

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



BEACON FALLS BOARD OF FINANCE
Regular Monthly Meeting
April 13, 2021
MINUTES
(Subject to Revision)

1. **Call to Order / Pledge of Allegiance:** T. Pratt called the meeting to order at 7:00 PM and led the assembled in the Pledge of Allegiance.

Members Present: T. Pratt, S. Leeper, J. Carroll, W. Hopkinson, K. Brennan

Members Absent: D. Fennell

Public Present: Finance Manager N. Nau, Selectman Mike Krenesky, First Selectman G. Smith (7:05 PM)

2. **Comments from the Public:** None
3. **Approval of Minutes:** There are 3 sets of minutes to approve: 3/9/21 Regular Meeting, 3/16/21 Budget Workshop and 3/23/21 Special Meeting and Budget Workshops: **K. Brennan made a motion to approve all 3 sets of minutes, as presented. J. Carroll seconded the motion. All ayes.**
4. **Correspondence** – None.
5. **Reporting:**
 - a. Tax Collector Report – No comments.
 - b. Treasurers Report – Interest rates are now at 0.10%. No comments.
 - c. Town Clerk Report – No comments.
 - d. Region 16 Report – No comments. April 20th workshop will include Region 16 presentation.
 - e. Ambulance Report – T. Pratt has been working with the collection agency on outstanding amounts due to EMS. T. Pratt read the attached letter from Beacon Hose Company on the EMS account into the record. There will be a reimbursement to the Town from the Ambulance account which totals \$11,921.94 (80% of the amount greater than \$50,000 in the account.) The Fire Chief is proposing that Beacon Hose would provide 100% reimbursement to the Town (\$14,902.43) if the funds were set aside in Vehicle replacement for a new ambulance. T. Pratt asked the BOS to weigh, and G. Smith noted that the Fire Chief's suggestion was discussed, and he has a reservation as the number can go up and down significantly. No decisions were made last night at the BOS Meeting and would leave it on the agenda for further discussion. First Selectman Smith would prefer to leave the

revenue structure the way it is. T. Pratt is abstaining from discussion. K. Brennan noted that the members of Beacon Hose are willing to give up the 20% overage if it was to be put towards a new ambulance. He feels a change to the way the revenue is directed is long overdue, and while the revenue fluctuates the volume of calls and collections has been steady. It makes common sense that ambulance revenue should be put toward ambulance replacement, in the same way the town can purchase police vehicles with private duty revenue. S. Leeper added that having the funds reserved for a new ambulance would soften the blow when it is time to purchase a new \$250,000+ ambulance. J. Carroll has mixed feelings about it, and understands both approaches, but when the time comes the Town will be responsible for purchasing the new ambulance, so he agrees with leaving the structure as it is. W. Hopkinson asked about structure of the funds, would the ambulance funds be restricted funds. N. Nau explained that the revenue would go into Vehicle Replacement fund, as a separate revenue line dedicated to Ambulance replacement. The Ambulance revenue line in the General Fund would be replaced, and revenue would go into the separate fund. This will be kept on BOS/BOF agendas for discussion.

6. **Finance Manager Report** – N. Nau reviewed her reporting in detail.

- a. Finance Policy Manual – No changes this month.
- b. Intern – Alex Rindos has finished his term as our intern. There has been an ad posted on Indeed for summer interns to be shared by various town departments, including Finance, Town Clerk, Land Use, and Police.
- c. IT – Novus is working on VPN site to site issue which they will resolve this week, and this will allow us to move forward with the new financial accounting software. Account Receivable and Purchase Orders modules will be launching for July 1st. We continue to move forward. The Purchase Order process will be all electronic with 4 levels of approval. AssetTrax will be the last module launched.
- d. Parking Tickets – The Police Department is close to running out of parking tickets. The Town Meeting needs to happen to change the parking ticket fees, so Police can be purchase new tickets at the new rates.
- e. RFPs/RFQs/Contracts – We have completed the entire process on the On-Call Tree Services bid: 3 submissions were received from Brothers, Ed the Treeman and Rayzor's Edge. 5 people completed the scoring process, and the BOS awarded the bid to Ed the Treeman, as low bidder, at their meeting last night. Ed the Treeman was low bid, except for a couple of line items, which need to be negotiated – debris removal being one of them. The contract will be negotiated in the coming days which is timely, as there are some trees to be removed with the Court project. The Bonfire software is operating well for these RFPs.
- f. We have submitted a draft Contract to DPC Engineering on the digester project/electrical upgrades on the WWTP and we are awaiting DPC's response. The digester project has crossed a couple of years and we are working to get that project completed at no cost to us. There is now good communication moving forward between the tank cover supplier and the engineer. Once the change order is complete, the project will resume in May. First Selectman Smith noted that he would like to project to move forward after so much time has passed, and so many meetings have occurred, but he has unanswered questions. He is holding off on signing the change order until all questions are answered, and all 3 parties agree. If the cost of the project changes much more, we may have to change directions. In the future, projects will be managed much differently so this confusion does not happen again.
- g. Revenue and Expenditures: The Region 16 surplus from FY2020 has been reflected in revenue this month. Tax collections, including supplemental taxes, remain strong.

- h. FY2022 Budget Update: The Finance Office provided a 2nd draft of the proposed FY2022 budget for the boards. Changes to note:
- Capital Projects: The Public Works Transfer Station project has doubled due to the cost of a canopy which one of the State regulations. The conversations have begun with the engineer who is working on a task order.
 - WWTP Blower Motor Project – This project has been removed. Instead, the WWTP is putting in \$2600 Purchase Order to improve communications/ alarming of the motors, instead of replacing the entire panel.
 - IT Budget: This budget has been finalized and we have a lot of computer replacements coming up. We will be able to replace several computers using this year's operating budget.
 - Town Hall Roof Project: This budget has been finalized and all 3 roof levels and the emergency exit are now included at \$89,000. Masonry has been removed from the budget as the masonry is close to \$25,000 alone.
 - Pavement Maintenance – We removed increases to pavement maintenance line from the operating budget and moved it to a Non-Recurring Capital Budget. Instead of using the bonded money for pavement maintenance, we would create a Non-Recurring capital project for roads, which will provide funds to match the Cook Lane STEAP grant, or for other road projects which come up.
 - Budget Narrative – We have more Performance metrics to input to finalize the narrative.
- i. Non-Recurring Capital Projects– The Public Works generator will carry over until next fiscal year, as a lot of research is needed. Fire Department/EMD have also requested new generators, for FY2022, so the research can apply to both projects, which are varying in type – diesel versus propane.
- j. Beacon Valley Road STEAP Grant: After months of prompting, the State of CT has reviewed the preliminary design on the road, and we have a response. The Certification is moving forward, the engineer is answering questions and easement letters on driveway aprons are going out. Residents will have 3 weeks to respond.
- k. Master Fee Schedule: This is pending.
- l. American Rescue Plan: The town expects to receive 50% of \$614,000 from this Federal bill, but there is little guidance on how the funds can be used. T. Pratt asked about the restrictions associated with the American Rescue Plan monies. Sewer projects are allowed, but we are awaiting more information on the requirements. J. Carroll noted that Chatfield Farms has burned out 2 grinder pumps due to a 40% increase of sewer flow, which has been significantly different throughout COVID. With more people working at home, sewer flows have been very different. The town should be able to quantify flow increases for the whole WWTP. UV light installation for air purification for Town Hall, Police and Senior Center are being explored as a COVID project.
- m. Grants:
- AFG – The first round of awards for AFG are expected in the next couple of weeks.
 - FP&S – This award will be closer to August 2021.
 - Hurricane Isaias – FEMA reimbursement project is underway, and we expect a reimbursement in the range of \$33,000.
 - WCAAA Grant – This annual minibus grant was submitted in March.
 - Courts – Now that the transfer has been approved for the play scape and the courts, the playscape was ordered today. The Courts are being procured under consortium with State contracts in 3 categories; draining and repave, fencing, and court resurfacing. N. Nau will draft Statements of Work and

coordinate timing. Atlas Fencing is on a new State contract, and new black plastic-coated fencing may be less expensive than reusing the existing fence. - \$38,000 rather than \$43,000. Screening on the fencing would have a cost implication.

- K. Matthies Grant – N. Nau will be applying for more benches down at Pent Road, as the previous grant only funded 3 new benches. Bleachers are in good shape and in storage. They will be replaced shortly.
 - ION Bank – This new grant application has been submitted for Beacon Hose and we put in for a \$3,100 fast board, that is a lit stretcher for hard-to-reach places.
- n. T. Pratt noted that the American Rescue Plan monies have been publicized and the use of these funds still needs to be clarified. If the Sewer projects that we are planning are not allowed, they micro grants to small business impacted by Covid are another option. N. Nau offered to complete a one-page correspondence answering some of these questions, as an information piece.
- o. K. Brennan would ask what will happen if the AFG grant for the air compressor is declined. If the grant is declined, the town will put the compressor in as a capital project and fund the compressor. N. Nau expects the purchase will be 30-45 days after the grant decision is received. Transfers would be needed, but the town will move quickly as soon as we have a decision.
- p. N. Nau has an accounting class conflicting with BOF meetings beginning at the end of May but will do her best to attend at the end of meetings, so she will move to the end of the agenda.

7. **First Selectman's Report –**

- a. Budget Transfers: There are 3 transfers being presented at tonight's meeting. Fire Department is transferring funds – from 3 lines totaling \$11,500 as follows.

#	Transfer From	Transfer To	Amount	Description
1	10.90.44.1471 Mandated Equipment	10.90.44.1465 Comm. Equipment Maint. & Repair	\$ 1,500.00	Will cover the repair of 10 fire pagers
2	10.90.44.1486 EMS Training	10.90.44.1552 Department Supplies - FD	\$ 8,000.00	Due to COVID. State put a hold on recertifications. Move to FD Supplies to enable us to stock up on supplies and hand tools for apparatus and station maintenance
3	10.90.44.1490 Physicals	10.90.44.1435 Building Maintenance	\$ 2,000.00	To fix ceiling on apparatus floor.
Total			\$ 11,500.00	

T. Pratt noted that the ceiling of the Firehouse looks terrible, and the lighting needs to be updated. G. Smith agreed that we should try to look our best.

S. Leeper made a motion to approve all 3 transfers. K. Brennan seconded the motion after clarification that the transfer is from Physicals to Building Maintenance. All ayes.

- b. Capital Projects – The good news is that we have heard back from the State on Beacon Valley Road. T. Pratt asked when we would be ready to sign contracts. G. Smith added that we are behind due to delays at the State, so we expect Beacon Valley will move forward late summer and into the Fall. Cocchiola is ready to begin

in May with the top of Rimmon Hill and Pent Road, so this work will be done in the spring. We also need to bid on Cook Lane drainage which is also STEAP monies from the State. There are many steps to take with the State and feedback has been minimal. The Beacon Valley Road expiration date is coming up January 2022.

- c. Burton Road – NVCOG has approved the project and then they will move forward with submitting this as a LOTCIP application. Test borings are completed, and the design phase is underway. We hope that answers will come back quicker because the road is closed.
- d. Beacon Valley Road –The portion of the road which is being paid for by the LOTCIP will be the last portion completed, as the State approval process has dragged on. The hope is that the project is well underway this fall and will finish up next spring.
- e. Station 2 – T. Pratt met with the Fire Chief about Station 2 and asked for an evaluation of the project. The drawings cost \$1,000 and T. Pratt's opinion is that they do not have enough funds to do what they want to do with the building. The plan is the tank will come out in one piece and Oxford Fire will use it for Confined Space training. We also need to address the ownership of the building, as the plans are finalized, and monies are being invested in the building.
- f. WWTP – G. Smith noted that we know we are not going to be part of a regional plan. The Digester project will be the audition for the engineer on the next part of the plan. The next steps of the plan will be funded with a USDA loan, and will require a Sewer User fee, so there are lots of moving parts to taking that next steps. The Town must do it. We will close out the digester project and then focus on the big picture. T. Pratt visited the WWTP and clarified the panel project with T. Carey at the plant.
- g. Fairfield Place – T. Pratt noted that the sewer line was cleaned out and there will be a need for a manhole cover on this road. T. Carey advised G. Smith that he believes the sewer line can last as long as the road. The manhole cover and piping will be added soon, and the PO is being drafted, because timing is important. Aquarion will pave the whole road and charge the road for our portion. DeCarlo and Doll is engineer for both Aquarion and the Town on the project and they are working on the paving agreement.
- h. G. Smith noted that the Seniors came out last night to the BOS meeting, to open the Senior Center to them during the day. The issue that the Town has is sanitation of the building because the custodian works in the early morning hours and not during the afternoon. Cleaning the building is an issue when multiple groups are using the building each day. We are spacing out the public meetings between the Town Hall and Senior Center. With COVID, the State has specific Senior Center rules with strict sanitizing guidelines, and this would have a financial impact, if additional cleaning staff is needed during the day. J. Carroll noted that amenities at Chatfield Farms are closed for the same reason and there is a large liability involved and no insurance which will cover COVID. W. Hopkinson asked if G. Smith could book the Senior Center one day a week for the seniors and G. Smith agreed that he hopes that can be accomplished. Scheduling groups in the Senior Center one per day will be needed.

8. Old Business:

- a. **Finance Policy Manual** – No changes currently.
- b. **Budget Workshop** – The next workshop will be 4/20/21 at the Senior Center and will be consultants presenting their budgets. W. Hopkinson asked if the agenda for this meeting was on the town website and posting on the website was missed. The Town Clerk did receive the agenda and post the meeting.
- c. **BOF Ordinance Changes** – The proposed BOF Ordinance change is attached and was reviewed and discussed. T. Pratt read the proposed changes and items in red are additions/changes to the ordinance. T. Pratt added the dates of the election of

officers. Town employees are not eligible to serve and the term of the BOF members is being shortened to 4 years. Alternates were not advised by the Town Attorney. These are the recommendations from Chairman T. Pratt on the ordinance.

M. Krenesky asked if General Code will codify this, and they will digitize these ordinance changes as part of the overall process. The ordinance process is moving forward, and fee changes are being proposed. Ordinance enforcement is an issue in town, and employees in enforcement positions must be aware of ordinances. Ordinances will be in a far better state after they are digitized. K. Brennan asked about the 6-year cycle, which is replaces 2 members every 2 years. W. Hopkinson and J. Carroll agreed with a 4-year term as more reasonable. **S. Leeper made a motion to accept the ordinance changes as presented. W. Hopkinson seconded the motion. All ayes.**

9. New Business:

- a. **Waiver of \$20,000 bid threshold for the Courts:** N. Nau provided a memo to waive our own procurement policy for the Court Renovation project at Pent Road. For cost and timeliness, when it is in the interest of the town, the boards can waive the bid requirement. There are several pieces to this project: paving, court resurfacing, and fencing are the 3 pieces which are under existing State or consortium contracts, with Statements of Work to be executed. N. Nau added that she does not plan to use this waiver often, but in this case, it makes sense. **S. Leeper made the motion to waive the competitive bid threshold for the Court renovation project. J. Carroll seconded the motion. K. Brennan abstained from the vote. T. Pratt, S. Leeper, J. Carroll and W. Hopkinson voted aye. 4 ayes, the motion carries.**
- b. **Vote to award the 20-10 Tree Service RFP: Ed the Treeman –** Ed the Treeman received the highest score and is the lowest, responsible, responsive bidder. The BOS approved the award at their meeting. T. Pratt had concerns about the debris removal pricing from Ed the Treeman, stipulating that this item be reviewed. N. Nau noted that once she receives permission to make the award, she will enter negotiations on the debris removal item. **K. Brennan made a motion to award the Tree Service bid to Ed the Treeman with the stipulation that the debris removal costs be negotiated. S. Leeper seconded the motion. All ayes.**
- c. **Public Hearing and Town Vote on Budget:** K. Brennan asked if the budget vote will be in person this year. Discussion on the dates for Public Hearing on the budget and Town vote continued. It will most likely be held in the Firehouse with the Hearing in May and vote in early June. At upcoming workshops, the boards will review the budget in detail line by line. The board agreed to set the calendar for the Public Hearing and vote at the 4/20/21 workshop, and dates can be determined jointly by BOS/BOF. K. Brennan asked when the budget will be posted for the public and encouraged posting it soon. N. Nau agreed and is ready to post the budget when the boards are ready.

10. Adjournment: K. Brennan made a motion to adjourn at 9:02 PM. S. Leeper seconded the motion. All ayes.

Respectfully Submitted,

Erin A. Schwarz

Finance Office



Est. 1899

Beacon Hose Co. No. 1



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March 30, 2021

Town of Beacon Falls
Beacon Hose Co. No. 1
RE: 2020 EMS Liberty Bank Account

As per the agreement between the Town of Beacon Falls and Beacon Hose Co. No. 1 concerning the BHC EMS account at the Liberty Bank ending in 479. The end of the fiscal year, the ending balance will be document, from the EMS checking account. Any and all invoices, payroll or pay per call relating to that year, including checks shall clear and/or that have to be paid that may come in relating to the year 2020, will be paid and cleared. Once, cleared invoices and or checks shall be deducted from the ending balance on December 31st. Then \$50,000.00 balance will stay in the account and the remaining shall be divided 80% to the town and 20% to Beacon Hose Co. No. 1.

Bank balance as of December 31, 2020 was \$69,382.15, which allow a split. Relating to the balance on the print out from the Liberty Bank on 12/31/20 it displays \$69,382.15, this does not account for 2 outstanding checks dated 12-31-20 check number 1667 issued to SyncPad LLC for two (2) tablets for each ambulance for a total of \$540.00. Check number 1668 issued to the Town of Beacon Falls, Ct. for a sum of \$3,939.72. This check is for the 4 months of health insurance to cover the fulltime dayshift employee, from January 1, 2021 to April 30, 2021.

\$ 69,382.15 Printout out from Liberty Bank ending 12/31/20
\$ - 3,939.72 Check No.1668 for Health Insurance 1/21 to 4/30/21 fulltime dayshift employee
\$ - 540.00 SyncPad LLC 2 tablet usage fees
\$ 64,902.43
\$-50,000.00
\$ 14,902.43 for the 80/20 split (TOBF \$11,921.94) (BHC \$2,980.49)

Fire Chief DeGeorge, would like to suggest that rather than split the overage. Round it up to \$15,000.00 and place this amount toward the purchase of a new replacement ambulance. The Chief would also recommend changing the split and have the overage go into an EMS Vehicle Revenue Line, yearly which would serve to offset the new purchase. Also, please keep in mind there was \$5,000 check sent to the town on July 1, 2021 to help offset the training expenses for the EMS staff.

Respectfully submitted,

Thomas Pratt
Treasurer
Beacon Hose Co. No. 1

The following Code does not display images or complicated formatting. Codes should be viewed online. This tool is only meant for editing.

Chapter 38

Finance, Board of

[HISTORY: Adopted by the Town Meeting of the Town of Beacon Falls 10-4-1938; amended 8-25-1997, effective 9-27-1997; 10-2-2006, effective 11-9-2006. Subsequent amendments noted where applicable.]

§ 38-1 Composition.

The Board shall be made of six (6) members, residents of the town, shall be elected and serve a 4-year term by the voters. At present a member serves 6 years after being elected. When all present members or said replacement serve out their 6-year term, the election to fill and vote in the new term would start the 4-year term.

No more than three members of the same political party may serve on the Board of Finance. All serving the Board of Finance shall serve without compensation. No member of the Board of Finance shall be an employee of the town or receiving compensation from the town, in another position.

Board is guided by the State of CT Chapter 106 Title 7, the State of CT Chapter 108 Title 7, the Board's By-Laws in place and the Financial Policy Manual

At the November meeting a vote accepting the coming New Year's monthly meetings schedule and submitted to the Town Clerk.

Election shall be held at the December meeting electing a Chairman, Vice-Chairman, and a Secretary: A letter to be sent to the Town Clerk indicating election results.

A Clerk for all meetings shall be assigned by the town, will be responsible to post the agenda, record and document the meetings including any documents presented at each meeting and submit the minutes of the meeting for the town records.