

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



**BEACON FALLS BOARD OF FINANCE  
Regular Monthly Meeting  
August 9, 2022, MINUTES  
(Subject to Revision)**

1. J. Carroll called the meeting to order at 7:03 PM and led the assembled in the Call to Order/Pledge to the Flag:

Members Present: J. Carroll, T. Pratt, D. Fennell, W. Hopkinson

Members Absent: K. Brennan, S. West (recently resigned)

Others Present: Finance Manager N. Nau

2. Comments from the Public – None.
3. Read and Approve Minutes from Previous Meetings: 7/14/22 Regular Meeting Minutes. Tabled until there is a quorum that attended the meeting.
4. Correspondence – No new correspondence.
5. Reports
  - a. Tax Collector Report – Not yet available for July 2022.
  - b. Treasurer Report – No comments or concerns.
  - c. Town Clerk Report – No comments or concerns.
  - d. Region 16 Report – No comments or concerns. N. Nau has requested the July 2022 CNR report from Region 16.
  - e. Ambulance Report – No report available this month.
6. First Selectman's Report: G. Smith was not in attendance. N. Nau will cover his agenda items in her reporting.
7. Finance Manager's Report: N. Nau reported on the following -
  - a. Revenue and Expense Reporting: Finance has included the June 2022 revenue and expense lines to close out the fiscal year and the July reporting for the new 2023 fiscal year. There are budget transfers being proposed for both fiscal years.
  - b. Software updates in AssetTrax are taking place and N. Nau is working to get the data set established for all the Town assets before the integration with Slate Pages. A budgeting module is the next piece that Finance is looking into ahead of budget system. The module would need to be user friendly to be cost effective.
  - c. Road Work:
    - i. Bid Process for the Dolly, Patricia and Coventry Reconstruction work has closed out and the contract was awarded to B&W. There were two submissions. There were 6-7 contractors at the pre-bid meeting but only two submissions, both from new contractors: B&W and Palker. B&W was less expensive by \$300,000. These are three cul de sac roads and the project includes drainage and full reconstruction. As B&W is a new contractor, the engineer will be watching their work closely.
    - ii. Beacon Valley Road (East) and Beacon Valley Road Bridge were held up at the State level. The State has finally gotten back to us on the Bridge and the LOCIB Grant agreement for the Bridge was approved by the BOS last night.

- iii. Beacon Valley Road (West): This job is wrapping up and there was a change order on the guardrails for this project, which is one of the last pieces being done. Cook Lane will also be getting guardrails using the Non-Recurring Capital project funds.
  - iv. Burton Road Sewer Replacement: This job will start after the Aquarion water work is completed in the next couple of weeks.
- d. Financials: As we close out the 2022 fiscal year, the June reporting shows the Town ended the year in a good position. Revenue for 2023 which we are anticipating:
  - i. MV Cap Reimbursement – This payment came in at \$142,000 at the end of July.
  - ii. Opioid Class Action Suit Funds – The Town participated in this class action suit and anticipates approximately \$3,000 in revenue from the suit. Finance will review legal fees to determine the cost of participating.
  - iii. Tornado FEMA Project: The last category is administrative costs for the documentation needed for the FEMA reimbursement. The project officially closes in August, and we anticipate a percentage of the overall reimbursement in Admin costs.
- e. Budget Transfers:
  - i. 2023 Transfer for Air Handler: We need to replace one of the Town Hall air handles and therefore are requesting \$8,000 from Contingency.
  - ii. 2022 Transfers: There is a list of transfers for 2022 as we close out the year, including a transfer back to SWWT fund to replenish some of the funds taken for Sludge processing in 2022.
- f. Capital Project Updates:
  - i. The Digester project is moving forward at a slow pace. Enduro's plans have been reviewed and approved by the engineering and the installer. The hope is that the work can be completed before the winter.
  - ii. Station 2 – Not sure what the State is doing here, N. Nau continues to follow up. T. Pratt noted that as long as the State maintains the legal right of way to the tracks, then there is potential for the town to take ownership.
  - iii. Revaluation – Retainage has been paid and the project is complete.
  - iv. Generators: on order and will be delivered next year.
  - v. Carport- The BOS/BOF should expect a memo from the Police Department suggesting an amended plan and budget for the project.
  - vi. Engine & Tanker – Vehicles have the same delivery estimates, and we will make our financing payments when they are due.
  - vii. Town Hall Roof – N. Nau has received proposed pricing from vendors. She asked them to resubmit their proposals using the State Contract pricing with proposals in the \$118,000 range. Cost of materials are high, and these quotes came in overbudget. The Town solicited local vendors: Brown and Di Giorgi for competitive pricing. Digorgi's quote \$2,000 under budget. There are several options for the Town. We could put the Roof out to bid. Another option is 'do nothing' or do a portion of the roof. We can waive the procurement policy, if it is in the best interest of the Town. N. Nau noted that we did our due diligence and solicited three vendors on the State contract. BOS is in favor of waiving the procurement policy and moving forward with Di Giorgi. BOF will discuss this point later in the meeting.
  - viii. Rimmon Hill Schoolhouse – The plan for the property will go before the IWWC. The corner has been cleaned up and the project is starting to move forward.
  - ix. Rescue Rope – The PO was issued, and rope was ordered today.
  - x. N. Nau is still waiting for word on the FEMA Grant for extrication equipment. Safer awards take place first and then AFG grants. FEMA is behind schedule with their awards.
  - xi. POCD – This project is moving along and the invitation to bid for the Planner will be drafted and go out this fall. We are ahead of schedule here.
  - xii. Police Interceptor: The PO went in to MHQ for the new Police car, before the State Contract expired on 8/1/22 so we would get the contract pricing.
- g. Grants:
  - i. \$4.2 M Grant – Safe Streets for All – NVCOG is submitting a regional application which will include Beacon Falls and they are approaching the State for the match, which would need to be

negotiated by NVCOG and would be 100% funded. The application is for North Main Street rehab with sidewalks and streetscape as the focus. The Connectivity grant would be sidewalks, bump outs on the South Main side.

- ii. Playscape Expansion: The K. Matthies grant for \$10,753 was awarded, so we will have a PO in place shortly for those items.
- iii. There is a lot of federal and state money out there and we are moving with rapid speed on the federal and state grants:
- iv. STEAP – We put in an \$800,000 STEAP application for Church Street. The STEAP max is \$400,000-\$500,000 so the Town would be responsible for the match.
- v. The Town is also pursuing grants associated with transit-oriented development and design and an EV Charging Station Grant through DEEP. JC and DF concurred that future EV Charging stations should have a fee charged to the public for use. N. Nau noted a fee schedule is part of the grant proposal.
- vi. N. Nau noted the Town is working with an architect for plans on a community center at 35 Wolfe Avenue which will also include demolishing the carriage house on the property.

## 8. Finance Policy Manual – No changes this month.

## 9. Old Business

- a. Master Fee Schedule – on hold

## 10. New Business

- a. Police Private Duty Rates FY2023 – The FY2023 rates were approved by the BOS. The proposed rates are \$109/hour for weekdays/\$134 for weekends and \$81 for non-profits. They are increasing by \$1.00. **DF made a motion to approve the FY2023 Private Duty rates as proposed. TP seconded the motion. All ayes.**
- b. Town Hall Roof; Waiver of procurement rules. - JC is in favor of waiver the procurement rules to allow the local contractor to complete the work. The Finance Office has done their due diligence. **WH made a motion to waive the competitive bid requirements for the Town Hall Roof replacement, in the best interest of the Town. DF seconded the motion. All ayes.** TP asked for an estimate of when the work will be completed to ensure the Town Hall is protected for the winter.
- c. Budget Transfers:
  - i. 2022 Transfers: Finance Department reviewed the 2022 transfer requests and year-end overages and explained the request to transfer WWTP department funds back to SWWT.

<div style="display: flex; justify-content: space-between; align-items: center;"> <div> <b>FY22</b>  <b>TRANSFERS FOR 8/8 BOS &amp; 8/9/2022 BOF MEETINGS</b> </div> <div>8/4/202</div> </div>									
<b>FY2021-2022 BUDGET</b>									
<b>SWWT TRANSFER</b>									
<b>TRANSFER FROM:</b>					<b>TRANSFER TO:</b>				
#	Amount	Line	Description		Line	Description	Amount	Explanation	
1	\$ 12,999.00	10.90.67.1760	Plant Operations			SWWT Fund - Transfer In	\$ 12,999.00	We took just over \$41,530 from the SWWT Fund to cover Sludge Processing Expenses for FY2022.	
2	\$ 7,000.00	10.90.67.1780	Sewer Maintenance			SWWT Fund - Transfer In	\$ 7,000.00	Now that the year has closed out, the WWTP Supervisor has surplus funds for 2022 which he wishes to move back to the SWWT Fund to replenish the monies used for Sludge Processing	
	\$ 19,999.00						\$ 19,999.00		
<b>YEAR-END MISC. TRANSFERS</b>									
<b>TRANSFER FROM:</b>					<b>TRANSFER TO:</b>				
#	Amount	Line	Description		Line	Description	Amount	Explanation	
3	\$ 4,179.83	10.90.83.1170	Contingency		10.90.01.1014	HUMAN RESOURCES CONSULTANT	\$ (4,179.83)	Hiring, more usage of HR	
4	\$ 50.56	10.90.03.1041	Board & Commission Expenses		10.90.03.1078	LEGAL NOTICES	\$ (50.56)	Advertising for EFPs/primaries	
5	\$ 533.81	10.90.03.1121	Electricity - Solar Generation		10.90.03.1120	UTILITIES - ELECTRICITY	\$ (533.81)	Higher rates	
6	\$ 120.00	10.90.03.1122	Town Hall - Water & Heat		10.90.03.1130	TELEPHONE & INTERNET	\$ (120.00)	Higher Heating costs	
7	\$ 8.79	10.90.03.1495	Education		10.90.03.1147	MILEAGE & TOWN CAR MAINT.	\$ (8.79)	Increase mileage rate	
8	\$ 1,541.59	10.90.11.1022	Building Admin - Overtime		10.90.15.1042	WAGES - CLERK PTE	\$ (1,541.59)	Reval year, hours split between jobs	
9	\$ 39.21	10.90.44.1465	Comm. Equipment Maintenance		10.90.44.1466	EQUIPMENT MAINTENANCE	\$ (39.21)	Battery purchase	
10	\$ 127.41	10.90.44.1471	Mandatory Inspections		10.90.44.1472	VEHICLE REPAIRS	\$ (127.41)	Speaker purchase & install for EMS	
11	\$ 0.16	10.90.45.1413	Fire Prevention		10.90.45.1010	Wages - FIRE MARSHAL	\$ (0.16)	Founding	
12	\$ 379.71	10.90.45.1495	Fire Marshal - Training		10.90.45.1527	FIRE MARSHAL - EXPENSES	\$ (379.71)	Amazon Credit card purchases in June	
13	\$ 1,795.41	10.90.53.1041	Wages - PT Patrol		10.90.53.1505	STATE MANDATED TRAINING	\$ (1,795.41)	More training requirements	
14	\$ 264.02	10.90.53.1220	Police Department Supplies		10.90.53.1620	BUILDING OPS & MAINTENANCE	\$ (264.02)	Utilities are in this line, increased costs	
15	\$ 0.04	10.90.55.1550	Animal Control - Dept Supplies		10.90.55.1010	Animal Control Wages	\$ (0.04)	Founding	
16	\$ 865.54	10.90.83.1170	Contingency		10.90.57.1650	STREET LIGHTING	\$ (865.54)	Higher rates	
17	\$ 2,633.99	10.90.71.1788	Parks - Grounds Maintenance		10.90.71.1121	ELECTRICITY, WATER & FUEL	\$ (2,633.99)	Higher rates	
18	\$ 490.47	10.90.83.1170	Contingency		10.90.77.1470	GAS/MAINTENANCE	\$ (490.47)	Higher fuel costs	
	\$ 13,027.54						\$ (13,027.54)		
Available Contingency - before above transfers					\$ 6,468.44				
Transfers from Contingency					\$ 5,535.84				
					<b>Total Transfers</b>		\$ 33,026.54		

