

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



**BEACON FALLS BOARD OF FINANCE  
Special Monthly Meeting  
May 16, 2023, MINUTES  
(Subject to Revision)**

1. **Call to Order / Pledge of Allegiance:** J. Carroll called the meeting to order at 6:05 PM and led the assembled in the Pledge of Allegiance.

Members Present: T. Pratt, J. Carroll, W. Hopkinson, D. Fennell

Members Absent: S. Leeper, K Brennan

Public Present: Finance Manager N. Nau

2. **Comments from the Public:** None.
3. **Approval of Minutes:** TP made a motion to approve the 4/11/2023 Regular Meeting & Workshop minutes, the 4/27/23 Public Hearing Minutes, and the 4/27/23 Joint BOF Meeting minutes, as presented. WH seconded the motion. All ayes.
4. **Correspondence:** None.

J. Carroll asked to begin with the Finance Manager's Report

5. **Finance Manager's Report:** N. Nau noted some new items which occurred since the Finance Report for April went out.
  - a. Treasurer W. Rodorigo is closing the sweep account for the General Fund with Liberty Bank to earn more interest on an account which is not sweeping.
  - b. Finance received the Workers Comp audit results, which remained budget neutral. There were positive Workers Comp results for FY2022, which impact our premium for FY2024.
  - c. The AssetTrax software is finally moving forward and the Slate Pages software maintenance and the integration will be taking place soon via a 1-way data feed. Finance had a productive meeting on the IT end to facilitate the integration.
  - d. Our high school Intern will be staying on for the summer and he will assist with the integration and is very savvy on the day to day tasks.
  - e. Police Department is enlisting Extra Duty Solutions, a private company, to resolve their Private Duty scheduling issue. The Board of Selectmen will be voting on the contract next month. They are a reputable company used by other much larger cities and towns, and they should be able to produce documentation which meets our audit standards. Their contract is being reviewed by the attorney and the insurance company. Extra Duty's costs will be factored into an increased Private Duty rate for contractors which will increase at least 10%. We hope to establish the rate in June. Non-profits will not be billed through the service. Town jobs will be booked through the service and that is factored into the rate being charged to outside contractors. Extra Duty is on call 24/7 and that fixes the scheduling issue for the Police. On the Finance side, we do not have a billing issue, a payroll issue, a collections issue or a cash flow issue, so this service is simply for ease of scheduling. Finance will work out with the Police admin how Extra Duty will be audited on our end, to ensure they are billing contractor hours properly, paying the Town accurately and that the AR is an accurate figure. We will also need to work out payroll integration, as Extra Duty will not sync with the time clock system. WH asked if the Town charging contractors for a service that we don't need, and noted that it is difficult to give up control of something that is working on the Finance side. TP agreed that contractors will

need to be retrained so this process rolls out smoothly, and noted that if contractors followed a proper timeline, perhaps the scheduling issues would not exist.

- f. Melbourne Trust donations – Selectman MK was working with our Tax Collector to add an optional donation line to the tax bills allowing residents to donate to the Melbourne Trust. OPM states that this change to tax bills would need to be approved by Hearing. This will not take place before the July tax bills. In the meantime, the Trust is receiving a sizable donation in memory of James Woodward and the town will recognize this donation. WH noted that there are a lot of nonprofit organizations who would like to be able to solicit scholarship donations in this manner. N. Nau added the Melbourne trust is the only Town held trust for this purpose.
  - g. Avenue C, E, etc. Sewer Project: We received 3 bids with \$110,000 being the low bidder. Birmingham was awarded the bid which was \$70,000 under the SLR projection. The other bidders were both used by the Town previously: Burns Construction and Hildbrand. There will be 10% retainage held for 6 months. There are 3-point repairs of piping in 8–10-foot sections. Ave C, E and Feldspar have emergency breaks. Avenue E extension is a full replacement. Laterals are not being addressed at this time. Camera photos of the sewer lines were included in the bid. 3 potential bidders did not submit paperwork. This sewer project is using the remaining balance of the ARPA funds.
  - h. Capital Projects: Fire Dept is working on inputting the POs for the AFG equipment. T. Pratt was able to find the build of our new Engine and Tanker online. The tanker should be at the vendor in June and the Pumper production will be later. The POCD is underway, and everyone is encouraged to take the survey.
  - i. Beacon Valley Bridgework is beginning, and the street excavation permit was issued. Beacon Valley Road East is still being held up by the State. Their latest request is for condemnation documentation needed for one of the easements.
  - j. Patricia, Dolly, Coventry is almost completed, change orders being finalized.
  - k. Connectivity Main Street – N. Nau has met twice with engineering on the \$600,000 grant. There is a question of the best use of these funds in relation to the master plan for Main Street. The Town will be going back to the State and asking for the scope of work to change. The Town is modifying the plan and looking at the section from Noe Place to Route 42, which is the entrance into Town. The Connectivity grant is for sidewalks and parking, lighting, crosswalks, bike lanes and dressing up Main Street, which also feeds into economic development. With the change of scope, the project will not be advertised before September. The Board discussed some of the challenging aspects of Main Street including the median, parking, reducing to one lane and aging sewers. N. Nau noted there may be a specific public hearing for this project to gather opinions. Ultimately, the project should connect the Greenway and have a Complete Street mentality which takes everything into account.
  - l. NVCOG has applied for a grant to improve our train station design. The Haynes project will not be moving the Town's train station and it will remain where it is.
  - m. Grants: LOCIP Grant for the Senior Center has been approved and there have been some procurement challenges for the concrete ramp replacement and the windows and flooring, which Finance is addressing. N. Nau is not applying for the License Plate Reader grant, as she viewed the Police Department did not have enough data to substantiate the Homeland Security grant.
6. **Finance Policy Manual:** The Board agreed to table the Finance Police revisions until next month, for further discussion with the Finance Manager. Currently, the language calls for EMS Revenue above the \$50,000 bank balance to remain at an 80/20 split. T. Pratt noted that the new language is an attempt by the Chief to take 100% of the excess revenue and dedicate it to EMS Vehicle Replacement fund. 100% of funds would be dedicated to ambulance or EMS vehicle purchase; down payment and lease payments. N. Nau added an earmarking section to the Finance Police Manual showing how these funds would be restricted funds towards certain purposes. There are additional changes to the credit card limits, adding one for the Town Clerk.

N. Nau exited the meeting at 6:45 PM.

7. **Reporting:**

- a. Tax Collector Report – No comments or concerns. The tax collector is recommending adding to the Suspense Listing: PP, MV, Supplemental, and RE total \$39,989.27. **TP made a motion to approve Suspense List, as recommended by the Tax Collector. WH seconded the motion. All ayes.**
- b. Treasurers Report – No comments or concerns.
- c. Town Clerk Report – No comments.
- d. Region 16 Report – No questions or concerns. DF asked about the Turf field, which did not pass. The Board discussed their hope that Region 16 will better maintain the existing field.
- e. Ambulance Report – Not available yet.

8. **First Selectman's Report: None** at this time.

9. **Budget Transfers: There** are 4 Budget transfers to consider: 2 for Actuarial valuations and 2 have been added to this for WWTP, Nitrogen credits transfer to Equipment Replacement and Plant Operations.

#	TRANSFER FROM:			TRANSFER TO:			
	Amount	Line	Description	Line	Description	Amount	Explanation
1	\$ (3,300.00)	10.90.19.1380	Audit	10.90.19.1381	Actuarial Valuations	\$ 3,300.00	Increased costs/Completing the report early
2	\$ (500.00)	10.90.83.1170	Contingency	10.90.19.1381	Actuarial Valuations	\$ 500.00	Increased costs/Completing the report early
3	\$ (19,999.00)	10.90.67.1776	Nitrogen Credits	10.90.67.1760	Plant Operations	\$ 19,999.00	
4	\$ (9,353.00)	10.90.67.1776	Nitrogen Credits	10.90.67.1765	Equipment Replacement	\$ 9,353.00	
TOTAL	\$ (33,152.00)					\$ 33,152.00	

DF made a motion to approve all budget transfers as presented. WH seconded the motion. All ayes.

10. **Old Business:**

- a. The FY2024 Budget passed and will be posted on the website for public viewing.
- b. Master Fee Schedule – On hold. The Ordinance Committee is following this up.

11. **New Business:**

J. Carroll noted that the Board will wait to set the 2023-2024 Mill Rate until the June regular meeting, pending results from the State budget vote which is scheduled for June 7<sup>th</sup>. State revenue changes to the Town may prompt a change to the mill rate projections.

12. **Adjournment:** W. Hopkinson made a motion to adjourn at 7:05 PM. DF seconded the motion. All ayes.

Respectfully Submitted,

Erin A. Schwarz

Finance Office