



Beacon Falls Board of Finance August 13, 2019 Monthly Minutes (Subject to Revision)

August 16, 2019

Mr. Leonard Greene
Town Clerk, Town of Beacon Falls
10 Maple Avenue
Beacon Falls, CT 06403

Dear Mr. Greene:

The **Beacon Falls Board of Finance** will hold a **Monthly MEETING** on Tuesday, August 13, 2019 at **7:00PM** in the Town Hall Assembly room. **This will be a shorten agenda due to a Special Meeting immediately following at 7:30pm with the BOS, BOF, PW, WWT, Public Safety, Town Engineer**

Board Members Present: Chairman Tom Pratt (TP), Steve Leeper (SL), Kyle Brennan (KB), and Jim Carroll (JC), and Larry Hutvagner (LH)

Board of Selectman: Chris Bielik (CB), Mike Krenesky (MK), Pete Betkoski (PB)

Others Present: Natasha Nau (NN) Finance Manager, Erin Schwarz (ES), Finance Assistant

Public: Elio Gugliotti (EG), Citizen News.

1. Call to Order / Pledge of Allegiance: Chairman Tom Pratt called the meeting to order with the pledge of allegiance at 7:01 pm
2. Public Comment: Any public comment? Any public comment? Any public comment? No, public comment.
3. Approval of Minutes from the previous meeting.

TP: You should have received the revised minutes in your email. Angela has been working with Natasha and myself, to try to streamline to get details and everything else. We had some minutes that were corrected. So a motion is in order.

Motion to approve the July revised minutes.

SL/KB, all ayes

TP: We are going to move along the meeting as we have another workshop that we are going to be a part of.

4. Correspondence / Payment of Bills

a. Board of Finance Clerk's Invoices

Invoice from July 9th meeting.

Motion to accept and pay the invoice

LH/JC, all ayes

b. Other Invoices-none

- c. Other Correspondence- I will submit to the clerk the letter that the Board of Finance was asked to be drawn up. I will read it quickly. At the Board of Finance meeting on July 9th, discussion was brought up by the Finance Manager Natasha had with our resident trooper, concerning the split between Beacon Falls and Bethany, with possible overtime charges for Beacon Falls. Resident Trooper had indicated that when he was employed for Beacon Falls, he worked his schedule, if he had a public obligation; he was able to adjust his schedule. Now that there is a split, he wanted to make awareness of the possible overtime costs. In discussion by the Board of Finance members, has been one of the best resident troopers that the town has had. The cost factor for additional funds was not included in the 19/20 budget, which should be reviewed and added to the 20/21 budget. An unanimous vote was taken that the Chairman send a letter to the Board of Selectmen indicating the request that they take the preventive action to assure that no additional over time cost unless an emergency would occur under the Resident Trooper program. Signed by Tom Pratt, Chairman August 1, 2019.

5. Reports

a. Town Treasurer's Report-

TP: We have received an email if not I have copies.

LH: The only question I have and that relates to the Finance report, they said they renegotiated the sweep accounts to the \$20,000 threshold, still no interest on the report

ES: Yes, haven't seen interest yet and have inquired with the Branch manager.

b. Town Clerk's Report-

TP: Also, sent by email, any questions or concerns?

c. Tax Collector's Report

TP: Copies were brought in, she did a verbal at the Board of Selectmen and this is the written, Any concerns or comments?

LH: Any July report?

TP: No, this is June's report. Questions or concerns? Moving on.

d. EDC report:

TP: Sadie is doing what we asked her to do, we have a lot of warehouses, and they are filling up, and that is a positive

KB: I watched the video they presented

NN: Who is producing the video?

CB: They actually subcontracted that out. I believe an independent guy was subbed out from Southbury.

6. Finance Manager's Report

TP: All should have received a packet, so Natasha it is all yours.

NN: I can hit highlights, what would you like?

TP: We have time but want to be done by 7:30.

NN: I think the last place was street scan report, we were hoping to have all them cleaned up by tonight. Rob was able to comb through and identified 11 roads that need to be removed. Five roads will be added, that will be clear picture of all the roads.

Just a bullet point for Larry, we followed up on the sweep thresholds and double checking the interest.

10 year plan: We filled in the equipment average useful life in the appropriate years and boiler/heater. For example, the compressor failed in our a/c, it is not cheap to repair, we haven't moved forward on it this year, but we might want to consider because we are dying of heat in our office.

TP: Obviously it should be repaired.

SL: Is it capital or maintenance repair?

NN: It does not exceed the 5,000 threshold, what we are trying to do with this plan is have foresight as to when something needs to be done regardless of the value. If we want to set up a policy for what goes on a 10 year plan, if it has to be a cap or a timeline of all replacements. I was thinking it was going to be the timeline of replacements. As we revise the finance manual, we can identify what goes on and what does not.

TP: I think it should be a timeline of replacements. Are there funds for the repair in maintenance? We should be getting that repaired.

NN: Duct work that was done, which was not on the plan.

NN: I'm anticipating shapefiles; coming our way from the engineer I think he identified the sewer piping. That map that we looked at in one of budget workshops that can be overlaid. I'll figure out what the cost in o filter out the cost and that way we can a true cost of a reconstructive group.

TP: Chris, do you want to do budget transfers?

CB: Sure.

NN: Board Resolution agenda item

CB: Board Resolution, we passed ours in July, but then you would pass yours tonight and then it goes to a town meeting.

NN: Accomplishment this month: working with Joan at the police department, to reconcile private duty but not that we haven't reported but just that we captured everything and confirmed that the really old billing actually has not been paid.

TP: My question, why aren't these bills being paid, if we rendered the service? Why aren't they being paid? Is it because somebody forfeits the business? We should be on top of getting paid.

NN: The second page, in the note section of the police private duty, why they were identified or that they did make 5 attempts to bill.

LH: Some of these go back 7 years; Brian Swann emailed an exploration of why he was incorrectly billed. That is the answer to the first three bills from 2012.

TP: There was conflict Cedar and Cook Lane, it was the town should have picked up it.

NN: This was Cedar and Cook Lane and was a town job. This should not have been sent out to Swan. That is the information that I have been given by the vendor.

NN: Billed it as a town job, should have gone to Aquarian, it's about \$10,000 but not real aged A/R because they have not got their bill.

TP: Who does the billing process?

NN: Right now it resides in the police department.

TP: Is it a good place for it, or is it better in the Finance manager's office?

NN: I think it is a complicated answer, because all the information is received and scheduled over there. I think it would be very difficult for the Finance office to coordinate that effort. I think the recording of the deposits and the tracking mechanism for the Finance office to keep in our office as well as the bad debt collection. We can take the collection if she makes her 5 attempts and then wants to hand it over to us.

TP: Would it be a good idea when she sends out the invoice, that you get an email that an invoice has been sent so that you know that is there and it gets cross referenced with payments coming in.

NN: Right now there is a lag, what I suggested is she is the owner of the workbook, so we are setting it up as locked and she can enter as needed. The ideal world, would be for us to have invoicing software but we have said before is we are moving to accounting software, with a module invoicing, police clerk log in, then we can see their billing, more sophisticated. I don't anticipate this as a long term solution but for now until we get that software.

TP: It is just sad to see that some of these bills could have been corrected over a period of time and there still on the books.

NN: I think we are told that Fisher Ballet dissolved as a company, whether they filed for bankruptcy or not, I haven't checked that.

TP: Oh yes, that was at the Woodland High School, Fire Department did get stiffed.

NN: It was a small amount. I will note that I anticipate discussion to the most recent invoice, which was the Invoice of NEJ. We could keep that open and keep pursuing it as more recent bills do come in. You can follow a 365 day policy. None of this is written off, for the older ones, we aren't going to pursue sending another bill.

TP: Why if we supplied police officers during their sales, do they not know that they have to pay?

SL: It's a contract.

ES: They pay more recent invoices, at one point Tom B was after them, we did collect. These were high season Nov, December billing.

TP: I understand we are into August already. They could have made a payment plan.

NN: On a positive note, flip to our page, we are doing well over all of our total collections.

TP: Business in town, continuing to do work in town, but yet there not willing to pay. There is an obligation.

LH: If they contract police services, they should pay for it or we should do something to collect it, technically it is for government services should pay or somebody is getting arrested

NN: One of the prechecks was to not get the award if you don't pay bills.

LH: Billings for police private duty that week when you get hours for payroll, then the hours of the week, that week should get the bill weekly, not monthly

NN: Adding a job name to the private duty billing, hard to match stuff up, when we don't know what it is for and due date.

TP: Purchase order, they are contractors, issue a town of Beacon Falls a purchase order for the police work.

NN: There is another option, a lot of these jobs, are long term, other towns use escrow accounts to set up. You can do that. It is something that the GFOA had reached out to see what towns were doing that.

LH: I did that when I worked for the town of Redding, Ever source did an overhead/underground electric project. They used 1.6 mil of police special duty over 18 months, escrow account every Friday to get the police officers for the week. If you switch to the billing per pay period and bill right away most of our routine vendors will pay within 45 days.

NN: Third component is the time frame between the end of the job and the date of the bill. A/R is based on the date of the invoice; the due date is net 30.

TP: I think Larry had a good solid point, if the project is 4 weeks, then every week you send a bill.

LH: Every bi-weekly payroll

NN: I know the tornado and the utilities stuff was a main source of the delay of the bill.

TP: I would like to see if we can recoup some of the bills, about \$7,000.

NN: We didn't even have a budget for private duty line until set up in the beginning of this year

ES: There is 6,060 that is outstanding,

TP: That is taking Swan out of it, because that was corrected

NN: It is just NEJ

LH: We could just follow up with NEJ one more time.

TP: What about Edwards Construction?

NN: They pay \$450.00, we did not get the amount of attempts for this one, but can follow up on that information, not entirely sure.

SL: That is 2015, that is 4 years old

TP: DO you want to write this off?

LH: I would wait until next month, and see what Natasha says next month.

NN: Did the Board of Selectmen act on this yesterday?

CB: We did but we can defer this until Board of Finance reviews.

TP: I'd like to get some of this back.

LH: If Swan doesn't owe this money, then take this off.

NN: We don't have records.

TP: Wasn't that project a town project? Rob you might know.

CB: Edward's construction, that was a sewer rain storm crisis, that occurred on Martin Luther King weekend.

ROB: We hire subcontractor, for any town work, where police duties are involved, we will start making copies of the tickets the police give for the police duty and then handing in with the contractors' jobs then we can cross reference.

TP: That is part of the reason you are here, the topic on our workshop is communication and private duty.

NN: Moving along to close out the report, tornado reimbursement: the largest category CatA, is still held up at the review level, is it making us nervous? Yes, can we do anything about it, no, however this money is listed in our report, we have received the categories, we do have one that is a discrepancy, but we can't identify what it is. There is no note, so we are waiting on the program rep, and usually FEMA will let us know why we aren't getting the full 75%.

THE EMPG is still moving along, we got the 2017 award. VFA, FireDept

Brian, Did you get that official?

Brian NO, not yet

NN: We submitted the DOT grant, it is highly competitive, and we can try again next year if we don't get it.

CB: Natasha was saying in an email that this was not her best work, but we said don't worry about that, it sets us up for a base line for next year and we can try again.

NN: If we were to get it awarded, it would cover the concept study, the roads Depot St, Noe Place, Concept study, we were trying to lump some of the street scan with it.

Any questions?

TP: I want to compliment both of you, from the Fema all the way through to try to get us funds. I appreciate what you are doing for the town, thank you very much.

7. First Selectman's Report

a. Possible Proposed Budget Transfers-

CB: 64 transfers in total, close out bill for the resident trooper,

NN: 31 personnel transfers, 14 utilities, 19 misc. lines in total \$212,190.65

CB: The only thing that requires a town meeting because it exceeds the \$20,000 threshold, line number 28, which we have discussed but I don't think we need to revisit it, Board of Selectmen we voted to approve and to forward, with my signature page.

KB: Did every dept. stay within their budget?

NN: Nothing gregarious? I will note that within the like items, a fire line item to move the budget transfers, ran out of lines, had to utilize unrelated,

CB: How many exceptions that were not intra dept. than rather inter?

ES: The first whole section, wages in various depts.

LH: With the wages and salaries that are required of the contract, they are vacation/sick pay out, should change the accounting, and charge vacation/sick pay out in the future, not by department, it is a good thing for the town, and our employees are working

TP: Take up in the workshop,

ES: Over budget wage payouts attributed to wage pay outs. Professional Services was, Attorney fees, hydrants, under budgeting them, refuse-recycle, senior center building repair

Motion to approve all 64 transfers, 212,190.65

LH/SL, all ayes

b. Bond Resolution:

CB: Here is the copy of the Bond resolution from the Board of Selectmen, which will be attached, then present it to the Board of Finance to vote on the Bond resolution, at which time will be set up to vote on BOS signed Bond resolution and Town Meeting and BOF vote of approval on bond resolution

Motion to accept the Bond Resolution to town meeting to vote

LH/JC, all ayes

CB: A municipalities, insurance carrier CIRMA, one of the benefits of being part of the CIRMA, at end of year, strength of the organization board of Directors, equity Distribution, we received last year 15,000, Colleen White, presented us with a check 16, 675 for equity distribution, totaled 31,675.

c. 10. Public Comments

d. 11. Adjournment:

Motion to adjourn at 7:40 pm

TP/LH

Respectfully submitted,

Angela Moffat

Meeting Clerk, Board of Finance