

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



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

1. **Call to Order / Pledge of Allegiance:** J. Carroll 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, D. Fennell

Members Absent: None

Public Present: First Selectman G. Smith, Selectman P. Betkoski (7:07 PM)

2. **Comments from the Public:** No Public Present.
3. **Approval of Minutes:** T. Pratt made a motion to approve the 11/15/2022 Meeting minutes as presented. S. Leeper seconded the motion. JC, WH, DF, TP and SL voted aye. KB abstained from the vote, as he was not present.
4. **Election of Officers:** S. Leeper nominated J. Carroll for Chairman. K. Brennan seconded the nomination. After 3 calls, there were no other nominations for Chairman. SL, LB, SF, WH voted aye in favor of J. Carroll as Chairman. TP abstained.

T. Pratt nominated K. Brennan for Vice Chair. S. Leeper seconded the motion. After 3 calls, there were no other nominations for Vice Chair. All ayes.

S. Leeper nominated W. Hopkinson as Secretary. K. Brennan seconded the motion. After 3 calls, there were no other nominations for Secretary. All ayes.

5. **Correspondence:** None.

6. **Reporting:**

- a. Tax Collector Report – No comments or concerns.
- b. Treasurers Report - STIF accounts have been opened. No comments or concerns.
- c. Town Clerk Report – No comments.
- d. Region 16 Report – No questions or concerns.
- e. Ambulance Report – No report this month.

7. **First Selectman's Report:**

- a. **Budget Transfers:**

TOWN OF BEACON FALLS							
FY23							
TRANSFERS FOR 12/12 BOS & 12/13/2022 BOF MEETINGS							
FY2022-2023 BUDGET							
TRANSFER FROM				TRANSFER TO			
#	Amount	Line	Description	Line	Description	Amount	Explanation
1	\$ (19,999.00)	10.90.67.1765	Equipment Maintenance	10.90.67.1760	WWTP - Plant Operations	\$ 19,999.00	Plant Operations line was cut and with inflationary costs it is already in the red. WWTP would like flexibility to move funds from Equipment Replacement to cover plant operating costs.
2	\$ (848.00)	10.90.44.1121	Fire Dept - Electricity	10.90.44.1500	Service Award Program	\$ 848.00	Unbudgeted administrative fees from provider
	\$ (20,847.00)					\$ 20,847.00	

There were 2 transfers presented which were approved by the BOS. The WWTP Plant Operations line is running low, and the proposal is to move \$19,999 from Equipment Replacement to Plant Operations and the Fire Dept has a \$848 transfer for Admin fees on their service award program. WH asked if the \$19,999 will be enough for the Plant Operations for the remainder of the year, and due to up front encumbrances, at this time, it should cover costs. **WH made a motion to approve both Budget Transfers as presented, and KB seconded the motion. All ayes.**

- b. Capital Projects: First Selectman G. Smith noted that the Capital projects moving forward are noted on the Finance Office Report. The Fire Dept emergency boiler installation is complete.
 - c. Burton Road: The Purchase Order for Dayton Construction has been issued and they have started to stage equipment so they can work through the winter weather permitting. The goal for reopening the road is early summer 2023.
 - d. Patricia, Dolly Coventry: The same applies for Patricia, Dolly. B&W has begun the drainage work and will complete all they can through the winter shutdown, for spring paving. There has been some movement of the plans for catch basins.
 - e. Beacon Valley Road – The LOCIB Bridge will be bid separately from the Road. For the road, there were 2 more easements approved last night. We are hoping for LOTCIP approval within 60 days and both jobs will kick off in the spring.
 - f. WWTP Update: Kovacs Construction has begun work on the digester tank cover. The budget was amended, and the PO has been revised, so they could move forward.
8. **Finance Manager's Report** – E. Schwarz added some comments on the Finance Manager's Reporting:
- a. Audit: The FY2021 draft financials are ready to be issued ahead of the 12/31/22 deadline. We hope to have the auditor present at the February meeting. Workers Comp audit is complete, and we are also preparing documentation for the State audit of the Small Cities grant.
 - b. Town Meeting: As a result of the Town Meeting vote, several projects are moving ahead: Fire Department boiler, Kovacs Digester project, the Burton Road Sewer project has been paid for, and the purchase of the UTVs for the Fire Department.
 - c. Capital Projects: The Town Hall roof is complete, and we have applied for reimbursement from LOCIP. T. Pratt asked about the Town Hall roof budget. The project was slightly underbudget and the portion remaining will stay in our LOCIP balance.
 - d. Synagro: The sludge processing contract has been extended to next December. S. Leeper asked about the flow meter purchase and the Town is still in negotiations with Synagro for reimbursement.
 - e. Data Center: KB asked about this Engineering expense for the Data Center. GS noted that we have not spent money on this to date, as we are waiting for O&G and DECD to come up with contract language needed for the next step. The legislature approves these programs, but the contract language is not yet written, and this will tie up the progress. The Engineering is a capital project so it will roll over to next fiscal year if needed.
 - f. Early Voting: GS also noted, per his CCM meeting this AM, the legislature needs to provide language and guidance for how the new early voting legislation will work. What will it mean for the Towns and how it will impact budgeting remains to be seen.
 - g. E. Schwarz asked the Board of Finance to review the Lines to Monitor. There are concerns about the Vehicle Fuel and Heating lines. Rates are locked in, but the costs are still higher than in the past. Some of the Capital Projects will be on hold until the spring weather allows, such as painting the Volvo loader and the Police Carport.
 - h. EV Charging Station: J. Carroll asked about the EV Charging Station and GS noted that we have applied for 2 EV stations at the commuter lot, and he hopes to redo the parking lot with that project. GS noted that the EV Charging station market and space is changing rapidly, and these companies had a huge presence at the CCM convention. Once the infrastructure is in place, there are options for different units, rapid-charging, and we will charge for usage, so the Town breaks even. JC noted that there is digital advertising available on the units which brings in revenue.
 - i. P. Betkoski asked if the Town is buying a new Ambulance this year. We have funded \$50,000 towards the new ambulance in the Vehicle Replacement fund, but we are not in the process of actively purchasing a new ambulance. WH asked about the timeline and GS noted that Fire would like the vehicle as soon as possible. We were trying for a 10-year cycle on the ambulance replacement. The first payment for the new Fire Vehicles of \$162,000 will be paid next month.

- j. Grants: We are still hopeful for the FEMA-AFG Spreader & Rams application, as the town did not receive a turn down letter. The next round for FEMA-AFG will open in January 2023.
- k. CIF Grant: This application for the Community Center will go in shortly and is 100% funded. The Board had concerns about parking and space at Wolfe Avenue and GS noted that an architect has studied the space and drawn up the plans for a 2-story building.

9. Old Business:

- a. Finance Policy Manual – Tabled until next month when Natasha is here to discuss further.
- b. Master Fee Schedule – On hold. GS noted that the Ordinance Committee has been on hold, and we have been waiting on fees and he hopes to reactivate the committee next year. The Boards are stalling the process. The Ordinance Committee may need to move forward without all the new fees to get the coding underway.
- c. Fire Tax Abatement -The BOS voted last night to change the Fire Department Tax Abatement program, and this will also go to Town Meeting to change the ordinance.

10. New Business:

a. TP Point of Interest: He noted that he wanted to document that the Town Hall roof project was underbudget to quell some of the discussion which occurs around town. The Fire Department boiler project is another situation where there is talk around town where members of the public approach and call the BOS and BOF members.

In the case of the boiler, when it was shipped from the warehouse 2 significant pieces were missing. This was not the fault of the contractor, but the warehouse. JC noted therefore this information should be contained in the minutes, so that we can point the public to the meeting minutes. He noted that if only a couple of people have that detailed information, then they need to share it.

TP would like to see BOF be proactive in these situations, and he asked for the Finance office to provide reports on the Capital Projects to confirm the budget versus the actual costs. E. Schwarz noted that we can provide the EE&A on the Capital Projects fund. JC would like a detailed final report on these concluded projects with notes, to be approved with the minutes, as an Addendum. They requested a 1-page summary at the conclusion of the projects with notes on budgets, scope, actual expenses – brief with highlights. The Finance Office will work on a way to provide a succinct summary of each project. JC liked that suggestion.

b. FY2024 Budget Schedule: BOS approved the schedule and BOF chose to leave the finalization of the schedule until January 2023. The schedule hopes to conclude the process earlier in May, which GS noted is favorable. They asked to look at the Public Hearing and legal posting requirements for the Town Vote, and with the Regular BOF meeting on 2/14/22, this is also the date of the high-level overview. KB noted that we could move the high-level overview to 2/21/22.

11. Adjournment: S. Leeper made a motion to adjourn at 7:38 PM. K. Brennan seconded the motion. All ayes.

Respectfully Submitted,

Erin A. Schwarz

Finance Office