

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



**BEACON FALLS BOARD OF SELECTMEN
and BOARD OF FINANCE
Budget Workshop – Overview
January 26, 2021
MINUTES
(Subject to Revision)**

1. Call to Order / Pledge of Allegiance

Selectman Gerard Smith called the workshop to order for BOS at 7:00 P.M.

Chair Tom Pratt called the workshop to order for the BOF at 7:00P.M.

CB – just a point of order each Board will respectively call each board to order.

Members Present: Gerard Smith (GS), Mike Krenesky (MK), Chris Bielick (CB), Dalton Fennell (DF), Jim Carroll (JC), Kyle Brennan (KB), Steve Leeper (SL), Tom Pratt (TP), Wendy Hopkinson (WH)

Others Present: Natasha Nau, Erin Schwarz, Gary Komarowsky, Kathy Grace, Liz Setaro, Brian DeGeorge, Cal Brennan, Jamie Weid, Jennifer Bilsky, Jessica Krenesky, June Chadderton, Kristen Jabanoski, Jeremy Rodorigo, Len Greene, 1 Member of the public

Others Absent: Bert Henriques, Jim Baldwin, Don Molleur, Jeff Smith, Stephen Knapik, Rob Pruzinsky, Bob Egan, Kim Stevens, Peter Colon, Jack Betkoski, Steve Moffat

2. Departmental Budget Overview

Town Hall - Peter C. / Erin S. – Peter was not present. Natasha stated that Erin and she will provide update. Natasha – only thing Peter would have shared is a large capital project for facilities, specifically a roof for the Town Hall Building. Cost could be anywhere between \$30,000-\$50,000 and it will have to go out to bid. Erin – nothing else for Capital. On the operating side, Town Hall budget is standard. Two difference will be determining how we budget for the new cell phones and the printer service maintenance and toner contract. We will probably keep that under supplies in the Town Hall budget even though this is a town wide service. Heating and AC Maintenance is a contract we are working on as well.

Town Clerk – Len Greene – I have not made any changes to my budget it has been working fine for the last few years. This last year and the experience we had caused election expenses to go through the roof. We do not know what will happen next year. Right now, we are just keeping the budget the same. I did not put in any capital projects because I do have some accounts from recordings that have money in them and I do special things with like General Code, purchasing shelving etc. I can use that funding without using taxpayer money. GS – do you expect any large projects other than the absentee ballot and manpower? Len – I am hoping we do not have that. The only thing I would like to do is add more shelving to the other vault to increase our capacity.

GS – for everyone on the call - when you need shelving or things of that nature please put it in your request.

Tax Collector – Jen Bilsky – I had to add a couple line items. I added line items for education. Also, IT told us that we needed to replace our server to a virtual server, so that is a new line item.

Building Inspector – Jim Baldwin – not present. Natasha noted he may not have checked his email.

Board of Assessors – June Chadderton – my budget is straightforward. The only increase is for education because Lisa and I will need to attend Assessor schooling provided it is not cancelled again due to COVID. Capital project is reevaluation which will start mid-February. They still have interior inspections on the agenda providing they can still get into each residence. The cost is \$70,000 this fiscal year and \$70,000 next fiscal year. Natasha was able to work out reduction in price if they can not complete interior inspections. We will not know that price until they start completing the project.

Finance Department – Natasha – just a quick update, we moved forward on an old capital project and it may carry into FY22 and that is the project of a module installation. Just a preview, we will have the accounts receivable functionality and purchase orders will be online. Other than this, we do not have any large capital projects. We may look into some budget software. From a large project perspective, we are pretty set. We got the procurement software (Bonfire) this past year. Erin – along with the new module, there is some maintenance and continuing cost that will be in our operating budget. Our audit cost is set, and we do have a full OPEB valuation this year and that is a little more costly.

Economic Development Commission – Jack Betkoski – GS – I spoke with Jack and he was not sure if he would make it. I do not think in speaking with him, there were any big projects for next year. Natasha – we may want to tack on \$10,000-\$15,000 for engineering work for EDC Main Street project. We did not get the Connectivity Grant. We put in for \$600,000 and we received notice that we were turned down, it was very competitive this year. MK – EDC did approve the MOU for the Economic Development Coordinator. GS – we will discuss that at our next BOS meeting. Jeremy – we put in the requests which included the partnership like Naugatuck Economic Development Commission. Everything else is routine.

Inlands Wetlands Commission – Stephen Knapik not present.

Conservation Commission – Kristen Jabanoski – our budget is pretty much the same as last year. The open space maintenance fund is mainly for Lantern Ridge and there is more maintenance that is needed there to make it more acceptable. We also need to repair the kiosk that was damaged by a tree. We also have the open space acquisition fund. Over the past year Lori & Andrew created an open space inventory and this is a way to categorize and ranking open space as part of our mission. They are ranked on connectivity with other trails, habitat, and other values with the town. In our operating budget, we planned this past year to do a town wide clean up on earth day and that was cancelled due to COVID and restrictions on gatherings. We are hopeful to have one this year. We have been partnering with the Library for story walks, hosting guest speakers for conservation efforts and sponsor two high school students with their water

project. We do not have any large capital projects. GS – those line items, make sure you attach numbers when you present at the next meeting.

Planning & Zoning Commission – Don Molleur not present.

Water Pollution Control Authority – Jeff Smith & Rob Pruzinsky not present.

Registrar of Voters – Kathy Grace & Jessica Krenesky – Kathy – something we did not put in is that we need to have shelving in our room and security room because we are running out of space. It should not be that expensive. Len had mentioned the absentee ballots and that was an additional amount of work for us. We had 6 counters versus 2. We did not include any additional costs for the extra workers, as those expenses were previously covered by a grant from the State. We are confident we can cover expenses for a local election with our current budget. We are asking for a raise to be considered for us. We always seem to get past over and we only get about 1% a year and our duties have increased over time. Jessica – I think Kathy covered everything that we discussed.

Fire and EMS Services – Brian DeGeorge – this year we tried to level it out as much as possible. It is very lengthy and there are changes to line items to make it more of a systematic budget. Some of the changes are mandatory maintenance of vehicles, personal protective equipment, SCBA replacement. Instead of asking for a large amount for apparatus replacement we have it scheduled as a lease purchase option to keep the budget line item growing every year. We are looking into consolidating our fleet, so costs are more management. EMS is minimal and just equipment/expense. We are trying to upgrade the Chief's office so the Chief & Fire Marshall's office can operate in one room.

Fire Marshal – Brian DeGeorge – the only thing we still have in there is the vehicle which unfortunately, got changed. Right now, when Cal does inspections with his car, it is nice to have all the equipment that you need in one spot. There is a one-time request for the small office configuration. We have done a pretty good job getting most businesses inspected.

Civil Defense/Emergency Management/Homeland Security – Jeremy Rodorigo – It is mostly flat except for the capital. Everything seems to be along the line in years past regarding Code Red, telephone, and wages. The big-ticket items are the generator for Rimmon Hill radio tower. We have two radio towers in town, one on Rimmon Hill and one on Rice Lane. If Eversource goes out, we lost Rimmon Hill and if Rice Lane is impaired, we do not have a backup. The second capital expense is a mobile radio for my vehicle. It is \$1,600 and will allow me to contact DEMAS.

Safety Committee – Rob Pruzinsky not present. GS – the only thing we will do is training. Training is being offered by CIRMA. After our last meeting, I do not think there will be any requests.

Police – Humberto Henriques – not present.

Public Works – Rob Pruzinsky not present.

Town Garage – Rob Pruzinsky not present.

Wastewater Treatment Plant – Tom Carey – there is not much of an increase. I just brought up some line items to where they were previously budgeted for in 2020. I brought up the line item for equipment and replacement and sewer maintenance. I do have one Capital request for the blower panel which currently we do not have any type of capability of monitoring it and it has happened where they are off, and we are not alarmed about it and this is critical. Currently, we are doing the best we can to monitor. I do not have prices yet for the panel but moving forward I will have prices for the next meeting. I assumed it would come out of the Wastewater fund which is controlled by the WPCA and I would like a threshold of about \$1 million set so that if something happens with the plant then we are covered for repairs.

Library – Liz Setaro – we are asking for now change in departmental supplies, professional development, and copier lease. We are removing the telephone and internet line item. We do not need an extra line anymore. We can fax with the new town system. We are asking to increase the part time wage because minimum wage will go up in August, our computer line item and our programming line items. We have had a lot of changes with take and make programming and have been able to reach more people and that is our goal, so costs have increased because of that. We do not know when we will be back, but this is something we would like to continue offering regardless. Capital projects – tread replacement on the staircase, getting a unit to clean the air through the HVAC system which would be around \$900 per unit and we have two units and with the everybody learns grant we have new shelving and to finish the shelving is an additional \$3,700. We have older shelving if any other department is interested in using it.

Parks and Recreation – Bob Egan & Steve Moffat not present. GS – from the Public Works park and rec side, they are putting together a request for a building at Pent Road where the pavilion is for outside storage.

Minibus for Elderly – Kim Stevens not present. Natasha – the only thing I will report on her behalf is that through the CRF grant we were able to secure sneeze guards and shields for the driver and all the seats.

Board of Assessment Appeals – Gary Komarowsky – looking to keep budget flat.

Natasha – for Police, I know part of the discussion was between Police and Peter regarding capital items. As of right now, the roof and fascia of the garage can wait but it must happen if FY23. The roof of the Police Station does need to be replaced. They are putting it in their CIP and not asking for it in FY22. I know that Bert and Joan are working on other requests, but I do not know what those are yet.

Natasha – regarding Park & Rec, we are trying to find supplemental funding for the playscape.

Natasha – Tom Carey did a great job addressing smaller items but just a reminder that we are moving forward with Treatment Plant Bonded updates & renovations. That is a big-ticket item, and we are trying to work with the Engineer to figure out the plan for FY22.

GS – we really hit the highlights, and this was a good workshop for everyone to see that some departments are very intensive and big draws. I do not want to minimize departments and I encourage everyone to put in needs and wants. We are looking to

move the town forward and to make these request happen to provide services for residents as we can.

TP – thank you everyone for participating. The most important thing is we all remember that we are responsible to the taxpayers in the Town and we have a responsibility to do things in a financially responsible manner. It is better to include everything on a request than to not include it. If you do not really need something but want to include it as a projection that is feasible too. Thank you to everyone for dedication during COVID.

Natasha – if anyone is having any issues with the SharePoint, Erin and myself are resources and please do not hesitate to reach out to us for assistance. We really appreciate you learning the new system and we thank you!

3. Adjournment

Motion to adjourn BOS at 8:02 P.M. CB/MK, all ayes.

Motion to adjourn BOF at 8:02 P.M. JC/KB, all ayes.

Respectfully submitted,

Kerry McAndrew

First Selectman's Office Administrator/Clerk