detailed in the BOF By-Laws. The policies contained within this Manual govern the actions of the Board of Selectman and Board of Finance and are generally consistent with the applicable chapters in Title 7. In the few instances where inconsistencies exist, this Manual supersedes Title 7.

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the Finance Manager. If there appears to be a growing pattern or anything unusual or strange about the overages and shortages, that information must be disclosed immediately.

Tax Collection Department Safeguards:

1. The Tax Collector's office is closed to the public and only accessible to certain staff members via access code. Cash drawers are maintained by the Cash Drawer Custodians in the office throughout the day. Unused cash drawers must remain in the safe during the day. Only staff members from the Tax Collector and Assessor's offices (and the First Selectman's Office Administrator) have the combination to the safe.
2. Each morning, the Cash Drawer Custodians shall complete and sign the Tax Collector's Cash Drawer Balancing Form (Addendum E-TC). The drawer count will be verified and signed by the Tax Collector and/or the other Cash Drawer Custodian.
3. Cash Drawer Custodians shall issue a receipt to customers for all cash transactions. Both the bill and the customer's receipt should contain the following information- the date, amount received, amount of change given, and the word "cash."
4. All active cash drawers should be secured in the safe during lunches and breaks.
5. At the close of the workday, Cash Drawer Custodians shall separate their daily cash deposits and perform a second count to ensure the drawer is balanced. A second Tax Collector's Cash Drawer Balancing Form (Addendum E-TC) will be completed and signed. The drawer count will be verified and signed by the Tax Collector and/or the other Cash Drawer Custodian.
6. If the drawer does not balance to \$200.00, the Department Cash Drawer Custodian must inform his/her supervisor (if available) who then contacts the Finance Department.
7. At the end of the workday, both drawers will be locked in the safe in the Tax Collector's office. Cash deposits are documented via bank deposit slips and placed in the vault until the Tax Collector is ready to take the deposit to the bank.

XI. CREDIT/PROCUREMENT CARDS

Introduction

Employees shall read, understand, and comply with all provisions of this Credit/Procurement Card Policy. This policy cannot anticipate every circumstance that

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11. All purchases using the credit/procurement card must be properly documented. Invoice, charge receipt and itemized receipt (if applicable) are required at minimum. Any altered or forged documentation is prohibited.
12. The purchase of products, services, or commodities on the prohibited purchases list in this policy is prohibited. If any employee is not sure if a purchase is valid under the credit/procurement card program, he or she must immediately consult with the First Selectman.
13. Employees shall adhere to all dollar value purchase limits imposed, and any splitting of the transactions to avoid said limits is prohibited.

Employee Setup & Activation

Overview

The First Selectman, Finance Manager and Finance Clerk shall be responsible for the implementation, maintenance, program compliance, auditing, processing payment, issuance of the credit/procurement card, and bank relations to solve customer service issues. Only Town of Beacon Falls employees can participate in the credit/procurement card program. Below is the current list of employees with credit/procurement cards and their associated limits:

- (a) **First Selectman:** Purchases are limited to a maximum of \$1,000 per statement
- (b) **Finance Manager:** Purchases are limited to a maximum of \$7,000 per statement; this is the card that is mainly used for all Administration and Public works related purchases
- (c) **Road Foreman/Public Works Director:** Purchases are limited to a maximum of \$2,500 per statement
- (d) **Wastewater Treatment Plant Supervisor:** Purchases are limited to a maximum of \$2,500 per statement
- (e) **Administrative Assistant/Secretary:** Purchases are limited to a maximum of \$500 per statement
- (f) **Fire Chief (Beacon Hose Co. No. 1):** Purchases are limited to a maximum of \$2,500 per statement
- (g) **Police Department Administrative Assistant:** Purchases are limited to a maximum of \$1,000 per statement
- (h) **Library Director:** Purchases are limited to a maximum of \$1,000 per statement
- (i) **Program Librarian:** Purchases are limited to a maximum of \$500 per statement
- (j) **Assistant Librarian:** Purchases are limited to a maximum of \$500 per statement
- (k) **Parks and Recreation Director:** Purchases are limited to a maximum of \$1,000 per statement
- (l) **Park Ranger:** Purchases are limited to a maximum of \$500 per statement

Total Town credit/procurement card limit (sum of A through L) = \$20,500

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XVII. REVISION HISTORY

Initial approval:	January 14, 2016
Revision 1:	July 10, 2016 – revised Fund Balance to conform with GASB 54
Revision 2:	March 13, 2017 – revision of bid requirements; addition of \$10,000 to \$20,000 tier requiring less stringent bidding process
Revision 3:	<p>June 9, 2020 – revision to all sections of manual. Highlights are below:</p> <ul style="list-style-type: none"> • Numerous formatting improvements • New section named “Chart of Accounts” • New section named “Ethics” • New section named “Petty Cash” • New section named “Cash Drawers” • New section named “Credit/Procurement Cards” • Numerous additions to existing sections (including but not limited to) <ul style="list-style-type: none"> ○ Added ACH policy to the Cash Management section ○ Added capital asset type definitions to the Capital Assets section ○ Added RFQ/RFP/ITB/RFI/SOW purchasing language, indebtedness resolution language, and ethics language to Procurement section ○ Added OPEB requirements under the Annual Audit section ○ Added new insurance information to Risk Management section ○ Clarified that the manual applies to both employees AND volunteers who get involved in fiscal tasks • Addendums (A-I) added with various required forms and additional guidelines
Revision 4:	September 15, 2020 – revision to Cash Drawers Chapter (Chapter X) and Addendum E-TC (corresponding form) for the Tax Collection Department
Revision 5:	<p>October 13, 2010 PROPOSED:</p> <ul style="list-style-type: none"> • Chapter III - Budgeting: insertion of Connecticut General Statute language. • Chapter XI - Credit/Procurement Cards: addition of Park Ranger

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XVIII. ADDENDUMS

The following Addendums are attached to this Financial Policy Manual as though incorporated herein:

- Addendum A: Budget Transfer Request Form
- Addendum B: Ethics Ordinance
- Addendum C: Certificate of Insurance/Risk + TULIP Guidelines
- Addendum D: Petty Cash Reimbursement Form
- Addendum E: Cash Drawer Reconciliation Form
 - Addendum E-TC Tax Collector's Cash Drawer Balancing Form
- Addendum F: Credit/Procurement Card Agreement
- Addendum G: Asset Addition Form
- Addendum H: Asset Disposal Form
- Addendum I: Financial Policy Manual Acknowledgement Form