

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

**BEACON FALLS BOARD OF FINANCE
Regular Monthly Meeting
November 14, 2023, 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: J. Carroll, T. Pratt, D. Fennell, K. Brennan, S. Leeper
Members Absent: None.
Public Present: Finance Manager N. Nau, First Selectman G. Smith, 3 members of the public: B. Catanzaro, P. Monti, and J. Delonick. Welcome to Ben Catanzaro, who was elected to the Board of Finance and will begin his term on 11/20/23.
2. **Comments from the Public:** None.
3. **Approval of Minutes:** **Approval of the 10/10/2023 Regular Meeting minutes. T. Pratt made a motion to approve the October Regular meeting minutes. D. Fennell seconded the motion. All ayes.**
4. **Correspondence:** None
5. **Reporting:**
 - a. Tax Collector Report – No comments. S. Leeper asked if taxes are being collected at the same rate as last year? Are we at the same pace of collections or behind? Tax collections appear to be on pace with prior years.
 - 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. The new billing service is in place and as of the 2nd week in October, billing was resuming. BHC expects these recent bills will be paid in January. T. Pratt is somewhat concerned about where the funds will be on 12/31/23, as the account is close to the \$50,000 minimum threshold, with a large payable owed to AMR. AMR is behind on their billing to the Town (March to October 2023 – 29 calls and a payable of \$9135 and growing). T. Pratt cut a check for \$63,000 to the Town for the 2022 calendar year surplus and that has been deposited in the Vehicle Replacement Fund to use towards the new ambulance. However, for 2023, the EMS account balance is down, and he does not expect there will be funds available on 12/31/23 for the Town to receive EMS surplus. Another note: The agreement which is currently in place as to how EMS surplus funds are dealt with, should be revised to direct surplus to the Vehicle Replacement Fund, and should mention the State revenue for Route 8 calls.
6. **First Selectman's/Finance Manager's Report:**
 - a. **Budget Transfers:** G. Smith noted there are 2 budget transfers both from Contingency - \$1500 for Longevity and \$6,000 for Town Hall Maintenance. Part of the Town Hall maintenance will be for powder coating and improvements to the large historic sign and part will be for elevator repairs. Finance reached out to the State Historic Commission regarding the sign refurbishing, and found no funds were readily available.
 - b. **Capital Projects:** N. Nau will cover capital projects in her Finance report.
 - c. **Burton Road** is concluded and there is a final walkthrough on Thursday. The traffic light will be included in the project and will take place in the spring.
 - d. **Beacon Valley Road LOTCIP:** Dayton Construction has begun drainage and prep work on Beacon Valley Road. One of the main delays of the project was the NVCOG and the State

required more drainage on one side of the road. Now CT Water says the drainage is too close to their water main, so that is an issue being addressed.

- e. Wastewater update: N. Nau will update on this project.
- f. Avenues: Paving will take place in the spring.
- g. Pent Road Track: Cocchiola paving has had some delays in starting the project. G> Smith noted that if it cannot be accomplished this week, the project will be delayed until the Spring.
- h. Other - Elevator: The aging elevator is down and requires some major repairs. We will be addressing ADA accessibility at Town Hall. We are seeking quotes and looking at recommendations on how best to complete the repairs needed.
- i.

6. **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 are finalizing photos and cloud links with Slate Pages, so the data will sync. We will present depreciation to the auditor so they can see the capabilities of the system. The Intern has been great assisting with this project and his attention to detail has been excellent.
- b. Street Logix updates are something we are also working on with intern help. This will update the scan of the streets, showing improved condition and will be a positive tool for future planning.
- c. CIRMA: Finance had an annual review meeting with CIRMA. The Insurance Member distribution will not take place this year, due to a substantial CIRMA claim in 2023. There is always valuable information gleaned from these meetings and the Town will continue to be diligent in our procurement and insurance requirements from our contractors to reduce the chance of loss.
- d. Treasurers Report: The General Fund was hacked recently, and we are dealing with fraud this week. The fraud was both ACH and check based. We had \$300 in unauthorized external withdrawals and a fraudulent check which the bank flagged. Our General Fund account is locked, and we are working closely with the bank to enact a solution. We are in the process of launching Positive Pay on the account. J. Carroll noted that Positive Pay works and works well. N. Nau will be filing a police report on the fraud tomorrow. Finance, the outgoing Treasurer, and bank officials will determine the best path forward, whether that means closing the account or opening a second account.
- e. Auditors will be here next week, and prep is underway.
- f. Escrow Account: N. Nau reported that the IWWC and P&Z boards are in the process of approving the suggested Escrow policy for larger developments in town, when a performance bond or other vehicle is required to be held in escrow by the Town. We currently have \$50,000 in escrow checks for an upcoming solar project. Once the Escrow policy is approved, the new Treasurer will be opening a new escrow account. N. Nau will review how we treat interest on this account.
- g. WWTP bid: The bid for Electrical Improvements at the WWTP had 2 bidders. N. Nau has been working with the engineer and the attorney to address any issues with the bids and provide clarification that the bidders are responsive and responsible with their scope and pricing. The thorough review is to ensure that the bidders understood what they were bidding, and that the town communicated what they were bidding properly. The project for electrical upgrades and a new generator will be from bonded funds and there is a 525 lead for the total project.
- h. Beacon Valley Road East – Work by Dayton has begun on the project which totals \$2.6M, funded by a State LOTCIP grant. N. Nau responded to an FOIA complaint from a resident who was disappointed about tree removal. The tree removal was on the design plans and the trees are in the town right of way. The project has taken a long time to achieve State approval. N. Nau views the complaint as an opportunity for process improvement in disseminating information from the Town to the public.
- i. Senior Center concrete work and new railings are complete. The window replacement will be next, soon before winter and then the Flooring can be a winter project.
- j. EE&A and Revenue: The 10/31/2023 numbers were provided.

- k. N. Nau provided an update on both 2024 Capital projects and earlier capital projects:
- i. Generators: DPW and Fire generator projects are starting. We should have generators delivered to Cummins within months. Higgins will be doing prep work, as Cummins subcontractor. Public Works will be getting a free rental generator for the winter, due to the delays with the project. Cummins will also be covering maintenance and repairs on the existing fire generator which needs a new block heater.
- l. Rimmon Hill Schoolhouse: We own the property now and it is a new town asset, which requires a plan for conservation. Selectmen Krenesky, who also chairs the Historic Commission may pursue a grant from the State Historic Preservation Office (SHPO).
- m. AFG Equipment: The struts are en route. The spreaders and rams have been received, paid for, and reimbursed by FEMA.
- n. Engine and Tanker: Both vehicles are here and have been added to the insurance.
- o. All Depts: N. Nau is working on a project to properly title all Town vehicles and obtain sequential license plates. We have a new trailer at the Firehouse and 2 new vehicles to title presently.
- p. POCD: This project is moving along, and they are on target for February completion. SLR is waiting for P&Z and public input.
- q. DPW truck and new ambulance: Financing is complete, and the Purchase Orders are in for these new vehicles. The lead time on the plow truck is shorter than the ambulance and ambulance pricing is increasing on the HGAC contract.
- r. Pent Road Walking Path will be spring 2024, per G. Smith.
- s. Main Street Connectivity projects: Engineering continues on this upcoming project and the RFP will be drafted in the coming months. We did not get awarded the latest round of the Connectivity grant from this summer.
- t. EV Grant: DEEP is behind on their procurement guidelines for this grant, so this project will be the Spring 2024. No updates from the State.
- u. West Road: The Town was awarded a \$500,000 STEAP Grant for West Road. The entire project is \$2.6M. G. Smith noted that currently, West and Rimmon are not labeled collector roads and if they are deemed collectors, they would be LOTCIP eligible. NVCOG has submitted all the paperwork to the State to make West Road a collector road. The Town would then be able to apply for LOTCIP monies for these roads and request that the \$500,000 in STEAP funds \$500,000 can be used on the Avenues.
- v. The Board of Selectman approved a new resolution to apply for the next round of DECD grant for the new Community Center. The resolution is for the same project and same amount (Round #4). The BOS set a community input meeting for December 4th to obtain more stakeholder input, which was a weakness cited on prior applications. Community input will be added to the application. The Library Construction Grant does not operate on the same timeline as DECD, so we will need to wait until the next annual next year to reapply.
- w. EMPG Grant: The BOS passed a resolution to apply for EMPG grant reimbursements last night. The State is making awards late and reimbursements/awards run 2 years behind.
- 7. **Finance Policy Manual:** No changes this month.
- 8. **Old Business:**
 - a. Master Fee Schedule – On Hold
- 9. **New Business:**
 - a. **Meeting Calendar 2024:** Board members received a copy of the 2024 meeting calendar. **S. Leeper made a motion to approve the 2024 calendar. K. Brennan seconded the motion. All ayes.**
 - b. **BUDGET TRANSFERS:** The following 2 budget transfers were proposed: **T. Pratt made a motion to approve the transfers as presented. K. Brennan seconded the motion. All ayes.**



TOWN OF BEACON FALLS

FY2024

TRANSFERS FOR 11/13 BOS & 11/14/23 BOF MEETINGS

FY2023-2024 BUDGET

Text Recognition

Some pages may contain unrecognized text recognition to make text search

Recognize Text

| TRANSFER FROM: | | | | TRANSFER TO: | | | |
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| # | <u>Amount</u> | <u>Line</u> | <u>Description</u> | <u>Line</u> | <u>Description</u> | <u>Amount</u> | <u>Explanation</u> |
| 1 | \$ (1,500.00) | 10.90.83.1170 | Contingency | 10.90.13.1045 | Longevity | \$ 1,500.00 | Due to increased amounts negotiated in the Town Hall Contract renewal, after budget was approved. |
| 2 | \$ 6,000.00 | 10.90.83.1170 | Contingency | 10.90.03.1140 | Town Hall Maintenance | \$ 6,000.00 | New sign for Town Hall grounds & elevator repairs |
| | \$ (\$,500.00) | | | | | \$ 7,500.00 | |

c. S. Leeper thanked Tom Pratt and Dalton Fennell for their service on the Board of Finance. T. Pratt has served a total of 7 years on the board. Welcome to Ben Catanzaro. N. Nau thanked Tom Pratt for going above and beyond and appreciated the volunteerism. Good luck to Dalton Fennell as our new Treasurer.

10. Adjournment: S. Leeper made a motion to adjourn at 8:00 PM. D. Fennell seconded the motion. All ayes.

Respectfully Submitted,

Erin A. Schwarz

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Finance Office