

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



**BEACON FALLS BOARD OF FINANCE
Regular Monthly Meeting
July 11, 2023, MINUTES
(Subject to Revision)**

1. **Call to Order / Pledge of Allegiance:** J. Carroll called the meeting to order at 6:00 PM and led the assembled in the Pledge of Allegiance.

Members Present: S. Leeper, J. Carroll, W. Hopkinson, K. Brennan

Members Absent: T. Pratt, D. Fennell

Public Present: Finance Manager N. Nau, First Selectman G. Smith, Selectman P. Betkoski, Selectman M. Krenesky

2. **Comments from the Public:** None.
3. **Approval of Minutes:** WH made a motion to approve the 6/16/2023 Special Meeting minutes, as presented. SL seconded the motion. All ayes.
4. **Correspondence:** None.
5. **Reporting:**
 - a. Tax Collector Report – No June report available yet.
 - b. Treasurers Report – No comments or concerns.
 - c. Town Clerk Report – No comments.
 - d. Region 16 Report – No questions or concerns.
 - e. Ambulance Report – None at this time.
6. **First Selectman's Report:**
 - a. Budget Transfers: All approved except for the transfers from the Fire Department for PPE purchased without a Purchase Order. The Fire Department did not follow the process and First Selectman Smith encouraged the Board of Finance not to approve those transfers. He would like to hear from the Fire Department next month and this is not the first time that this has happened. If someone at BHC is not following the purchasing rules of the Town, then this needs to be discussed. The other transfers have clear explanations.
 - b. Burton Road Project: Dayton is back in town and the utility companies are out of their way. There is a change order for extending the work up to Century Avenue/Maple Avenue and that includes paving and drainage. LOTCIP will cover the sidewalk addition. Concrete work will be completed shortly and then they will begin ripping out the road for paving.
 - c. Beacon Valley Road East (LOTICIP): Project will be going out to bid and it is finally approved at the State level and ready to get going. Timeline will start in the Fall and be completed in the Spring 2024
 - d. Beacon Valley Bridge: This project is wrapping up and will be completed shortly.
 - e. WWTP Projects: Superintendent T. Carey spoke with G. Smith about the future of the plant. The Haynes project off Breault Road would be years down the road. The electrical upgrades will be a start, but the WWT Plant needs major upgrades. A new Pump is needed and whatever we do with the plant should be part of the larger picture. If the Town pursues, USDA grants as a funding source for major upgrades this would require the Town to have sewer assessments.

- f. N. Nau has applied for the CIF grant through DECD for a \$5.8M for Senior Center/Library Community Center.
 - g. Feldspar/Avenues: The Town's sewer project is completed and Aquarion is completing all the water lines in the neighborhood.
 - h. Church Street STEAP Grant will be the next project after Burton is reopened. Church Street works into connectivity from Main Street up to North Circle. The next phase would be looking into Maple and Wolfe and up the hill to North and South Circle. SLR is looking at streetlights and curbing and getting numbers together for that.
 - i. G. Smith noted that he is also dusting off the plans for West Road which may include putting gas lines on that side of town. These plans are partially designed.
 - j. Data Center O&G project was stagnant and unexpectedly they may have some different plans for the property which are data center driven, with a different use of fuel cells. The property would still need a gas line and if so then O&G may assist the Town with a gas line.
 - k. W. Hopkinson asked when the State will finish Rte. 42. G. Smith noted that he attended the pre-construction meeting which had a finish date of 7/19/23. They have had some weather delays but are being aggressive to get it completed as soon as possible. There was a washout in Bethany which took some attention from the Beacon Falls side of Rte. 42.
7. **Finance Manager's Report:** N. Nau began reporting:
- a. AssetTrax: The software is coming together and N. Nau will have a conversation with the auditor about how capital assets will be represented in the financials. Asset Tags will be printed soon. We are inputting the best information, including maintenance information.
 - b. Sale of Town Property: Public Works Econoline trailer bid closed last month, but the sale did not occur until July, so it will be in 2024 and proceeds will go to the Vehicle Replacement Fund.
 - c. N. Nau is finalizing 2 Contracts: Oak Ridge for trash and Recycling hauling and disposal and the Auditor contract with Mahoney Sabol. J. Carroll will need to sign the engagement letter. The contract Award will be on next month's agenda.
 - d. Senior Center projects are on hold right now, while we work on procurement.
 - e. Revenue: For 2023, we have 96% of revenue collected and 97% of the 2023 budget encumbered or spent. We will continue to close out 2023 through the end of August.
 - f. N. Nau has reached out to the generator provider to prepare for delivery in August to both Fire and DPW. The sites should be prepared so the installations run smoothly.
 - g. WWTP – Digester project is coming to a close very soon. The electrician is in there now and the manufacturer will do the start up with the general contractor.
 - h. The POs are in for the FEMA Grant related to extrication equipment. They will be reissued for 2024.
 - i. Tanker delivery – We are hoping for this vehicle by the end of the summer.
 - j. POCD underway – A second workshop is coming up. SLR is evaluating data from the townwide survey.
 - k. Finance is receiving information on the financing of the Ambulance and DPW truck and options will be brought to the Board of Selectman and Finance. Finance is looking at lease terms of 5, 7, and 10 years and we have some options on down payment amounts.
 - l. South Main Street – The next Connectivity grant is due in 10 days and the Town is swapping phases of the South Main Street project. Dumshot Road to Bethany is Phase 1 now and then Phase 2 from Rte. 42 to Feldspar is an \$800,000 application.
 - m. EV Grant: N. Nau reported that the Town received the EV Charging station grant in a reduced amount. The grant is for \$97,000 rather than \$150,000 and there is a 20% match from the town. The commuter lot will have new EV charging stations. The town will be replacing the old EV Charging. The Town will look at the full scope of the project which may be possible; including milling and paving the entire lot and we will hire an electrical contractor to upgrade the service to accommodate the new stations. N. Nau would hope to complete the project by November 30th. W. Hopkinson noted that the mobile food pantry uses this lot every other Wednesday for Foodshare, so they should be kept informed.
 - n. Dolly/Patricia: There are some drainage issues to tie up on this project before the principal contractor is paid out.

- o. The Federal Reconnecting Communities grant has expanded their parameters which may allow the North Main Stret project to qualify. Projects with regional implications that partner with other towns have precedence.
- p. BVP Grant: We have five vests on order for the Police Department.

N. Nau left the meeting at 6:45 PM

8. Old Business:

- a. Master Fee Schedule – On Hold
- b. Board of Finance Ordinance Review: J. Carroll encouraged everyone to read and review the BOF ordinance changes. The biggest change is from a 6-year term for the BOF members to a 4-year term. Terms are still staggered. The members agreed that the shorter terms are a positive change. K. Brennan noted that the current members would serve out their 6-year terms.

9. New Business:

YEAR-END SALARY TRANSFERS							
<i>Several more Wage transfers to work out for August 2023</i>							
TRANSFER FROM:				TRANSFER TO:			
#	Amount	Line	Description	Line	Description	Amount	Explanation
1	\$ (395.17)	10.90.01.1021	Overtime - Office Admin	10.90.01.1020	Wages - First Selectman's Secretary	\$ 395.17	Extra hours
2	\$ (177.35)	10.90.05.1020	Wages - PT Assistant Town Clerk	10.90.05.1042	Assistant Town Clerk	\$ 177.35	Extra hours
3	\$ (168.83)	10.90.05.1020	Wages - PT Assistant Town Clerk	10.90.05.1010	Town Clerk	\$ 168.83	Slightly over budget
4	\$ (173.31)	10.90.07.1220	Tax - Misc. Expenses	10.90.07.1010	Wages - Tax Collector	\$ 173.31	Slightly over budget
5	\$ (885.97)	10.90.07.1220	Tax - Misc. Expenses	10.90.07.1020	Wages - Assistant Tax Collector	\$ 885.97	Extra hours
6	\$ (200.12)	10.90.11.1022	Overtime - Building Admin	10.90.11.1020	Wages - Building Inspector	\$ 200.12	Slightly over budget
7	\$ (143.79)	10.90.11.1022	Overtime - Building Admin	10.90.11.1024	Wages - WEO	\$ 143.79	Extra hours
8	\$ (1,992.85)	10.90.83.1170	Contingency	10.90.15.1041	Wages - Assessor	\$ 1,992.85	Extra hours
9	\$ (837.00)	10.90.11.1022	Overtime - Building Admin	10.90.15.1042	Wages - Asst Assessor	\$ 837.00	Additional hours worked.
10	\$ (10,420.98)	10.90.53.1010	Resident Trooper	10.90.53.1041	Wages - Part Time Patrol	\$ 10,420.98	Additional officers
11	\$ (4,573.84)	10.90.53.1010	Resident Trooper	10.90.53.1040	Wages - FT Patrol Overtime	\$ 4,573.84	Corporal OT
12	\$ (1,106.99)	10.90.53.1010	Resident Trooper	10.90.53.1053	Wages - PT Patrol Overtime	\$ 1,106.99	Additional officers Vacation & Sick
13	\$ (5,514.47)	10.90.59.1049	Highway - Overtime	10.90.59.1010	Wages - PW Foreman	\$ 5,514.47	Payout Vacation & Sick
14	\$ (4,456.51)	10.90.59.1049	Highway - Overtime	10.90.59.1012	Wages - Highway Maintenance	\$ 4,456.51	Payout
15	\$ (2,920.13)	10.90.83.1170	Contingency	10.90.63.1010	Wages - Nurse	\$ 2,920.13	Extra Hours Vacation & Sick
16	\$ (6,744.77)	10.90.83.1170	Contingency	10.90.67.1010	Wages - WWTP Supervisor	\$ 6,744.77	Payout Vacation & Sick
17	\$ (5,891.36)	10.90.83.1170	Contingency	10.90.67.1042	Wages - WWTP Maintainer	\$ 5,891.36	Payout Vacation & Sick
18	\$ (3,807.69)	10.90.83.1170	Contingency	10.90.67.1011	Wages - WWTP Assistant Superintendent	\$ 3,807.69	Payout
19	\$ (180.17)	10.90.69.1060	Library - Computer Support	10.90.69.1010	Wages - Library FT	\$ 180.17	Slightly over budget
20	\$ (1,787.50)	10.90.83.1170	Contingency	10.90.77.1041	Wages - Mini Bus Driver	\$ 1,787.50	Additional hours
	\$ (52,378.80)					\$ 52,378.80	
TOTAL WAGES TRANSFERS \$ 52,378.80						Total Use of Contingency	\$ (23,144.30)
TOTAL TRANSFERS \$ 57,155.56						Funds Highway Overtime	\$ (9,970.98)
						OT Building Admin	\$ (1,180.91)
						Resident Trooper	\$ (16,101.81)
						Overtime Office Admin	\$ (395.17)
						PT Assistant Town Clerk	\$ (346.18)
						Library Computer	\$ (180.17)
						Tax Misc. Expense	\$ (1,059.28)
Available Contingency - before above transfers \$ 42,981.00							
Available Wage Salary Adjustment - before above \$ 1,315.54							
						will use the balance of this line in August	\$ (52,378.80)



FY2022-2023 BUDGET

DEPARTMENT REQUESTED TRANSFERS

Notes: We have several overbudget items which are not yet finalized. Plan to wait until August for final transfers on these accounts.

TRANSFER FROM:

TRANSFER TO:

	<u>Amount</u>	<u>Line</u>	<u>Description</u>	<u>Line</u>	<u>Description</u>	<u>Amount</u>	<u>Explanation</u>
1	\$ (676.76)	10.90.45.1527	Fire Marshal Expenses	10.90.45.1167	Fire Marshal Vehicle Expenses	\$ 676.76	2007 Colorado Repairs: headlights, alternative belt and oil change
2	\$ (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
3	\$ (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
4	\$ (800.00)	10.90.44.1436	Fire - Building Equipment	10.90.44.1553	EMS Supplies	\$ 800.00	To cover end of the year EMS orders 1 day work for Ed
5	\$ (600.00)	10.90.59.1710	Highway Materials	10.90.59.1713	Treework	\$ 600.00	Treeman with Private Duty
Requested by Departments - backup included							
	\$ (4,776.76)				TOTAL DEPARTMENT LINES	\$ 4,776.76	

****Please see attached transfer sheets for account details.**

YEAR-END MISC. TRANSFERS

TRANSFER FROM:

TRANSFER TO:

	<u>Amount</u>	<u>Line</u>	<u>Description</u>	<u>Line</u>	<u>Description</u>	<u>Amount</u>	<u>Explanation</u>
1	\$ (54.56)	10.90.29.1345	Registrar Election Expenses	10.90.29.1176	Registrar - Office Supplies	\$ 54.56	Reclassify
2	\$ (239.26)	10.90.44.1030	Fire - Telephone	10.90.44.1031	Fire - Emergency Telephone	\$ 239.26	Reclassify
3	\$ (383.29)	10.90.49.1541	BF Hydrants	10.90.49.1540	Cotton Hollow Hydrants	\$ 383.29	Reclassify
4	\$ (7,647.87)	10.90.53.1505	State Mandated Training	10.90.53.1703	Police Vehicle Gas & Oil	\$ 7,647.87	
5	\$ (3,814.00)	10.90.59.1685	Snow Removal Materials	10.90.59.1700	Vehicle Fuel	\$ 3,814.00	
6	\$ (40.57)	10.90.59.1791	PW Propane	10.90.59.1792	PW - Telephone/Internet	\$ 40.57	
	\$ (12,179.55)					\$ 12,179.55	

- a. BUDGET TRANSFERS: J. Carroll noted the following 2022-2023 budget transfers are being requested at this time.

Wage Transfers: Year-end wage close outs totaling \$52,378.80.

Miscellaneous Transfers: These include transfers for vehicle fuel, registrar office supplies, telephones, and hydrants, totaling \$12,179.55.

Department Transfers: Amounts requested by Departments excluding the two transfers to Fire PPE for \$2700, which were not approved by the Board of Selectman, as the Fire Dept. did not follow the correct procedure. The total for the Department transfers is \$2076.76.

K. Brennan made a motion to approve the transfers as requested, with the exception of the \$2700 for Fire PPE which was not approved by the BOS. S. Leeper seconded the motion. All ayes.

b. S. Leeper noted, considering recent extreme weather, has the town received all our FEMA reimbursements for storms. E. Schwarz noted that we have had 3 FEMA declared emergencies in recent years; tornado, COVID and Storm Isaias and the Finance Office has applied for and received reimbursements on all three projects. We have an ongoing project of completing "Storms Bible" with Finance instructions for all departments when a FEMA emergency is declared. It is largely about gathering information and documenting what occurred, so that we can apply later for reimbursements.

Adjournment: W. Hopkinson made a motion to adjourn at 6:56 PM. K. Brennan seconded the motion. All ayes.

Respectfully Submitted,

Erin A. Schwarz

Finance Office



TOWN OF BEACON FALLS

FY23

TRANSFERS FOR 7/10/23 BOS & 7/11/2023 BOF MEETINGS

FY2022-2023 BUDGET

DEPARTMENT REQUESTED TRANSFERS

Notes: We have several overbudget items which are not yet finalized. Plan to wait until August for final transfers on these accounts.

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5	\$ (600.00)	10.90.59.1710	Highway Materials	10.90.59.1713	Treework	\$ 600.00	1 day work for Ed Treeman with Private Duty
Requested by Departments - backup included							
	\$ (4,776.76)				TOTAL DEPARTMENT LINES	\$ 4,776.76	

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YEAR-END MISC. TRANSFERS

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5	\$ (3,814.00)	10.90.59.1685	Snow Removal Materials	10.90.59.1700	Vehicle Fuel	\$ 3,814.00	Overage
6	\$ (40.57)	10.90.59.1791	PW Propane	10.90.59.1792	PW - Telephone/Internet	\$ 40.57	Overage
	\$ (12,179.55)					\$ 12,179.55	

The above does not include year-end wage transfers. These will follow at the August meeting.

YEAR-END SALARY TRANSFERS

Several more Wage transfers to work out for August 2023

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	\$ (52,378.80)					\$ 52,378.80	
TOTAL WAGES TRANSFERS \$ 52,378.80						Total Use of Contingency Funds Highway Overtime OT Building Admin Resident Trooper Overtime Office Admin PT Assistant Town Clerk Library Computer Tax Misc. Expense	\$ (23,144.30) (9,970.98) (1,180.91) (16,101.81) (395.17) (346.18) (180.17) (1,059.28)
TOTAL TRANSFERS \$ 57,155.56							
Available Contingency - before above transfers \$ 42,951.00							
Available Wage Salary Adjustment - before above \$ 1,315.54						will use the balance of this line in August	\$ (52,378.80)

Contingency Remaining for August \$ 19,806.70