



Town of Beacon Falls Budget Narrative

Fiscal
Year
2022



Introduction

Dear Beacon Falls Residents,

This Budget Narrative provides a broad overview of the Town's financial plan for the next year summarizing key projects, services, and initiatives. In the narrative, you will also see a breakdown of our major sources of funding that pay for the services and infrastructure the town provides. This narrative is not meant to replace the Operating and Capital Budget charts – please refer to these still for more detailed information.

The total Town operating budget is **\$7,955,650** which represents a **6.3% increase** from FY21. We are also proposing **\$897,204** worth of capital projects and an additional **\$300,000** contribution to debt service and **\$130,994** to the Non-Recurring Capital Fund for Roads. We are utilizing the surplus funds from FY20, which are now part of the Town's Undesignated Fund Balance, to balance the budget (**\$246,500**) and to fund the capital projects this year, which includes a physical revaluation, life-saving equipment for the Fire Department, vehicles/equipment for other departments, among other projects. With the Region 16's estimated FY22 budget of **\$14,151,316**, the total Town operating and capital budget is **\$23,435,164**. This recommended FY22 budget assumes a strong **98%** tax collection rate, producing a mill rate of **34.90, which is a 1.0 decrease from FY21**, despite the increase in services and capital enhancements.

The **6.3% increase** to the Town's operating budget, includes a few new positions and two additional transfer station openings. New items such as these, plus the level funding for all departments and boards, will enhance the quality of life for all residents and provide a vision for the Town and its comprehensive plan over the next decade. We are also placing an emphasis on economic development and bringing business into Town by partnering with neighboring towns on Transit Oriented Design through grants.

The Region's FY22 budget is \$622,234 less than FY21 (or -4.2%). We are directing these savings toward road projects, by Road maintenance line and funding our Debt Service fund, as we continue forward with our \$6M Bond Issue in 2022 (*\$5M for Road Projects, \$1M for the Wastewater Plant*). Through this funding, the Town is continuing to address long-neglected infrastructure to ensure continuity and quality of service to its residents. These projects will be in full force in FY22. Staff and volunteers began developing performance metrics in FY21 for the first time. In FY22 and beyond, we will continue to refine these so that we are able to more closely link dollars to quantities and types of tasks.

I would encourage you to spend some time exploring this Budget Narrative as well as the corresponding Budget Detail. Please familiarize yourself with the Q&A and voting schedule in the following sections, should you wish to be more involved in the process. COVID-19 ("Coronavirus") impacted the first half of the budget workshop meetings, making them virtual through March. However, the April-June meetings are in-person due to the Governor loosening restrictions following the release of vaccines. A public comment form has been developed and is available here: <https://www.beaconfalls-ct.org/finance/webforms/fy2022-budget-public-input-webform>.

We welcome your comments and questions!

Respectfully,

Gerard Smith

First Selectman

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WORKSHOP, MEETING, Q&A AND VOTING SCHEDULE

Joint BOS & BOF FY22 Budget Schedule



Approved at 1/11 and 1/12 BOS & BOF Meetings

*Revised 3/18/21

Public Input Webform: <https://www.beaconfalls-ct.org/finance/webforms/fy2022-budget-public-input-webform>

Date/Time/Location	Description/Responsibility
November and December 2020 BOS and BOF meetings	Proposed timeline, method (Zoom) and approach (Sharepoint) presented by Finance. Workshop night selected by BOS & BOF.
January 11 th and 12 th , 2021 7pm	Final Draft Workshop Schedule published at regular monthly BOS and BOF meetings. Draft shared with staff the week beforehand to ensure availability. Zoom Workshop schedule advertised on town website for public notice and participation. Agendas with Zoom access information to be posted as appropriate.
January 26, 2021 7-9:30pm	<p>INITIAL HIGH LEVEL OVERVIEW Zoom Workshop</p> <p>ALL staff department heads and commission/board/committee chairs in attendance to give a 5-minute high-level overview of their request. No formal presentations - just verbal. Highlight important requests. Consultants are excluded from this meeting. BOF & BOS members will record any specific questions or thoughts for the future in-depth presentations.</p>
February 16, 2021 7-9pm	<p>IN-DEPTH Zoom Workshop #1</p> <ol style="list-style-type: none"> 1. Library: Liz Setaro 2. Building/Land Use: Jimb Baldwin & Mike Mornile 3. P&Z: Don Molleur 4. Fire & EMS/Fire Marshal: Brian DeGeorge, Cal Brennan & Jamie Weid <p><i>*Public Comment/Questions regarding the material presented above due by the date/time of the next meeting (below) via the Public Input Webform. Comments/Questions are also welcome in advance of the meeting. The Finance Department will discuss all comments/questions received. An individual agenda will be posted in accordance with FOIA regulations.</i></p>
February 23, 2021 7-9pm	<p>IN-DEPTH Zoom Workshop #2</p> <ol style="list-style-type: none"> 1. Emergency Management/Public Safety: Jeremy Rodorigo 2. Custodial: Peter Colon 3. Conservation/Open Space: Bruce Burritt/Kristen Jablonski 4. Parks and Recreation: Steve Moffatt, Bob Egan & Allan Bayansky 5. Public Works/Town Garage/Safety: Rob Pruzinsky & Jamie Gracy <p><i>*Public Comment/Questions regarding the material presented above due by the date/time of the next meeting (below) via the Public Input Webform. Comments/Questions are also welcome in advance of the meeting. The Finance Department will discuss all comments/questions received. An individual agenda will be posted in accordance with FOIA regulations.</i></p>
March 16, 2021 7-9pm	<p>IN-DEPTH Zoom Workshop #3</p> <ol style="list-style-type: none"> 1. Registrar: Kathy Grace & Jessica Krenesky 2. Police: Humberto Henriques 3. Senior Center/Nurse/Minibus: Gerard Smith/Sue Mis/Kim Stevens 4. IWWC: John Smith 5. Animal Control: Patirick Dionne <p><i>*Public Comment/Questions regarding the material presented above due by the date/time of the next meeting (below) via the Public Input Webform. Comments/Questions are also welcome in advance of the meeting. The Finance Department will discuss all comments/questions received. An individual agenda will be posted in accordance with FOIA regulations.</i></p>

Joint BOS & BOF FY22 Budget Schedule



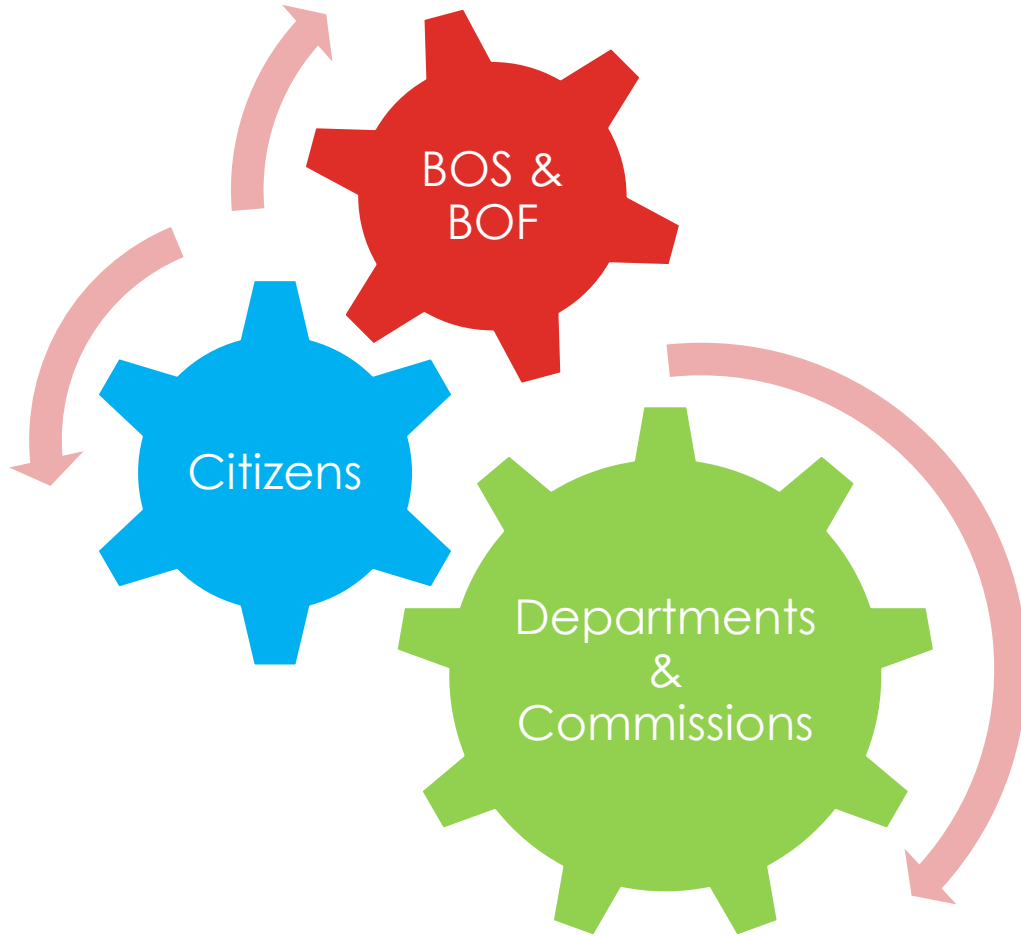
Approved at 1/11 and 1/12 BOS & BOF Meetings

*Revised 4/27/21

Public Input Webform: <https://www.beaconfalls-ct.org/finance/webforms/fy2022-budget-public-input-webform>

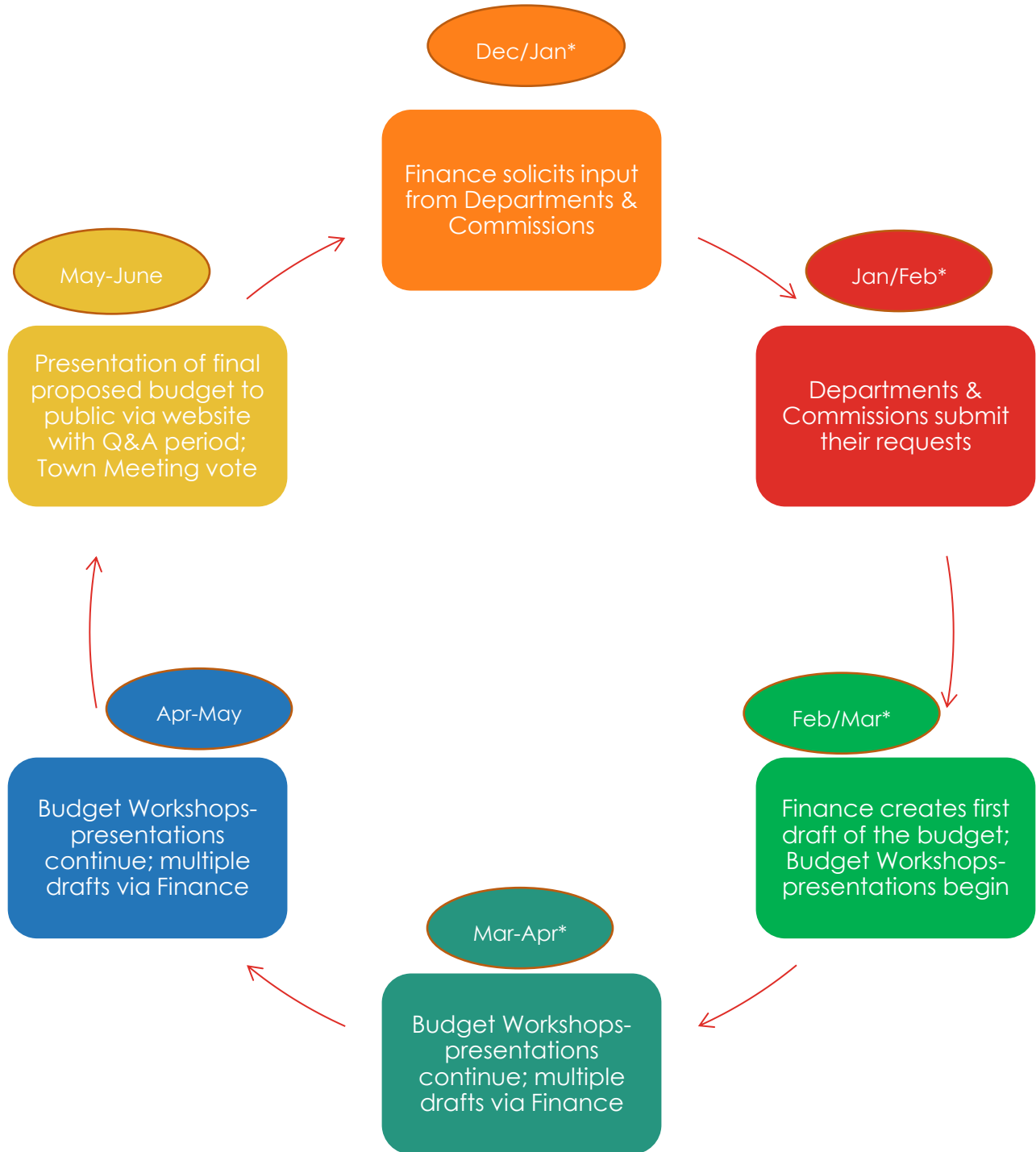
Date/Time/Location	Description/Responsibility
<p>March 23, 2021 7-9pm</p>	<p>IN-DEPTH Zoom Workshop #4 - First exhaustive budget draft posted to website AFTER this workshop</p> <ol style="list-style-type: none"> 1. Town Clerk: Len Greene 2. Tax Collector: Jen Bilsky 3. Assessor: June Chadderton 4. Wastewater Treatment Plant: Tom Carey 5. WPCA: Jeff Smith & Rob Pruzinsky 6. Hydrants: Tom Pratt <p><i>*Public Comment/Questions regarding the material presented above due by the date/time of the next meeting (below) via the Public Input Webform. Comments/Questions are also welcome in advance of the meeting. The Finance Department will discuss all comments/questions received. An individual agenda will be posted in accordance with FOIA regulations.</i></p>
<p>April 20, 2021 7-9pm</p>	<p>IN-DEPTH In-Person Workshop #5 (see posted agenda for location)</p> <ol style="list-style-type: none"> 1. Region 16: Tony DiLeone and Michael Yamin 2. Information Technology: Novus Insight 3. Human Resources: McInnis 4. Economic Development Commission: Jack Betkoski 5. Miscellaneous: placeholder for anyone missed/scheduling conflicts <p><i>*Public Comment/Questions regarding the material presented above due by the date/time of the next meeting (below) via the Public Input Webform. Comments/Questions are also welcome in advance of the meeting. The Finance Department will discuss all comments/questions received. An individual agenda will be posted in accordance with FOIA regulations.</i></p>
<p>April 27, 2021 7-9pm</p>	<p>BOS & BOF ONLY In-Person Workshop #1 (see posted agenda for location)</p> <p>Finance, BOS, and BOF review cross-departmental items and revenue items. Linger discussions about presentations made in Workshops #1-5. Discuss any outstanding public comments received up to this point.</p> <p><i>*Public Comment/Questions regarding the material presented above due by the date/time of the next meeting (below) via the Public Input Webform. Comments/Questions are also welcome in advance of the meeting. The Finance Department will discuss all comments/questions received. An individual agenda will be posted in accordance with FOIA regulations.</i></p>
<p>May 4, 2021 7-9pm</p>	<p>BOS & BOF ONLY In-Person Workshop #2 (see posted agenda for location)</p> <p>BOS and BOF discuss public comments received and incorporate as- permitted in a final version for voting the following month. Discuss any outstanding expenditure and revenue issues/revisions.</p>
<p>May 5, 2021</p>	<p>Final budget draft posted by Finance Department to the website for public viewing and comments/questions.</p>
<p>May 17, 2021 4pm</p>	<p>Electronic public comment and questions due by 4pm via the Public Input Webform.</p>
<p>May 19, 2021 7pm</p>	<p>Budget Hearing; any public Q&A received electronically by the established 5/17/21 deadline will be read aloud and an answer provided</p>
<p>June 2, 2021 7pm</p>	<p>Town Meeting Vote</p>

STAKEHOLDERS



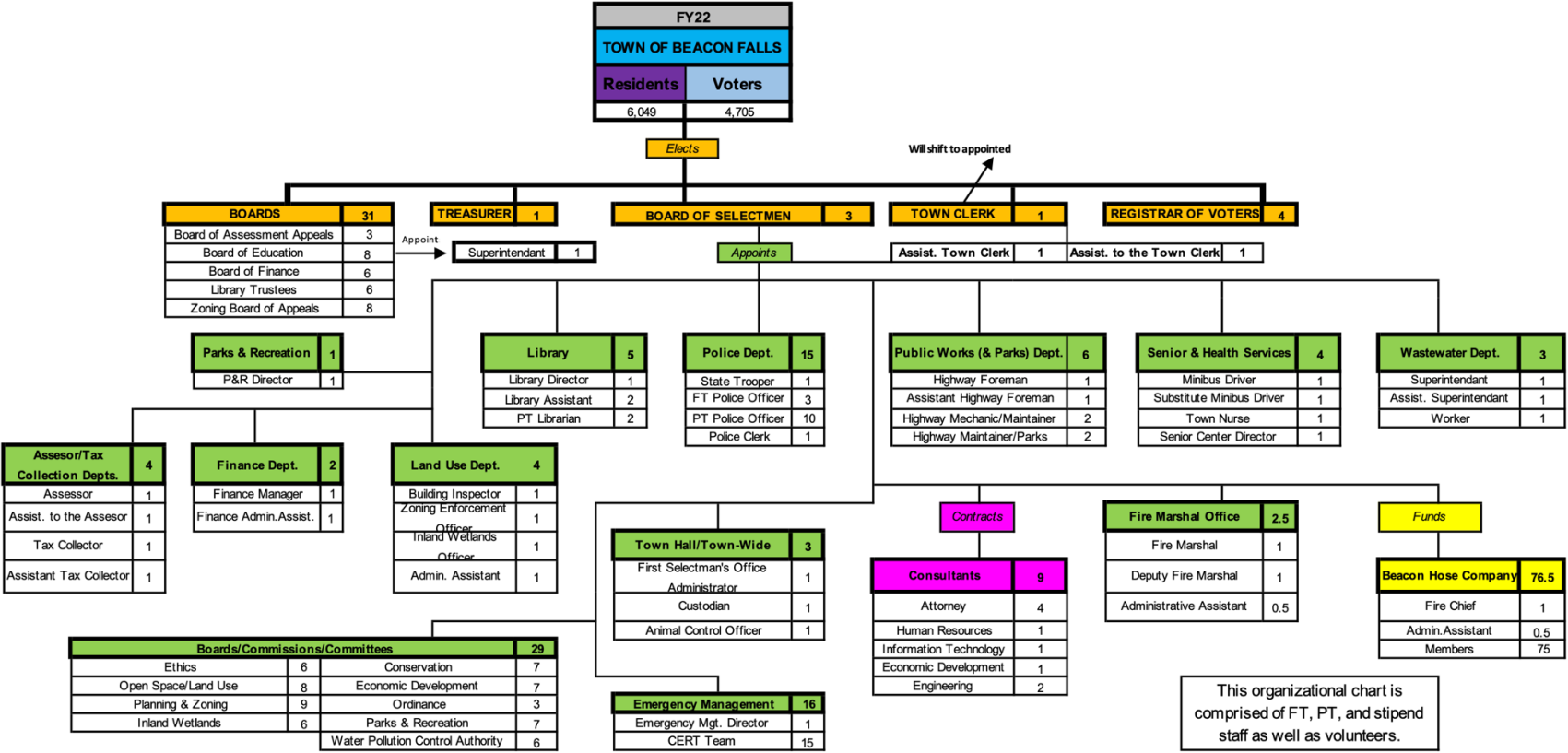
**Due to COVID-19, commonly known as the Coronavirus, the first half of the budget meetings were via Zoom (through March). The remaining meetings (April – June) are held in-person due to the Governor's restrictions being lifted.*

PLANNING PROCESS



**Due to COVID-19, commonly known as the Coronavirus, the first half of the budget meetings were via Zoom (through March). The remaining meetings (April – June) are held in-person due to the Governor's restrictions being lifted.*

ORGANIZATIONAL CHART



DEPARTMENTS (15)

1. Animal Control (Dept. # 55)

The Animal Control Officer is an appointed on-call position dealing with issues related to dogs and other animals which impact public health and safety.

2. Assessor/Tax Collection (Dept. # 7)

The Assessor is responsible for preparing the annual Grand List of both taxable and exempt property located within the Town of Beacon Falls. The Grand List is comprised of all Real Estate, Motor Vehicles, and Business Personal Property Assets. Building/Zoning.

Tax Collector's responsibility to oversee that the collection of Real Estate, Personal Property Business Tax, and Motor Vehicle taxes are paid in a timely manner, and that every taxpayer lives up to their responsibility.

3. Town Clerk (Dept. # 5)

This office is the official recordkeeper of the Town and is governed by the Secretary of State. It deals with land records, marriage licenses, absentee ballots, birth certificates, dog licensing, Trade Name Certificate filings, Notary Public, Minutes and Agendas and so much more.

4. Emergency Management (Dept. # 47)

The Emergency Management Director leads natural disaster response and hazard mitigation. The volunteer CERT Team assists.

5. Finance (Dept. # 20)

The Finance Department is responsible for the administration of the Town of Beacon Falls' financial policies and procedures. The Finance Department maintains the Town's financial condition and represents the Town on financial matters with internal and external parties. Responsibilities include (but are not limited to): accounting, payroll, benefits, budget, audit, and procurement.

6. Fire & EMS (Dept. # 44)

Beacon Hose Co. No. 1 is the Town's volunteer fire, EMS, and rescue provider. BHC is dedicated to the protection of life, property, and the environment from the effects of fire, medical emergencies, and hazardous conditions.

7. Fire Marshal (Dept. # 45)

The Fire Marshal is responsible for ensuring fire safety codes and protocols are followed by residents, businesses, and buildings in Beacon Falls. The fire marshal conducts inspections, issues open-burning permits, and investigates the causes of fires, among other responsibilities.

8. Health Services/Community Welfare (Dept. # 63)

The Town has a Nurse and is also part of the regional Naugatuck Valley Health District. Our Nurse makes in home visits to all residents who call upon her services and has office hours in the Senior Center.

9. Land Use (Dept. #s 11, 23, 25)

The Building Inspector, Zoning Enforcement Officer and Inland Wetlands Officer comprise this office and they enforce the building codes, zoning, and land use/environmental regulations.

10. Library (Dept. # 69)

The Library's role is to serve the residents as a community center, a learning place for children, and a source of life-long learning and popular materials for all residents.

11. Police Department (Dept. # 53)

The Police Department's mission is to serve and protect the community from crime.

12. Public Works and Parks (Dept. #s 59, 61 & 71)

The Public Works Department maintains town infrastructure including but not limited to roads, bridges, sidewalks, and parks. This department also houses and operates the Town's transfer station.

13. Registrar of Voters (Dept. # 29)

The ROV is governed by the Secretary of State and financially supported by the Town. This office is responsible for voter education, organizing and conducting the annual canvas of voters, maintaining the accuracy of the registry list, updating voter files, preparing department budgets, training election officials, ensuring the proper maintenance of voting machines in preparation for their use at elections, training the moderator to tally the election results and submit the results to the Town Clerk.

14. Senior Services (Dept. #s 77 & 79)

The Town has a Senior Center and Minibus service to provide rides to seniors who need transportation for shopping, medical and personal appointments. The minibus provides door to door service weekdays. The Senior Center is a social organization open to all residents over the age of 65.

15. Wastewater/Sewer (Dept. # 67)

This department is responsible for ensuring the functioning of the Town's Wastewater Treatment Plant and sewer infrastructure.

**The departments mentioned above are the main service departments in alphabetical order. The department number listed in parenthesis are how they are identified in the accounting system and the larger budget. There are various other small departmental groups that can be found in the larger budget.*

VOLUNTEER BOARDS/COMMISSIONS/COMMITTEES (17)

1. Board of Assessment Appeals (Dept. # 17)

BAA is designed to serve as an appeal body for taxpayers who believe that town assessor (and valuation company) erred in the valuation of their properties or erroneously denied them exemptions.

2. Board of Education (Dept. #88)

Beacon Falls elects 3 members to sit on the Region 16 Board of Education, along with 4 elected members from the Town of Prospect.

3. Board of Finance (Dept. # 19)

The BOF oversees the financial operation of the government of Beacon Falls. The BOF is comprised of 6 elected members; officers are elected in December. The First Selectman serves as ex-officio member with no voting rights. The BOF recommends the budget for the Town Meeting, sets the mill rate for property taxation, approves all appropriations, arranges for the annual audit (and competitive selection of auditor as-needed), acts as a liaison for BOS and BOE labor contracts and fulfills other fiscal duties as-needed with the Finance Office.

4. Board of Selectmen (Dept. # 1)

The voters of Beacon Falls elect two Selectmen and one First Selectman to serve on this three-person board. This is governing body of the town – it sets policies, plans, and works with the BOF to determine funding.

5. Conservation Commission (Dept. # 24)

The Conservation Commission's mission and purpose is to protect the natural environment of Beacon Falls by monitoring the development, conservation, supervision, and regulations of natural resources, including water resources within its territorial limits. The commission keeps an index of all open space areas, publicly or privately owned, including open marshlands, swamps, and other wetlands. Working in conjunction with the Land Use Committee, the conservation commission advocates for the proper use of these valuable resources.

6. Economic Development Commission (Dept. # 21)

The mission of the Beacon Falls Economic Development Commission is to facilitate the economic growth and revitalization of the town's existing business base and attract new commercial and industrial investments that will guide Beacon Falls into the future while preserving its historic New England character.

7. Ethics Board (Dept. # N/A)

This board is charged with the administration of the Town's Code of Ethics ordinance and meet as needed to hear reported complaints and violations to the Ethics code.

8. Inland Wetlands Commission (Dept. # 23)

The Mission of the Beacon Falls Inland Wetlands and Watercourses Commission is to protect, preserve and enhance wetlands and watercourses for the benefit and enjoyment of these environmental resources by current and future residents of Beacon Falls.

9. Library Trustees (Dept. # N/A)

The Library Board of Trustees are responsible for management and control of the Beacon Falls Public Library, overseeing property and expenditures of monies given to the Library for its operation from both public and private sources.

10. Open Space & Land Use Committee (Dept. # N/A)

This Committee is charged with reviewing all plans for subdivisions and/or re-subdivision submitted to P&Z and making recommendations to aide in determining the appropriateness of and area designated for various public use. Members review and recommend the utilization of any land the town may acquire or has the opportunity to acquire. Members also review and make recommendations to the Planning and Zoning Commission for updates and revisions to the Town's Plan of Conservation and Development.

11. Ordinance Committee (Dept. # N/A)

This committee's charge is to assist with the codification and revision of all town ordinances.

12. Parks & Recreation Commission (Dept. # 71)

This Commission's goal is to provide the residents of Beacon Falls with motivating, educational and interesting programs to encourage physical, emotional, and social experiences. They are committed to providing a variety of leisure and recreational activities to residents of all ages and abilities.

13. Planning & Zoning Commission (Dept. # 25)

P&Z is responsible for protecting and promoting the public's health, safety, welfare, and environment through the regulation of land use activities. The commission is assisted primarily by the Zoning Enforcement Officer within the Land Use Department.

14. Safety Committee (Dept. # 48)

Comprised of town employees and volunteers to access safety issues which impact workers and the public town wide. Risk and liability are focal points. This is recommended by insurance carriers.

15. Water Commission (Dept. # N/A)

Comprised of the members of the Board of Selectmen, for the purpose of assessing water projects town wide.

16. Water Pollution Control Authority (Dept. # N/A)

Holds the power to assess town wide for sewer projects.

17. Zoning Board of Appeals (Dept. # N/A)

Elected officials hear appeals of actions of the Zoning Enforcement Officer and decide on variance of the Town's Zoning Regulations.

**The committees, commissions and boards mentioned above are in alphabetical order and work hand-in-hand with the departments in the prior section. The department number listed in parenthesis are how they are identified in the accounting system and the larger budget. There may be other various boards/commissions/committees that are temporarily inactive that may not be mentioned in this section.*

FUNDS (15)

1. General Fund

This is the largest fund within the Town and is comprised primarily of tax revenue. It is the Town's operating fund and accounts for all financial resources of the general government.

2. Bonded Projects Fund

Bond distributions and proceeds are held aside in this separate fund for use on bonded projects which have been approved by Public Resolution.

3. Non-Recurring Capital Fund

This fund receives transfers from the General Fund for the yearly allotment of proposed capital projects by staff and commissions. Capital projects must be over \$5,000 and have a useful life of more than 5 years, and include road and infrastructure projects, vehicles and equipment purchases and building improvements.

4. Grants Fund

All competitive grants that the Town submits applications for as well as automatic grants reside in this fund. Annual state grant programs are not deposited here, as they are budgeted grants which reside as general fund revenue.

5. Library Fund

Special revenue fund comprised of fees and donations to support the Beacon Falls Public Library.

6. Special Activities Fund

This fund was established for Parks & Recreation programming and consists of funds from special activity programming and pavilion/field rentals. The fund is dedicated to Parks & Recreation programming and improvements.

7. Sewer Fund

This fund is used to account for the financial activity relating to the Town's sewer wastewater activities. Sewer permit and connection fees get deposited in this fund.

8. Debt Service Fund

Funds in the Debt Service fund are dedicated toward the repayment of the Town's debt and costs associated with the issuance of new debt.

9. Police Private Duty

Revenue received from external organizations who hire the Town's Police Officers to provide traffic control services is deposited in this fund and is used solely for reinvestment into the Police Department's capital needs.

10. Dog Fund

The Dog Fund is a special revenue fund for monies collected for dog licenses and by Animal Control. The funds are used to support the expenses of the Animal Control Officer.

11. Flag Fund

Special revenue fund comprised of donations collected for the flags and decorations for the Streetscape.

12. Open Space Fund

Special revenue fund dedicated to land acquisition and the preservation of open space in the Town of Beacon Falls.

13. Town Clerk Fund

This is a General Government fund comprised of fees collected by our Town Clerk Office. The revenue in this fund is distributed to the General Fund, to the State and to our Town Clerk as part of his payroll.

14. Small Cities Funds

Special purpose funds for revolving housing loans administered by the State of Connecticut Small Cities Housing program.

15. Melbourne Trust Fund

Fiduciary special purpose fund bequeathed to the Town on December 10, 1990. Its longer name is the Samuel E. Melbourne Family Memorial Fund. \$10,000 is maintained in perpetuity per the last will and testament to benefit underprivileged and needy children. The Town also has a checking account where the actual scholarships are granted from to eligible public school students.

Department/Commission Fund Relationship

Department	General	Bonded Projects	Capital	Grants	Library	Special Activities	Sewer	Debt Service	Dog	Flag	Open Space	Clerk	Priv. Duty
Animal Control	X								X				
Assessor/Tax Collection	X		X										
Building/Zoning	X						X						
Clerk	X			X					X			X	
Education	X												
Emergency Mgt.	X		X	X									
Finance	X			X									
Fire & EMS	X		X	X				X					
Fire Marshal	X		X	X									
Health Services	X												
Library	X		X	X	X								
Police	X		X	X									X
Public Works	X	X	X										
Registrar	X			X									
Senior Services	X												
Wastewater/Sewer	X	X	X				X	X					
Commission/Board/Committee	General	Bonded Projects	Capital	Grants	Library	Special Activities	Sewer	Debt Service	Dog	Flag	Open Space	Clerk	Priv. Duty
Finance	X												
Selectmen	X		X							X			
Conservation	X										X		
Economic Dvlpmt.	X			X									
Inland Wetlands	X												
Land Use/O.S.	X										X		
Parks & Recreation	X					X							
Planning & Zoning	X												
Safety	X		X										
Water Pollution Ctrl.	X						X						
Zoning Appeals	X												

STATISTICS & PERFORMANCE METRICS

Beacon Falls-At-A-Glance



In FY2021, the Town of Beacon Falls began actively collecting “work quantity” performance metric data for various departments/commissions.

STATISTICS	
Date of incorporation	1871
Form of Government	Selectmen
Land area	9.8 sq. miles
Population (2010)	6,049
Bond rating	AA
# of public streets	101
Miles of public streets	34 miles
Miles of water mains (as of 12/31/20)	292 miles
Miles of sewer lines	25
# of hydrants	192
# of active businesses	154
# of households (2013-17)	2,419
School enrollment	704 students
Unemployment rate (2013-17)	3.8%
Poverty rate (2013-17)	3.6.%
Median age (2013-17)	44

FY 2020-2022 PERFORMANCE METRICS & GOALS

ECONOMIC DEVELOPMENT COMMISSION

#	Goal	Target Date
1	Explore the possibility of becoming affiliated with Naugatuck Valley Regional Development Corporation	Oct 1, 2021
2	Continue to explore the feasibility of obtaining outside Consultant /Personnel Services to promote economic development in Beacon Falls	Oct 1, 2021
3	Convene a meeting of a minimum of 75% Beacon Falls businesses to hear their concerns/suggestions	Jan 1, 2022
4	Will continue to develop plans to revitalize North Main St	On-going
5	Work with Town Planner to streamline application process of land use Boards	Jan 1, 2022
6	Develop an inventory of commercial, industrial space and land available for economic development in Beacon Falls	Nov 1,2021

FY 2020-2022 PERFORMANCE METRICS & GOALS

Department/Commission	Work Type	FY19 Metric	FY20 Metric	FY21 YTD Metric (through March 2021)	FY21 Yr-End Projection Metric	FY22 Metric Goal	
FIRST SELECTMAN/TOWNWIDE	# of COVID-19 clinics (w/ Griffin)	0	0	10	11	2	
	# of vaccinations (w/ Griffin)	0	0	274	289	30	
TOWN HALL	# of legal notices processed	N/A	26	22	30	30	
	# of kWh generated by solar array	421,660	459,167	312,198	435,000	450,000	
CLERK	# of notarizations (library, clerk and assessor)	81	135	83	111	140	
	# birth certificate/land record copies issued	12511	7219	3967	6231	5775	
	# marriage licenses	9	24	22	26	15	
	# death certificates	19	31	21	25	20	
	# fishing licenses	89	35	14	54	50	
	# land records recorded	1308	1304	868	1200	1250	
	# dog licenses	362	341	155	350	330	
	# of liquor permits issued	9	4	1	3	4	
	TAX & ASSESSOR	Collection Rate (for Budget)	98.30%	97.74%	97.74%	100.30%	98.00%
		# of real estate bills mailed	2,630	2,747	2,747	2,747	2,800
# of motor vehicle bills mailed		5,893	5,902	5,902	5,902	6,000	
# of senior tax accounts credited		294	328	TBD	325	350	
# of veteran's tax exemptions processed		277	249	TBD	250	270	
# of disability exemptions processed		48	57	TBD	55	60	
TREASURER	# of new construction pro-rations	22	13	9	13	20	
	# of ACH payments processed	0	6	121	150	200	
	# of payrolls processed	40	39	27	35	35	

APPROVED 6/2/21

	# of payroll tax payments processed	80	78	54	70	70
	# of cash deposits processed	52	52	35	52	52
	# of debt service wires processed	4	4	4	4	5
BUILDING	# of building permits issued	384	329	330	375	400
	# of inspections	376	TBD	425	450	500
	Revenue performance	\$131,598	\$171,962	\$152,653	\$170,000	\$150,000
FINANCE	# of checks written & ACHs	2598	2642	1719	2292	2600
	# of deposits made	1287	1351	966	1288	1300
	# of POs issued	252	245	246	328	250
	# of adjusting journal entries (doesn't include re-classes or GASB)	8	6	4	5	4
	# of competitive grants applied for	N/A	16	15	16	20
	# of competitive grants awarded	13	14	10	14	17
	Amount of competitive grant funding awarded	\$103,545	\$94,618	\$22,286	\$187,618	\$692,500
	Amount of COVID-19 grant funding (FEMA, CRF, Everybody Learns)	N/A	\$30,278	\$71,263	\$72,263	\$0.00
	# of RFPs, ITBs, RFQs, RFIs advertised	0	4	7	11	15
	# of contracts executed	7	3	6	9	15
	FEMA Grant Reimbursement for 2018 Tornado	N/A	\$375,000	\$0	\$0	\$0
IWWC	# of inland wetland permits issued	14	22	24	30	35
	# public hearing/SWM apps	N/A	4	2	3	5
CONSERVATION COMMISSION	# of areas maintained (trails, open space, etc.) - currently just Lantern Ridge	N/A	1	1	1	1
	# of pieces of open space acquired for preservation	0	0	0	0	0
	# of conservation-focused community outreach projects	N/A	2	1	2	3
P&Z/ZEO	# zoning permits issued	83	74	64	79	85

APPROVED 6/2/21

	# of zoning violations processed	5	12	8.00	12.00	12
	# of blight violations processed	7	3	7	0	7
ROV	# of new voter registrations processed	306	618	64	79	85
	# of address updates processed	234	782	50	75	200
	# of voters removed	273	782	100	100	100
	# of canvass hours	125	175	N/A	N/A	175
	# of training hours	90	120	25	50	100
FIRE & EMS	Fire Calls	211	231	130	150	150
(Note: these performance metrics are measured in CY*)	EMS Calls	615	766	443	700	700
	Average Response Time (from dispatch to on-scene)	N/A	6:23	N/A	N/A	6:00
FIRE MARSHAL	# of inspections	N/A	N/A	47	50	60
	# of permits issued	N/A	N/A	19	25	50
	# of violations/fines	N/A	N/A	500-600 individual	525	500
	# of smoke detectors installed	N/A	N/A	45	50	100
	# of CO detectors installed	N/A	N/A	27	30	50
	# of detectors' batteries changed	N/A	N/A	80	100	150
EMERGENCY MGT.	# of storm/disaster responses	0	1	2	2	0
	# of After-Action Reviews (AAR)	0	0	0	2	0
	# of emergency/inclement weather/etc. community notifications	0	0	0	1	5
	# of table-top exercises	0	0	0	0	1
POLICE	Calls for Service	8,645	4,443	6148	8,000	8,500
	Arrests	46	3	40	45	50
	# of Pistol Permits Processed	35	35	106	120	100
	# of DARE program-hours	N/A	0	0	0	20
	# of DARE students educated	N/A	0	0	0	15
	# of home alarm monitoring systems registered	N/A	200	206	210	225

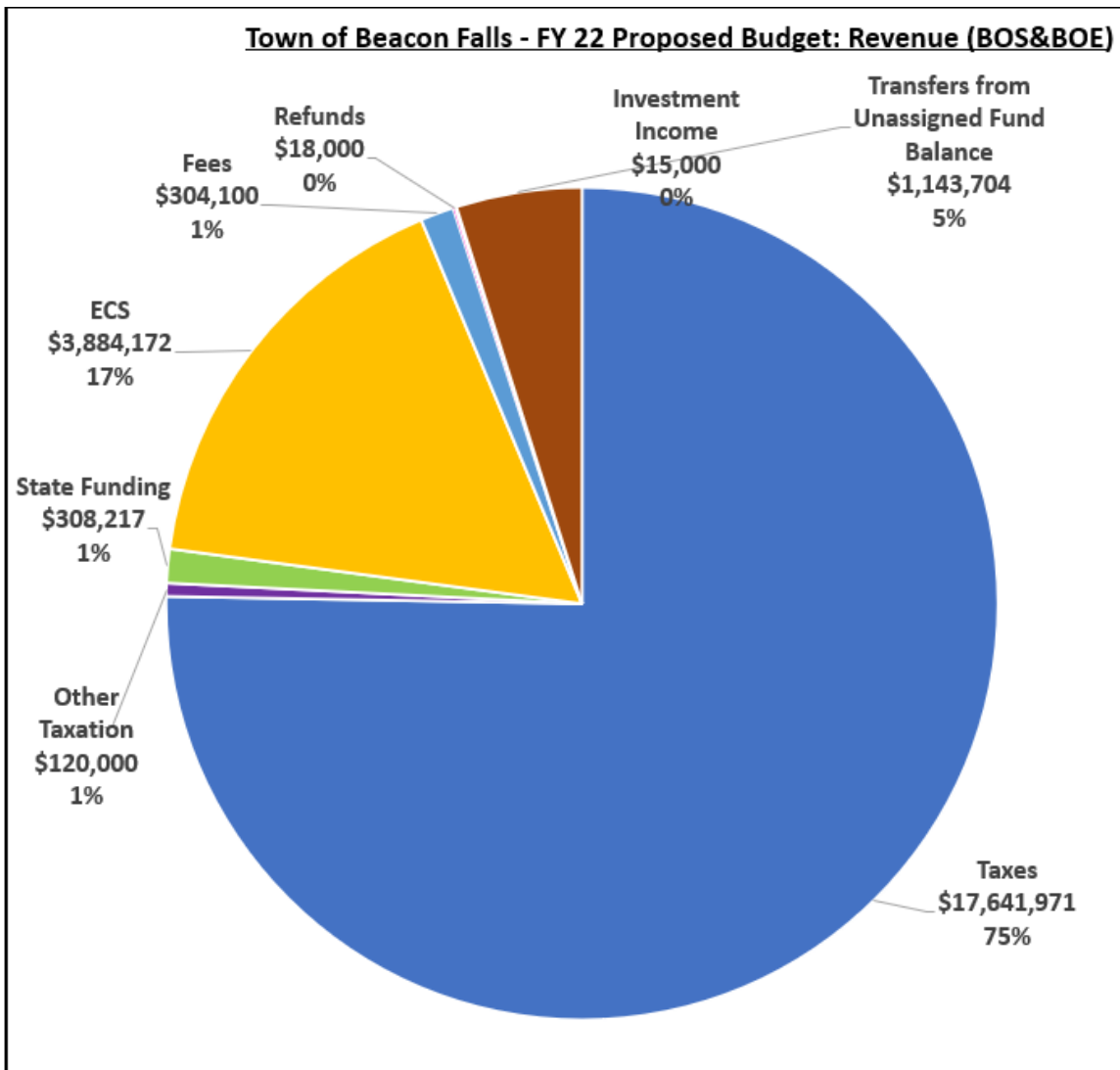
APPROVED 6/2/21

ANIMAL CONTROL	# of animal complaints investigated	409	133	151	160	130
	# dogs impounded	N/A	2	2	2	2
PUBLIC WORKS & PARKS	# of cubic yards debris removed*	14,598	N/A	400	700	1,000
= outside contractors	# of catch basins cleaned/replaced	560 / 17	583 / N/A	N/A / 52	660 / N/A	600 / 20
	# of feet of guardrails replaced*	800	750	500	500	800
	# of trees removed (non-storm)*	11	N/A	24	27	20
	# of fields reconstructed	N/A	0	0	1	2
REFUSE	# of tons of trash	1,248	1,285	995	1,300	1,250
	# of tons recycling	440	430	326	400	450
	# of times the transfer station was open	7	8	5	7	8
	# of tons bulky waste hauled from transfer station	158	196	55	150	160
WASTEWATER TREATMENT	# of gallons of sludge processed/hauled*	N/A	50	83	100	100
PARKS & RECREATON	# of programs/activities held	3	0	2	5	50
	# of concerts held	10	7	0	2	8
LIBRARY	# of programs attended (includes adults & children)	1,683	174	44	89	200
	# of people using library computers	711	838	0	0	1350
	# of hours library computers are used	550	646	0	0	850
	# of materials circulated	10,877	15,076	5,023	9,752	19,000
	# of new library card registrations	37	315	108	216	425
HEALTH/WELFARE (NURSE)	# of home visits	N/A	N/A	255	450	400
	# of screenings/phone calls	N/A	N/A	203	200	100
	# of new patients	N/A	N/A	5	10	20
MINIBUS & SENIOR CENTER	# of minibus one-way trips	1,178	N/A	25	100	1,000
	# of registered riders	61	60	60	60	75
	# of programs	TBD	N/A	0	25	100

BUDGET OVERVIEW – REV'S & EXP'S

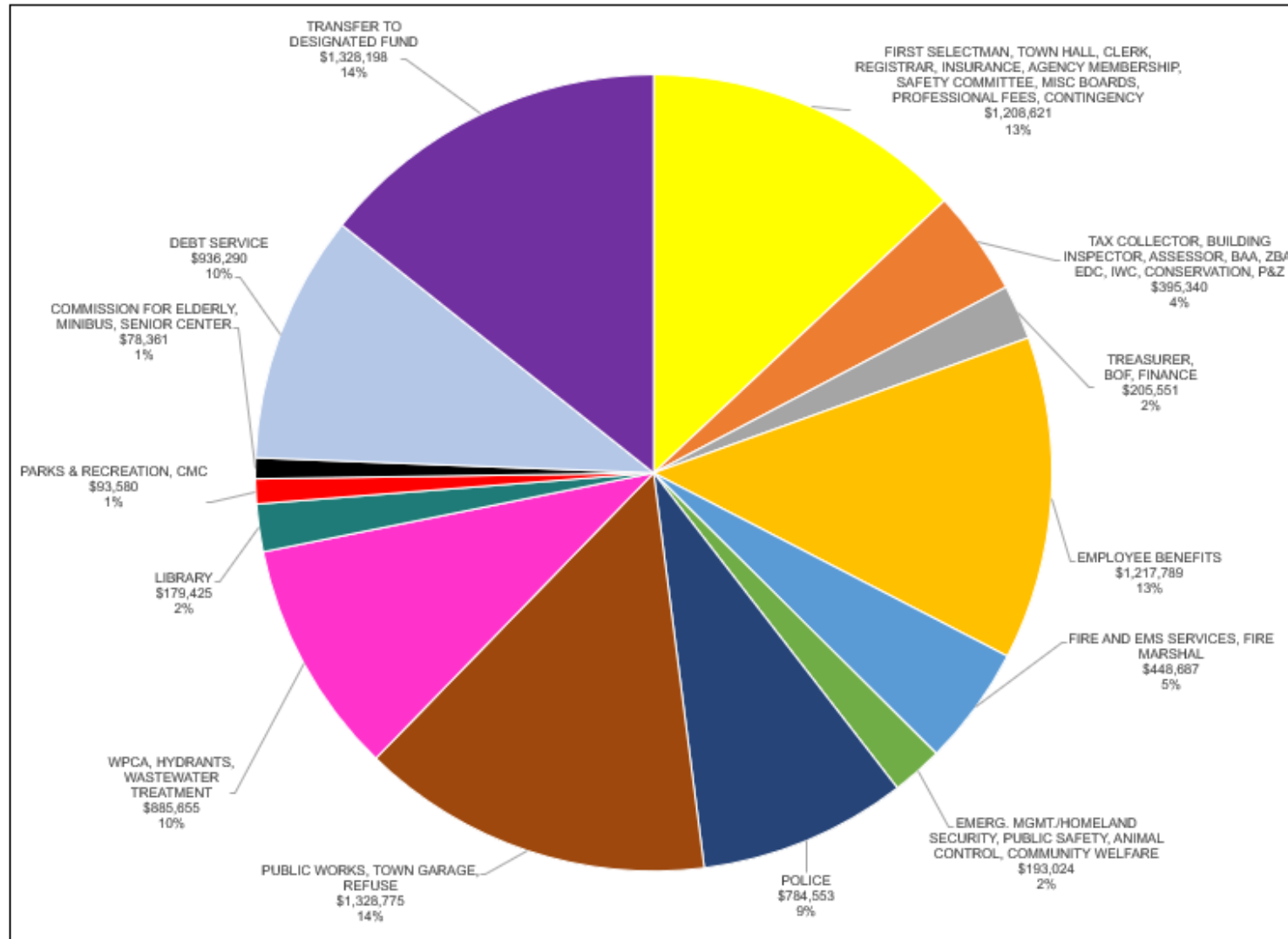
The purpose of the Town of Beacon Falls budget is to plan for necessary operating and capital expenditures for the next fiscal year, **July 1, 2021 through June 30, 2022**. As shown in the section entitled Stakeholders, the budget is guided by the Board of Selectmen, Board of Finance, Town Departments/Commissions and Citizens. The Finance Department works actively with the First Selectman to construct the budget utilizing citizen and department/commission input and ensures it adheres to the Town's financial management and budget policies as dictated by the Financial Policy Manual. The Town must deliver what is called a "balanced budget" where revenues equal expenditures. The FY22 Budget supports dozens of services that are delivered by **15 departments** and **17 volunteer commissions/committees/boards** across **15 funds**. There is a total of **96 paid staff** (FT, PT, elected, seasonal & stipend) and total of **92 volunteers**, which equates to **188 public servants**.

The **total revenue** amount needed to provide these services is **\$23,435,164**. This includes the BOS and BOE budget.



The **total expenditure** amount to provide these services is **\$23,435,164**. This includes the BOS and BOE budget. BOS only equates to **\$7,955,650**, (excluding transfers). This represents a **6.3% increase** from FY21.

Town of Beacon Falls - FY22 Proposed Budget: Expenditures - BOS ONLY



FY2022 Operating Expenditures - Points of Interest:

- Reduction in WC insurance cost
- Increase in healthcare costs
- New cyber insurance policy
- 2.5% wage/salary increase for all staff (above the FY21 year-end projection)
- Increases for elected officials: ROV, Selectmen, First Selectmen, Treasurer
- Increase in engineering and legal projects/hours
- One new part-time Land Use Administrative position
- One new part-time Senior Center Director
- Shifting from an elected part-time Town Clerk to appointed full-time Town Clerk mid-way through the year
- Increase in shared part-time Town Planner hours
- Increase in the Town's required % contribution to the State administered Municipal Employees Retirement Fund (MERF)
- Reduction in Region 16 budget expense line
- 2012 Ambulance repairs
- IT improvements town-wide

GENERAL FUND REVENUE DETAIL

Real Estate Taxes

Current and prior year, interest and liens and fees included here. Telecommunications tax also resides here. A 98 % collection rate is assumed.



Motor Vehicle Taxes

Newly registered motor vehicles after October pay this prorated amount from time of registration through September 30th.

Intergovernmental Revenue

Revenue from the State & Federal governments for grants, entitlements, relief and shared revenue. The ECS school grant comprises the majority of this total.



Sewer /Water Assessment

- For installation of water lines to new locations, assessed over 30 years.

-Installation of sewers to new neighborhoods, assessed over 30 years.

Licenses, Permits, Service Fees

Building/Zoning/Inland/Wetlands permits, P&Z, ZBA, fire marshal inspections, police private duty, minibus fares, etc. Town Clerk conveyance is included.



Miscellaneous

Includes investment earnings, use of fund balance, non-recurring capital transfer and other transfers.

Refunds

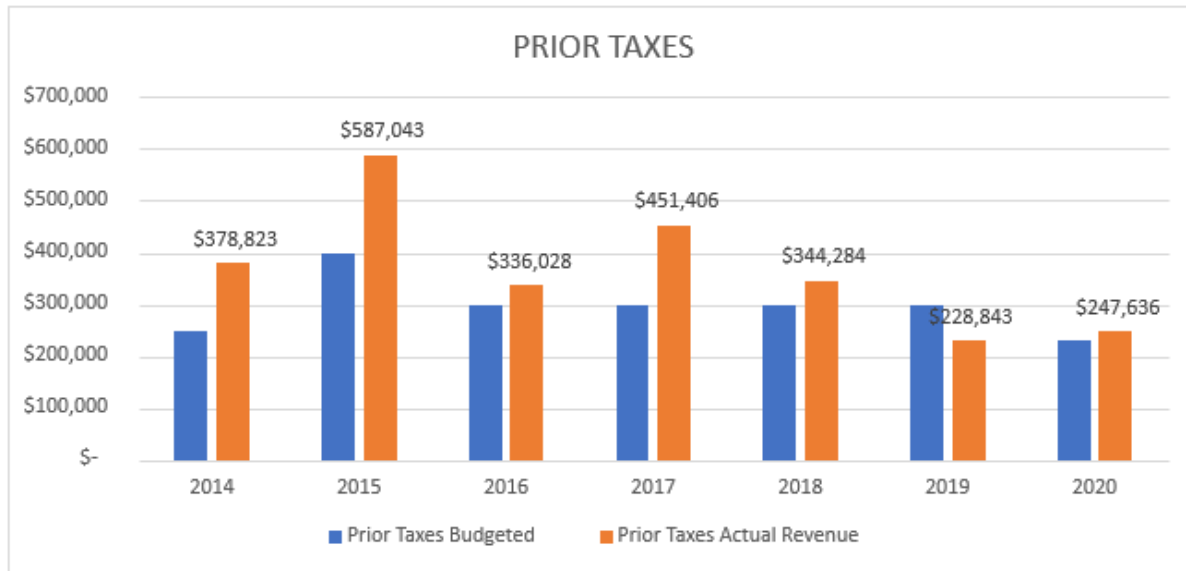
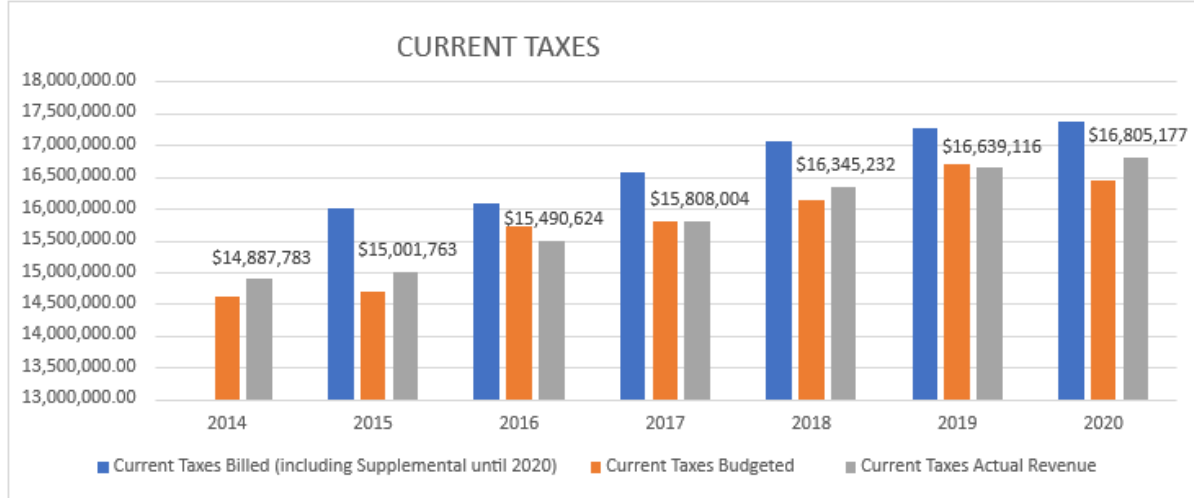
Any and all refunds/reimbursement (insurance claims, surpluses, leachate, etc.)



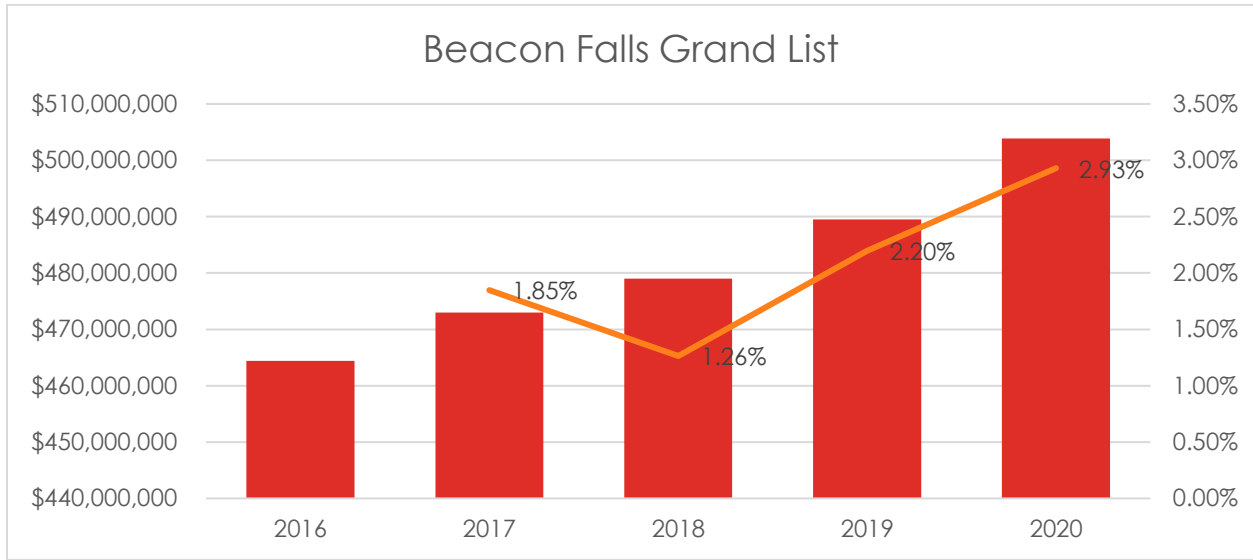
=TOTAL: \$23.43 M

The FY22 General Fund revenue tax estimates are based on prior year trends and the new (2020) grand list.

Tax Collection Trends



2020 Grand List



GRANTS

The Finance Office works with the Board of Selectmen, Board of Finance and Department/Commission heads/chairs to explore all eligible grant opportunities to supplement operating services and capital projects. Some examples are provided below for the prior and current year. These do not include any application attempts that went unawarded or pending applications yet to receive a funding decision. Please see the Finance page of the Town website for a more detailed listing of prior year grants.

GRANT PROGRAM NAME - AGENCY NAME	PROJECT	FISCAL YEAR COMPLETED	AWARD AMOUNT(\$)
2020 Small Town Economic Assistance (STEAP)	Cook Lane Drainage	On-going	\$128,205
2020 Katharine Matthies - BOA/US Trust	Pent Road Park Benches and Picnic Tables	2021	\$7,100
2020 Interoperable Communications	Radio Tower for EOC	2021	\$11,000
2020 Volunteer Fire Assistance (VFA) - CT DEEP	Wildland Fire Pumps, strainers, hose, and training	2020	\$2,500
2019 Emergency Management Performance Grant (EMPG)	Support for Emergency Management Director/Program	2021	\$5,000
2018 Emergency Management Performance Grant (EMPG)	Support for Emergency Management Director/Program	2020	\$5,000
Historic Preservation Grant - State	Town Clerk Support	2020	\$5,500
2017 Emergency Management Performance Grant (EMPG)	Support for Emergency Management Director/Program	2020	\$5,000
Bulletproof Vest Partnership (BVP) - DOJ	5 Vests for Police Officers	2019-2020	\$3,400
Local Capital Improvement Program (LoCIP)	1 Roof for West Road WWT Pump Station	2020	\$3,100
Local Capital Improvement Program (LoCIP)	Athletic Courts Rebuild - Pent Road RecPlex	2020	\$80,000 (2020)+\$142,039 (2021)
2019 Katharine Matthies - BOA/US Trust	1 Lucas Device for Fire Department	2020	\$10,000
2019 Katharine Matthies - BOA/US Trust	Computer Center for Senior Center	2020	\$6,000
2019 Katharine Matthies - BOA/US Trust	Historical/Trail Signage for Matthies Park	2020	\$12,000
2019 Volunteer Fire Assistance (VFA) - CT DEEP	Wildland Fire Hoseline and Attachments	2020	\$2,500
2016 Emergency Management Performance Grant (EMPG)	Support for Emergency Management Director/Program	2019	\$3,026
2016 Small Town Economic Assistance (STEAP)	Beacon Valley Road Rehabilitation	On-going	\$500,000
2015 Local Bridge Program	Beacon Valley Road Bridge Rehabilitation	On-going	\$159,613
Western CT Agency on the Aging	Support for Minibus Expenses/Qualified Riders	2020	\$5,300
Connecticut Community Foundation	Senior Programming and Trips	2020	\$4,840
DERA	2019 Freightliner Plow Truck	2020	\$40,905

GENERAL FUND EXPENDITURE DETAIL

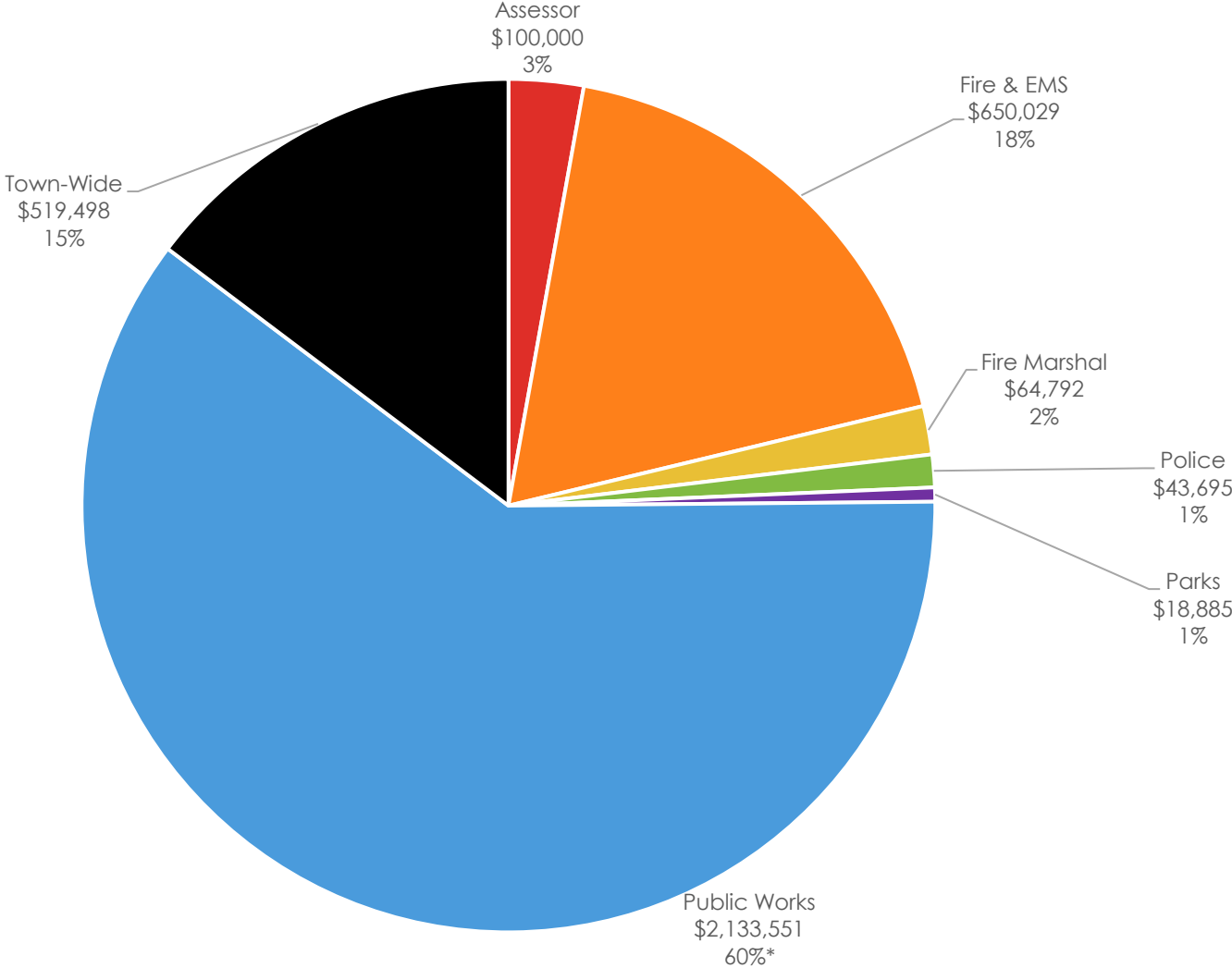
Dept. #	Expenditures	Amount	Dept. #	Expenditures	Amount
1	FIRST SELECTMAN	\$177,115	47	EMERGENCY MANAGEMENT	\$11,150
3	TOWN HALL	\$294,011	48	SAFETY COMMITTEE	\$6,000
5	TOWN CLERK	\$146,028	49	WATER HYDRANTS	\$227,060
7	TAX COLLECTOR	\$114,436	53	POLICE	\$784,553
9	TREASURER	\$13,680	55	ANIMAL CONTROL	\$10,793
11	BUILDING INSPECTOR	\$62,051	57	PUBLIC SAFETY OTHER EXPENSES	\$82,426
13	EMPLOYEE BENEFITS	\$1,217,789	59	PUBLIC WORKS	\$908,675
15	BOARD of ASSESSORS	\$122,255	61	TOWN GARAGE	Moved to Dept 59
17	BOARD of ASSESSMENT APPEALS	\$1,800	63	COMMUNITY WELFARE	\$88,655
19	BOARD of FINANCE	\$37,100	65	REFUSE	\$420,100
20	FINANCE DEPARTMENT	\$154,771	67	WASTEWATER TREATMENT	\$658,595
21	ECONOMIC DEVELOPMENT COMM.	\$46,000	69	LIBRARY	\$179,425
23	INLAND WETLANDS COMMISSION	\$5,551	71	PARKS & RECREATION	\$93,580; Portion moved to Dept 59
24	CONSERVATION COMMISSION	\$6,500	77	MINIBUS OPERATIONS	\$27,161
25	PLANNING & ZONING COMMISSION	\$36,748	79	SENIOR CITIZENS CENTER	\$51,200
29	REGISTRARS of VOTERS	\$44,300	83	CONTINGENCY	\$100,000
33	PROFESSIONAL FEES	\$288,951	85-90	DEBT SERVICE	\$936,290
37	INSURANCE	\$115,584	88	EDUCATION	\$14,151,316
39	AGENCY MEMBERSHIP	\$11,881	90	Transfer to Designated Fund(s)	\$1,328,198
41	MISC. BOARDS & COMMISSIONS	\$25,250	GRAND TOTAL		\$23,435,164
44	FIRE AND EMS SERVICES	\$393,336	BOE		\$14,151,316
45	FIRE MARSHAL	\$55,350	BOS (w/transfers)		\$9,283,848

CAPITAL IMPROVEMENT PROJECTS

Major Projects being presented by the First Selectman in FY22 are as follows:

- **Assessor:** physical revaluation (Phase 2)
- **Fire & EMS:**
 - Ambulance finance payment (Year 2 of 5)
 - Vehicle stabilization kits - higher weight rating (grant funded)
 - Spreader + rams replacement (grant funded)
 - Generator replacement (serves EOC)
 - Station 2 Oil Tank Removal & Gym Creation
 - SCBA air compressor system replacement (grant funded - pending)
 - SCBA cylinder replacement (last year of cycle)
 - Establish a Vehicle Replacement Fund
 - Replacement of Engine 2 (pumper) with 2 apparatus (pumper and tanker) - financed
- **Fire Marshal:**
 - Office renovation
 - New: Fire extinguisher simulation training program (grant funded)
 - Marshal vehicle (new/used)
- **Police:**
 - Station roof replacement
 - Garage roof replacement
 - Pistols replacement
 - Carport
- **Parks:**
 - New: Matthies Island House Repair
 - New: Rimmon Hill Schoolhouse Relocation
 - Pent Road Park Benches (grant funded)
- **Public Works:**
 - Freightliner plow truck financing payment (Year 3 of 5)
 - Guardrail replacement program
 - Street master plan (bonded)
 - Excavator
- **Town Hall/Town-Wide**
 - Town Hall roof replacement and gutters
 - Building security (video surveillance monitoring, fire alarms, etc.)
 - Main Street Improvements (grant funded)

Town of Beacon Falls FY22 Proposed Capital Projects Total Costs (All Funds) = \$3,530,451



Town of Beacon Falls FY21 Proposed Capital Projects By Fund (\$3,530,451 total)

Project	From Private Duty Fund	From Bonded Projects Fund*	From Sewer Fund	From General Fund Balance	Vehicle Replacement Fund - Proposed	From State LOCIP Grant	Potential Grants
Assessor: Physical Revaluation				\$100,000			
Fire & EMS: Ambulance Financing Pmt. (2 of 5)				\$44,158			
Fire & EMS: Vehicle Stabilization Kits; Spreader + Rams				\$2,967			\$56,377
Fire & EMS: Generator at Station 1 (EOC)				\$47,670			
Fire & EMS: St.2 Oil Tank Removal + Gym Creation				\$30,750			
Fire & EMS: SCBA Air Compressor System				\$2,956			\$59,129
Fire & EMS: 23 SCBA Cylinders				\$29,723			
Fire & EMS: Vehicle Replacement Fund Creation				\$211,300			
Fire & EMS: Replace E2 w/ pump. + tank. Financing (1 of 5)				\$165,000			
Fire Marshal: Office Renovation				\$9,000			
Fire Marshal: Fire Extinguisher Simulation Prog.				\$1,323			\$26,469
Fire Marshal: Used/New Vehicle				\$28,000			
POLICE: Pistols	\$10,304						
POLICE: Station Roof Replacement	\$12,207						
POLICE: Garage Roof Replacement	\$7,038						
POLICE: Carport	\$14,146						
PARKS/PW: Pent Road Park Benches							\$8,885
PARKS/PW: Matthies Island House Repair				\$5,000			
PARKS/PW: Rimmon Hill Schoolhouse Relocation				\$5,000			
PW: Plow Truck Financing Payment (3 of 5)				\$36,551			
PW: Guardrail Replacement Program				\$20,000			
PW: Street Master Plan: Preventative/Rehabilitation/Reconstruction		\$2,000,000					
PW: Excavator				\$77,000			
TOWN HALL/TOWNWIDE: Main Street Improvements							\$400,000
TOWN HALL/TOWNWIDE: Roof Replacement				\$50,806		\$38,692	
TOWN HALL/TOWNWIDE: Bldg & Parks Security				\$30,000			
TOTALS:	\$43,695	\$2,000,000	\$0	\$897,204	Transfer In	\$38,692	\$550,860