



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

**BEACON FALLS BOARD OF FINANCE  
Regular Monthly Meeting  
June 15, 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, K. Brennan

Members Absent: D. Fennell, W. Hopkinson

Public Present: First Selectman G. Smith, Selectman Mike Krenesky, Finance Manager N. Nau via TEAMS

2. **Comments from the Public:** E. Schwarz read an email from Selectman C. Bielik regarding the Region 16 monthly report, asking Finance to reach out to the Finance Director of Region 16 to discuss the school district's intentions with their 2021 surplus funds.
3. **Approval of Minutes:** There are several sets of minutes to approve: 5/11/21 Regular Meeting, 5/19/21 Public Hearing and 5/19/21 Joint Special BOS/BOF Meeting and the 6/2/21 Special BOF Meeting: **K. Brennan made a motion to approve all the minutes as presented from the previous meetings. S. Leeper seconded the motion. All ayes.**

**K. Brennan made a motion to move the First Selectman's report up on the agenda. S Leeper seconded the motion. All Ayes.**

**4. First Selectman's Report –**

- a. **Budget Transfers:** There are 13 transfers being presented at tonight's meeting totaling \$10,422.04. They are mainly interdepartmental transfers. The new transfer presented is for Tree work on Beacon Valley Road. The proposal is to move monies from Highway lines (Street sweeping and Storm Drains) and from Open Space maintenance to the Tree work line, so that all the tree work on Beacon Valley Road can be completed at the same time.

- b. Capital Projects – These are moving along. The poles for the fencing at Pent Road are going in, so paving can continue. Material pricing is very high at this time. The playground has been installed and is 95% complete.
- c. Burton Road Wall – DOT is reviewing the LOTCIP application for the Burton Road Wall. DOT has been strict with questioning on the LOTCIP applications. The NVCOG engineers review the projects ahead of DOT. DOT is doing full blown reviews which slow the projects down. Although the Burton Road review has come back quickly, the State is seeking records on the wall on Burton Road, and they want the history on the leaning wall. Record keeping has been an issue and we are trying to find all this history.
- d. Chatfield HOA has the same issue with the roads within the complex. They are looking for the original approvals from the Town on the subdivision roads. Land use and the Town planner are looking for these records.
- e. SLR Engineering believes there will be significant work underway on Burton Road before the end of the summer and because the road is closed it can be worked on until the plants closed. T. Pratt asked for more communication to the Town on the status of Burton Road. G. Smith is looking at the potential for putting jersey barriers on Burton Road, so it is one-way down on the hill. S. Leeper suggested a website update with a progress report. G. Smith is considering resurrecting his monthly newsletters updating the public. T. Pratt also asked that he update the public on the status of Pent Road.
- f. Beacon Valley Road – The pre-bid construction meeting took place for the first half of the road. The bid will be closing shortly. The STEAP Monies are set so that side of the road will be moving forward. DOT is holding up second half of the road with their questions and review of the LOTCIP application.
- g. Station 2 – T. Pratt noted that the Fire Chief will pursue a set of drawings from the architect, which will be submitted to the building inspector and the State of CT. Then once the State responds, the Fire Department will review what the State requires and develop a plan moving forward, which includes acquiring the building.
- h. Road Projects – Cook Lane has an approved the STEAP grant and is in design phase. Cook Lane has a lot of drainage work which should be completed by the end of the year. Jane, Stoddard, Columbine reclaiming work will be completed by the end of the month. Back Rimmon is taking place right now and will be reclaimed by the end of June as well. When this work is completed, Cocchiola Paving will move over to Fairfield Place. Aquarion will write a check to the Town for \$55,000 and the Town will complete the paving project. The road will be reclaimed, and DeCarlo & Doll expects the Town's cost will be \$20,000. The town will be paving from Main Street to the cul de sac and leave the wings of the cul de sac untouched. Tiverton will be responsible for the continuation of the road from the cul de sac into the subdivision. When Burns is done paving the last driveway on Fairfield for Aquarion, Cocchiola will complete Fairfield and blend the road to the end.
- i. Tiverton – Regarding this subdivision, Mr. Edward's son-in-law asked the Town to pull the bond on the development. The bond is in place for the town's benefit and G. Smith has been in an argument with the estate, over pulling the bond.
- j. WWTP Update – G. Smith has given DPC Engineering a lot of time to complete the engineering work. DPC was not communicating, and due to past frustrations, and because of the need to move forward, G. Smith let DPC go as our WWTP engineer this week. There will be a meeting with SLR on Monday and SLR will bring in their wastewater engineers. In the interest of moving the digester project and electrical upgrade project forward, the Town will work with SLR for these projects. Wastewater project work will be coming back more aggressively soon.



- k. Liberty Bank – G. Smith had a meeting with Liberty Bank last week about the closing of the branch. He asked to speak with the decision makers and spoke with the President of the Bank. Liberty would need to run \$60M through the branch monthly to break even. The Beacon Falls branch runs \$20M monthly – 1/3 of the amount needed. So, the branch is definitely closing. Over 50% of households in Beacon Falls, already have an account there. The good news is that Liberty Bank recognizes that the Town needs a bank, they will let a competitor buy the property. G. Smith noted that ION Bank is interested, but with brick-and-mortar banks closing, ION would only want virtual tellers and an ATM machine on site. Liberty Bank has a relationship with small bank in Rocky Hill that is interested in expanding their footprint in CT, so this bank is looking at coming into town. Liberty is still waiting for approvals to close the branch and G. Smith is making progress with bringing in a new bank.
- l. Back Rimmon Road – The BOS did not move last night on the Back Rimmon Road underdrain installation. G. Smith agreed that waiving the procurement policy in this instance because the contractor is in motion and completing the reclamation, the underdrain installation is a small portion of the overall job. The BOF will act tonight and move the item back to the BOS for review.

**5. Reporting:**

- a. Tax Collector Report – Finance and QDS reconciliation provided. T. Pratt asked for the QDS pie charts in color, so they are easier to read. T. Pratt asked if there are any upcoming changes on MV taxes at the State level in the legislative special session. M. Krenesky asked if BOF was advised about the 7 properties given to the Marshal with expected August 2021 tax sale. Finance will request an update.
- b. Treasurers Report – No comments.
- c. Town Clerk Report – Conveyance remains strong. No comments.
- d. Region 16 Report – Per C. Bielik's email, Finance will request information from Region 16 on their projected surplus numbers for FY2021.
- e. Ambulance Report – EMS Report – Monies have not been transferred to BHC from the collection agency yet and they are also looking at pulling the oldest amounts off the list.

**While waiting for Finance Manager N. Nau to join via TEAMS, K. Brennan made a motion to move Old Business to next on the agenda. S. Leeper seconded the motion. All ayes.**

**6. Old Business:**

- a. Master Fee Schedule: On hold. Police fees are being reviewed and IWWC fees are being reviewed with the COG to make sure they are in line with other towns.
- b. YMCA: Several Woodland coaches have been running programs through Parks & Recreation and due to risk and liability, they will be working with the YMCA to put these programs and camps in place this summer. The programs are worthwhile to run, but the town's insurance should not take precedent. Surveys should be coming out shortly. Recreation camp will start July 12<sup>th</sup> and it is being run by the Town. The Town continues to work with the YMCA to get their programs running.
- c. Senior Center: M. Krenesky added to this conversation that the Beacon Falls Senior organization is not a recognized organization by the State of CT. In 2019, they lost that status because they have not filed the proper paperwork with the State and forfeited their LLC. This increases the need to hire a senior director to be hired quickly, so a town employee will oversee hosting and running programs at the Senior Center. K. Brennan asked who was responsible for filing the annual report with the Secretary of State and it is the responsibility of the Senior organization to file. They are not insured in any way at this time.



7. **Finance Manager Report** – N. Nau joined the meeting via TEAMS.

- a. Finance Policy Manual Updates – N. Nau has revised one chapter of the Debt Management chapter in the manual for the BOF to review. This is the result of the meeting with S&P rating agency at the time of our BAN issue where the Town was encouraged to have a more complete Debt Management policy.
- b. Interns – We have 2 college interns working with us this summer who are working out well and helping various departments on their projects.
- c. Financial Software – Our 7/1/21 software launch is not on track, as the developer is trying to get there. We hope to have AR launched in July and PO Requisitions to launch in August. Finance will do a soft launch in July of the PO module and input the data to start and then push it to the departments in August.
- d. Beacon Valley Road – The STEAP side of the road was advertised on Bonfire and the optional on site was attended by 10 people. The question period has ended, and bids are due this Tuesday.
- e. OPEB – We had a RFQ posted for the OPEB requirements. We have a full disclosure owed this audit period along with the regular OPEB valuation. Our existing provider's quote is higher than budgeted so we were seeking an Alternative Minimum Measurement for OPEB on this RFQ. We do not have responders to this RFQ, so if we go with the existing provider Segal, then we will need a budget transfer to cover their higher costs.
- f. RFPs/RFQs/Contracts – Wastewater Treatment – There will be more information on the electrical and digester projects after our important meeting this Monday. We expect new information and movement next month.
- g. SOWs – The Pent Road agreements with 3 contractors is moving forward.
- h. Revenue and Expenditures: Considering COVID impacted 2021, the Town had a good year on the revenue side. There are quite a few interdepartmental transfers this month, along with the transfer for tree work. Expect wage transfers next month after vacation and sick payouts take place.
- i. Non-Recurring Capital – N. Nau completed research on the Public Works generator and the HGAC Buy consortium has a Cummins generator which will meet their needs and is being specked out next week.
- j. Master Fee Schedule changes are still pending.
- k. American Rescue Plan: ARP monies are now projected at \$1.8M over 2 years and the monies are to be spent by 2024. Connecticut's municipal allocations increased, as town's also received county allocations. Finance met with Gerry to formulate tentative plans for spending these monies. We may be able to offer microgrants to individuals and businesses. Sewer pump replacements at Chatfield Farms could be part of the ARP allocation. We need to link the spending of these monies to COVID. We have much sewer infrastructure work and at the WWTP meeting on Monday, we will discuss the future of the WWTP and the piping network.
- l. Grants:
  - AFG – The first round of awards on AFG occurred last week and awards are released every Friday. We will monitor the results weekly.
  - FP&S – This award will be closer to August 2021.
  - Hurricane Isaias – FEMA reimbursement in progress.
  - K. Matthies Grant – We have applied for new Park benches.
- m. T. Pratt asked if Purchase Orders will be sent to vendors by departments under the new PO system. N. Nau advised that presently the departments are provided with their signed POs and the departments deal directly with the vendor. Some vendors



require the PO and others do not. Finance will still be cutting the POs electronically. The Departments will create the PO requisitions only.

**8. New Business:**

- a. **Revenues:** The State budget has been finalized which impacted State revenue from ECS and PILOT. The town's revenues from the State increased by \$27,000.
- b. **Vehicle Replacement Fund:** J. Carroll made a motion to establish a Vehicle Replacement Fund, allowing the Finance Department to structure the specifics of how the Fund will operate in their system. K. Brennan seconded the motion. N. Nau noted that she will be creating revisions to Finance Policy Manual for Fund Balance usage to set parameters for all funds. **All ayes.**
- c. **Private Duty Rates:** The Finance Office provided a calculation for Police Private Duty rates for FY2022 per the attached. The rates are increasing to match increased pay rates and pension costs. S. Leeper made a motion to accept the Police Private Duty Rate calculation for FY2022, K. Brennan seconded the motion. **All ayes.**
- d. **Budget Transfers:** Returning to transfers, T. Pratt noted that the first set of transfers totaled \$10,422.04 and the second transfer on Tree Work totaled \$10,156 (noted below). J. Carroll noted that there is nothing unusual in the interdepartmental transfers. J. Carroll made a motion to approve all the transfers, as presented. S. Leeper seconded the motion **All ayes.**



**TOWN OF BEACON FALLS**

**FY21**

**6/14/21 BOS & 6/15/21 BOF MEETINGS**

**TRANSFERS**

<i>Ln</i>	<i>Transfer From</i>		<i>Transfer To</i>		<i>Amount</i>	<i>Descri</i>
1	10.90.65.1750	Refuse - Bulky Waste	10.90.65.1755	Hazardous Household Waste	\$ 1,297.04	To cov
2	10.90.45.1167	Fire Marshal - Vehicle Expense	10.90.45.1011	Deputy Fire Marshal Wages	\$ 1,000.00	To cov
3	10.90.45.1515	Fire Code Subscription	10.90.45.1001	Deputy Fire Marshal Wages	\$ 605.00	
4	10.90.44.1121	Electricity	10.90.44.1490	Fire Department - Physicals	\$ 1,500.00	These 1 provide unit co.
5	10.90.44.1122	Heating Fuel	10.90.44.1490	Fire Department - Physicals	\$ 2,300.00	
6	10.90.44.1490	Vehicle Fuel	10.90.44.1490	Fire Department - Physicals	\$ 720.00	
7	10.90.44.1123	Water	10.90.44.1490	Fire Department - Physicals	\$ 225.00	
8	10.90.44.1436	Building Equipment Maintenance & Repair	10.90.44.1490	Fire Department - Physicals	\$ 775.00	
9	10.90.53.1585	Police - Vehicle Repairs	10.90.53.1130	Police - Telephone	\$ 1,350.00	Increas
10	10.90.53.1585	Police - Vehicle Repairs	10.90.53.1220	Police - Department Supplies	\$ 650.00	Order f
<b>Total</b>					<b>\$ 10,422.04</b>	

e.

e. **Tree work transfer for tree work on Beacon Valley Road –**

- **Transfer From 10.90.59.1670 Street Sweeping \$2756.00**
- **Transfer from 10.90.59.1720 Storm Drains - \$3000.00**
- **Transfer from 10.90.24.1807 Open Space Maintenance - \$4400.00**
- **Transfer to 10.90.59.1713 Tree Work - \$10,156**

f. The Finance Manager has presented an email explanation requesting that the BOS and BOF review a waiver of the Finance Policy Manual competitive bid requirement for the underdrain installation on Back Rimmon Road. The new drainage material is being ordered under State contract pricing. The installation of the drains was not an item on the original bid. The installation is estimated at \$28,000. The contractor is in town and completing the reclamation of the road. J. Carroll noted that it does not make sense to bid this out, while we have the contractor in place. N. Nau noted that total project cost is \$220,000 so the underdrain is only 12% of the total project. The timeline did not allow us to advise sooner and on the next paving bid underdrain will be included next time. J. **Carroll make a motion to waive the \$20,000 competitive bid threshold for a portion of the Back Rimmon Road paving project. J. Brennan seconded the motion, with the understanding this is an exception to the rule.** J. Carroll agreed that in this case it makes sense to waive the requirement. **All ayes.** The proposal will go back to the Board of Selectman for action.

9. **Finance Policy Manual:** N. Nau noted that the motivation to revise the Debt Service policy is a result of a suggestion from S&P Credit rating agency, at the time that the Town completed the last BAN Issue. They recommended a more thorough Debt Management policy for all funds. N. Nau has looked at the Debt Management policies of other towns: Tolland, Newtown and Middlebury were examples. This is an attempt to get our language to be more thorough and comprehensive. She is also looking at debt ratio calculations, evaluating our current debt against new risk, and how it relates to Region 16's debt. There is a financial indicator report from the State of CT, which is now in the BOF Meeting folder (it is a 300-page document) which the board can refer to in looking at ratios. The Town will be taking on more debt in FY2022. Changes to the Manual are in track changes, so the members can review the language changes. Members agreed to table the revisions until next month for further review, before adopting the changes.
10. No Public Comment
11. **Adjournment:** K. Brennan made a motion to adjourn at 8:21 PM. S. Leeper seconded the motion. **All ayes.**

Respectfully Submitted,



Erin A. Schwarz

Finance Office



TOWN OF BEACON FALLS  
POLICE UNION CONTRACT - POLICE PRIVATE DUTY RATE CALCULATION  
Appendix A Evaluation

	07/01/2017	07/01/2018	07/01/2019	07/01/2020	07/01/2021	07/01/2022
Grade B	\$28.650000	\$29.366250	\$29.953575	\$30.702414	\$31.469975	\$32.256724
Grade A	\$29.380000	\$30.114500	\$30.716790	\$31.484710	\$32.271827	\$33.078623
Corporal	\$33.040000	\$33.866000	\$34.543320	\$35.406903	\$36.292076	\$37.199377

In-house

PARTIME&FULLTIME

Weekday Private Duty  
Weekend/Holiday Private Duty

	18-'19 Rate	19-'20 Rate	20-'21 Rate	21-'22 Rate
Weekday Private Duty	\$54.17	\$60.814980	\$63.44	\$64.80
Weekend/Holiday Private Duty	\$69.22	\$78.086640	\$81.58	\$83.40

School	Calc	18-'19 Rate	19-'20 Rate	*\$15 Rule	20-'21 Rate	21-'22 Rate	21-'22 Rounded
Weekdays, Weekends, Private Duty		\$69.17	\$69.00	\$75.81	\$78.44	\$79.80	\$80.00
<b>External Vendors</b>							
Weekday Private Duty	18-'19 Calc	18-'19 Round	19-'20 Calc	19-'20 Rounded	*\$20 Rule	20-'21 Cals	20-'21 Rounded
Weekend/Holiday Private Duty	\$92.01	\$90.00	\$100.84	\$100.00	\$100.00	\$105.32	\$108.00
	\$112.01	\$100.00	\$123.80	\$120.00		\$129.72	\$133.00
18-'19	%	19.39%	6.20%	1.45%	WC		
PT/FT	Wages	Retirement	SS	Medc	FRINGE	TOTAL	
wkdy	\$54.17	\$10.50	\$3.36	\$0.79	\$3.19	\$72.01	
wkend	\$69.22	\$13.42	\$4.29	\$1.00	\$4.08	\$92.01	
19-'20	%	19.39%	6.20%	1.45%	WC		
PT/FT	Wages	Retirement	SS	Medc	FRINGE	TOTAL	
wkdy	\$60.81	\$11.79	\$3.77	\$0.88	\$3.58	\$80.84	
wkend	\$78.09	\$15.14	\$4.84	\$1.13	\$4.60	\$103.80	
20-'21	%	20.95%	6.20%	1.45%	WC		
PT/FT	Wages	Retirement	SS	Medc	FRINGE	TOTAL	
wkdy	\$63.44	\$13.29	\$3.93	\$0.92	\$3.74	\$85.32	
wkend	\$81.58	\$17.09	\$5.06	\$1.18	\$4.81	\$109.72	
21-'22	%	22.45%	6.20%	1.45%	WC		
PT/FT	Wages	Retirement	SS	Medc	FRINGE	TOTAL	
wkdy	\$64.80	\$14.55	\$4.02	\$0.94	\$3.82	\$88.12	
wkend	\$83.40	\$18.72	\$5.17	\$1.21	\$4.91	\$113.41	

Presented for  
approval at June  
2021 BOS and BOF  
meetings