

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

**BEACON FALLS BOARD OF FINANCE
Regular Monthly Meeting
March 12, 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, S. Leeper, K. Lembo, J. Carroll, B. Catanzaro
Members Absent: W. Giglio
2. **Public Present:** Finance Manager N. Nau, Selectman M. Krenesky, Selectman P. Betkoski, J. Delonick
3. **Comments from the Public:** None.
4. **Approval of Minutes:** **Approval of the 2/13/2024 Regular Meeting minutes. S. Leeper made a motion to approve the February Regular meeting minutes. B. Catanzaro seconded the motion. JC Abstained. All ayes from remaining members.**
5. **Correspondence:** None
6. **Reporting:**
 - a. Tax Collector Report – No comments. Back tax collections have been strong, which K. Brennan added warrants a discussion regarding the request for a second full-time position in the tax office.
 - b. Treasurers Report – No comments. N. Nau noted that Finance will be implementing Positive pay for the Grants and Non-Recurring Capital funds. The Melbourne CD will be renewed for 6 months at a special 5% rate with the balance above \$10,000 moving to the checking account for Melbourne. Interest has been strong, and we are looking to increase the interest revenue number in the F2025 budget. The Treasurer is also working on an investment policy.
 - c. Town Clerk Report – No comments. Revenue is down as recordings are linked to real estate transactions which have slowed.
 - d. Region 16 Report – N. Nau noted that Region 16 completed their recent Bond sale last month. We are still awaiting their FY2025 budget indication. We believe that Beacon Falls population is down a fraction. Their FY2023 surplus will be reflected as a \$46,000 reduction to the April 2024 payment due to the Region.
 - e. Ambulance Report – T. Pratt provided EMS reporting for February & March 2024 as well as Year-end 2022 and 2023 Summaries. The BHC Treasurer is sharing his concerns about the level of billing. BHC changed billing companies and there is a big challenge when this turnover happens. The Treasurer spoke directly with the billing company, and they have worked out many of the issues, but he is managing revenue projections for the year. He hopes using Griffin Hospital's billing service will be more successful. K. Brennan noted that Fire/EMS and Fire Marshal will be at the next workshop, so we can further discuss the allocation of EMS funds. Currently, if there is over \$50,000 in the EMS account on 12/31, then the amount over \$50,000 is split between the town and BHC 80/20. The Town has been budgeting \$5000 for General Fund revenue from EMS to offset the EMS Supplies and Training costs. Anything over \$5000 has gone into Vehicle Replacement Fund for new ambulance costs. The EMS fund pays for two full-time BHC staff and covers the pay per call costs of EMS personnel.
7. **First Selectman's/Finance Manager's Report:** **N. Nau reported on behalf of the First Selectman**
 - a. Budget Transfers: The Board of Selectman approved the transfers last evening. There are two transfers for Police: into Vehicle Repairs and to Body & Dash Cameras. There is a transfer from Summer Camp to Seasonal Wages to clean up an overage and a transfer into WWTP – Supplies

and Maintenance. There is also an allocation of \$2,000 of LOCIP Grant funds to the Senior Center flooring project.

- b. N. Nau continued noted that the Finance office with the help of the interns is working with the new web-based CIP software, as well as Asset tracking and Street logic updates. The road data in Street Logix can be useful for the next bond issue for roadwork.
- c. Escrow Policy: N. Nau will be following up with Planning and Zoning. This was not discussed at the monthly land use meeting this month.
- d. Several opportunities are currently being drafted.
- e. The \$1.4 M WWTP Electrical upgrade work will be getting underway. Tucker Mechanical is the contractor.
- f. Elevator repair at Town Hall – The Repair Order has been amended and the liability language was sorted out, so N. Nau expects to have a repair date shortly.
- g. N, Nau noted that the Revenue & Expenditures side of the budget is currently at 89% on both sides.

h. Capital Projects:

- Generators: All three generators have been installed and the projects are closing out.
- Spreaders, Struts and Rams: Fire Department received the rest of their AFG equipment and N. Nau is closing out the reimbursement for the AFG Grant for this equipment.
- POCD – The Town planner is requesting an extension with the State, as our POCD has expired and SLR is proceeding with the project.
- Public Works truck is taking a little longer than expected, but due in this spring.
- Bescon Valley Bridge: This work is all done, and the money has been received from the State. We received a full reimbursement and are entering the audit phase to close out the project. The work was under budget so this needs to be reported to the State.
- Beacon Valley Road (East): The Land Use Department out a notice that work was commencing 3/18/24 and will continue through the summer months. We anticipate receiving reimbursement for some of the legal costs on the project. There was \$27,000 in legal easement related costs. The LOTCIP grant monies are in the bank and total \$1.5M.
- Burton Road – The Town is currently not pursuing painting the back side of the wall. There will be more signage installed shortly. A discussion ensued about the placement of the Wolfe Avenue crosswalk and signage needed to resolve sight lines. N. Nau contends that there is a need for more review upfront before the bid goes out. An on-site walkthrough prior to bidding on the project may have resolved some of these issues before the project specifications are finalized in the bid.
- Patrol Car: The new Explorer was received, and they are putting it into service.
- WWTP – F-250 Truck has been received and Wastewater is adding a body and plow.
- On Call Paving: P. Betkoski asked about the status of the Avenue and the on-call paving bid. N. Nau noted that the plan is to request that the State reallocate the \$500,000 in STEAP funds from Wet Road to the Avenues project. The contractor on the on-Call paving bid will be completing the milling and paving on the Avenues.
- After tonight's LOCIP allocation, the Senior Center Flooring project will move forward.

i. Grants:

- AFG Grant: N. Nau has submitted the next AFG Grant request for a RIT Pack for BHC. This is a \$16000 grant request, and the RIT pack is a high priority item. She added training on the equipment to the grant as part of the proposal. .
- DEEP Recreation Trails Grant – The Conservation Commission did some work putting together the scope of the grant, which included trail work and a staircase for Acre 39. G. Smith was very concerned about the maintenance and upkeep of the trail. While we have excellent volunteers, the question remained of how the trails would be maintained? As a result, he requested that N. Nau pause the grant. She anticipates pursuing a future grant or considering a planning or construction grant, once a maintenance plan is in place and the town can allocate funds for the reliable maintenance of trails.
- State EV Grant – The Contract for this grant has been signed and is moving forward with the original scope of work.

- CIF – N. Nau remains cautiously optimistic on the Community Center requests. We should have a decision next month.
 - BVP Grant – The Vests are in and N. Nau is awaiting information from the Police Department so she can apply for reimbursement.
 - State Library Grant: Selectman M. Krenesky and P. Betkoski asked about this grant, which is separate from the CIF Grant. We have not pursued the State Library grant this round, but it remains a consideration as part of the Community center project.
 - ARPA Senior Center Funds: The State has asked for proposals by June 28th. They received ARPA funds which they are allocating to Senior Center statewide and Beacon Falls will receive approximately \$24,000, once the proposal is approved.
 - Rimmon Schoolhouse – M. Krenesky is planning to apply for a SHPO Grant for the Rimmon Schoolhouse renovation. He is working with a consultant who will do the condition assessment of the building.
 - j. Lines to monitor – Finally, N. Nau noted that there are twenty-nine lines to monitor in the current budget. Finance expects significant transfers will be needed for Recycling and for Police PT Wage lines.
8. **Finance Policy Manual:** No changes this month. N. Nau plans to develop internal policies and procedures manual in addition to the Financial Policy manual published on the website. These procedures are part of the audit process, and she is seeking to formalize them.
9. **Old Business:**
- a. **Master Fee Schedule** – On hold. Finance recently discussed adding blight fees to the schedule at the latest land use meeting.
10. **New Business:**
- a. **FY2023 Audit:** The FY2023 was presented at the February 2024 Regular BOF Meeting. **J. Carroll made a motion to accept the FY2023 audit by Mahoney Sabol. K. Lembo seconded the motion, All ayes.**
 - b. **BUDGET TRANSFERS:** **S. Leeper made a motion to approve the four budget transfers and the appropriation as presented. J. Carroll seconded the motion. All ayes.**



TOWN OF BEACON FALLS

FY2024

TRANSFERS FOR 3/11 BOS & 3/12/24 BOF MEETINGS

03/08/2024

**FY2023-2024 BUDGET
REVISED**

| TRANSFER FROM: | | | | TRANSFER TO: | | |
|----------------|---------------|---------------------------------|--|---------------|---|---|
| Amount | Line | Description | | Line | Description | Amount Explanation |
| \$ (7,000.00) | 10.90.83.1170 | Contingency | | 10.90.53.1585 | Police Vehicle Repairs | \$ 7,000.00 Major vehicle repair needed as a result of accident |
| \$ (1,000.00) | 10.90.53.1505 | Police Training | | 10.90.53.1705 | Body & Dam Cameras | \$ 1,000.00 Additional Dash cam for K9 vehicle |
| \$ (1,949.00) | 45.90.71.1245 | Summer Camp | | 10.90.71.1019 | Seasonal Wages | \$ 1,949.00 Additional Counselor Hired last July. |
| \$ (4,000.00) | 10.90.67.1470 | WWTP Vehicle Fuel & Maintenance | | 10.90.67.1140 | Supplies & Maintenance | \$ 4,000.00 Line is running low. |
| | | | | 70.90.79.1002 | Increase Appropriation for Senior Flooring from LOCIP Funds | \$ 2,000.00 Current appropriation is for \$5711 and \$7711 available in LOCIP |
| \$ (13,949.00) | | | | | | \$ 15,949.00 |

- c. **FY2025 Budget Workshop schedule:** The next workshop is scheduled for 3/19/24 at 7:00 PM at the Senior Center and Fire/EMS and Fire Marshal will be presenting. K. Brennan asked to review the timeline to publish the first draft budget and Finance projected publishing the first draft on April 2nd. N. Nau noted that we want the BOS & BOF to have enough time with the draft before publishing. The First Selectman will meet with Finance to draft a recommended budget next week on 3/20 and 3/21/24. Finance anticipates sending the BOS and BOF the budget draft

during the last week of March. There is currently a workshop scheduled for April 9th during the Regular BOF meeting. K. Brennan noted that we may wish to add a workshop date ahead of that date on 3/27 or 4/2/24.

- d. K. Brennan asked to add to the 3/19/24 Workshop agenda: Revenue changes, Staffing requests including the 7th Public Works Maintainer and Capital Projects. The Selectman also noted that a decision needs to occur surrounding the Town Nurse position. The workshop schedule will also be on the agenda for finalization.

11. Adjournment: J. Carroll made a motion to adjourn at 8:08 PM. S. Leeper seconded the motion. All ayes.

Respectfully Submitted,

Erin A. Schwarz

Erin A. Schwarz, Finance Office