

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



BEACON FALLS BOARD OF FINANCE
VIRTUAL Regular Monthly Meeting
March 9, 2021
MINUTES
(Subject to Revision)

1. **Call to Order / Pledge of Allegiance:** T. Pratt called the meeting to order at 7:00 PM and led the assembled in the Pledge of Allegiance.

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

Members Absent: D. Fennell

Public Present: Selectman C. Bielik, Finance Manager N. Nau, Steve Moffat, Jamie Gracy, Robert Pruzinsky from Public Works, Selectman Mike Krenesky

2. **Comments from the Public:** None
3. **Parks & Public Works Budget Discussion:**

- a. Steve Moffat is representing the Parks & Recreation Commission this evening. He reviewed the Parks budget lines and presented a new capital request.
 - The Parks Department would like to construct a new building on the grounds where the old pavilion is located at Pent Road. He is seeking quotes for the building and has a \$100,000 estimate. The new building would be used for Park's equipment storage and would be located where the upper bathrooms were previously housed. The old garage at Pent Road could be used by the recreation camp to store their equipment. The move would eliminate safety concerns surrounding the old garage, provide more space for equipment and increase room for the recreation camp facilities. T. Pratt asked if it would more cost effective to close in the existing pavilion and when proposed budget will be available. S. Moffat hopes to have pricing by April. Security is an issue at Pent Road, so T. Pratt asked S. Moffat to take into consideration alarms, cameras, heating, insulation, fencing, the entire package for the project.
 - The second Parks project is 10 solar powered security cameras for Pent Road and Matthies. The Park Ranger proposed this solution and Finance Manager N. Nau reviewed the request which will have operating budget impact, for ongoing SIM card monitoring.
 - M. Krenesky asked if there is cost impact to the early opening of fishing season. S. Moffat noted that he anticipates fish will be stocked per usual in

- April. There will be no fishing rodeo, but we will use the FY2021 budget for Stock Fish.
- Playground Project –The town hopes to accomplish the building of a new playground this spring (FY2021) at Pent Road using funds transferred from other Parks FY2021 lines, which are now available to fund the replacement of the playground. The Parks Director, Seasonal workers for summer camp and field reconstruction did not take place last summer so these unexpended funds can be transferred from those lines into the Capital Project for the playground. N. Nau reviewed the specifications on the playground project, which is a \$43,000 project, is ADA compliant and on State bid, and the transfer will be addressed later in the meeting.
 - The final Capital request from the Parks Department is an update to the 2009 TPA Design Group plan of Matthies– The scope of the project was laid out by TPA and the cost is \$12,900 for the update to the Matthies Park plan which is now over 10 years old.
- b. Parks Capital Projects - Road Foreman R. Pruzinsky was brought into the conversation to add to the Parks Maintenance Capital discussion.
- Gator – \$22,000 - S. Moffat spoke about the request for a Gator which will allow access for maintenance on new trails that were opened. The Parks crew currently uses a golf cart to empty trash cans and the Gator would be a better vehicle. They would use it to transport clay, add a snowplow attachment for plowing the walkway and the greenway, and it would be more suitable for this type of work as it is an all-terrain vehicle. M. Krenesky asked if the Park Ranger would use the Gator? S. Moffat responded that it would be limited to employees for maintenance only. The Park Ranger has been known to use his own ATV.
 - JD Tractor – \$44,000 - The current tractor is a 2002 model, and it is used for clay with bucket, loading gravel and wood chips, and for many other purposes as it is a good 4-wheel drive tool. N. Nau asked if the 2002 Tractor is failing? S. Moffat stated that it is getting old but there are no major issues with it.
 - T. Pratt and G. Smith arranged for a walk through of proposed building at Pent Road tomorrow morning.
- c. R. Pruzinsky noted that the Parks Maintenance Operating Budget lines remain flat with no increases proposed.
- K. Brennan asked about the maintenance schedule for lights to be changed at Pent Road, as he imagined there are expenses associated with lights, such as lift rental, etc. S. Moffat noted that the Town has rented lifts for lighting replacement and they have used a tree company with a bucket to change the lights, as well as an electrical contractor who have replaced ballasts. Lighting will be looked at in the short term.
 - S. Leeper added that the utilities have great program to replace old light fixtures with new LEDs and they may offer this type of replacement program. R. Pruzinsky stated that all the lights were replaced about 3 years also and they are rated for 10,000 hours on each bulb. There have been problems with the ballasts which have needed replacement. T. Pratt noted that BOF can make some calls with utility companies.
 - T. Pratt asked about the Vehicle Maintenance line in the Parks budget. R. Pruzinsky added that the F-550 which is a Parks vehicle has repair costs from this line. Routine mower and small equipment maintenance are

handled by parks crew for mowers, unless the repair is larger and needs to be contracted out. The BOF thanked S. Moffat for this input.

J. Carroll left the meeting at 8:05 PM.

- d. Turning to the Department 59 – Public Works Operating budget, there are no major changes or increases except for Pavement Maintenance which is proposed at \$100,000.
- Pavement Maintenance – R. Pruzinsky noted that the funds can be put towards shimming and overlays will prolong some of these roads. He is looking at crack sealing Main Street with a rubberized Mastic every 25 feet where the expansion joints are located. Crack sealing some of the newer roads is planned and chip sealing will be put off until next fiscal year.
 - T. Pratt asked about Catch Basin Cleaning – R. Pruzinsky rotates the list of catch basins which are cleaned, with 50% being cleaned each year and priority areas handled each year. The catch basins are the State roads are not cleaned or maintained regularly by the State.
 - T. Pratt asked about guardrails and R. Pruzinsky noted that the wire and cable guardrails throughout town are being replaced with metal guardrails, as budget allows. This year he intended to replace the guardrails on Burton Road, but this work has been delayed due to the road closure. Beacon Valley Road's guardrails will also be replaced with that project.
 - Snow removal material – Public Works ordered 200 tons of salt in February and it took over 4 weeks due to Statewide delivery problems. The salt was received at the end of February, so they currently have 400 tons and used 350 tons. They will have a stock of salt to start next winter season.
- e. Under Public Works Capital Budget:
- Excavator – \$77,000 - R. Pruzinsky noted that the town shares an excavator with Oxford and Seymour and the shared equipment is in high demand during warm seasons. The IWWC has determined there are several detention ponds which need to be cleaned out by the Town and they have not been well maintained. This machine is needed to do this work. The equipment should last 10,000 hours, or 20 years.
 - The second project is the Trailer for \$14,500 needed to haul the Excavator, as the Town does not own a trailer large enough for the weight of this vehicle.
 - T. Pratt asked if Public Works equipment is being stored under cover to prolong its life and R. Pruzinsky noted that storage is tight, but they do their best to protect these assets.
 - Road Saw – \$5300 - The next project is a Road saw as the existing saw is aging and not large enough.
 - Town Garage Paving Lot Paving - \$45,000 R. Pruzinsky based the pricing on per ton price per square footage using quantities under the current paving RFP. The prep work for this paving can be done by Public Works crew.
 - Transfer Station Upgrade – \$100,000 R. Pruzinsky noted that the cement blocks at the loading areas are starting to fall apart and rails are needed on the ramps for the bins. T. Pratt asked if there is a plan for these improvements and R. Pruzinsky noted that a site plan was drawn up years ago by the former town engineer. He will turn over the site plans so they can be reviewed. The plan would be to rearrange dumpsters for

safety. N. Nau asked what is expected when the Transfer Station Permit expires in 2022. R. Pruzinsky would anticipate renewing the permit, the Town would need to pass an Inspection of the site by the State of CT. He believes the State will require concrete pads and railings to be installed.

- Replacement of Town Garage – T. Pratt asked about the Garage building itself which is aged and not in the best condition. R. Pruzinsky has a Site plan for a new building which could also be reviewed by the current Town Engineer.
 - J. Gracy has been handling the purchase of the Public Works Generator – He has been working with N. Nau, seeking consortium pricing. There is electrical work, which is needed, and the generator needs to sit on a concrete pad. He has two prices not on state bid and he is looking for a third price. N. Nau noted that the project may require an RFP at this point. T. Pratt added that it is important to take all aspects of a project into consideration when budgeting for it, to ensure the project stays within budget.
 - J. Gracy also added a prior year project for an upgrade to the Burton Road Traffic Light which was priced at \$250,000. This project has not been funded in the past.
- f. Safety Committee – Budget is currently flat. There are a couple of Safety expenses coming from this year's budget: EMD radio and potentially a washer/dryer for the Wastewater Plant. Safety line will be used for some ongoing COVID items, such as cleaning and disinfecting items town wide.
- g. Town Garage – This budget has also been kept flat for Building Maintenance at the garage.

R. Pruzinsky and J. Gracy exited the meeting at 8:27 PM with thanks from the Board of Finance.

4. **Approval of Minutes:** There are 4 sets of minutes to approve: 1/26/21, 2/16/21, 2/23/21 Budget Workshops and 2/9/21 BOF Regular Meeting: **K. Brennan made a motion to approve all 4 sets of minutes, as presented. S. Leeper seconded the motion. All ayes.**
5. **Correspondence** – None.
6. **Reporting:**
- a. Tax Collector Report – No comments.
 - b. Treasurers Report – No comments.
 - c. Town Clerk Report – No comments.
 - d. Region 16 Report – N. Nau noted that Region 16 responded to her inquiries on the status of their Non-Recurring Capital funds, providing an itemized list and status of the fund. T. Pratt appreciates the open communications with the Region and encourages the positive relationship moving forward.
 - e. Ambulance Report –T. Pratt noted that Covid patients are only required to pay their co-pay to the EMS service, and the collections agency is working on outstanding bills, making adjustments for COVID patients.
7. **Finance Manager Report** – N. Nau reviewed her reporting in detail.
- a. Finance Policy Manual – No changes this month.
 - b. Alex Rindos, our college-aged intern has been awesome and instrumental with data entry related to the new accounting modules. He has also done budget work for us.
 - c. IT: The virtual server project continues to move forward and there have been some staffing changes with Novus. Novus will be presenting their 2022 budget.

- d. Financial Accounting Software: N. Nau hopes to launch the Accounts Receivable module for April 1. Electronic PO module will be launched next, hopefully in June, so the PO requisition process will be in place fully beginning July 1st.
 - e. Cybersecurity Insurance: The new policy is in place effective February 15th with a \$5,000 deductible.
 - f. Parking Tickets – The Police Department is working on a revised fee schedule for parking tickets. Tax SERV can be used, as a collection agent, when address information is obtained on the ticketed party. It is not worth connecting to the DMV, because a violator needs at least 6 tickets before DMV will apply a penalty. M. Krenesky asked if police were issuing tickets at Matthies Park.
 - g. RFPs/RFQs/Contracts – The RFP for Tree Service is closing tomorrow. We have received 2 bids so far. She has been working on a contract with the WWTP Engineer for both the Digester project and the electrical upgrade at the plant, which are both moving forward.
 - h. Town Hall Roof Project- The \$45,000 quote was not exhaustive in scope did not include the entire roof. Quotes are forthcoming with a better estimate that includes overhangs, masonry and items which were not communicated as part of the original scope of work.
 - i. WWTP – There will a change order for the Digester Project at the plant, which reflects modifications to the project, which have been the source of delays.
 - j. Sewer/Water Assessment Interest Rate: After review with the Financial Advisor of the refinanced debt, the coupon rate of the bonds does not impact the interest rate on the assessments, so no changes to billing are required.
 - k. American Rescue Plan Act – The Town of Beacon Falls is slated to receive a \$614,316 allocation from Federal COVID relief package. The terms for the use of these funds are being finalized, so we will need to see what restrictions apply to how they can be used. The Town has not seen lost revenue because of COVID.
 - l. Grants:
 - FP&S – N. Nau applied for a Fire Extinguisher prop package grant on behalf of the Firehouse, which would be a way to train the community on fire extinguisher use.
 - FEMA – The Storm Isaias FEM portal has opened, and we are working this month on this reimbursement.
 - WCAAA – This grant is due March 15 and N. Nau will complete it this week.
 - LOCIP – The town has \$80,000 approved for the completion of one basketball court at Pent Road. The latest plan is to redo all the courts at the Rec Plex; however, the budget is more than double that \$80,000. As the project moves forward, we will be looking for town wide approval on allocation of funds for redoing all the courts.
8. **First Selectman's Report** – In the First Selectman's absence, Finance Manager N. Nau updated the Board on these items.
- a. Budget Transfers: There are 7 transfers being presented at tonight's meeting which C. Bielik confirmed were approved by the BOS last evening. Items 4, 5, & 6 are to be moved to Town meeting for the construction of the new playground at Pent Road.



TOWN OF BEACON FALLS
FY21

3/8/21 BOS & 3/9/21 BOF MEETINGS
TRANSFERS

03/04/2021

#	Transfer From	Transfer To	Amount	Description
1	10.90.83.1170 Contingency	10.90.33.1385 Website Consultant	\$ 17.90	Increase to annual bill
2	10.90.83.1170 Contingency	10.90.15.1060 Assessor - Computer Support	\$ 1,000.00	Server transfer to virtual, replaces 2011 failing server
3	10.90.83.1170 Contingency	10.90.07.1060 Tax - Computer Support	\$ 1,700.00	Server transfer to virtual, replaces 2011 failing server
4	10.90.71.1010 Parks and Recreation Director	45.90.71.1003 Playscape	\$ 23,500.00	New capital line: replacement of 1990s playscape @ Port Rd Park. Hiring of this position did not occur yet this year due to COVID. Leasing enough money in line if position is filled before July. Total transfer for project is \$43k.
5	10.90.71.1019 Seasonal Workers	45.90.71.1003 Playscape	\$ 13,000.00	New capital line: replacement of 1990s playscape @ Port Rd Park. Camp did not occur last summer due to COVID. Leasing enough money in line for training of associates in June IF the camp occurs. Total transfer for project is \$43k.
6	10.90.71.1816 Field Reconstruction	45.90.71.1003 Playscape	\$ 6,500.00	New capital line: replacement of 1990s playscape @ Port Rd Park, field reconstruction did not occur last summer due to COVID. Won't occur until FY22. Leasing enough money in line for purchase of materials. Total transfer for project is \$43k.
7	10.90.44.1495 Training	45.90.44.1009 Forcible Entry Door	\$ 6,455.00	New capital line: Forcible Entry Door. Requested at the end of June 2020. Provides realistic training that in the past, the BHC has hired external companies to do for them. This would eliminate that and BHC says this will not result in a transfer later for training.
Total			\$ 52,172.90	

T. Pratt called for separate motions on the transfers.

Item 1, 2, & 3 – Transfers from Contingency– S. Leeper made a motion to approve Transfer Items 1, 2 and 3 from Contingency, as presented. K. Brennan seconded the motion. All ayes.

Item 7 – Transfer from Fire Training Line to Non-Recurring Projects for a Forcible Entry Door. S. Leeper made a motion to approve Item 7. K. Brennan All ayes.

Item 4, 5, & 6 – Transfer from Parks Lines to Non-Recurring Capital and move to Town Meeting – W. Hopkinson made a motion to approve the transfers as presented and move the request to a Town vote for approval. S. Leeper seconded the motion. All ayes.

- b. Capital Projects – Many of the capital projects have been discussed, the Public Works Generator project is proceeding. N. Nau will follow up on the town wide security project and Police Departments radios.
- c. Burton Road – The Purchase order for engineering the Burton Road project has been signed and we are awaiting an estimate on the whole project, which could be in the 1\$-3M range. The sewer line runs right up against the brook, which presents a challenge and redoing the sidewalks is also part of the project.
- d. Beacon Valley Road – The project will move forward this spring with the STEAP and Bonded monies being spent first. The portion of the road which is being paid for by

the LOTCIP will be the last portion completed, as the State approval process has dragged on.

- e. Station 2 – T. Pratt noted that cost for basic architectural drawings is \$1,000 and is moving forward. There is a question as to whether the capital project budget is large enough to complete the project.
- f. WWTP – The Town held a meeting with the engineer and contractor for the Digester project. The Digester cover is for a square tank in the original specifications, and we have a round tank. Modifications are needed to the digester cap and scaffolding is needed for the installation. The Contractor and engineer were in direct conflict with one another, and all parties are interested in getting the project done. A Change order will be issued and in April the project will move forward. Moving forward, the WWTP engineer will project manage. The Electrical project task order for the plant is also being reviewed.

9. Old Business

- a. Mahoney Sabol Audit FY2020 – **Motion to accept the FY2020 Mahoney Sabol audit report. K. Brennan made a motion. W. Hopkinson seconded the motion. All ayes.**
- b. Budget Workshops- N. Nau noted that the Finance Office will be ready to present the exhaustive budget to the BOS and BOF after meeting with Gerry next week. The next workshop is 3/16/21.

10. New Business

- a. BOF Ordinance Review: T. Pratt provided language to the Board on the revised Board of Finance Ordinance. The items are tabled and not for action today, pending answers to questions presented to the town Attorney.
- b. T. Pratt noted that he received from Aquarion Water a complete spreadsheet on the hydrant costs with WICA charges included, for the FY2022 budget.
- c. Aquarion is also moving forward with the water line going up Fairfield Place this spring.
- d. M. Krenesky noted that at the Selectman's Meeting, the BOS approved Horbal & Judson to survey the North Main Street property for the Rimmon Hill Schoolhouse move.

- 11. **Adjournment: K. Brennan made a motion to adjourn at 9:26 PM. W. Hopkinson seconded the motion. All ayes.**

Respectfully Submitted,

Erin A. Schwarz

Finance Office