

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



**BEACON FALLS BOARD OF FINANCE
Regular Monthly Meeting
September 13, 2022, MINUTES
(Subject to Revision)**

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

Members Present: T. Pratt, D. Fennell, W. Hopkinson, K. Brennan

Members Absent: J. Carroll, S. Leeper

Others Present: Finance Manager N. Nau, First Selectman G. Smith (7:10 PM), Cal Brennan, B. DeGeorge, Selectman P. Betkoski, Selectman M. Krenesky

2. Comments from the Public – None.
3. Read and Approve Minutes from Previous Meetings: 7/12/22 Regular Meeting Minutes and 8/9/22 Regular Meeting Minutes. **DF made a motion to approve the 7/12/22 meeting minutes. KB seconded the motion. TP and WH abstained from the vote. DF and KB voted aye. T. Pratt made a motion to approve the 8/9/22 meeting minutes. W. Hopkinson seconded the motion. KB abstained from the vote. WH, TP and DF voted aye.**
4. Correspondence –For correspondence, the Board received a letter from the Fire Department regarding their capital projects which will be addressed under Old Business, and an email from the Treasurer requesting the opening of a STIF account with the State in order to earn more interest on Town funds.
TP made a motion to add the STIF account to the agenda as a New Business item. WH seconded the motion. All ayes.
5. Reports
 - a. Tax Collector Report – July & August 2022 Reports. No comments or concerns.
 - b. Treasurer Report – No comments or concerns. N. Nau noted there is still a difference in the General Fund which Finance is trying to sort this out. The bank balance is in the Town's favor and may be a result of software integration issues with payroll or voided ACH payments.
 - c. Town Clerk Report – No comments or concerns.
 - d. Region 16 Report – No comments or concerns. N. Nau received email correspondence from A. DiLeone at Region 16 on their capital projects account. There was no activity through June 30, 2022, and there are no report changes for July or August 2022.
 - e. Ambulance Report – T. Pratt provided that reporting today. QMS has changed their software, so T. Pratt is working with the company on providing the data. WH noted that in July there is a jump in the charge adjustment summary from QMS. The adjustments are sizable, so TP will continue to work with QMS on their report.
6. First Selectman's Report:
 - a. Budget Transfers:
 - i. 2022 Budget Transfers – These are wage related transfers in the Building Dept. totaling \$665.85.

| FY2021-2022 BUDGET | | | | | | |
|--------------------|---------------|----------------|---------------|--------------------|-----------|---|
| TRANSFER FROM: | | | TRANSFER TO: | | | |
| Amount | Line | Description | Line | Description | Amount | Explanation |
| 1 \$ (425.00) | 10.90.11.1220 | Building Misc. | 10.90.11.1020 | Building Inspector | \$ 425.00 | 1/6/2022 Payroll Journal not recorded properly |
| 2 \$ (240.85) | 10.90.11.1021 | Land Use Admin | 10.90.11.1022 | Land Use Admin OT | \$ 240.85 | Overtime is overbudget/Employee has 3 expenses lines. |
| \$ (665.85) | | | | | \$ 665.85 | |

- ii. 2023 Budget Transfers – The board discussed transfers related to OSHA inspection fees. The Town underwent a surprise OSHA inspection and have been abating the issues that surfaced. OSHA reduced the fees today by half to \$3100 after our abatement hearing, however Finance recommends the full transfer to accommodate the abatement expenses. T. Pratt expressed concern that department chairs need to take responsibility to avoid these safety issues in the future. Issues need to be addressed and corrected in a timely manner and managers should be accountable.
- iii. N. Nau added 2 transfers are related to the finalization of the Public Works Contract and the Fire Vehicle Repairs transfer is due to an insurance claim. G. Smith explained that we no longer have a ZEO, and the Land Use Admin is stepping into the position with assistance from the Town Planner and Building Inspector. The transfer accommodates more hours for her position.
- iv. The transfer also calls for a name change to line 10.90.59.1012 from Public Works Mechanic/Maintainer line to Crew leader.

TOWN OF BEACON FALLS

FY23

TRANSFERS FOR 9/12 BOS & 9/13/2022 BOF MEETINGS

09/13/2022

FY2022-2023 BUDGET

| TRANSFER FROM: | | | TRANSFER TO: | | | | |
|----------------|----------------|---------------|-----------------------------------|---------------|--------------------------------------|--------------|---|
| # | Amount | Line | Description | Line | Description | Amount | Explanation |
| 1 | \$ (6,230.00) | 10.90.83.1170 | Contingency | 10.90.57.1656 | Safety Committee | \$ 6,230.00 | Fees from OSHA Inspection |
| 2 | \$ (2,200.00) | 10.90.83.1171 | Contingency | 10.90.13.1595 | PW Clothing Allowance | \$ 2,200.00 | Public Works Contract Settlement |
| 3 | \$ (1,000.00) | 10.90.83.1172 | Contingency | 10.90.13.1047 | Payment in Lieu of Medical Insurance | \$ 1,000.00 | Public Works Contract Settlement |
| | | 10.90.59.1012 | NAME CHANGE - Mechanic/Maintainer | | CREW LEADER | | Changes in personnel positions |
| 4 | \$ (5,682.28) | 10.90.83.1170 | Contingency | 10.90.44.1472 | Fire - Vehicle Repairs | \$ 5,682.28 | Increase Vehicle Repair budget to accommodate Insurance Claim for Ladder truck repair. On Revenue side you will see Insurance Claim Revenue |
| 5 | \$ (12,500.00) | 10.90.11.1025 | Wages ZEO | 10.90.11.1023 | Wages - Land Use Admin | \$ 12,500.00 | Change in personnel/additional hours and pay given to Land Use Admin. |
| | \$ (27,612.28) | | | | | \$ 27,612.28 | |

T. Pratt made a motion to approve all the Budget transfers for FY2022 and FY2023, as outlined. DF seconded the motion. All ayes.

b. Road Projects: G. Smith spoke on the following:

- i. Burton Road Sewer Replacement: This job should be finished in 2-3 weeks assuming that they do not hit any more snags. They have hit some roadblocks, but work is progressing.
- ii. Patricia, Dolly Coventry – The contract has been signed and there is a supply problem with the piping, which has been sourced but will not be there until October. B&W will be working on drainage in October/November until the plants close and then resume the project in the spring. This road will be patched over the winter, until the road can be reclaimed in the spring. There is no excess material on these roads because they are so thin.
- iii. Beacon Valley Road (East) side project is done. On the West side, we had to buy easements to meet the LOTCIP standards for a wider road. The road is getting raised and the pipes are below the river, and they need to come above the river, to meet LOTCIP standards, so these requirements have complicated the project. The Beacon Valley Bridge project is ready to go and

shared with Naugatuck. The Town is hoping to bid the same contract for both the Bridge and Beacon Valley Road (West side) in the spring.

- c. WWTP Digester: N. Nau noted that we are a week away from a change order from the installer on the digester project. She is hopeful that the change order will be in the \$35,000 range. A portion of the project will be coming from SWWT, and a portion will be coming from ARPA. The project will take months, but all the pieces are in place for it to move forward.
 - d. ARPA Spending: N. Nau noted that we are primarily using ARPA monies for drainage and sewer work and of the \$1.8M received, only about \$400,000 is uncommitted at this point.
 - e. Burton Road Project from Main Street to Highland Avenue: The LOTCIP project was signed off on last night and G. Smith wants to move forward with the SOW and RFP as soon as possible, so that work can begin this fall and take place through the winter if it is mild. N. Nau noted that the engineer expects costs to come down, if we bid the job after January 1st. DF noted that supply issues with piping are a hold-up for these projects, whenever it is bid. G. Smith stated that pricing may be better in the spring, but he would rather move forward now to get the road reopened as soon as possible. P. Betkoski noted that work on the wall can take place through mild winter weather. There was consensus in bidding the project this fall. The project will not be completed until the Spring/Summer 2023 and the road will most likely remained closed until that time.
 - f. Private Duty costs have been overbudget on the Burton Road Sewer work. With the buses and the volume of traffic in this neighborhood, the police are needed. These costs were underestimated, because the road is closed. Aquarion pays the Private Duty for their work on water lines, but the Town pays for the Sewer and roadwork Private Duty. PB asked if the State needs police private duty when they pave in town. GS explained that Private Duty is governed by the Town Ordinance.
7. Finance Manager's Report: N. Nau reported on the following -
- a. Software updates in AssetTrax are taking place and there are a lot of holes in data with capital assets. N. Nau is working with high school interns on data input, so we can then launch Slate Pages asset tagging integration. BHC launched Slate Pages prior to the Town and BHC is using the inventory slates, not the asset slates, so they can integrate at the same time and use the same fields. We will have good asset information by the winter.
 - b. Finance Policy Manual: The proposed change is for the procurement of software. QDS is the primary tax collection software in the State, and Finance would like to include software as an item where procurement process can be waived. Software is challenging and we do not have a state contract or consortium contract for software. The other modifications are related to the implementation of the PO software.
 - c. RFPs: There are a lot of invitations to bid coming up.
 - d. The guardrails for Beacon Valley Road are now complete and that side of the project is closing. We are hoping that the delays to this project do not impede our next STEAP application, which is Church Street.
 - e. Tax Collections are strong, and revenue is positive. Expenditures: We have many Purchase Orders in place for 2023 and we have encumbered 85% of 2023 funds in July and August.
 - f. Capital Projects:
 - i. Police Carport: Finance expects a revised proposal forthcoming for the spring.
 - ii. Town Hall Roof: Work should begin within the next 2 weeks and be complete before November 30th. N. Nau and P. Colon will oversee the project.
 - iii. Rimmon Hill Schoolhouse: No movement on this project, but this was on the agenda for IWWC Public Hearing.
 - iv. Extrication Equipment: Spreaders & Rams: BHC and N. Nau have been watching FEMA notifications for these awards. 80% of the Rescue Rope has been delivered.
 - v. POCD: This project is in the works.
 - vi. The new Police Patrol car is on order and being outfitted. TP asked what are we doing with older police car? G. Smith noted that the older 2017 Explorer will be repurposed.
 - vii. Volvo Loader: This PO is going in this week. Public Works solicited 3 vendors and got 1 quote for repainting this equipment.
 - viii. Playscape: This project ½ funded by the K. Matthies Foundation grant and ½ funded by the Town. The PO is being processed.

- ix. Senior Center – These projects are funded by LOCIP funds which arrive in March 2023, so these projects will move forward in the spring.
- x. Fire/EOC & PW Generators: On order and we are adding the transfer switch installation to the EOC generator PO.
- xi. AED – BHC is working on sourcing the replacement AEDs and placing the PO and order.
- g. Grants: There is a lot of grant activity and monies available from the federal and state level.
 - i. Connectivity Grant: We are submitting a Scope of Work change order to the grantor for a phased-out approach on Connectivity. The Engineering PO is moving forward.
 - ii. Safe Streets Grant will be submitted in the next couple of days through the NVCOG.
 - iii. We are also submitting a grant for EV Charging Station which is due at the end of the month.
 - iv. TP asked about funding the Town's match on the Main Street grants. N. Nau noted that NVCOG is soliciting the State to provide the match (20% match). This is a regional application, and the total application for Beacon Falls is \$4M (of a \$25M total application). Pending that negotiation, the Town's portion may be 20%.

8. Finance Policy Manual –TP made a motion to accept the proposed changes to the Finance Policy Manual, as outlined by the Finance Manager. WH seconded the motion. All ayes.

9. Old Business

- a. Master Fee Schedule – on hold
- b. Fire/Capital Non-Recurring Discussion: The BOS received a letter from the Fire Chief requesting move money from prior year's capital projects to unfunded capital projects, as priorities have changed. B. DeGeorge noted that they would like to move the Station 2 funds and the funds for the Fire Marshal vehicle to fund the new UTVs, skid and trailer. The Station 2 project is stalled by the State, the Fire Marshal vehicle is underfunded. The Fire Marshal has repurposed the old EMS Vehicle for the Deputy Fire Marshal which should last a couple of years. They are currently working on new budget figures for the 2 UTVs, skid units and a trailer. TP asked about storage, which would be in the back bay of Station 2. The current UTV would be kept until it no longer functions. The enclosed trailer would also be repurposed for a mobile deployment unit.
- c. KB noted that if the money is sitting there for projects which will not move forward, and we have the chance to use the funds to move a project forward, he would be in favor. G. Smith noted that the BOS concurred. If the funds are available for a project to move forward now, and the project is a priority. The BOS needs numbers.
- d. C. Brennan added that they are awaiting updated quotes and N. Nau cautioned him to use the proper procurement procedures due to the size of the project. She encouraged a consortium contract, such as the HGAC contract. The project will be in the neighborhood of \$50,000, but the numbers need to be finalized for the Boards to act on the request.
- e. DF asked if we can we buy a used trailer? B. DeGeorge noted that the trailer is the smallest part of the project in the \$7,000 range. With the BOS & BOF in agreement, B. DeGeorge and C. Brennan will provide current numbers for budget transfers at the October BOS & BOF meetings. If the transfers are approved at the Board level, the request can then move to Town Meeting.

10. New Business

- a. The Fire Department is now collecting \$500 per call for calls on Route 8. The BOS discussed that the call revenue coming in, will go into a designated line item for Fire/EMS Vehicle Replacement. This would be revenue directly into the Vehicle Replacement Fund in subaccount for Fire, for as long as the State funding lasts.
- b. WH noted that one of the hardest things to fund is Vehicle Replacement. The revenue is then there safe keeping. It is easier to justify equipment in the capital budget. B. DeGeorge was hoping to include the purchase of large equipment, such as the new extrication equipment. If the FEMA grant doesn't come through, then the extrication equipment will need to be a capital project.

11. Executive Session (if needed)

12. Comments from the Public: None.

13. Adjournment – WH made a motion to adjourn at 8:10 PM. TP seconded the motion. All ayes.

Respectfully submitted,

Erin Schwarz
Finance Office