

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

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



1. **Call to Order / Pledge of Allegiance:** J. Carroll called the meeting to order at 7:05 PM and led the assembled in the Pledge of Allegiance.

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

Members Absent: W. Hopkinson, K. Brennan

Public Present: Finance Manager N. Nau, Selectman M. Krenesky

2. **Comments from the Public:** None.
3. **Approval of Minutes:** Approval of the 7/12/2023 Meeting minutes were tabled.
4. **Correspondence:** None.
5. **Reporting:**

- a. Tax Collector Report – No comments.
- 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 is working with AMR and seeking billing from them.

6. **First Selectman's/Finance Manager's Report:** (Finance Manager N. Nau spoke to the items in the First Selectman's Report.

- a. **Budget Transfers:** M. Krenesky noted that the budget transfers were approved at the Board of Selectmen's Meeting on Monday night. N. Nau added that the Fire Department has several transfers for legitimate purchases that brought their line items over budget in June. Other than the Fire Department, there are miscellaneous transfers in smaller amounts and some additional wage transfers. Overall, N. Nau is pleased with the year-end transfers, as the amounts are relatively small and therefore demonstrate that the budget is aligned with expenses. The last section of transfers are typographically errors being corrected.
- b. **T. Pratt** noted that he wants to make sure that tax dollars are not being wasted. Department accountability keeps improving, but in the case of the Fire Department PPE purchase, at year-end there was still a lack of oversight.
- c. N. Nau noted that in efforts to have better accountability, she adds people's names to POs for PPE. The replacement cycle is a 10-year replacement cycle (OSHA). T. Pratt asked can PPE be passed on and reused? If in the past 5 years, if we have purchased 20 sets of PPE, are they all being utilized? Does BHC have a policy for return of PPE? Some of the steps being taken during the PO process are aimed at gaining more information before a purchase takes place.
- d. **Asset Trax:** The board discussed asset tracking to include accountability and N. Nau noted that Finance is photographing every piece of equipment for the tracking software and integrating them. T. Pratt noted that Station 2 equipment should also be recorded.
- e. **Sale of Town Property:** Public Works Econoline trailer was sold in July 2023
- f. **Finance Policy Manual:** The Library is requesting increased credit card limits for all 3 cards, due to increased Amazon purchases of materials, which are no longer on credit, but on the cards.

- g. Beacon Valley Road (East) has been advertised. There were 2 bidders at the pre-bid meeting and the bid will close at the end of next week. Other opportunities are being drafted.
 - h. Senior Center projects are on hold right now, while Finance works with them on procurement.
 - i. Cummins Generators: N. Nau has been pinging them for delivery updates.
 - j. WWTP – Digester project is completed and up and running and working. The provider, installer and manufacturer were all onsite for the start up. There is \$12,000 in retainage for the installer, which will be paid shortly, as the project has spanned years.
 - k. Schoolhouse – M. Krenesky believes attorneys are close to finalizing the quick claim deed for the Town to own the building.
 - l. AFG Equipment for Fire dept – Equipment is on order, and we are awaiting delivery.
 - m. Tanker delivery – Vehicle is being lettered, then equipment will be mounted and scheduled for delivery by the end of September. BHC will complete a manufacturer's visit for the pumper visit soon and then delivery would be some time in October. The Trade-in for the engine is Engine #2 which was factored into the cost of the new engine. Engine #3 is the next replacement which is scheduled to occur.
 - n. Beacon Valley Bridge – Guardrail and line painting are remaining. Athis project is almost complete.
 - o. ARPA Report – An ARPA report was provided, and all the ARPA funds have been spent.
 - p. State EV Grant – The State has not been good with communications on the procurement policies tied to this grant. Our paving contract is expiring in November, which may cause the budget to be low. Right now, there is no grant manual on the EV portion of the grant. N. Nau was hoping that work would be done before November.
 - q. STEAP West Road will be submitted on Friday. BOS passed a municipal certification applying for \$500,000 West Road STEAP. The entire project is \$2.6M which will include road rehab, drainage, piping and catch basins, as well as utilities – sewer mains, and adding gas and water to the road.
 - r. Bulletproof Vest Program grant reimbursement was received, and we have submitted a new application for new vests.
 - s. N. Nau has 2 weeks to submit the State Library Grant.
 - t. She is asking the BOF to receive the Financing Quote that we obtained for the ambulance and truck and provide recommendations.
7. **Finance Policy Manual:** N. Nau is recommending slightly lower credit card limits then the library requested. The limits can be increased further at a later date if need be. **S. Leeper made a motion to approve the following credit card limits: \$1000 Asst. Librarian and \$1000 Program Librarian, \$1500 for Library Director. T. Pratt seconded the motion. All ayes.**
8. **Old Business:**
- a. Master Fee Schedule – On Hold
9. **New Business:**
- a. **BUDGET TRANSFERS:** J. Carroll noted the following 2022-2023 budget transfers are being requested at this time.

TOWN OF BEACON FALLS
FY23
TRANSFERS FOR 8/14/23 BOF & 8/16/2023 BOF MEETINGS
FY2022-2023 BUDGET

DEPARTMENT REQUESTED TRANSFERS						
<u>TRANSFER FROM:</u>			<u>TRANSFER TO:</u>			
<u>Amount</u>	<u>Line</u>	<u>Description</u>	<u>Line</u>	<u>Description</u>	<u>Amount</u>	<u>Explanation</u>
\$ (2,500.00)	10.90.44.1121	Fire - Electricity	10.90.44.1485	New Turnout Gear	\$ 2,500.00	SDD invoice for Coat & Pants - Ordered without a PO
\$ (200.00)	10.90.44.1060	Fire - Software & IT	10.90.44.1485	New Turnout Gear	\$ 200.00	SDD invoice for Coat & Pants - Ordered without a PO
\$ (100.00)	10.90.44.1123	Water	10.90.44.1490	Physical/Health & Wellness	\$ 100.00	For Griffin Invoice 6/30/23
\$ (252.00)	10.90.44.1030	Fire Telephone	10.90.44.1472	Vehicle Repairs	\$ 252.00	For Stryker Invoice #4150441M BH-7 Stretcher
\$ (180.00)	10.90.44.1030	Fire Telephone	10.90.44.1553	EMS Supplies	\$ 180.00	For Maine Oxy Invoice 6/30/23
Requested by Fire Department - backup included						
\$ (3,232.00)				TOTAL DEPARTMENT LINES	\$ 3,232.00	
**Please see attached transfer sheets for account details.						
YEAR-END UTILITY & MISC. TRANSFERS						
<u>TRANSFER FROM:</u>			<u>TRANSFER TO:</u>			
<u>Amount</u>	<u>Line</u>	<u>Description</u>	<u>Line</u>	<u>Description</u>	<u>Amount</u>	<u>Explanation</u>
\$ (1,000.00)	10.90.83.1170	Contingency	10.90.03.1122	Town Hall Heat & Water	\$ 1,000.00	To meet Gallon quota
\$ (76.74)	10.90.83.1170	Contingency	10.90.05.1170	Town Clerk Expenses	\$ 76.74	Overage
\$ (160.60)	10.90.83.1170	Contingency	10.90.13.1247	Dental Reimbursement	\$ 160.60	Additional Employees
\$ (517.73)	10.90.83.1170	Contingency	10.90.44.1031	Fire Emergency Telephone	\$ 517.73	Overage
\$ (712.59)	10.90.83.1170	Contingency	10.90.55.1010	Animal Control Contract	\$ 712.59	Woodbridge Expenses
\$ (76.60)	10.90.83.1170	Contingency	10.90.59.1782	Pavement Maintenance	\$ 76.60	Private Duty Cost Overage
\$ (1,144.51)	10.90.83.1170	Contingency	10.90.65.1740	Refuse Collection	\$ 1,144.51	Overage
\$ (446.14)	10.90.83.1170	Contingency	10.90.67.1122	Heating & Water - WWTP	\$ 446.14	Overage
\$ (296.45)	10.90.83.1170	Contingency	10.90.79.1121	Electricity & water - Seniors	\$ 296.45	Overage
\$ (12.54)	10.90.83.1170	Contingency	10.90.79.1220	Senior Supplies	\$ 12.54	Overage

Available Contingency - before above transfers			\$ 19,807.42				
\$	(4,443.90)			\$	4,443.90		
YEAR-END WAGE TRANSFERS							
TRANSFER FROM:			TRANSFER TO:				
#	Amount	Line	Description	Line	Description	Amount	Explanation
1	\$ (46.00)	10.90.13.1235	Wage Salary Adjustments	10.90.29.1011	Deputy Registrar Wages	\$ 46.00	Office work in May
2	\$ (633.50)	10.90.71.1061	Rec Programs & Activities	10.90.71.1019	Wages - Seasonal	\$ 633.50	June training for counselors
3	\$ (963.50)	10.90.13.1235	Wage Salary Adjustments	10.90.20.1061	Interns	\$ 963.50	Coding Error in Payroll
4	\$ (0.04)	10.90.13.1235	Wage Salary Adjustments	10.90.79.1010	Senior Director	\$ 0.04	Rounding
Available Wage Salary Adjustment - before above			\$ 1,315.54				
\$	(1,643.04)				\$	1,643.04	
TOTAL NEW TRANSFERS \$ 9,318.94							
CORRECTIONS TO JULY TRANSFERS							
1	\$ (4,456.51)	10.90.59.1049	Highway - Overtime	10.90.59.1013	Wages - Highway Maintenance	\$ 4,456.51	This transfer should be to 10.90.59.1013 and was originally to 10.90.59.1012
2	\$ (5,891.36)	10.90.83.1170	Contingency	10.90.67.1042	Wages - WWTP Maintainer	\$ 3,807.69	Amounts for 10.90.67.1042 and 10.90.67.1011 were transposed. These are corrected amounts.
3	\$ (3,807.69)	10.90.83.1170	Contingency	10.90.67.1011	Wages - WWTP Assistant Superintendent	\$ 5,891.36	Amounts for 10.90.67.1042 and 10.90.67.1011 were transposed. These are corrected amounts.
4	\$ (4,573.84)	10.90.53.1010	Resident Trooper	10.90.53.1052	Wages - FT Patrol Overtime	\$ 4,573.84	This transfer should have been to 10.90.53.1052 rather than 10.90.53.1040

T. Pratt made a motion to approve the 2023 budget transfers as requested. S. Leeper seconded the motion. All ayes.

- b. Vehicle Financing Decision: N. Nau presented the Board of Finance with financing quotes from REV Financial for the purchase of the new ambulance under the HGAC contract pricing (\$345,642) and the purchase of the new Freightliner plow truck under State contract pricing (\$277,675). The financing quote had different levels of down payments ranging from \$50,000 to \$122,000 for the ambulance and \$50,000 to \$59,800 for the plow truck. The quote shows options of financing at 5 year @ 5.595%, 7 years @ 5.341%, and 10 years at 5.273%. D. Fennell noted with the strong interest rates we are receiving on STIF funds, the board should consider \$0 down to allow the funds to gain interest in the bank. As interest rates climb, the interest is coming close to the interest rates that we would be paying. In comparing total costs for the vehicles at the different terms, the Board members determined that a larger down payment does not offer significant savings in the total cost of the vehicle.
- c. T. Pratt asked about the trade in of the old 2012 ambulance and if that was factored into the quote. The 2012 ambulance could be sold outright versus traded in. The decision needs to be made on the trade in before the purchase order goes in. There has been some talk of keeping the ambulance for mutual aid calls. The board discussed this at length, and while we are committed to mutual aid, the town should not incur significant costs for the purpose of fulfilling mutual aid. J. Carroll noted that with the costs to maintain, inspect and outfit a third ambulance, the fact that there is no temperature-controlled place to park the ambulance, and because it would mainly be used to assist other towns, it does not make sense for the Town to keep a 3rd ambulance. The members agreed on this point. N. Nau added that call volume would need to support the request to maintain a 3rd ambulance and in town call volume would be key. Discussion continued by the Board on the terms of the financing agreement and the best approach for the Town, given interest rates, useful life of the vehicles and terms of the lease.
- d. **S. Leeper made a motion for a \$0 down payment and a 7-year life span of payments on both vehicles; T. Pratt seconded the motion.** D. Fennell added the point of exploring trade in costs for the 2012 ambulance, pending an agreement with BHC and with the purpose of reducing the amount we are borrowing. S. Leeper rescinded the original motion and amended his motion, as follows. **S. Leeper made a motion to recommend financing for the new vehicles with \$0 down payment, at a 7-year term, including the trade in the 2012 ambulance, with consideration for selling the 2012 Ambulance in the manner which is in the best interest for the town. TP seconded the motion. All ayes.**

Adjournment: S. Leeper made a motion to adjourn at 8:43 PM. D. Fennell seconded the motion. All ayes.

Respectfully Submitted,

Erin A. Schwarz

Finance Office