

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

**BEACON FALLS BOARD OF FINANCE  
Regular Monthly Meeting  
September 12, 2023, MINUTES  
(Subject to Revision)**



1. **Call to Order / Pledge of Allegiance:** K. Brennan called the meeting to order at 7:05 PM and led the assembled in the Pledge of Allegiance.  
**Members Present:** S. Leeper, T. Pratt, D. Fennell, K. Brennan  
**Members Absent:** J. Carroll  
**Public Present:** Finance Manager N. Nau, First Selectman G. Smith, Selectman M. Krenesky
2. **Comments from the Public:** None.
3. **Approval of Minutes:** **Approval of the 7/12/2023 Meeting minutes. SL made a motion to approve the July Regular meeting minutes. KB seconded the motion. DF and TP abstained. The motion carries.**

**Approval of 8/16/23 Special Meeting minutes. TP made a motion to approve the August meeting minutes. S. Leeper seconded the motion. KB abstained. TP, SL and DF voted aye.**

4. **Correspondence:** K. Brennan read Wendy Hopkinson's resignation letter effective 9/1/23. He noted that the board appreciates her service over multiple terms. Wendy lent her expertise and insight over many years and she will be missed. The BOF is also looking forward to working with someone new.
5. **Reporting:**
  - a. Tax Collector Report – No comments.
  - b. Treasurers Report – No comments or concerns.
  - c. Town Clerk Report – No comments.
  - d. Region 16 Report – No questions or concerns.
  - e. Ambulance Report – T. Pratt sent this report today. BHC is moving onto a new billing service.
6. **First Selectman's/Finance Manager's Report:**
  - a. **Budget Transfers:** First Selectman G. Smith noted that the BOS approved 3 transfers last night. Public Works is moving money to court maintenance to repair cracks in the basketball court. There is a transfer from the Fire Dept. from Vehicle Maintenance to Service Award. The final transfer is from 2022-2023 budget year to Engineering \$6300 from Legal Fees. The basketball court cracks are not covered under warranty. N. Nau noted that the service award budget has been too tight, and we need to budget for administrative increases. The A2 survey for Wolfe Avenue was needed in June and that caused the engineering budget to go over. T. Pratt asked about cuts he had noticed on the basketball courts. G. Smith noted that the courts were paved by Cocchiola and surfaced by Hinding so 2 contractors completed the process.
  - b. **Capital Projects:** N. Nau will cover capital projects. We are still awaiting the generators for Fire and Public Works.
  - c. **Burton Road** will be completed in November per the contract. There has been a change order to replace some of the plantings and mulch with river stones. We are also going to put river stones on the Town Hall bank at our expense. The stone is cheaper than the plantings and will solve maintenance issues. Dayton will be installing the fence on top of the wall and the wall will be painted. Then, they will be working on the roadway; grading, paving and putting in the benches. The sidewalk will be ending at Town Hall. The original scope of the project did not extend up Maple Avenue at all, so the sidewalk extension and paving Maple are changes to

the project. The sidewalk should be included in the LOTCIP grant due to ADA handicapped access. The road width which people are concerned about is a proper DOT width. Dayton is also working on older walls which are on properties, and rebuilding them, which was not part of the original plan, so they are fixing the walls. The project is coming to an end over the next 6-8 weeks. S. Leeper asked about ways to irrigate the new plantings, and if it was possible to run a hose or tube under the plants to allow for irrigation.

- d. Beacon Valley Road: LOCIB bridge project is done, and the stop sign is up. The line painting is not yet completed and SLR is awaiting that piece. Dayton was awarded Beacon Valley East through the most recent RFP, and they will be ready to go for the Spring 2024.
- e. Wastewater update: Digester is completed and up and running. The new generator will be part of the bid for the Electrical upgrades. G. Smith noted that Aquarion is now actively in the wastewater business, as well as the water business, so he will be talking to them, as it is worthwhile having this conversation.
- f. Avenues: Test borings are taking place to see if we can reclaim or do full reconstruction of the streets. If we can rehab, Cocchiola can complete the process this fall. We are also awaiting Aquarion monies which the Town will receive as reimbursement for paving, as part of the water project there.
- g. Church Street – This STEAP project will start in the spring after Burton Road is reopened.
- h. West Road – The work here is substantial and we will need to wait for the next bond issue. The next bond would take care of the West Road/the remainder of the Avenues and then move to the Hill section. All of that work can be tied together in the next bond issue, which will keep progress moving forward on the roads. KB has been following commentary on roadwork and especially the Burton Road project, and he is confident that the town is handling it well and should keep up the good work, moving in the right direction.
- i. G. Smith noted that the Data Center project is dead. There is a \$100,000 Capital Project which was appropriated for engineering on that project in 2023, and these funds will need to be reappropriated.
- j. Other: Q&G's 100<sup>th</sup> anniversary is coming up and they have been a good partner for the town. They want to invest in departments to kick off their 100<sup>th</sup> anniversary. G. Smith encouraged investments in BHC (Fire & EMS), the Senior Center, and Parks & Recreation.

7. **Finance Manager's Report: N. Nau Reported on the following:**

- a. Asset Trax: The project continues to move forward with the intern's assistance. We will have something ready for the auditor in November.
- b. Finance Policy Manual: As part of a recent State survey on retirement plans, N. Nau noted that the Town should have an Investment Policy. This will be a project for the newly elected Treasurer, so Finance and BOF can assist in developing an investment policy and ultimately approve it. The policy should speak to how monies are handled in our bank accounts.
- c. Auditor: Finance met with the auditor for preliminary work and planning, and all is well. The auditor agreement needs to be signed. N. Nau asked if the board could designate Kyle to be the signer in J. Carroll's absence. She was having trouble getting a DocuSign document through to him.
- d. Treasurer Report: Normally our goal is to Increase interest rates, but we recently asked Liberty Bank to lower the rate on the Bonded Projects account due to arbitrage laws. As of June, we are at the 18-month mark on the 2021 Bond. We consulted with the bond counsel and the auditor and determined the need to cap the bonded interest rate at 1.6%, so the Town will not have to pay back the excess interest at a later date.
- e. Beacon Valley Road (East) There were 4 bidders, and the lowest bid was \$1.2M. High bid was \$1.9. Dayton was awarded this project.
- f. Senior Center projects LOCIP projects for Senior Center are being procured. N. Nau is working on the concrete part of the project right now. The State contractor provided a quote, and we are comparing prices with local providers.

- g. Collections and Payables: The auditor is recommending a product called Positive Pay from Liberty Bank. Financial will be meeting with the bank tomorrow to learn more about this fraud prevention tool.
- h. Cummins Generators: N. Nau has been requesting delivery updates repeatedly.
- i. WWTP –The electrical upgrade projects which includes the generator will be next.
- j. AFG Equipment for Fire dept – The Invoice has arrived, training on the equipment will occur shortly. The Equipment has been delivered.
- k. Resolutions – N. Nau noted that the BOS executed the Financing contract for the 2 vehicles. POs will be issued shortly. The 5/11/23 budget approval authorized the purchases of the new ambulance and the plow truck. Flagstar is the financier for the ambulance and truck. The older ambulance will either be traded in or sold at auction. Based on the trade in value quoted, the Town will determine the best way to dispose of it. Pricing will change on the ambulance contract November 1<sup>st</sup>. When the trade in was negotiated for Engine 2, \$43,000 was the number built into the contract for the trade in, pending inspection of the vehicle.
- l. ARPA Report – An ARPA report shows all the ARPA funds have been spent. T. Pratt noted that the Town of Beacon Falls should be very proud of the way that we handled those funds. N. Nau noted with federal monies, and the federal single audit, procurement processes will be important. T. Pratt added the Town stayed well within the guidelines and the money was used well.
- m. State EV Grant – The parking lot will not be completed this Fall. N. Nau will be reviewing the proper Procurement of the EV stations, and she is still awaiting DEEP guidelines for this grant.
- n. New grant applications: STEAP West Road and Connectivity have been submitted and it will be a while before the Town hears from the State about these applications.
- o. Church Street STEAP agreement was executed and the STEAP clock will be ticking. Church Street will be closed at the time of the repairs. Burton Road will open and then there will be several months' worth of work on Church Street.
- p. State Library Construction Grant: The paper grant submission did not reach the State Library by the deadline. Digital submission was submitted on time, and the State Library grant was postmarked on time, but the paper copy was not delivered on time. DECD has been notified that they would need to fund the entire Community Center project. N. Nau noted that the Senior Center is at capacity for every luncheon.
- q. This led to discussion about the parking lot at Senior Center/Fire which K. Brennan noted should be a priority for upcoming capital project work. Discussion continued about the use of salt on the concrete sidewalks there. The concrete project being funded by LOCIP will only address the concrete landing pads, ramps and railings. O&G does have a product which will not damage concrete walls, as salt damages them. To complete the project, there is an option to cut the existing railings, sleeve them and reuse them. As the project moves forward, we will choose what is in the fiscal best interest of the Town.
- r. Insurance Claim: R1, the EMS Fly Car Tahoe hit a dumpster and Finance will process the claim. The EMS staff and Assistant Chief are doing a good job as liaisons with Finance.
- s. Firehouse Roof: There have been leaks in the Station 1 flat roof. N. Nau has been working with Doug Bousquet, who is managing the project for BHS. The original roofer from 2013 is in the business and we are within our warranty period. The flat roof is covered under warranty and discussion is taking place with the contractor. The Firehouse will also need new gutters, downspouts, and chimney flashing which will require a budget transfer. The provider will tell us when they can complete the warranty covered roof work, and then we will pursue the additional work on gutters.
- t. T. Pratt noted that at the time the roof was bid on 10 years ago the specifications were unclear, which led to a change order and increased costs. Writing the specifications of the bid is an important part of the project. N. Nau agreed completely and noted they will be drawing up small specifications for the gutters, calling for commercial grade metal. Project management is key for this job.
- u. WWTP Truck: The PO is going in the new WWTP truck which will not arrive until the Spring. At that time, WWTP will have additions to the 2025 budget for a plow and possibly a dump body on the

new truck. The use of the dump body from the older truck is a subject of discussion. D. Fennell noted that dump bodies have long life spans and would like to know why they would not use the old one.

8. **Finance Policy Manual:** No changes this month.


9. **Old Business:**

- a. Master Fee Schedule – On Hold
- b. Ordinance Review Committee: T. Pratt noted that the revised ordinance book was printed and is in the Town Clerk's hands. Next the new ordinances need to be approved at a Town Meeting. At that point, there will be a Master Fee Schedule.
- c. Expired SCBA Bottles: D. Fennell asked about the inventory question for Fire Dept on their SCBA bottles. N. Nau noted that the asset tracking system will ensure that BHC has the appropriate quantity of bottles and follows best practices nationally. They recently put in a PO for two more thermal imaging cameras, which she is inquiring about. BHC has ordered new air packs which are going into the new rigs. The Slate Pages system will allow for better procedure and planning, by allowing a tracking system, so we all see the same thing. We will have a mechanism in place. It is time consuming to implement and inventory everything and individualize all the assets. D. Fennell agreed that once the project is complete, it will make the whole town more efficient.

10. **New Business:**

- a. Minibus Grant: N. Nau also noted that we received a \$5800 grant from WCAAA to offset minibus expenses. This is a small federally funded grant which covers gas and maintenance expenses for the minibus annually and WCAAA did increase it slightly this year.

b. **BUDGET TRANSFERS:** The following budget transfers have been proposed:



TOWN OF BEACON FALLS


FY2024

TRANSFERS FOR 9/11 BOS & 9/12/23 BOF MEETINGS

FY2023-2024 BUDGET

9/11/2023

TRANSFER FROM:			TRANSFER TO:				
Amount	Line	Description	Line	Description	Amount	Explanation	
\$ (996.00)	10.90.59.1788	Parks - Grounds Maintenance	10.90.59.1789	Courts Maintenance	\$ 996.00	Quote to repair cracks on basketball court.	
1							
2 \$ (848.00)	10.90.44.1471	Mandatory Vehicle & Equipment Mair	10.90.44.1500	Service Award Program	\$ 848.00	Increase to admin fees on LOSAP	
\$ (1,844.00)					\$ 1,844.00		



**TOWN OF BEACON FALLS**

**FY2023**

**TRANSFERS FOR 9/11 BOS & 9/12/23 BOF MEETINGS**

9/11/2023

**FY2022-2023 BUDGET**

<u>TRANSFER FROM:</u>			<u>TRANSFER TO:</u>				
<u>Amount</u>	<u>Line</u>	<u>Description</u>	<u>Line</u>	<u>Description</u>	<u>Amount</u>	<u>Explanation</u>	
1 \$ (6,305.00)	10.90.33.1270	Legal Fees	10.90.33.1290	Engineering & Consultants	\$ 6,305.00		
					\$ 6,305.00		

T. Pratt made a motion to approve the 3 transfers above as presented. D. Fennell seconded the motion. All ayes.

- c. **D. Fennell made a motion to allow the Vice Chair to conduct BOF business as Chair in the Chair's absence.** Comments followed and **D. Fennell amended the motion to designate the Vice Chair as signer of necessary documents in the Chairman's absence.** T. Pratt seconded the motion. **All ayes, with the extension of best wishes to J. Carroll for positive recovery and good health.** K. Brennan will sign the auditor agreement digitally, and N. Nau will resolve the DocuSign filter issue.
- d. Grading – T. Pratt offered to continue to act as grader for upcoming RFPs. J. Carroll will continue to be an observer on the RFPs.

**11. Adjournment: S. Leeper made a motion to adjourn at 8:35 PM. D. Fennell seconded the motion. All ayes.**

Respectfully Submitted,

***Erin A. Schwarz***

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Finance Office