

**Board of Finance  
Regular Meeting Minutes  
September 10, 2019**

Members Present: M. Bronn, T. Pratt, J. Carroll, L. Hutvagner, S. Leeper, K. Brennan

Members Absent: None

Others Present: Finance Manager N. Nau and First Selectman Chris Bielik

1. Call to Order: 7:05 PM

T. Pratt led the assembled in the Pledge of Allegiance.

2. Public Comment: No public present.

3. Approval of Minutes: T. Pratt called for a motion to approve the August meeting minutes and August workshop. **L. Hutvagner made a motion to approve the minutes as presented. K. Brennan seconded the motion. All ayes, with the exception of M. Bronn who abstained from the vote.**

4. Correspondence/Bills: T Pratt noted there are 2 invoices from Angela Moffatt, clerk for the 8/13/2019 meetings. The invoices total \$147.50 and \$155.00. **L. Hutvagner made a motion to approve the invoices. J. Carroll seconded the motion. All ayes.**

5. Reports:

a. Ambulance Service Report: T. Pratt noted the latest Ambulance report was distributed to the members by email. August numbers were not included in the ambulance report. He noted there is an update from the service provider that Beacon Hose Co. uses for billing. The provider is downsizing and employees are now working from home. They are closing their main office in Cromwell. M. Bronn asked if the level of service will remain the same. T. Pratt expects it will.

b. Treasurer's Report: The Board reviewed the bank balances at the end of August 2019. L. Hutvagner asked if the Interest rate could be added to the Treasurers Report each month, so that it can be compared to the STIF rate. He also suggested that the Town negotiate no fees from the bank, as Liberty Bank has a \$20,000 "no interest" threshold on each of our accounts. The town has not seen interest accumulating on the smaller Sweep accounts, even with this lower \$20,000 threshold. L. Hutvagner suggested that a money market account may be appropriate for the town clerk/special activities accounts if the Town cuts fewer than 6 checks a month for these accounts. This would allow them to earn some interest. J. Carroll concurred that the bank should be able to offer no fees given the \$20,000 no interest thresholds.

c. Town Clerk Report: The Board reviewed the Town Clerk report and did not have any comments or questions.

d. Tax Collector's Report: Sewer and Water bills were sent out on September 1<sup>st</sup>. J. Carroll noted that the newest homes in Chatfield Farms which were purchased after October 1<sup>st</sup> receive a prorated tax bill, as they should. However, these prorated bills did not go out until August 1<sup>st</sup> and they included interest as a late penalty. This should not have happened, as the residents did not receive their bills on time in July. These new residents should not have been charged interest or received a penalty for late payment when the bills were not distributed on time.

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L. Hutvagner had questions regarding the finance report on tax revenue matching the tax collector report. There are always differences in the month to date revenue, due to deposits in transit which are included on the monthly tax collector report, but are not yet on the bank statement for the month. L. Hutvagner would like a better accounting of deposits in transit in order to match the revenue on the tax and finance reporting.

L. Hutvagner also asked what can be done to receive Tax Collector report ahead of the monthly meetings. N. Nau suggested a cutoff date of the 7<sup>th</sup> of the month, where the report is run on that date even if it is not finalized. The board discussed asking the tax collector to attend their meeting to discuss reporting. Another thought is that the tax collector could provide reporting straight out of her QDS system, instead of spending additional time to create reporting on excel spreadsheets. This may save time for the tax collector and make reporting to the boards easier. The First Selectman and Finance Office will carry feedback to the Tax Collector to determine a solution that will work for all.

K. Brennan asked about how we can prevent bounced checks for taxes. L. Hutvagner noted that the number of checks that are bounced even in heavy tax months is fewer than 20, so it is not a large number to deal with.

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

L. Hutvagner thanked the Finance Office for having reports ready for the Boards on the Thursday before the meetings, with a hard copy available for pick up on Friday.

N. Nau reviewed the highlights of the Finance Manager report. She noted that Street scan improvements are coming and the data will continue to be streamlined. If we wish to add manhole locations to the Street scan data, Street logic will charge us \$1 per manhole to add them to our road data.

J. Carroll and N. Nau met regarding revisions to the Finance Policy Manual and developed a plan for completing the project in a 6 month window.

N. Nau reviewed Clear Gov, budgeting software as an option for the town. It is impressive software but costly. T. Pratt asked if our current budget data is transferrable into this software, so that budget history is not lost. N. Nau noted that software could simplify the budget process for the boards and department managers with ability to log in and review at each point in the process.

N. Nau and First Selectman Bielik will also be meeting with the Wastewater Treatment Plant supervisor and engineer later this week to discuss the Digester cleaning project and get clarification on how the projects at the plant should proceed.

Finance worked with Human Resources on the new hire process and HR provided access to Smart Vault which maintains the town's personnel files electronically. M. Bronn asked if the software is proprietary to the Human Resource firm or if the town would continue to have access regardless of the HR firm we employ. He asked for clarification on this.

N. Nau completed two RFPs for sludge processing and SCADA upgrades for the Wastewater Treatment Plant. The bids are live on the Town website and the DAS website. They will close on 9/27. There are more RFPs to be drafted.

There are 3 budget transfers remaining from the 2018-2019 budget year to be addressed later in the meeting. The Town Meeting for the bond appropriation and the transfer for Part Time Patrol wages still needs to take place.



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There are details attached regarding the Police private duty accounts bad debt write off. First Selectman Bielik is moving forward with finalizing the Police and Town Hall Union Contracts renewals.

N. Nau continued with an update on roads and provided a current breakdown of funding sources and budgets for the Skokorat Road and Railroad Avenue road projects which are underway.

**Skokorat Road**

- Engineering – T. Pratt asked for more information on engineering for this project. He would like a detailed breakdown of the engineering budget up front, rather than a ballpark figure which is often provided well into the project. He would like to see more information on what the engineer is doing for each project, whether it is writing a bid, supervising the size and depth of piping, or overseeing paving. M. Bronn asked to see an itemized breakdown of the engineering costs with percentages, that show how much is design, how much is on-site inspection, and how much has been completed with each invoice.
- The Drainage portion of the Skokorat project is completed and the cost came in \$47,000, per the bid. The milling portion is complete and paving should be completed shortly with ½ day work remaining on Railroad Ave. and then O&G will move on to Skokorat Road.

**Railroad Avenue**

- N. Nau noted that the budget shows a 7 day window for Police private duty work, but it is hopeful the project will take less time for potential savings.
- She noted that we can consider coding Public Works time spent flagging on these jobs, as part of the costs of the project. We could use specific time clock codes to track their regular time doing paving work.

N. Nau noted the following grant highlights: The Town received a \$2500 VFA grant for brush fire equipment and hoses. We received notification of receipt of 3 Katharine Matthies grants, for computer center at Senior Center, signage at Matthies Park and partial funds for Lucas Chest Compression device. There were some reductions in the amounts awarded for each grant, so two of the projects will have a reduction in scope to match the award. With the Lucas device, the price of device is non-negotiable, so the balance of the device will be funded through the EMS account, which K. Brennan noted is an appropriate use of the EMS funds. T. Pratt noted the device should be purchased now, as the price is increasing next month. The Purchase Order will move forward this week.

N. Nau noted that we are finalizing the DERA grant for the new Public Works vehicle. Destruction of the older vehicle was to take place by the 8/31/2019 deadline. We obtained an extension to 9/20/19 from the State of CT, after they reviewed and approved the town's progress to date.

N. Nau provided a listing of the new Private Duty rates and charges to outside vendors. L. Hutvagner asked for a breakdown of how the billing rates are calculated to cover police benefits, vehicle costs, etc.

Turning back to the Police Bad debt write off, N. Nau referred to explanations on older debt from Swan Construction and Edwards Construction that this debt was actually town work which was incorrectly billed at the time and should be written off.

N. Nau noted that we have an accurate accounting of current receivables for the Police Dept. and we will be keeping an up to date aging schedule. Amounts over 45 days will be noted. L. Hutvagner noted that we should not have accounts more than 90 days outstanding.



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**M. Bronn made a motion to write off the police Private Duty uncollectible debt of \$10,455 as proposed. J. Carroll seconded. T. Pratt added to the motion, that Board of Finance is sending this write off to BOS for approval. All ayes.**

N. Nau noted that Bad Debt Write off policy is a 731 day policy and asked the Board to note the language for write off policy.

7. First Selectman's Report:

- a. First Selectman Bielik outlined (3) Proposed Budget Transfers from the 2018-2019 budget which were small miscalculations/or a result of additional bills which came in late.
- \$62.20 from Registrar's Office Supplies to Registrars E-Poll Books and Training
  - \$174.40 from WWTP- Sewer Maintenance to WWTP Wages –Overtime
  - \$110.00 from WWTP – Sewer Maintenance to Plant Operations

The transfers total \$347.00. **M. Bronn made a motion to approve the transfers. L. Hutvagner seconded the motion. All ayes.**

- b. T. Pratt asked for an update on the Wolfe Ave demolition – N. Nau noted that we will need an RFP soliciting bids to take the Wolfe Avenue building down. M. Krenesky was identified as the project manager. N. Nau has reached out to sources and attained 3 Connecticut RFPs for similar projects to get an idea of what will be required. All of the samples were for abatement and demolition. She sent these templates on for review by M. Krenesky. C. Bielik anticipates the demolition of the building will be done by end of fiscal year. The Board noted that there is a study which outlined the existing hazards of the building, which could be used as reference for the abatement portion of the project.
- c. C. Bielik will be setting up a Town Meeting on Monday, 9/23 @ 7:00 PM at high school auditorium to vote on the bond resolution to repurpose the road funds and to transfer the funds for Part Time Police Patrol for the 2018-19 budget.
- d.e.f.g. Skokorat Road has been discussed. T Pratt asked about the West Road STEAP Grant which has now been approved as a Beacon Valley Road project and C. Bielik confirmed that STEAP Funding is assigned to Beacon Valley Road. He anticipates the Beacon Valley Road project will take place this spring.
- h. T. Pratt asked about Lancaster Drive resurfacing, noting that the Fiber Mat process which was used was originally considered for Rimmon Hill. C Bielik noted it was apparent that Rimmon Hill was no longer a candidate for Fiber Mat, and using the results of Street scan and the recommendation of Public Works, Lancaster Drive was a good candidate to test the Fiber Mat process, particularly due to the heavy truck traffic on this road. C. Bielik noted that given the road's condition and the budget available, all of the criteria were met to improve the condition of Lancaster Road with Fiber Mat process.
- i. T. Pratt asked what the next priorities for road projects are and how the remaining \$105,000 from the highway Pavement Maintenance line will be used. He would like to see Rimmon Hill Road addressed. N. Nau shared a priority list provided by Public Works Foreman R. Pruzinsky which included Rimmon Hill, Back Rimmon, Cook, Lopus, Pent, Maple, Wolfe, Patricia, Feldspar, Ave E, D, C and Church. T. Pratt agreed with many of these roads, but noted he would like to see West Road addressed as a main artery coming into Beacon Falls. The Board asked if R. Pruzinsky could include this proposal as part of his monthly report.

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New Business:

C. Bielik noted that the town received the annual WCAAA grant of \$5,300 for 2019-2020. These grant funds are counted as revenue under the Mini Bus and the grant receipts are determined by the number of riders on the bus each month.

The Board of Finance agreed to call another workshop planning meeting to review the Street scan data and determine the next road priorities, so that decisions can be made through the winter months regarding bonding and bidding, for spring paving. They agreed to set a workshop meeting date of Wednesday 10/23 at 7:00 PM and they wish to invite Public Works Foreman Rob Pruzinsky and WWTP Supervisor Tom Carey, with Police and Fire also welcome to attend. C Bielik will invite the BOS.

M. Bronn left the meeting at 8:30 PM.

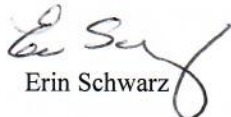
K. Brennan asked First Selectman Bielik if residents from Rimmon Hill appeared at the BOS meeting regarding water/hydrants at the top of Rimmon Hill, in light of the recent fire. C. Bielik noted that water is provided by Aquarion, a private utility company and the town does not manage or operate water service. He reached out to Representative George Logan to inquire about the process for beginning a water company study and the steps that Aquarion takes to approve an infrastructure project. L. Hutvagner noted that when the Rimmon Hill sewer project took place, the assessment was \$13-\$15M to put water lines in on Rimmon and a water tower would be needed on the hill as well.

Public Comments: None.

Adjournment:

**J. Carroll called for a motion to adjourn at 8:35 PM. K. Brennan seconded the motion. All ayes.**

Respectfully submitted,



Erin Schwarz

Finance Office





**TOWN OF BEACON FALLS, CT  
ROADS BUDGETS  
SKOKORAT ROAD & RAILROAD AVENUE  
FY19 & FY20**

**SKOKORAT ROAD (7,273 FT TOTAL)**

WORK TYPE	AMOUNT	FUNDING SOURCE(S)	FY
Camera Work	\$4,400.00	10.90.59.1720 - "State Mandated Storm Drains"	2019
Engineering	\$9,000.00	45.90.05.2021 (Bal.) - "Skokorat Road Resurfacing Balance"	2019 & 2020
Drainage Labor	\$47,000.00	10.90.59.1710 - "Highway Materials"	2019
Drainage Piping	\$4,576.20	10.90.59.1710 - "Highway Materials"; Nafis reimbursing \$2,159.04 (related to change from 12 inch to 15 inch)	2020
Milling & Paving & Driveway Aprons	\$80,000.00	45.90.05.2020 - "Streets/Infra. 10-Yr Master Plan"	2020
Paving Balance	\$146,653.40	45.90.05.2021 - "Skokorat Road Resurfacing Balance"	2020
Sanitary Manhole Cover Rings (17)	\$1,564.00	45.90.05.2021 - "Skokorat Road Resurfacing Balance"	2020
Police Private Duty	\$12,000.00	45.90.05.2021 - "Skokorat Road Resurfacing Balance"	2020
<b>TOTAL</b>	<b>\$305,193.60</b>		

**Skokorat Rd Notes:** please note that the original NAFIS estimate had double-counted milling (\$44k) and excluded tack oil (\$6k). This is the \$30k+ delta. There is no curbing on this road. There are no sidewalks on this road.

**RAILROAD AVENUE (3,919 FT. TOTAL; Job is 1,725 feet)**

WORK TYPE	AMOUNT	FUNDING SOURCE(S)	FY
Engineering	\$2,000.00	10.90.05.2007 - "Railroad Avenue Paving"	2020
Milling & Paving & Curbing & Driveway Aprons	\$67,637.56	10.90.05.2007 - "Railroad Avenue Paving"	2020
Sanitary Manhole Cover Rings (1)	\$92.00	10.90.05.2007 - "Railroad Avenue Paving"	2020
Police Private Duty	\$4,300.00	10.90.05.2007 - "Railroad Avenue Paving"	2020
<b>TOTAL</b>	<b>\$74,029.56</b>		

**Railroad Ave Notes:** please note that the original budget was \$73,937.56. Not much of an increase.

**Overall Notes:**

~Opportunity cost of PW's time: if we were to set up codes in the timeclock and they adhere to using it for the appropriate jobs, we could track their straight time. This policy would just need to be established. Same concept for PD. No PW OT incurred to date.

~Older catch basins were used that had been previously purchased and were sitting in inventory at PW garage

~Aquarion providing \$35,000 for Railroad Ave & \$\_\_\_\_\_ for Skokorat Rd

Non-Recurring Capital Projects	Town Road Work - \$500,000 Appropriated in 2016 fiscal year/\$80,000 Appropriated in 2020 fiscal year						
Projected							
Project Name	Description of Work	Date Completed	Expenditures	Encumbered	Credits to	Private Duty	Final Cost to
			Amounts	Project	Costs		the Town
Beacon Street	Pre-Engineering	2017	\$ 3,081.25				\$ 3,081.25
Beacon Valley Bridge LOTCIP Grant	Pre-Engineering	2016	\$ 14,790.04				\$ 14,790.04
Main Street Connectivity Grant	Pre-Engineering	2017	\$ 543.75				\$ 543.75
Dumshot Road	Paving Project	2016	\$ 6,441.00				\$ 6,441.00
Pent Road Widening	Road widening and paving	2017	\$ 27,810.10				\$ 27,810.10
Upper Highland Ave	Paving in excess of STEAP	2017	\$ 88,555.40				\$ 88,555.40
West Road STEAP	Pre-Engineering & Engineering	2018	\$ 57,469.38				\$ 57,469.38
Pent Road Washout	Drainage and Paving	2019	\$ 53,576.32	\$ 3,600.00	\$ (47,800.00)		\$ 9,376.32
Railroad Avenue Paving	Paving (Aquarion credit)	2019	\$ 69,729.56	\$ (35,000.00)	\$ 4,300.00		\$ 39,029.56
Skokorat Road	Milling & paving (Aquarion credit)	2019	\$ 237,217.40				\$ 249,217.40
Beacon Valley Road	Survey & Engineering	2019	\$ 14,137.50	\$ 2,682.50			\$ 16,820.00
			\$ 266,404.74	\$ 313,229.46	\$ (82,800.00)	\$ 16,300.00	\$ 513,134.20

Projected Balance of Road Funds: \$ 66,865.80

Credit due from Aquarion for patch at top of Skokorat Road