

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

**BEACON FALLS BOARD OF FINANCE
Regular Monthly Meeting
January 9, 2024, MINUTES
(Subject to Revision)**



1. **Call to Order / Pledge of Allegiance:** K. Brennan called the meeting to order at 7:00 PM and led the assembly in the Pledge of Allegiance.
Members Present: K. Brennan, J. Carroll, S. Leeper, K. Lembo, W. Giglio, B. Catanzaro
Members Absent: None
2. **Public Present:** Finance Manager N. Nau, Selectman M. Krenesky
3. **Comments from the Public:** None.
K. Brennan began the meeting by thanking the board for electing him as chair, welcoming new members and thanking J. Carroll for his leadership of the board over the past terms and lending his expertise and guidance.
4. **Approval of Minutes:** Approval of the 12/12/2023 Regular Meeting minutes. S. Leeper made a motion to approve the December Regular meeting minutes. J. Carroll seconded the motion. All ayes except for K. Brennan who abstained.
5. **Correspondence:** None
6. **Reporting:**
 - a. Tax Collector Report – No comments. Supplemental billing went out for January, billing was over \$230,000 in supplemental MV taxes.
 - b. Treasurers Report – No comments. Report is missing on the latest STIF fund bank reconciliations.
 - c. Town Clerk Report – No comments.
 - d. Region 16 Report – No questions or concerns. S. Leeper noted several lines over 100% and J. Carroll noted that the Region will transfer funds to those over budget lines in May.
 - e. Ambulance Report – T. Pratt sent an email to accompany the EMS report and they are transitioning to the new billing service. Certain claims before the transfer will be moved over to the new service and the new service is now bringing in funds. Note that as of 12/31/23, anything in the account over \$50,000 would be moved to the Vehicle Replacement Fund, however the account is under \$50,000.
6. **First Selectman's/Finance Manager's Report:**
 - a. N. Nau noted that the 2023 Audit has been posted on the Town website. Mahoney Sabol will present the audit at the February regular meeting.
 - b. N. Nau explained BOS approved the resolution last night to change the vendor for the ambulance purchase. The new vendor will reduce the cost from \$345,000 down to \$314,000 and the vehicle will be available 2 ½ years sooner. We expect to have the 2023 Medix ambulance in 2 months for less money, and it will be outfitted with the same power stretchers, wrapped rather than with decals and it is an F-450 4x4 Diesel engine.
 - c. Elevator Repair: The Purchase Order is ready for Otis, and we are waiting for CIRMA to review the boilerplate language for the conditions of their contract, which N. Nau has redlined. Once CIRMA completes their review and revises the language, we will get on the repair schedule for Otis. Prepayment and the liability clause are being reviewed.
7. **Finance Policy Manual:** No changes this month.
8. **Old Business:**

- a. Master Fee Schedule – We should see some movement on this fee schedule soon. The ZBA and escrow fees need to be added to the master fee schedule. This has paused for 1 year.

A Town meeting will be required to adopt the new ordinances put forth from the ordinance committee. The meeting will also include adding the Melbourne Scholarship to the tax bills, so that we can continue to fund the scholarship, as funds are low for this scholarship. This led to a discussion on developing a Melbourne Trust scholarship fund ordinance which allows donations to the fund. M. Krenesky noted that the language for the Melbourne Trust is also being looked at by the attorney.

9. **New Business:**

- a. As mentioned, the auditors will be here in February at the top of the meeting. Board members are encouraged to familiarize themselves with the financial statements.
- b. Budget Workshop Schedule: A tentative schedule for Budget Workshops was included in the Finance report. A high level 5-minute overview for all departments will take place February 20th. This overview will be a TEAMS meeting also. The schedule can be adjusted as needed. March will feature in-person workshops with larger departments invited back. Budget proposals are due February 1st. K. Brennan reviewed the tentative dates. **J. Carroll motion to accept the tentative budget workshop schedule. S. Leeper seconded the motion. All ayes.**
- c. **BUDGET TRANSFERS:** K. Brennan reviewed the five budget transfers including an appropriation from Vehicle Replacement Fund for a body and plow for the new WWTP Ford F-250. We added a Public Works Vehicle Repairs transfer after the weekend storm, which brought about some repairs needed for plow trucks. Two of the transfers were the result of incomplete grant budgets. **J. Carroll made a motion to approve the transfers and the appropriation as presented. B. Catanzaro seconded the motion. All ayes.**

TOWN OF BEACON FALLS						
FY2024						
TRANSFERS FOR 1/8 BOS & 1/9/24 BOF MEETINGS						
01/04/2024						
FY2023-2024 BUDGET						
REVISED						
TRANSFER FROM:			TRANSFER TO:			
#	Amount	Line Description	Line	Description	Amount	Explanation
1	\$ (2,950.00)	10.30.44.14 Vehicle Repairs	45.30.44.100	AFG Match for Spreaders, Struts and Rams	\$ 2,950.00	BHC has truck mounting costs for the equipment that were not included in the original budget. We want to show this as an overmatch to the grant. At this point we can't really
2	\$ (16,000.00)	10.30.83.11 Contingency	45.30.03.100	Elevator Repair Project	\$ 16,000.00	New valve installation by Otis Elevator
3	\$ (1,740.00)	10.30.59.17 PW Ground Maintenance	45.30.71.1007	K. Matthies - New Swingset at Matthies	\$ 1,740.00	Mulch was not included in the original scope of the grant application. This should be properly recorded as an overmatch with the project.
4	\$ (19,399.00)	Fund 16 Appropriation from Vehicle Maintenance Fund	16.30.67.1000	F-250 for WWTP	\$ 19,399.00	Addition of dump body and plow to project
5	\$ (10,000.00)	10.30.83.11 Contingency	10.30.59.1703	PW - Vehicle Maintenance	\$ 10,000.00	Budget was cut and vehicle repairs are needed.
	\$ (50,689.00)				\$ 50,689.00	

- d. S. Leeper asked about the State proposal to eliminate the MV property tax, which arises at the State legislature each year. The proposal normally does not go far in the legislative process.

10. **Adjournment:** S. Leeper made a motion to adjourn at 7:37 PM. J. Carroll seconded the motion. All ayes.

Respectfully Submitted,

Erin A. Schwarz

Erin A. Schwarz, Finance Office

Joint BOS & BOF FY25 Budget Schedule

Presented at January 2024 BOS & BOF Meetings



Public Input Webform: <https://www.beaconfalls-ct.org/finance/webforms/2025-budget-public-input-webform>

Date/Time/Location	Description/Responsibility
January 2024 BOS (1/8) and BOF (1/9) meetings	Proposed timeline presented by Finance for discussion and voted on by BOS & BOF. Shared with staff/volunteers immediately to allow for additional preparation time.
Tuesday, January 9, 2024	Budget Sharepoint is published for town staff and volunteers. Final Draft Workshop Schedule published in Sharepoint and advertised on town website for public notice and participation. Agendas to be posted as appropriate.
Thursday, February 1, 2024	Budget requests/forms due along with any and all supporting documentation (by way of upload to the Sharepoint site) by 5pm. NO EXCEPTIONS.
Tuesday, February 20, 2024 7-9:30pm	INITIAL HIGH LEVEL OVERVIEW In-Person Dept/Commission Workshop ALL staff department heads and commission/board/committee chairs in attendance to give a 5-minute high-level overview of their request. No formal presentations - just verbal. Highlight important requests. Consultants are excluded from this meeting. BOF & BOS members will record any specific questions or thoughts for the future in-depth presentations (only if-required).
Tuesday, March 5, 2024 7-9pm	Dept/Commission In-Person Workshop #1 Finance, BOS, and BOF discuss operational and capital expenditure and revenue items. Invitations sent following this meeting to selected Department Heads, Commission/Board Chairs, and consultants as-required to participate in the March 19th workshop. <i>*Public Comment/Questions regarding the FY25 budget are welcome via the Public Input Webform. The Finance Department will discuss all comments/questions received by the meeting with the BOS & BOF. An individual agenda will be posted in accordance with FOIA regulations.</i>
Tuesday, March 19, 2024 7-9pm	BOS & BOF ONLY In-Person Workshop #2 Finance, BOS, and BOF discuss operational and capital expenditure and revenue items. Additional Dept Head Presentations if-necessary <i>*Public Comment/Questions regarding the FY25 budget are welcome via the Public Input Webform. The Finance Department will discuss all comments/questions received by the meeting with the BOS & BOF. An individual agenda will be posted in accordance with FOIA regulations.</i>

Joint BOS & BOF FY24 Budget Schedule

Presented at January 2024 BOS & BOF Meetings



Public Input Webform: <https://www.beaconfalls-ct.org/finance/webforms/2024-budget-public-input-webform>

Date/Time/Location	Description/Responsibility
Tuesday, April 2, 2024	First exhaustive budget draft posted to town website First draft only. Subject to change.
Tuesday, April 9, 2024 7-9pm @ Regular BOF MEETING	BOS & BOF ONLY In-Person Workshop #3 Finance, BOS, and BOF discuss operational and capital expenditure and revenue items. <i>*Public Comment/Questions regarding the FY25 budget are welcome via the Public Input Webform. The Finance Department will discuss all comments/questions received by the meeting with the BOS & BOF. An individual agenda will be posted in accordance with FOIA regulations.</i>
<i>Budget discussion may occur at the Regular Board of Finance Meetings in February, March and April. Additional Budget Workshops can be added as necessary and the dates below pushed out appropriately.</i>	
Tuesday, April 16, 2024	Final budget draft posted by Finance Department to the website for public viewing and comments/questions.
Friday, May 3, 2024	Electronic public comment and questions due by 12pm via the Public Input Webform.
Wednesday, May 8, 2024	Budget Hearing; any public Q&A received via the webform by the deadline will be read aloud and an answer provided. Q&A on the floor also welcomed. Hearing located at Senior Center at 7pm.
Thursday, May 16, 2024	Proposed Date for Town Meeting Vote - 7pm