

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



**BEACON FALLS BOARD OF FINANCE
Regular Monthly Meeting
August 10, 2021
MINUTES
(Subject to Revision)**

1. **Call to Order / Pledge of Allegiance:** T. Pratt called the meeting to order at 7:35 PM and led the assembled in the Pledge of Allegiance.

Members Present: T. Pratt, S. Leeper, J. Carroll, D. Fennell

Members Absent: K. Brennan, W. Hopkinson

Public Present: Finance Manager N. Nau, Tax Collector J. Bilsky, Selectman Mike Krenesky, C. Muth

2. **Comments from the Public:** No comments.
3. **Approval of Minutes:** S. Leeper made a motion to approve July 13, 2021, Regular Meeting minutes, as presented. D. Fennell seconded the motion. All ayes.
4. **Correspondence:** No correspondence.
5. **Reporting:**
 - a. Tax Collector Report – J. Bilsky provided an update to the Board of Finance regarding tax auction on September 23rd. There were originally 5 properties to be auctioned and now we are down to 3 properties being auctioned. These properties have amounts delinquent dating back to Grand List year 2015/2016 totaling approximately \$70,000 in taxes for the 3 properties. Delinquent statements for this tax year, will go out on September 1st. If a taxpayer is 1½ years behind, a lien is issued, and the Marshal begins his collection process. J. Bilsky has been more aggressive with mobile homes. Every 6 months, she sends a file to Tax Serv for motor vehicle delinquents. She has also been cold calling on personal property delinquents. T. Pratt thanked J. Bilsky for her efforts. S. Leeper complimented the QDS reporting the J. Bilsky, and he appreciates the clarity of the charts in the reporting. J. Bilsky noted that the value of used vehicles has increased so even though the mill rate declined, taxes increased for many people whose vehicles went up in value.
 - b. N. Nau noted that Finance and Police will be working with the Tax Collector on aging report for traffic tickets. The Town will explore how far back we can seek to collect traffic tickets. Moving forward we will have a system to record parking tickets and J. Bilsky noted that Tax Serv can generate letters on back parking tickets. The Parking ticker Fee Schedule changes are still on hold, as the ordinance needs to be changed. \$10 is the maximum fine at present.
 - c. Treasurers Report – No comments. November 5th is the date that Liberty Bank branch will be closing in town.
 - d. Town Clerk Report – The BOF has reporting for the entire fiscal year FY2021 and for the month of July. Conveyance is the largest number and collections were strong in 2021, due to real estate volume.

- e. Region 16 Report – A. Di Leone had emailed N. Nau noting that Region 16 reporting should be included in their future minutes. Regarding Capital Projects, he identified voting during Region 16 BOE meeting which authorized certain projects and noted the change in State statute for regional districts which now allows them to set aside 2% for Capital projects. N. Nau will share his email with the Board.
- f. Ambulance Report – EMS Report – Forthcoming from T. Pratt. He has an invoice from Quick Med and was seeking funds from them. The collection agency received approximately \$1200 in collections, and they receive 25%. More detail to follow on the reporting itself.
6. **First Selectman's Report Items**– As reported by N. Nau, Finance Manager
- a. Budget Transfers: N. Nau noted have 1 2022 Budget Transfer for the Service Award program. There are 10 - 2021 Budget Transfers which should close out 2021 transfers.

| TOWN OF BEACON FALLS | | | | |
|---|---------------------------|---------------------------------------|-------------|--|
| FY22 | | | | |
| TRANSFERS FOR 8/9/21 BOS & 8/10/21 BOF MEETINGS | | | | |
| | | | | 08/09/2021 345pm |
| # | Transfer From | Transfer To | Amount | Description |
| 1 | 10.90.83.1170 Contingency | 10.90.44.1500 - Service Award Program | \$ 1,939.00 | Service Award Program Administrative Fee and Base Policy Cost had a slight inflationary increase that was not previewed. There was a \$220 transfer last month but unfortunately the Finance Manager miscalculated and it should have been higher. |
| Total | | | \$ 1,939.00 | |

| TOWN OF BEACON FALLS | | | | |
|----------------------------------|---|--|--------------|---|
| FY21 | | | | |
| 8/10/21 BOARD OF FINANCE MEETING | | | | |
| TRANSFERS | | | | |
| | | | | 08/05/2021 |
| # | Transfer From | Transfer To | Amount | Description |
| 1 | 10.90.83.1170 Contingency | 10.90.03.1121 Electricity - Solar Generation | \$ 1,233.70 | Total Budget for Line= \$46,500 in FY2021, \$50,000 in FY2022: Rates from solar generator are rising each year. Costs are based on production. |
| 2 | 10.90.83.1170 Contingency | 10.90.03.1130 Town Hall - Telephone | \$ 43.58 | Total Budget for Line= \$20,000 in FY2021, \$17,880 in FY2022. Moved cell phones to their own line. We should be able to avoid a transfer for cellphones and landlines this FY. |
| 3 | 10.90.83.1170 Contingency | 10.90.47.1525 Telephone - Emergency Mgmt | \$ 37.40 | Total Budget for Line = \$550.00 in FY2021 - Moved to Cell phone line and bumped. We should be able to avoid a transfer for cellphones this FY. |
| 4 | 10.90.83.1170 Contingency | 10.90.49.1541 Beacon Falls - Hydrants | \$ 3,901.27 | Total Budget for Line = \$211,460 in FY2021, \$216,800 in FY2022. We hope to be able to avoid a transfer in this line this FY. |
| 5 | 10.90.83.1170 Contingency | 10.90.57.1650 Street Lighting | \$ 83.26 | Total Budget for Line = \$50,500 in FY2021, \$50,117 in FY2022. This line is most likely underbudgeted for this FY and may need a transfer again. This is something we should increase next FY. |
| 6 | 10.90.83.1170 Contingency | 10.90.65.1740 Refuse Collection | \$ 2,775.09 | Total Budget for Line = \$255,000 in FY2021, \$265,000 in FY2022. We should be able to avoid a transfer in this line this FY. |
| 7 | 10.90.83.1170 Contingency | 10.90.77.1055 Mini Bus - Telephone | \$ 41.14 | Total Budget for Line = \$550 in FY2021; moved to Cell Phone line; new employee needed new phone accessories |
| 8 | 10.90.44.1121 Fire - Electricity | 10.90.44.1486 Fire - EMS Training | \$ 450.00 | Prospect Fire Department Classes held in March and beginning in June. Line had been reduced - Transfer out and we were unaware of these bills. If training stays consistent this FY, we might be overbudget again and require a transfer. We should probably increase this To cover June Synagro invoice which has not yet been paid. \$137,900 budget in FY21 & FY22, additional hauls not budgeted due to sludge consistency. Might be overbudget again this FY and require a transfer. |
| 9 | 10.90.44.1122 Fire - Heating Fuel | 10.90.44.1486 Fire - EMS Training | \$ 430.00 | |
| 10 | 10.90.67.1470 WWTP - Vehicle Fuel & Maintenance | 10.90.67.1770 WWTP - Sludge Processing | \$ 1,586.50 | |
| Total | | | \$ 10,581.94 | |
| Total from Contingency | | | \$ 8,115.44 | |

- b. Fire Apparatus: BHC formed a committee to incorporate all the items they hope to include in the fire vehicles. HGAC Buy consortium is a potential source for purchase of the apparatus. They begin with a base model vehicle and add on components requested.
- c. Pent Road Courts: There were 3 Statements of Work for this project which involved a lot of coordination. Keeping the costs low have delayed the schedule for completion of the work. Weather delayed some of the items and the fencing contractor should be out to finish next week.
- d. Burton Road Wall: The engineer is pushing this along through the State's process. All the grant programs have seen some delays and should be moving along.
- e. Beacon Valley Road: First part of the road was awarded to the second highest bidder, Grasso Company, and all the submittals have gone to the engineer and all their paperwork has been completed. The detour will be set up at the end of August and work will begin in the next couple of weeks. Road will be open to local traffic, buses, and emergency vehicles.
- f. Back Rimmon – The topcoat is the last piece needed on Back Rimmon. Cook Lane is moving forward, the original scope of work was enhancements to drainage on Cook Lane, which involved adding 9 new catch basins and piping for drainage and this type of improvement is what STEAP likes to see. The existing drainage also needs repairs; catch basin replacement and replacement of metal piping which increases the scope by \$80,000. The precast basin and block basins are in good shape, but there is a need to replace catch basin tops. This expands the scope of work for Cook Lane.
- g. Alarms/Emergency Lighting: Alarms have been installed at Senior Center, Public Works Garage and Matthies Garage. The next project moving forward is Pent Road alarming. WWTP alarming is being reviewed by the new WWTP engineer at SLR and we are awaiting their recommendations. The Town Hall will be the final piece. Emergency lighting work has been stalled by increases in supply costs, so we have asked the contractor to update his quotes on emergency lighting for all locations, so we can review the project budget.
- h. Station 2 – T. Pratt noted that the architectural firm has been contacted to put together a plan. Design should be done in 2-3 weeks.
- i. Matthies House: Materials were delivered at the end of June. Work is due to be completed shortly.
- j. Wastewater Treatment Plant: N. Nau has been working with the new engineering arm with 3 primary contacts. They are obtaining documentation and invoicing from the old engineer and working hard to determine the best route for the Town moving forward. The Town has drafted POs for new engineer to move forward with the digester project and the electrical upgrades. The Digester project has additional implementation items: safety improvements and handrails on the tank cover which will result in an additional \$50,000 - \$100,000 under a new scope of work.
- k. Some Capital project items we are intentionally delaying due to cost increases related to COVID. Projects which can wait until the costs come down will take place this spring.

7. Finance Manager's Report:

- a. N. Nau wished to publicly thank the departments for their patience with the software implementation. Everyone has gotten their training on Department POs and Flexiibill. AssetTrax is being loaded into the system. Once the assets are inputted, we will generate reporting on assets.
- b. Interim Preliminary Audit Work: Will be next week.

- c. Liberty Bank: Closing on 11/5/21. Seymour will be service branch for the Town and deposits can be made in Naugatuck. G. Smith will report on progress/discussions with other bank regarding occupation of current Liberty building.
- d. Streetscan: The software will be updated to reflect all the recent roadwork. Finance is inputting that data and we will have a revised map showing the recent improvements.
- e. RFQ posted: There is a live RFQ for a specific EDC project which G. Smith is working on and N. Nau is drafting 3 new RFP opportunities at present.
- f. The Town recently confirmed with the attorney that we can renew 20-9 Paving contract with Cocchiola for another year. Finance will begin executing the renewal. The Sludge hauling and disposal contract will also be renewing
- g. FY2021 budget is still closing and there was a positive cash flow year.
- h. Capital Projects:
 - Generators – Cummins representative is providing quotes for labor install for both Public Works and Fire generators.
 - Playscape - Project is complete but can be expanded in the future. There is currently no budget to expand it currently.
 - Excavator – This has been delivered and the trailer was ordered today.
 - Police Roof – The provider came in under the State Bid pricing. The PO is in place and the roof is moving forward.
 - Pistols & Tasers – Ammo; all these projects are on order or delivered and moving forward.
- i. ARP Grant: N. Nau is working with G. Smith on a formalized written plan on how to spend the funds. The Fire Department has come forward requesting (2) EKG monitors. The monitor sends the data to the hospital directly and less life support is coming to municipalities. We are still unsure how much data will be needed for ARP funding. Water & Sewer items that have been discussed.
- j. AFG Grant – The AFG grant has not come through yet. They have 241 awards and several more rounds.
- k. Hurricane Isaias – The \$37,000 FEMA grant request is moving forward with FEMA.
- l. K. Matthies – The Patio at Town Hall is being completed. Pent Road benches will hold off on until spring due to cost implications.
- m. Trails Grant – Finance is looking into applying for a Trails Grant which has a provision which says if the trail links to State trails, then it is eligible. We are looking at Matthies Park/Toby's Pond trails. Parks & Rec Commission are reviewing the plan for trails grant. Chipping, widening, foot bridges are part of the application and the State noted that smaller applications have a better chance at funding.
- n. Body Cam/Dash Cam Grant – Our body cameras are too old for reimbursement; however, we can still get a 50% reimbursement on dash cams for 2023.
- o. Surplus for 2021: There are several departments for 2021 which have significant surpluses, some are COVID related and other departments have surplus due to staffing issues: \$125,000 Debt Service due to refinancing of debt, \$48,000 for EDC Marketing (No one was hired to replace CERC), \$98,000 for Police due to staffing changes, smaller surpluses in Public Works, Parks, Minibus, Contingency.

8. Old Business:

- a. Finance Policy Manual – N. Nau noted that the board needs to move forward with revisions next month. Please review the changes, so they can be discussed. Consider the percentage of Undesignated Fund Balance as key component. Review the Debt

Management Chapter and the Fund Balance thresholds, so we don't paint ourselves into a corner. The Manual should be revised ahead of the bond issue in December.

- b. Master Fee Schedule: On hold; T. Pratt noted that WPCA is working with NVCOG and taking recommendations on removing fees from ordinances and putting them in a separate fee schedule.
- c. Naugatuck YMCA – The Y was in town today and met with Senior Center, Library and Finance. The survey was successful with 100 responses from seniors and 180 from youth survey. MOU/insurance certificates and costs were addressed by Finance. The Y intends to use funds for their staffing and to subsidize some program costs. There is a beekeeping program coming in September and a health forum which will be new programs being offered as a test run.

9. New Business:

- a. The BOS has not been able to meet prior to this meeting. As we are closing out the fiscal year, the 2021 budget transfers are timely.
 - **Budget Transfers for FY2021: J. Carroll made a motion to approve \$10,581.94 in budget transfers for 2021 as presented and move them to the BOS for approval. D. Fennell seconded the motion. All ayes.**
 - **Budget Transfers for FY2022 – S. Leeper made a motion to approve the \$1939.00 transfer from Contingency to the Service Award program and move it to the BOS for approval. J. Carroll seconded the motion. All ayes.**
- b. **Beacon Valley Bridge** – M. Krenesky noted that the Naugatuck IWWC approved their piece. The LOTCIP application on Beacon Valley is moving. Beacon Falls IWWC is doing their part.
- c. **Market Analysis on Wolfe Avenue property** – M. Krenesky noted that the BOS is pursuing a Local assessment, market analysis from State 3 sources. BOS will then decide based on the analysis.
- d. **150th Anniversary Drone Show** – M. Krenesky stated this event will be 9/25/21 and thanks for supporting moving forward with the event. Regarding numbers and cost on the drone show - \$38,000 total cost – 50% down and 50% due right after the show. To pay for this event, we are using budgeted funds for this deposit, and funds that sat with Parks & Recreation in the Special Activities fund. The Historical Society has a fundraising effort for 150th Anniversary and they have raised \$13,000 to date. The June event was \$5000 for free food. At this point, the historical society will help to cover the balance of the drone show \$6000-\$7000 from fundraising efforts. M. Krenesky noted that it is an expensive event, but he is thankful for the businesses and individuals who have supported this event. It will be a great evening, and you can view the drones by parking anywhere along Lancaster Drive.

- 10. Adjournment: **S. Leeper made a motion to adjourn at 9:10 PM. J. Carroll seconded the motion. All ayes.**

Respectfully Submitted,

Erin A. Schwarz

Finance Office