

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



**BEACON FALLS BOARD OF FINANCE
Regular Monthly Meeting
June 14, 2022, MINUTES
(Subject to Revision)**

1. J. Carroll called the meeting to order at 7:02 PM and led the assembled in the Call to Order/Pledge to the Flag:

Members Present: J. Carroll, K. Brennan, S. West, W. Hopkinson, D. Fennell (7:06 PM)

Members Absent: T. Pratt

Others Present: Finance Manager N. Nau, Selectman M. Krenesky and 2 members of the public

2. Comments from the Public – None.
3. Read and Approve Minutes from Previous Meetings: **K. Brennan motion to accept all the meeting minutes presented, with one amendment to the 5/10/2022 Regular Meeting Minutes. The 5/10/22 Regular Meeting minutes should include a motion to approve the Suspense list as presented by the Tax Collector. The motion was made by KB and seconded by TP at the 5/10/22 meeting and there were All ayes. S. West seconded the motion to approve the minutes with this amendment. J Carroll, S. West, D. Fennell, and K. Brennan voted aye. W. Hopkinson abstained as she was not in attendance at the 5/10/22 BOF Meeting.**
 - a. 5/10/22 Regular Meeting – *Revision needed for motion on Suspense list*
 - b. 5/17/22 Public Hearing
 - c. 5/17/22 Joint Special Meeting
 - d. 5/25/22 Special Meeting
 - e. 5/31/22 Budget Workshop
 - f. 6/1/22 Budget Workshop
4. Correspondence -
 - a. N. Nau provided the Board with correspondence from the State OPM, noting new public act 22-35 and key changes. The (MFAC) Municipal Finance Advisory Commission noting that towns should have a minimum fund balance at 5% as a bottom threshold. There are other provisions about bond anticipation, operating budget deficits and other items to keep in mind as we consider the next round of changes to the Finance Policy Manual to ensure we are in concert with the State.
 - b. Fire Chief – The BOF received an email from the Fire Chief regarding using monies in capital items from prior years for the purchase of the UTVs. The Station 2 and Fire Marshal vehicle projects are not moving forward at this time. The Chief is asking if these projects can be moved to fund the Fire Dept. UTV project. JC noted that he is not in favor of giving money to the departments to spend as they see fit, as the public approves these capital projects in the budget line item by line item. The BOS/BOF moved the 2023 budget to the public and the UTVs were not approved in that budget. He understands the Chief's concerns, but it is not do a good idea to allow departments move money around as they see fit, after we have put out a budget with specific capital projects. KB noted that the proposal would not impact the FY2023 budget that is being voted on next week. The proposal is to take 2 projects which were previously earmarked as capital expenses and repurpose those funds to a project which they have deemed a higher priority. The money has been earmarked and is not spent, so if the department deems a project to be a higher priority, any change to appropriation would need to go through the channels BOS/BOF and Town Meeting. The approval process would still need to go to Town Meeting, and it will not impact the FY2023 budget monies. The Town Meeting would then give the Fire Department permission to use the capital project funds allocated as they see fit.
 - c. JC: Why are the capital project items which were previously approved, no longer deemed necessary? More justification and more detail would be required. KB: The Station 2 project has been held hostage by

lack of movement from the State, the Fire Marshal vehicle funds have not been spent because additional monies for the vehicle were not funded. The UTV project is something that they can move forward on immediately. The Fire Chief noted that UTVs were as high a priority as the Ambulance purchase. Important to note that this does not impact the FY2023 budget vote.

- d. NN noted that the older projects will not disappear, so the need to fund those projects will remain. There are more needs from the Fire Department down the road. She would like to know where the Fire Department would place these projects on the 5-year CIP. She added that the State is dragging their heels on that Station 2 project, but in concert, we need to show a formal prioritization analysis. We could shuffle some of these monies into an AFG grant in the future. Fire is asking for it again in a future budget year. We have to ask the taxpayers again for the same project. NN can discuss future requests with Chief.
- e. MK noted that use of funds within a budget has been discussed previously and the budget is a guideline for the departments, as long as they stay within their gross budget and follow the procedure for the transfer of the funds. JC responded that applies to the operating budget, not capital projects which are voted on line item by line item. NN noted that justification of any transfer is always required. There is always a responsibility towards the taxpayers for accountability.
- f. SW added that either way the request would need to come back through the BOS/BOF. WH needs more information and the justification for the changes. She needs all the facts to make an informed decision. NN would like to know if any neighboring towns have UTV available, through mutual aid? There is a large push for regionalization and sharing of resources, especially for a town our size with our call volume. The conclusion is that the Chief should provide justification, answer their questions, and send this back through the BOS first. Following that protocol, the BOS would then bring the request to the BOF. JC is against letting departments use capital funds as they see fit, because they are specifically voted on by the public. We need justification and data from the Chief. DF is in agreement.

5. Reports

- a. Tax Collector Report – No comments or concerns.
- b. Treasurer Report – No comments or concerns. There is a difference in the General Fund of \$1965 which the Finance Office is working to find.
- c. Town Clerk Report – No comments or concerns.
- d. Region 16 Report – No comments or concerns. No capital report from Region 16, outside of the capital project referendum.
- e. Ambulance Report – Numbers are through 5/20/22. No other comments.

6. First Selectman's Report

- a. M. Krenesky noted that the RFP for the Burton Road Sewer replacement went out. There have been a number of people taking the documents for the bid. The BOS added a new LOTCIP application last night, an additional piece of the Burton Road project to include the traffic light portion of the project.
- b. Budget Transfers – There are 6 transfers with a late addition transfer from Highway Materials to Street Sweeping.



FY22 TRANSFERS FOR 6/13 BOS & 6/14/2022 BOF MEETINGS

6/9/2022

#	Transfer From	Transfer To	Amount	Description
1	10.90.83.1170 Contingency	10.90.03.1070 Board & Commission Clerks	\$ 2,000.00	Additional meeting this FY; currently \$640 over budget with 15 more meetings for June.
2	10.90.37.1410 Property & Casualty Insurance	10.90.13.1256 Fire - Life and AD&D Insurance	\$ 6.75	Annual bill came in slightly higher
3	10.90.44.1436 Building Equipment & Repairs	10.90.44.1435 Building Maintenance	\$ 1,500.00	Transfers would cover pending purchases needed to close out FY22
4	10.90.44.1486 EMS Training	10.90.44.1485 Personal Protective Equipment	\$ 4,000.00	
5	10.90.44.1553 Dept Supplies - EMS	10.90.44.1552 Dept Supplies - Fire	\$ 4,000.00	
6	10.90.59.1710 Highway Materials	10.90.59.1670 Street Sweeping	\$ 3,245.00	Late addition to Transfer list.
Total			\$ 14,751.75	

- N. Nau noted the street sweeping budget was based on approximately 105 hours and this year the sweeping took longer and totaled 122 hours. The other transfers are for Board & Commission Clerks to accommodate additional meetings which took place, Fire AD&D Insurance has a small transfer. The Fire Department is increasing several budget lines for purchases that they want to make. They are buying helmets, doing some building maintenance items, and using EMS training monies, building equipment, and Ambulance supplies to cover the costs. **KB made a motion to approve the transfers as presented. WH seconded the motion. D. Fennell abstained from the vote. JC, KB, SW, WH voted aye.**
- c. Under Lines to Monitor – The Finance Department noted that some of the utility lines are being monitored and trending overbudget, as many utility costs are increasing with inflation. Police Training will most likely need a transfer due to firearms training. The Nurse Wages is trending high. Library programs are almost out of funds. Seasonal Wages for Summer Camp may go overbudget for the Camp Director to put in some prep hours in June. Minibus Gas will go overbudget this year. Vacation and sick payouts will result in year-end transfers as well, and we will have those numbers in July.
7. Finance Manager's Report
- a. AssetTrax – Finance is dedicating time in July for the full implementation of the software with Slate Pages. Same thing with Streetlogix.
 - b. Interns – Town Hall will have 3 interns helping this summer
 - c. Prelim audit work took place at the end of May into early June. Thanksgiving week will be the audit week and no extension should be required. GASB 87 is a new standard for tracking leases/contracts which the auditor is focused on. The auditor is also triple checking the procurement on the ARPA expenditures.
 - d. Burton Road – The Sewer portion is moving forward with an onsite pre bid meeting tomorrow. Bids are due 6/21/22 to align with the Aquarion water line replacement on lower Burton Road. The rest of the Burton Road work will be bid separately. The Sewer work is paid for with ARPA money. The larger replacement project for Burton Road is the LOTCIP grant.
 - e. Paving is underway. N. Nau is drafting another RFP on paving work to be issued very shortly.
 - f. Beacon Valley Road – There has been some issues with car damage on the road, which has been submitted to the Contractor. The guardrails are being completed and then the west portion of Beacon Valley should be completed this month.
 - g. N. Nau just submitted a LAP claim against public works for damage to a vehicle done from mowing around the vehicle. This will be investigated.
 - h. Police Private Duty rates: The 2023 rates were not approved by BOS last night. The rates are not increasing by only \$1.00 hour from FY2022 rates. BOF will act after BOS acts on the rates.
 - i. Budget: Budget hearing was 5/17, the vote failed on 5/25 and now the budget referendum is set for 6/21/22.
 - j. Revenue and Expense – Finance is encouraging departments to look at their spending closely as we approach year-end. Revenue is strong.
 - k. Capital Projects –
 - i. The generator PO has been cut. HGAC fee is included in the PO. No movement yet.
 - ii. Digester project is being held up by the vendor, and we may pursue another solution, as work is weather dependent.
 - iii. Station 2 – No word from the State
 - iv. Reval – Final payment still needs to be released.
 - v. Police Carport – Following up, weather related
 - vi. Town Hall Roof – 2 out of 3 quotes are \$25,000 overbudget. These are all state contractors off the State bid. We are waiting for the 3rd quote. LOCIP monies are approved for the project, and we are trying to get a third price off the State contract. This type of overage would result in a Town Meeting.
 - vii. Guardrails – Cook Lane will receive the guardrail monies.
 - l. Grants –
 - i. Main Street improvements – Engineering is working on the scope and phased approach for connectivity monies.
 - ii. There is movement on the FEMA award cycles, so she expects to hear from SAFER and then AFG monies.
 - iii. BVP – She is waiting for an invoice from Police for a bulletproof vest by 6/27/22, so that we can apply for this grant.

- iv. AARP grant for pavilion was not received.
 - v. STEAP Grant – This grant is due 8/15/22 and the application limit has been increased to \$500,000. The Build Back Better monies impacted the limit on this grant. The suggested match for the Town is 20%, which is typically met with engineering expenses. G. Smith has 4 or 5 roads he is considering with the engineers.
 - vi. Build Back Better America grants are available and the NVCOG is submitting these grants on behalf of the valley town by 9/15/22. NVCOG is also doing an exhaustive study of Rte. 8, which we hope will improve our on and off ramps.
 - vii. There are funds available for Reconnecting Communities and SAFE Streets if we can meet the requirements for action and implementation. SAFE Streets has a \$1M max project size.
 - viii. LOTCIP Beacon Valley Road East side beyond the condos – Revised plans were just submitted to the State for the redesign. The west side will be done next month, and the east side will begin around end of August/September, pending the State review.
 - ix. LOCIB – For this project on Beacon Valley Bridge, we may need to solicit some of the State representative assistance; There has not been acknowledgement of the application.
8. Finance Policy Manual – Tabled
9. Old Business
- a. FY2023 Budget Referendum – The FY2023 budget referendum is 6/21/22 from 12:00 PM – 8:00 PM at the Senior Center.
 - b. Master Fee Schedule – on hold
10. New Business
- a. Police Private Duty Rates FY2023 – Not approved by the BOS, so BOF will not act. The rates would increase \$1/hour across the board. MK noted that is BOS has a special meeting this week re: Lorraine Drive, the rates can be added to that agenda. The BOF would then add this item to the Special BOF meeting on 6/21/22. MK explained the Lorraine Drive meeting would be an open space land swap for driveway access to the cul de sac.
 - b. Special BOF Meeting following referendum – The BOF will meet immediately following the release of the vote count, at the Senior Center, for the purchase of setting the Mill Rate as soon as possible, provided the budget passes. The meeting should begin sometime between 8:30 and 9:00 PM. JC added the hope the budget passes to that BOF can set the mill rate that night.
11. Executive Session (if needed)
12. Comments from the Public: MK added the results of the State coming down and doing a walk-through at Matthies Park. They spent a lot of time at the park, and they were impressed and amazed at the house. The engineering of the park would qualify the park for the National Historic Register. Anything tied to grants is on the State registry.
13. Adjournment – **WH made a motion to adjourn at 8:02 PM. KB seconded the motion. All ayes.**

Respectfully submitted,

Erin Schwarz
Finance Office