



# **Beacon Falls Board of Finance**

## **10/8/19 Minutes (Subject to Revision)**

October 12, 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, October 8, 2019 at **7:00PM** in the Town Hall Assembly room. A clerk became available at the last minute.

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

Board of Selectmen: First Selectman Chris Bielik (CB), Pete Betkoski (PB)

Members Absent: Jim Carroll, Marc Bronn, Mike Krenesky

Other Members present: Natasha Nau, Finance Manager (NN), and Erin Schwarz, Finance Assistant (ES)

No public present.

1. Call to Order / Pledge of Allegiance: Chairman Tom Pratt called the meeting to order with the pledge of allegiance at 7:00 pm.
2. Public Comment: No public present.
3. Approval of Minutes from the Previous Meetings  
TP: Does anyone have any questions or concerns?  
NN: I did not have the time to read the minutes, sorry.  
**Motion to accept and approve the minutes**  
LH/SL
4. Correspondence / Payment of Bills-Defer the end of the night.
  - a. Board of Finance Clerk's Invoices-none  
ES: I was on the clock for the meeting.
  - b. Other Invoices-

TP: Currently locked out of the Town Selectmen's office so do not know if there are other invoices.

LH: We can defer this until later.

c. Other Correspondence

5. Reports

a. Ambulance Service Report-

TP: I sent out the report this morning. There is expenditure for approx. \$4,000, has the town received the invoice? Just tell me when I need to send this in.

NN: It was ordered at least three weeks ago. We have received the expenditure for the PO but we have not received the actual invoice yet. When we do, we can pay it.

TP: I can give you a check to go with the town check from the Fire Department at the same time.

NN: Yes, you can.

b. Town Treasurer's Report

TP: Everyone should have received it from Wendy.

LH: I appreciate that Erin put the 2.48% Interest, and I was asked to attend the Liberty Bank meeting. I was able to get my questions answered. I have no more questions on the Tax Collectors report, the Town Treasurers report or the interest. We are going to save some money in fees. We are charged \$2,000 for fees, but will earn more like \$800.00 in interest for the year. That is a huge amount in interest so it is a huge trade off.

ES: That interest rate is locked but after Jan. will most likely go down.

TP: I'm glad that it worked out. I would not want to see the town leave a local bank that is within the town.

NN: We also got word; we are getting a Municipal representative from Liberty bank. That is someone that has more knowledge on governmental accounting rather than business accounting.

LH: The representative has a lot of knowledge on governmental accounting. She has worked at other banks, working in TD bank, Farmington bank, People's United bank, all doing governmental accounting. Liberty bank was extremely receptive of our requests.

c. Town Clerk's Report

TP: The Town Clerk report, we all got a copy of it. Are there any questions or concerns?

d. Tax Collector's Report

TP: We did obtain a few of the reports. MaryAnne did some corrections. She was working with Erin, and fine tuning them. So she did send in July, August, and September.

ES: That was from me.

NN: MaryAnne is continuously making modifications as we have our discussions in this meeting. The July, August, and September, Erin had put together and we flushed out. I think it helps with deposit in transit questions.

TP: Is it more up to date now?

NN: There is definitely marked improvement. There is a difference between collections about four million, at the point of high season, in July, and now we are down to the delta, explained in detail, summary at the top, and what the bottom represents at the bottom.

LH: I thank Erin for doing those reports, that reconciliation answers all my questions for July through September, but because the deposits in transit, statements we get monthly, we don't have all the revenue in them, if Erin doesn't get the report timely from the tax collector or the deposits. But we are getting the revenue.

ES: Even if I posted everything through October 5<sup>th</sup>. If I'm running the report through September 30<sup>th</sup>, you still aren't going to see the deposits in transits.

LH: That is the reconciliation that I was talking about it, the difference between the general ledgers says 5,000,000 and the reality is we have \$5,100,000 and we have all the cash. It is the timing of the deposits or US mail, it takes 5 days to get to Beacon Falls from Beacon Falls.

ES: If you look at the all deposit in transits they are in the first week of the month. Just as a sign, the auditors like to see that too.

TP: Good, improvements, improvements that is what we like to see.

#### 6. Old Business

TP: Erin did the research on the concerning the McMinnis subscription service of our data. The question was raised from the outside firm. Is the data ours? Is it transferrable to whomever? It was determined that our data is ours and it is transferrable to whomever.

#### 7. Finance Manager's Report

##### a. Report-

i. NN: For a high level overview, I will have street scan data for the October 23rd meeting. There were delays due to upgrades software. We are trying to get sewer piping shape files, I'm hoping that will be an overlay, so that we can get a handle on the weighted average cost.

ii. NN: We have two fall interns working for us. They are from the high school. We are working on some fun projects for them. It will be during the school day. It will be a work credit. They will be alternating the days, because we don't have space for them at the same time.

##### b. Financial Policy-

NN: Jim and I are behind on this. Deadlines took priority. We are trying to get the RFP's out. They took a lot of time. We need to talk to Tom Kerry. Jim and I are actually meeting tomorrow.

##### Engine 1:

NN: I'm sure the Fire Department saw that Engine 1 was picked up. It is on its way to Puerto Rico.

CB: Usually equipment like that does find its way overseas.

NN: I'm sure you are aware that there are donation programs are available with other countries.

Cleargov:

NN: Looked at software Cleargov, budgeting software. A partial is more palatable, forward facing, interactive dashboard, a much better pie chart than, all accounting software. We are tabling this now because we need to get our accounting software.

NN: Chris, Tom and I met with waste water meeting, but saving that for the October 23<sup>rd</sup> meeting.

Website:

NN: The town has the new website and there are updates.

TP: From where we are before to where we are now. It is impressive.

CB: One of the responsibilities we added to the Secretary is webmaster to the boards and commission and will manage the new website.

ES: Tom you can have an email and link to the website.

TP: I thought that was happening.

CB: Right now, he is doing that for key staff, so there are migration issues, so eventually it will all catch up.

RFP's:

NN: Drafting two RFP's, the wording on our end, could have been clarified, potential bidders were asking model number didn't jive, wasn't clear on what we wanted, negotiated sludge language.

Seminars:

NN: Erin and I attended a procurement exhibit, seminars, on one side, vendors, on the other, any interested, can give you notes, but as an example, if you are under state contract, we can utilize supposed to institute the line of work, scope of work trying to accomplish specifically, the trouble with when bidders are looking at it, they try to slip language in there, the towns agree to the language that we didn't agree to. If that is something we decide to do, we have to be careful about how we do it.

ES: I attended seminars about the state surplus program and the state pcard program, which would solve some of the issues we have with our current credit card and the rebate on the entire states activity, like a payback program.

SL: It's like a corporate card, at the end of the year get rebate back

ES: In order to get rebate back, it was interesting that they put the member from the state and member from the municipal, the other piece went to amazon business accounts, and how they set up for the municipalities. You could put your pcard on amazon business account all links together, and buy off of the state surplus program before it gets to public auction. I'm looking for some special land use file cabinets; I could probably get some from the state and would need someone to get them.

LH: Walmart and Home Depot, where you can get a town non-taxable account.

Town meeting:

NN: Everyone knows that the town meeting happened; the bond rate and transfers got approved. We are prepping for the 10/23 meeting. We will send out the Thursday before the meeting. We will print those for the meeting.

TP: As you know you are up first for that meeting. There is a reason for that. Can't do anything unless we know what we are doing money wise.

LH: Erin, since you are going to send out stuff before the meeting. Is there also a listing of the fees that everyone charges for a bond? How much the lawyer charges? Are those fees tiered to the bonding limits?

NN: We can create one. We did something internally but we will make it more formal.

LH: In my previous career, the lawyers' fees were tiered depending on how much you borrowed and the limits, three, five or eight years.

NN: No, as far as we know, it is not contingent upon the terms. When we examined the older bonds, I don't remember seeing that, but we will check.

CB: Which Bond counsel have you used?

LH: Joe Fozzi in Hartford.

CB: We have used Doug Gillette

LH: And sometimes, especially with the interest rates going down, you may want to borrow more upfront, because you are not charged the fees twice.

CB: While that is good, we need to be able to use what you expend what you borrow, can't earn interest on what you borrow, we need to execute what we can acquire.

NN: Would you like me to go through the road section?

Skokorat:

NN: We had worked out the pipe cost difference that has been credited on a Nafis Invoice. Journal entry engineering vs materials.

Railroad Ave:

NN: No invoices on Railroad Ave.

ES: I called O&G

NN: PO has not been issued for Railroad Ave. I was doing that for a reason.

TP: Before we get too far, water company has to come back to Railroad Ave. to raise the shut offs and pave over. They were not contacted. This could have happened on Skokorat but within the 24 hours, the water company was contacted and they had people out there.

TP: Skokorat- Any real issues or problems?

NN: Drainage came in right at cost for Skokorat. We had no issues. We have to check on Aquarian credit.

TP: Did we get paid for Railroad Ave. about \$35,000? They paid for half of the job.

Was O&G getting us what they are going to do?

NN: For Railroad Ave. Public works was monitoring the loads, having eyes out the roads, 5 loads vs 8.

LH: We pay for the right amount.

Lancaster:

NN: Lancaster fog seal completed.

CB: Rave reviews for anyone that drove down that road.

Burton Rd Wall

TP: Burton Rd. Is that a retaining wall?

CB: Retaining wall, there is no real indicator that it is getting worse in the last 25 years. There was some heaving on the sidewalk but as far as wall itself? It has been like that.

TP: Does the town own the sidewalk?

CB: Yes we do.

TP: Should we level the sidewalk? Is there a liability?

CB: Once the sidewalk is replaced it would be made to spec.

NN: The other problem is not spec. I don't know how you are going to do that on that road. Rimmon Hill, paving before the plant is closed?

NN: I have not heard word of this but I can ask tomorrow.

CB: I know they are working on patch work.

NN: I know they are doing town wide potholes.

ES: I heard the telephone on Pent Rd, will be removed, so they have to do repair to that road.

CB: The issue was Frontier, they had the last utility line on that pole that needed to get removed, and then Ever source could come in and move the telephone pole.

NN: Item on Beacon Valley Road, not necessary a bid will occur, my anticipation would be the drainage bid before winter.

TP: There was comment, that the drainage needs to be repaired before the road gets paved. There are some municipalities that have milled roads and not paved, we don't want to be those municipalities.

FEMA:

NN: We are checking on our portal.

CB: Do we have the details on it; we might want to talk about that?

ES: FEMA: Supreme Industries allowed us not to pay the tip fee, 58,000; they deemed it pass through FEMA. We had not appropriated for this allowing us time to pay the invoice through FEMA, but there is a problem. The language tripped up on FEMA, so they viewed it as conditional upon the contingency. It is determined that the piece of that, will be disqualified, stating that category A, the amount would be reduced, but we don't have a letter stating that yet. We are anticipating this. Supreme Industries has agreed that we can pay them over a time period.

CB: There is an appeal process, but not sure the impact this, but we need to wait and see what this impacts. I was hoping that we can locate the draft. The draft is not signed off yet. Rather wait for this to happen, it is prudent to see what it impacts.

NN: We had followed up the request to an addendum reading to what they wanted even a letter came from Supreme and us to FEMA.

NN: We are doing an action review.

CB: Eddie Rodriguez is looking into this, shared all the stakeholders

ES: We did receive and posted as grant receivables, they are booked 2019, 33,000 from the other FEMA categories, the expenditures were there. If we get more confirmed grant receivables, it would help impact the revenue for 2019.

EMPG:

NN: All good news, it is relatively simple grant to fill out. I will keep pursuing every year as long as they do the program.

Firehouse Subs grant:

NN: The fiscal solvency of the program is crumbling. This year we were told they did not have enough money. Unfortunately, we did not get that. Maybe we lump it up with the AFG grant. The AFG cycle for 2018 is completed, but not sure of funding for 2019 because they are extremely behind.

Katherine Matthies:

NN: A lot going on, projects timelines and what we need to accomplish, senior center, computer center, trail signage. The only one we executed was the Lucas device.

DERA grant:

NN: A lot of time has spent on this. We met the extension deadline for the destruction certificate 2000 International truck was submitted. You have to quantify the environmental impact of the new truck. The new truck warranty hasn't been submitted yet.

CB: Was it worth the \$40,000?

NN: I'm trying to book my time down to the hour so you can see how much time has gone into this?

TP: When will the truck go into service?

NN: There is no radio and it is not lettered yet.

PB: I have moved it around, it is nice.

NN: We did not receive any program income for the truck that we scrapped. We need to order a new plow for the truck.

SL: We should get that before the snow flies.

LH: I appreciate that I can review reports on Thursdays

CB: no budget transfers we are caught up on that.

NN: Historical knowledge, need some gaps to fill out the language, report from 2010, the discussion thus far, how much of the environmental has to be done?

TP: Would love to see before the snow falls.

## 2. First Selectman's Report

- a. Possible Proposed Budget Transfers - none
- b. Wolfe Ave demolition, have any bids gone out

TP: Mike is not here tonight.



NN: With Mike's historical knowledge on that whole process, he will need to help me with the gaps and components of the language since 2010 for the environmental aspects but we have some more research to do.

CB: The issue or the challenge is the abatement RFP is first.

TP: I would love to see this done before the first snowfall. It would be nice but can't spray water down in the winter, it freezes.

It was noted that Natasha discussed agenda items c, d, e, and f, above.

- c. Update on Skokorat Road drainage final cost & final Engineering cost, any issues-
- d. Update on Skokorat Road completed repaving final cost & Engineering final cost, any issues
- e. Railroad Ave final cost and any issues
- f. Beacon Valley Road are there any plans to go out for bid, so the project will be ready to go in the spring
- g. Police increase wages, is there any impact on our budget line for private duty on town projects

CB: Increase police wages?

TP: I put that on the agenda so we can discuss that police private duty went up that we the Town of Beacon Falls is going to pay.

CB: The town is not going to pay that. When we charge for the external wage is going to be paid by the outside companies.

ES: When we charge the external rate is \$95.

CB: The town has been historically lower, historically lower than the other rest of the towns. We have been lagging behind.

NN: We are still lagging behind, but this was to cover our costs.

TP: When we have our private roads, now we are now paying 61.00 more. We have a line for that, but now that the wages are more, it seems we will deplete this now.

NN: Erin has created the paperwork, to match the billing to the receipts.

ES: I have now broken out the invoices to when the town pays and when the private duty is paid outside. The bulk of it is coming out of the non-cap for roads, private duty sewer maintenance and the road lines for the operating jobs. When we need a cop, when Schreiber's doing work and needs a cop, you will see this.

TP: It is still a cost to the town. At the end of the year, I want to see what we paid for private duty from the town and private duty.

CB: I don't think it will be a cost to the town, should be a net

SL: Still under the charge of other towns?

NN: I personally haven't researched this. Perhaps CCM can look into this.

LH: A straight \$100 dollars an hour and Sundays are \$200 an hour

CB: Relatively speaking, reasonable cost control on that.

- h. Any road repairs prior to the asphalt plants closing

TP: Road repairs before plant closing? As the season winds down, we need to know.



CB: Whenever Rob has two people free, he has a laundry list of repairs he is trying to get done. Every day when it is good weather, they are patching.

PB: skim coat in patch to Rimmon Hill

NN: I called, 10 and 20,000 to patch Rimmon Hill, but I will need to find out.

TP: Let's add that to the agenda to the 10/23, we have a window but we need to find out.

NN: We have other things to do also.

- i. How is the "On Call Engineering Services" responses for bid request looking

CB: I have not seen any bids yet. I had an informal conversation with a company; we should not take a offense if they do not fill this out.

TP: I would think some people or a small firm would be interested.

NN: I have personally been contacted by three firms. Full disclosure they sent me a water bottle, but I sent it back. I do not have it.

CB: The ethic requirements for gifts are under \$50.00. It is no problem.

TP: I did not put on Oak Drive but is that going to be on the agenda for 10/23?

CB: Yes that is on the agenda for 10/23.

TP: Beacon Falls does not own the road.

CB: We are required to plow and maintain the catch basins to prevent washouts. It is documented when our trucks go onto the road. Rob has a historical file.

9. Finance Policy Manual- discussed above

10. New Business-

LH: Natasha, Are you going to send us out the items for the 10/23 meeting?

NN: All that I'm responsible for.

LH: Some of the items can be pricey over the next 3 years, but I think prior to the meeting, we should have the Department's plans.

SL: All of them should have documentation.

LH: BOS should be telling them to send documentation.

11. Public Comments- no public present

12. Executive Session (If needed) -none

13. Adjournment

**Motion to adjourn at 8:10pm**

LH/KB, all ayes

Respectfully submitted,

*Angela Moffat*

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Meeting Clerk, Board of Finance

