

To: Board of Finance & Board of Selectmen
From: Natasha Nau, Finance Manager
Cc: Erin Schwarz, Assistant to the Finance Manager
Date: October 1, 2020
Subject: September Monthly Report – Finance Department



GENERAL:

- **Financial Policy Manual:** the Board of Finance Chapter 106 revisions, as discussed at the prior meeting, are presented for inclusion.
- **RFQs/RFPs/ITBs:**
 - **20-6** Wolfe Ave Abatement/Debris Removal: cancelled/thrown out.
 - **20-7** Reappraisal and Revaluation of Real Estate for 2021 Grand List: contract is being finalized.
 - **20-8** Integrated Municipal Financial Accounting Software: cancelled. Implementing other options with current provider
 - **20-9** Milling, Reclamation, Paving, Grading & Curbing: contract awarded to Cocchiola. Negotiated/signed. Pre-construction meeting occurred.
 - **Reporting:** attached for all opportunities listed above plus 20-5. What is being provided is an executive summary, not the entire exhaustive Bonfire report.
- **Solar ROI Analysis:** reviewed Titan Energy’s proposed template; we need some time to enter VNM data to be able to present a finalized product to the boards.

BUDGET/PAYABLES/RECEIVABLES/PROJECTS:

- **FY20 Year-End Surplus ESTIMATE:** \$459,114.87, which excludes tornado. This number will be finalized upon the audit in December.
- **Transfers:** 5 are being presented for consideration.
- **Line 10** line (s) to monitor. Many of which are only slightly above the traditional 25% for the 3rd month of the FY.
- **\$6M BAN/Bond:** attained all missing certifications from the respective parties. Completed the issuance information requirements. The financial advisor is working on processing the issue. We anticipated early to mid-October but it will unfortunately take longer. End of November/early December is realistic. Therefore, the new BAN will be issued at the same time the 2014 bond is refinanced, which will cut down on issuance fees and maximize the premium savings at low interest rates, alleviating the debt burden.
- **Audit:** began working on gathering all the documentation and will continue to do so for the next eight weeks, until they return on-site. As discussed last month, the BOF requested the review of the verbal audit recommendations from last year and our responses. They are attached.
- **5-Year Capital Improvement Plan:** 5-year CIP final draft is proposed for discussion and acceptance. This is the first half of the previously discussed 10-year plan. At the request of the BOF, we want to formally adopt a 5-Year CIP and continuously develop/revise it as-needed annually, rather than presenting an annual capital plan and vaguely discussing the next three years. This is per Item B of Chapter II “Budgeting” of the Financial Policy Manual. The attached 5-Year CIP is the summary – we will need some time to gather the back-up information on each item from each department. The Finance Department anticipates being able to have this back-up information by the time

we are in the final review stages of the FY22 operating budget this winter/spring. The attached 5-Year CIP is a living and breathing document – is designed to continuously be updated as plans are further developed.

- **Storms:** Hurricane Isaias is estimated to have cost the Town over \$35k in labor, equipment time, debris removal and fence damage. This includes tangibles and intangibles and what will ultimately be submitted to FEMA when they create the project in the portal. We have satisfied all documentation requirements for now. We confirmed with the auditor that a Non-Recurring Capital project line should be created, and all expenses recorded there. The journal entries have been started for all tangible expenses.

GRANTS:

- **FEMA Tornado reimbursement:** The \$27,000 worth of management expenses (Cat Z) are still being worked on.
- **FFY2019 FEMA Fire Grants:**
 - **AFG:** FEMA did not hit their 9/18/20 obligation date. However, all AFG awards concluded one week after that. We were unfortunately not awarded for the SCBA compressor. We will be requesting our turn-down comments shortly from FEMA and the next AFG app cycle is anticipated to open in late November. BHC needs to decide, pending review of FEMA's comments, what the next application will be for
 - **FP&S:** awards are anticipated to conclude 10/2/20.
- **COVID-19 - DEMHS Region 5:** received partial determination (2 categories) for Q1 on 9/10. Waiting on 2 more categories.
- **COVID-19 CRF:** deadline got extended from 8/31 to 9/30 due to the FEMA determination being behind schedule.
- **AFG-S:** great option for BHC COVID-19 expenditures if not covered by FEMA DEMHS.
- **Katharine Matthies Foundation:** Finance is working with P&R and PW on this \$7,100 award for the Pent Road Park Benches, Tables, and Trash Cans. Vendor/type selected and voted on at P&R meeting. Awaiting quote and PO.
- **BJA BVP:** confirmed bank info with DOJ BJA and awaiting the \$1,687.50 EFT.
- **STEAP:** waiting to hear on the determination on the FY20 Cook Lane Drainage Improvements \$128,205 app. Sent extension request to DOT for 2016 B
- **CDOT Community Connectivity Grant Program Funding for Bicycle/Pedestrian Safety and Improved Access to Community Centers:** Due 10/16/20; discussed with EDC Chair; EDC met and voted to move forward with an application. Will blend 2019 DOT BUILD app South Main Street TPA project with any TPA 2020 additions and submit a competitive construction app for the max \$600k.
- **Office of the Secretary of State Absentee Ballot Support, Safe Polls, Election Day Registration Access:** spending these grants down; costs will most likely exceed grants.

Attachments:

- September – Transfers & Lines To Monitor
- September- Actual & Estimated Revenue

- September - Expenditures, Encumbrances & Appropriations - please note that this month is as-complete as possible due to the timing of the BOS meeting this month; for example, gas/diesel has yet to be recorded.
- Proposed revised Chapter III & Chapter XI of the Financial Policy Manual
- Proposed revised BOF By Laws
- Bonfire Executive Summaries for 20-5, 20-6, 20-7, 20-8 & 20-9
- Verbal Audit Recommendations – Responses
- 5 Year CIP



TOWN OF BEACON FALLS

FY21

TRANSFERS FOR 10/5/20 BOS & 10/13/20 BOF MEETINGS

10/01/2020

#	<u>Transfer From</u>	<u>Transfer To</u>	<u>Amount</u>	<u>Description</u>
	<u>Line</u>	<u>Description</u>	<u>Line</u>	<u>Description</u>
1	10.90.83.1170	Contingency	10.90.57.1130 (New)	EMD Telephone
2	10.90.83.1170	Contingency	10.90.61.1130	Public Works Telephone
3	10.90.83.1170	Contingency	10.90.03.1105	Computer-Technical Support
4			10.90.37.1410	Property & Casualty
	10.90.83.1170	Contingency		
5	N/A	Undesignated Fund Balance	45.90.03.2020	Hurricane Isaias
			Total	\$27,939.00

FY21

LINES TO MONITOR

#	<u>Line</u>	<u>Description</u>	<u>Budgeted Amount</u>	<u>Unencumbered Balance as of 9/30/20</u>	<u>Percent Used as of 9/30/20 (25% common at 2nd month in FY)</u>	<u>Description</u>
1	10.90.03.1078	Legal Notices	\$ 5,000.00	\$ 2,876.51	42.47%	Numerous RFPs plus Town Meeting notice.
2	10.90.03.1090	Office Supplies	\$ 9,000.00	\$ 1,935.59	78.49%	Printer contract
3	10.90.05.1020	Wages - Asst. Town Clerk PT	\$ 25,866.00	\$ 16,245.46	37.19%	Working full time hours to support primary, election and new hire.
4	10.90.05.1175	Election Expenses	\$ 1,500.00	\$ 796.50	46.90%	Increased costs of absentee ballots for primary.
5	10.90.23.1041	Wages - Enforcement Officer	\$ 3,733.00	\$ 2,638.60	29.32%	IWWC Enforcement officer working additional hours to support permit volume.
6	10.90.53.1053	PT Patrol Overtime	\$ 15,000.00	\$ 7,853.07	47.65%	Underbudgeted
7	10.90.53.1595	Uniforms	\$ 10,000.00	\$ 6,856.00	31.44%	Bulletproof vests/carriers & new hires will impact this line.
8	10.90.59.1710	Highway Materials	\$ 40,000.00	\$ 11,363.69	71.59%	Catch basin replacement
9	10.90.61.1130	Telephone/Internet/Alarm	\$ 5,440.00	\$ 4,014.12	26.21%	Transfer for new cell phones for all PW employees.
10	10.90.65.1755	Refuse - HH Hazardous Waste	\$ 5,273.00	\$ 3,306.88	37.29%	HHW due to cancelled spring events.

Statement of Actual & Estimated Revenue

Town of Beacon Falls
For Period Ending 09/30/2020
Selecting on FUND from 10 to 10

ACCOUNT DESCRIPTION	ESTIMATED REVENUE	MONTH-TO-DATE REVENUE	YEAR-TO-DATE REVENUE	UNREALIZED REVENUE	ACTUAL YTD % REALIZED
10.80.01.1070					
MISCELLANEOUS REIMBURSEMENTS	100.00	184.78	184.78	84.78-	184.78
10.80.01.4005					
STATE PROPERTY TAX (PILOT)	24,899.00			24,899.00	
10.80.01.4030					
DISABILITY TAX RELIEF	1,650.00			1,650.00	
10.80.01.4035					
ADD. EXEMPTIONS FOR VETERANS	8,300.00			8,300.00	
10.80.01.4040					
TOWN AID ROAD MAINT	192,176.00		96,260.79	95,915.21	50.09
10.80.01.4045					
SCHOOL EQ. GRANT GTB&ECS	3,946,560.00			3,946,560.00	
10.80.01.4055					
MASHANTUCKET PEQUOT GRANT	12,467.00			12,467.00	
10.80.01.4062					
DISTRESSED MUNICIPALITIES/Grants	5,000.00	11,673.31	11,673.31	6,673.31-	233.47
10.80.01.4066					
MUNICIPAL GRANT-IN-AID	43,809.00			43,809.00	
10.80.01.4070					
MISCELLANEOUS REIMBURSEMENTS	500.00		2,765.47	2,265.47-	553.09
10.80.01.4072					
EMPG GRANT	5,000.00			5,000.00	
10.80.02.4070					
PLANNING/ZONING COMMISSION	3,900.00	100.00	600.00	3,300.00	15.38
10.80.02.4075					
ZONING BD. OF APPEALS	250.00			250.00	
10.80.02.4080					
BUILDING PERMITS	130,000.00	22,074.46	54,984.09	75,015.91	42.30
10.80.02.4081					
AMBULANCE REIMBURSEMENT	5,000.00		5,000.00		100.00
10.80.02.4082					
FIRE MARSHAL INSPECTIONS FEES	1,800.00	120.00	120.00	1,680.00	6.67
10.80.02.4087					
TOWN CLERK - CONVEYANCE	60,000.00	5,049.50	36,956.01	23,043.99	61.59
10.80.02.4089					
TOWN SHARE - TOWN CLERK MERS	3,500.00	120.00	2,092.00	1,408.00	59.77
10.80.02.4090					
MISCELLANEOUS PERMITS	1,500.00	75.00	130.00	1,370.00	8.67
10.80.02.4091					
INLANDS WETLANDS FEES	1,750.00	22.00	110.00	1,640.00	6.29
10.80.02.4096					
POLICE EXTRA DUTY	30,000.00		30,000.00		100.00
10.80.02.4099					
POLICE - OTHER REVENUE	1,000.00	140.00	1,850.00	850.00-	185.00
10.80.02.4101					
POLICE TRAFFIC TICKETS	2,100.00		440.00	1,660.00	20.95
10.80.02.4110					
DISPOSAL FEES	100.00	10.00	42.00	58.00	42.00
10.80.02.4120					
MINI-BUS	4,000.00			4,000.00	
10.80.02.4999					
MISCELLANEOUS INCOME	100.00			100.00	
10.80.03.4122					
INTEREST - TAX COLLECTOR	100,000.00	21,059.46	50,298.65	49,701.35	50.30
10.80.03.4123					
LIENS/FEES - TAX COLLECTOR	1,200.00	40.41	573.88	626.12	47.82
10.80.03.4126					
SUPPLEMENTAL MOTOR VEHICLE TA	195,000.00			195,000.00	
10.80.03.4132					
WATER PROJECT (2001) - CURRENT &	39,000.00	13,765.02	18,765.02	20,234.98	48.12
10.80.03.4133					

Statement of Actual & Estimated Revenue

Town of Beacon Falls
 For Period Ending 09/30/2020
 Selecting on FUND from 10 to 10

ACCOUNT DESCRIPTION	ESTIMATED REVENUE	MONTH-TO-DATE REVENUE	YEAR-TO-DATE REVENUE	UNREALIZED REVENUE	ACTUAL YTD % REALIZED
RIMMON HILL SEWER ASSESSMENTS 10.80.04.4130	98,090.00	37,192.00	41,014.65	57,075.35	41.81
TELECOMM. PROPERTY TAX 10.80.04.4135	8,737.00			8,737.00	
GAS REFUNDS 10.80.04.4140	100.00			100.00	
MISCELLANEOUS 10.80.04.4145	512.00		53.09	458.91	10.37
INSURANCE REFUNDS	15,000.00		6,480.00	8,520.00	43.20
INSURANCE CLAIMS 10.80.04.4150	1,000.00			1,000.00	
XEROX EQUIPMENT 10.80.04.4155	125.00	4.00	4.00	121.00	3.20
REGION #16-SURPLUS	20,000.00			20,000.00	
LEACHATE COLLECTION SYSTEM 10.80.04.4161	45,000.00			45,000.00	
INSURANCE CLAIMS			258,359.01	258,359.01	
INVESTMENTS/INTEREST EARNED	75,750.00	1,646.66	5,631.66	70,118.34	7.43
PROPERTY TAXES-CURRENT 10.80.06.4301	16,982,500.00	167,232.54	9,597,856.05	7,384,643.95	56.52
PRIOR YEAR PROPERTY TAXES 10.80.06.4325	190,000.00	42,933.58	134,981.06	55,018.94	71.04
TRANSFER FROM UNASSIGNED FUND 10.80.06.4400	376,727.00			376,727.00	
SALE OF TOWN PROPERTY			45.00	45.00	
Interfund Transfers - In To General Fund			12.57	12.57	
Report Totals	22,634,202.00	323,442.72	10,357,283.09	12,276,918.91	45.76

Statement of Expenditures, Encumbrances & Appropriations

Town of Beacon Falls
For Period Ending 09/30/2020

Selecting on FUND from 10 to 10

ACCOUNT ACCOUNT DESCRIPTION	DEPT	ORIGINAL BUDGET	AMENDED BUDGET	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
10.90.01.1010								
FIRST SELECTMAN SALARY	01	55,000.00	55,000.00	9,166.66	18,333.32		36,666.68	33.33
10.90.01.1011								
WAGES - SELECTMAN	01	13,500.00	13,500.00	2,250.00	4,500.00		9,000.00	33.33
10.90.01.1012								
WAGES - SELECTMAN	01	13,500.00	13,500.00	2,250.00	4,500.00		9,000.00	33.33
10.90.01.1014								
HUMAN RESOURCES SPECIALIST	01	32,450.00	32,450.00	3,909.81	6,787.33		25,662.67	20.92
10.90.01.1020								
FIRST SELECTMAN'S SECRETAR	01	42,916.00	48,016.00	5,557.48	11,638.18		36,377.82	24.24
10.90.01.1220								
FIRST SELECTMAN'S EXPENSES	01	2,500.00	2,500.00	360.00	360.00		2,140.00	14.40
Totals for Department: 01 (SELECTMAN)		159,866.00	164,966.00	23,493.95	46,118.83		118,847.17	27.96
10.90.03.1040								
WAGES - CUSTODIAN	03	39,118.00	39,118.00	4,068.97	8,529.37		30,588.63	21.80
10.90.03.1049								
WAGES - OVERTIME CUSTODIAN	03	1,500.00	1,500.00	195.75	449.50		1,050.50	29.97
10.90.03.1070								
BOARD & COMISSION CLERKS	03	11,000.00	11,000.00	1,280.00	2,960.00		8,040.00	26.91
10.90.03.1071								
BOARD & COMMISSION EXPENSE	03	1,000.00	1,000.00	120.00	135.05		864.95	13.51
10.90.03.1078								
LEGAL NOTICES	03	5,000.00	5,000.00	451.58	2,123.49		2,876.51	42.47
10.90.03.1080								
POSTAGE	03	3,000.00	3,000.00	60.37	408.37		2,591.63	13.61
10.90.03.1090								
OFFICE SUPPLIES	03	9,000.00	9,000.00	1,463.40	1,841.91	5,222.50	1,935.59	78.49
10.90.03.1105								
COMPUTER-TECHNICAL SUPPRT	03	60,000.00	60,000.00	16,358.14	20,202.63	33,022.00	6,775.37	88.71
10.90.03.1110								
HONOR ROLL MEMORIAL	03	700.00	700.00				700.00	
10.90.03.1120								
UTILITIES - ELECTRICITY	03	6,000.00	6,000.00	542.25	1,291.49		4,708.51	21.52
10.90.03.1121								
ELECTRICITY - SOLAR GENERATI	03	46,500.00	46,500.00				46,500.00	
10.90.03.1122								
UTILITIES - HEAT & WATER	03	7,300.00	7,300.00	179.05	257.87		7,042.13	3.53

Statement of Expenditures, Encumbrances & Appropriations

Town of Beacon Falls
For Period Ending 09/30/2020

Selecting on FUND from 10 to 10

ACCOUNT ACCOUNT DESCRIPTION	DEPT	ORIGINAL BUDGET	AMENDED BUDGET	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
10.90.03.1130 TELEPHONE	03	20,000.00	20,000.00	1,371.38	3,360.59		16,639.41	16.80
10.90.03.1140 MISC. REPAIRS/BUILDING MAINT	03	18,000.00	18,000.00	1,281.36	1,872.57		16,127.43	10.40
10.90.03.1160 ELEVATOR SERVICE AGREEMEN	03	3,000.00	3,000.00	242.05	726.15	2,222.01	51.84	98.27
10.90.03.1167 MILEAGE & TOWN CAR MAINT.	03	2,000.00	2,000.00		58.53		1,941.47	2.93
10.90.03.1495 EDUCATION/TRAINING	03	6,000.00	6,000.00	65.00	282.00		5,718.00	4.70
10.90.03.1600 ALARM SYSTEM MONITORING	03	7,050.00	7,050.00	620.52	1,638.99	2,434.89	2,976.12	57.79
Totals for Department: 03 (TOWN HALL)		246,168.00	246,168.00	28,299.82	46,138.51	42,901.40	157,128.09	36.17
10.90.05.1010 WAGES - TOWN CLERK	05	6,000.00	6,000.00	4,506.00	5,026.00		974.00	83.77
10.90.05.1020 WAGES-ASST.TOWN CLERK P/T	05	25,866.00	25,866.00	4,410.71	9,620.54		16,245.46	37.19
10.90.05.1042 WAGES - ASST. TOWN CLERK	05	45,609.00	45,609.00	5,256.78	6,986.63		38,622.37	15.32
10.90.05.1170 TOWN CLERK EXPENSES	05	5,000.00	5,000.00	98.67	352.98		4,647.02	7.06
10.90.05.1175 ELECTION EXPENSES	05	1,500.00	1,500.00	173.50	703.50		796.50	46.90
10.90.05.1180 MICRO FILM RECORDS	05	20,560.00	20,560.00	1,075.00	4,665.00	15,517.00	378.00	98.16
10.90.05.1190 LEASE-PURCH COPIER	05	2,000.00	2,000.00	57.50	179.08	517.50	1,303.42	34.83
10.90.05.1195 RECORDS/BOOKS	05	4,000.00	4,000.00				4,000.00	
10.90.05.1210 MAP PRINTER MAINT. & SUPPLIE	05	600.00	600.00				600.00	
10.90.05.1405 VITAL STATISTICS	05	200.00	200.00				200.00	
10.90.05.2155 GENERAL CODE	05	1,200.00	1,200.00			1,200.00		100.00

Statement of Expenditures, Encumbrances & Appropriations

Town of Beacon Falls
For Period Ending 09/30/2020

Selecting on FUND from 10 to 10

ACCOUNT ACCOUNT DESCRIPTION	DEPT	ORIGINAL BUDGET	AMENDED BUDGET	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
Totals for Department: 05 (TOWN CLERK)		112,535.00	112,535.00	15,578.16	27,533.73	17,234.50	67,766.77	39.78
10.90.07.1010 WAGES - TAX COLLECTOR	07	60,060.00	60,060.00	6,930.00	14,553.00		45,507.00	24.23
10.90.07.1020 WAGES - ASST. TAX COLLECT	07	24,960.00	27,360.00	3,642.00	7,482.00		19,878.00	27.35
10.90.07.1049 WAGES - OVERTIME	07	500.00	500.00	9.00	9.00		491.00	1.80
10.90.07.1060 COMPUTER SUPPORT	07	6,477.00	6,477.00		6,477.00			100.00
10.90.07.1061 COMPUTER SVCS - PRINTING	07	10,294.00	10,294.00	499.50	5,320.24		4,973.76	51.68
10.90.07.1220 MISCELLANEOUS EXPENSES	07	6,000.00	6,000.00	75.97	678.89		5,321.11	11.31
Totals for Department: 07 (TAX COLLECTOR)		108,291.00	110,691.00	11,156.47	34,520.13		76,170.87	31.19
10.90.09.1010 WAGES - TREASURER	09	13,500.00	13,500.00	2,250.00	4,500.00		9,000.00	33.33
Totals for Department: 09 (TREASURER)		13,500.00	13,500.00	2,250.00	4,500.00		9,000.00	33.33
10.90.11.1020 WAGES - BLDG INSPECTOR	11	35,287.00	35,287.00	4,071.57	8,520.14		26,766.86	24.15
10.90.11.1130 BUILDING INSPECTOR PHONE	11	625.00	625.00	41.10	83.94		541.06	13.43
10.90.11.1167 BUILDING INSPECTOR MILEAGE	11	2,500.00	2,500.00		323.15		2,176.85	12.93
10.90.11.1220 MISCELLANEOUS EXPENSES	11	1,500.00	1,500.00				1,500.00	
Totals for Department: 11 (BUILDING DEPT)		39,912.00	39,912.00	4,112.67	8,927.23		30,984.77	22.37
10.90.13.1045 WAGES - LONGEVITY	13	7,700.00	7,700.00				7,700.00	
10.90.13.1047 WAGES-PILO HEALTH INS.	13	9,000.00	9,000.00				9,000.00	

Statement of Expenditures, Encumbrances & Appropriations

Town of Beacon Falls
For Period Ending 09/30/2020

Selecting on FUND from 10 to 10

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10.90.13.1235								
WAGE SALARY ADJUSTMENTS	13	62,084.00	54,584.00		3,129.12		51,454.88	5.73
10.90.13.1240								
SOCIAL SECURITY	13	168,078.00	168,078.00	19,998.07	42,881.30		125,196.70	25.51
10.90.13.1245								
MEDICAL INSURANCE	13	312,000.00	312,000.00	4,566.88	86,170.13		225,829.87	27.62
10.90.13.1246								
LIFE INSURANCE	13	16,000.00	16,000.00	3,391.47	5,215.01		10,784.99	32.59
10.90.13.1247								
DENTAL REIMBURSEMENT	13	15,750.00	15,750.00	1,179.26	4,063.12		11,686.88	25.80
10.90.13.1250								
PENSION PLAN	13	397,261.00	397,261.00	26,869.45	214,246.52		183,014.48	53.93
10.90.13.1255								
WORKERS COMPENSATION	13	147,437.00	147,437.00		147,413.00		24.00	99.98
10.90.13.1256								
FIRE DEPARTMENT INSURANCE	13	9,250.00	9,250.00	4,362.00	8,611.56		638.44	93.10
10.90.13.1257								
EMPLOYEE ASSISTANCE PROGR	13	2,750.00	2,750.00	26.11	52.22	2,495.48	202.30	92.64
10.90.13.1595								
PW CLOTHING ALLOWANCE	13	5,000.00	5,000.00		65.96		4,934.04	1.32
Totals for Department: 13 (EMPLOYEE'S BENEFITS)		1,152,310.00	1,144,810.00	60,393.24	511,847.94	2,495.48	630,466.58	44.93
10.90.15.1041								
WAGES - CERT. ASSESSOR	15	64,683.00	64,683.00	7,525.60	15,948.58		48,734.42	24.66
10.90.15.1042								
WAGES - CLERK (P/T)	15	28,869.00	28,869.00	3,326.28	7,638.42		21,230.58	26.46
10.90.15.1060								
COMPUTER SUPPORT	15	10,250.00	10,302.00		4,902.00	5,400.00		100.00
10.90.15.1061								
COMPUTER SVCS - PRINTING	15	1,525.00	1,525.00		1,300.00		225.00	85.25
10.90.15.1220								
OFFICE SUPPLIES	15	3,500.00	3,448.00	37.18	471.73		2,976.27	13.68
10.90.15.1280								
GIS (MAPS)	15	6,800.00	6,800.00		3,000.00	3,800.00		100.00
10.90.15.1495								
EDUCATION	15	1,500.00	1,500.00				1,500.00	

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Totals for Department: 15 (BD OF ASSESSORS)		117,127.00	117,127.00	10,889.06	33,260.73	9,200.00	74,666.27	36.25
10.90.17.1042 WAGES - BOARD OF APPEALS	17	1,800.00	1,800.00				1,800.00	
10.90.17.1050 Wages - Board of Appeals	17			1,800.00	1,800.00		1,800.00-	
Totals for Department: 17 (BD OF ASSESSMENT & APPEALS)		1,800.00	1,800.00	1,800.00	1,800.00			100.00
10.90.19.1380 AUDIT	19	34,000.00	34,000.00			26,500.00	7,500.00	77.94
Totals for Department: 19 (BOARD OF FINANCE)		34,000.00	34,000.00			26,500.00	7,500.00	77.94
10.90.20.1044 WAGES - FINANCE CLERK	20	49,868.00	49,868.00	5,754.00	12,062.85		37,805.15	24.19
10.90.20.1046 WAGES - FINANCE MANAGER	20	75,687.00	75,687.00	9,253.81	20,603.02		55,083.98	27.22
10.90.20.1060 COMPUTER SUPPORT	20	13,375.00	13,375.00		7,786.90		5,588.10	58.22
Totals for Department: 20 (EXCHANGE GENERAL REVENUE)		138,930.00	138,930.00	15,007.81	40,452.77		98,477.23	29.12
10.90.21.1060 EDC CONSULTANT	21	48,000.00	48,000.00				48,000.00	
10.90.21.1220 EXPENSES - EDC	21	5,000.00	5,000.00				5,000.00	
Totals for Department: 21 (ECONOMIC DEVELOPMENT)		53,000.00	53,000.00				53,000.00	
10.90.23.1041								
WAGES - ENFORCEMENT OFFI	23	3,733.00	3,733.00	334.40	1,094.40		2,638.60	29.32
10.90.23.1305 SOIL CONSERVATION	23	1,500.00	1,500.00	1,500.00	1,500.00			100.00
Totals for Department: 23 (INLAND WETLANDS)		5,233.00	5,233.00	1,834.40	2,594.40		2,638.60	49.58

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10.90.24.1220 EXPENSES	24	500.00	500.00				500.00	
10.90.24.1806 LAND ACQUISITION/OPEN SPACE	24	1,000.00	1,000.00				1,000.00	
10.90.24.1807 OPEN SPACE MAINTENANCE	24	5,000.00	5,000.00				5,000.00	
Totals for Department: 24 (CONSERVATION)		6,500.00	6,500.00				6,500.00	
10.90.25.1040 WAGES - ZONING ENFORCEMNT	25	33,920.00	33,920.00	4,104.92	8,574.91		25,345.09	25.28
10.90.25.1220 EXPENSES	25	1,500.00	1,500.00		155.98		1,344.02	10.40
10.90.25.1402 BLIGHT	25	100.00	100.00				100.00	
Totals for Department: 25 (PLANNING & ZONING)		35,520.00	35,520.00	4,104.92	8,730.89		26,789.11	24.58
10.90.29.1010 WAGES-REGISTRARS (2)	29	26,700.00	26,700.00	4,400.00	8,800.00		17,900.00	32.96
10.90.29.1011 WAGES - DPTY REGISTRARS	29	2,000.00	2,000.00	252.00	252.00		1,748.00	12.60
10.90.29.1031 WAGES - ELECTION WORKERS	29	6,200.00	6,200.00				6,200.00	
10.90.29.1173 CERTIFICATION & WORKSHOPS	29	2,000.00	2,000.00				2,000.00	
10.90.29.1175 REGISTRATION/CONFERENCES	29	2,600.00	2,600.00	30.00	30.00		2,570.00	1.15
10.90.29.1176 OFFICE SUPPLIES	29	1,500.00	1,500.00	120.00	139.12		1,360.88	9.27
10.90.29.1177 MAINT. VOTING MACHINES	29	1,000.00	1,000.00		800.00		200.00	80.00
10.90.29.1345 ELECTION EXPENSES	29	5,500.00	5,500.00		1,329.90		4,170.10	24.18
10.90.29.1355 PRIMARIES	29	4,000.00	4,000.00	3,154.00	3,196.61		803.39	79.92
10.90.29.1360 CANVAS EXPENSES	29	300.00	300.00				300.00	

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Totals for Department: 29 (REGISTRAR OF VOTERS)		51,800.00	51,800.00	7,956.00	14,547.63		37,252.37	28.08
10.90.33.1270 TOWN COUNSEL RETAINER	33	75,000.00	75,000.00	2,072.00	2,803.50		72,196.50	3.74
10.90.33.1290 ENGINEERING & CONSULTANTS	33	100,000.00	100,000.00	5,789.55	9,535.75		90,464.25	9.54
10.90.33.1291 TOWN PLANNER	33	17,000.00	17,000.00		3,948.00		13,052.00	23.22
10.90.33.1385 WEBSITE CONSULTANT	33	2,660.00	2,660.00				2,660.00	
Totals for Department: 33 (PROFESSIONAL FEES)		194,660.00	194,660.00	7,861.55	16,287.25		178,372.75	8.37
10.90.37.1410								
PROPERTY & CASUALTY	37	99,000.00	99,000.00		99,757.00		757.00-	100.76
Totals for Department: 37 (TOWNWIDE INSURANCE)		99,000.00	99,000.00		99,757.00		757.00-	100.76
10.90.39.1415 REGIONAL COUNCIL GOV'TS	39	3,635.00	6,235.00		6,144.00		91.00	98.54
10.90.39.1425 CCM MUNICIPALITIES	39	3,571.00	3,571.00		3,571.00			100.00
10.90.39.1430 VALLEY COUNCIL/BROWNFIELD	39	1,000.00	1,000.00		1,000.00			100.00
10.90.39.1440 C.O.S.T. (SMALL TOWNS)	39	825.00	825.00				825.00	
Totals for Department: 39 (AGENCY MEMBERSHIP)		9,031.00	11,631.00		10,715.00		916.00	92.12
10.90.41.1404 MUNICIPAL HISTORIAN	41	250.00	250.00				250.00	
10.90.41.1405 SESQUICENTENNIAL COMMITTEE	41	2,000.00	2,000.00				2,000.00	
Totals for Department: 41 (FIRE HOUSE BLDG)		2,250.00	2,250.00				2,250.00	
10.90.44.1010 WAGES - FIRE CHIEF	44	12,300.00	12,300.00	2,050.00	4,100.00		8,200.00	33.33

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10.90.44.1012								
WAGES - FIRE/FM ADMIN ASSIS	44	3,075.00	3,075.00	512.50	1,025.00		2,050.00	33.33
10.90.44.1030								
TELEPHONE	44	5,000.00	5,000.00	104.19	587.59		4,412.41	11.75
10.90.44.1031								
EMERGENCY TELEPHONE (911)	44	22,700.00	22,700.00	2,049.25	5,469.56	4,401.10	12,829.34	43.48
10.90.44.1060								
SOFTWARE & IT	44	9,500.00	9,500.00		4,364.12		5,135.88	45.94
10.90.44.1121								
ELECTRICITY	44	10,000.00	10,000.00	547.76	1,434.60		8,565.40	14.35
10.90.44.1122								
HEATING FUEL	44	15,000.00	15,000.00	593.96	671.20		14,328.80	4.47
10.90.44.1123								
WATER	44	1,300.00	1,300.00	146.83	267.44		1,032.56	20.57
10.90.44.1435								
BUILDING MAINTENANCE	44	13,500.00	13,500.00	19.98	66.97		13,433.03	0.50
10.90.44.1436								
BLDG EQUIP-MAINT & REPAIRS	44	6,500.00	6,500.00	345.00	345.00		6,155.00	5.31
10.90.44.1465								
COMM. EQUIP-MAINTENANCE	44	6,000.00	6,000.00		160.39		5,839.61	2.67
10.90.44.1466								
EQUIPMENT MAINTENANCE	44	9,000.00	9,000.00	505.33	963.86		8,036.14	10.71
10.90.44.1470								
VEHICLE FUEL	44	10,000.00	10,000.00		1,368.66		8,631.34	13.69
10.90.44.1471								
MANDATORY VEHICLE AND EQU	44	15,000.00	15,000.00	1,507.95	1,507.95	6,221.78	7,270.27	51.53
10.90.44.1472								
VEHICLE REPAIRS	44	31,500.00	31,500.00	2,675.40	5,209.91	3,009.02	23,281.07	26.09
10.90.44.1485								
PERSONAL PROTECTIVE EQUIP	44	24,000.00	24,000.00		458.00		23,542.00	1.91
10.90.44.1486								
EMS TRAINING	44	16,000.00	16,000.00	353.45	813.28		15,186.72	5.08
10.90.44.1487								
AIR BOTTLE REPLACEMENT PROC	44	6,500.00	6,500.00				6,500.00	
10.90.44.1488								
HOSE REPLACEMENT	44	2,500.00	2,500.00				2,500.00	
10.90.44.1490								
PHYSICALS/HEALTH & WELLNES	44	17,350.00	17,350.00	1,836.00	2,881.00		14,469.00	16.61

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10.90.44.1495 TRAINING	44	20,000.00	20,000.00	1,939.68	2,985.02		17,014.98	14.93
10.90.44.1500 SERVICE AWARD PROGRAM	44	50,000.00	50,000.00		50,000.00			100.00
10.90.44.1552 DEPARTMENTAL SUPPLIES - FD	44	16,000.00	16,000.00	253.16	734.64	1,254.26	14,011.10	12.43
10.90.44.1553 DEPARTMENTAL SUPPLIES - AMB	44	18,700.00	18,700.00	605.23	3,396.91	7,075.73	8,227.36	56.00
Totals for Department: 44 (EMERGENCY SERVICES)		341,425.00	341,425.00	16,045.67	88,811.10	21,961.89	230,652.01	32.44
10.90.45.1010 WAGES - FIRE MARSHAL	45	16,966.00	16,966.00	2,827.66	5,655.32		11,310.68	33.33
10.90.45.1011 WAGES - DEPUTY FIRE MARSHAL	45	13,325.00	13,325.00	1,890.21	3,517.73		9,807.27	26.40
10.90.45.1012 WAGES - FIRE/FM ADMIN ASSIS	45	3,075.00	3,075.00	512.50	1,025.00		2,050.00	33.33
10.90.45.1130 TELEPHONE	45	2,000.00	2,000.00	122.21	247.90		1,752.10	12.40
10.90.45.1167 VEHICLE EXPENSES	45	1,000.00	1,000.00				1,000.00	
10.90.45.1413 FIRE PREVENTION & SAFETY	45	4,000.00	4,000.00	127.00	127.00		3,873.00	3.18
10.90.45.1495 TRAINING/CONTINUING EDUCATI	45	2,200.00	2,200.00				2,200.00	
10.90.45.1515 FIRE CODE SUBSCRIPTION	45	2,300.00	2,300.00				2,300.00	
10.90.45.1526 COMPUTER SUPPORT	45	650.00	650.00		650.00			100.00
10.90.45.1527 FIRE MARSHAL - EXPENSES	45	4,500.00	4,500.00			1,495.00	3,005.00	33.22
10.90.45.1595 FIRE MARSHAL - UNIFORMS	45	2,000.00	2,000.00				2,000.00	
Totals for Department: 45 (FIRE MARSHAL)		52,016.00	52,016.00	5,479.58	11,222.95	1,495.00	39,298.05	24.45
10.90.47.1525 LEASE RADIO/TELEPHONE	47	550.00	550.00	41.10	83.94		466.06	15.26

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10.90.47.1530								
EMERGENCY NOTIFICATION SYS	47	5,000.00	5,000.00				5,000.00	
Totals for Department: 47 (CIVIL DEFENSE)		5,550.00	5,550.00	41.10	83.94		5,466.06	1.51
10.90.48.1495								
TRAINING/EQUIPMENT	48	6,300.00	6,300.00		50.00	1,254.25	4,995.75	20.70
Totals for Department: 48 (SAFETY COMMITTEE)		6,300.00	6,300.00		50.00	1,254.25	4,995.75	20.70
10.90.49.1540								
COTTON HOLLOW	49	11,295.00	11,295.00	848.51	1,697.02		9,597.98	15.02
10.90.49.1541								
BEACON FALLS	49	211,460.00	211,460.00	17,114.10	35,998.63		175,461.37	17.02
Totals for Department: 49 (HYDRANT RENTAL)		222,755.00	222,755.00	17,962.61	37,695.65		185,059.35	16.92
10.90.53.1010								
RESIDENT STATE TROOPER	53	200,000.00	200,000.00				200,000.00	
10.90.53.1019								
WAGES - POLICE LT.	53	26,088.00	20,088.00				20,088.00	
10.90.53.1020								
WAGES - PATROL F/T	53	197,380.00	197,380.00	21,658.24	46,871.94		150,508.06	23.75
10.90.53.1040								
WAGES - CLERK	53	35,546.00	35,546.00	4,131.64	8,552.30		26,993.70	24.06
10.90.53.1041								
WAGES - PATROL P/T	53	170,000.00	170,000.00	15,532.21	36,381.68		133,618.32	21.40
10.90.53.1052								
FT PATROL OVERTIME	53	35,000.00	35,000.00	4,222.26	8,102.17		26,897.83	23.15
10.90.53.1053								
PT PATROL OVERTIME	53	15,000.00	15,000.00	2,712.46	7,146.93		7,853.07	47.65
10.90.53.1054								
SHIFT DIFFERENTIAL	53	4,500.00	4,500.00	318.63	633.81		3,866.19	14.08
10.90.53.1060								
COMPUTER SUPPORT	53	5,500.00	5,500.00	241.14	1,158.29		4,341.71	21.06
10.90.53.1130								
TELEPHONE	53	4,500.00	4,500.00	458.72	1,258.05	930.00	2,311.95	48.62
10.90.53.1220								
DEPARTMENTAL SUPPLIES	53	6,000.00	6,000.00		250.00		5,750.00	4.17

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10.90.53.1505								
STATE MANDATED TRAINING	53	20,000.00	20,000.00				20,000.00	
10.90.53.1585								
VEHICLE REPAIRS	53	13,000.00	13,000.00		346.17		12,653.83	2.66
10.90.53.1595								
UNIFORMS	53	10,000.00	10,000.00	1,110.00	3,144.00		6,856.00	31.44
10.90.53.1620								
BUILDING OPS & MAINT.	53	14,000.00	14,000.00	1,186.65	2,452.65	785.00	10,762.35	23.13
10.90.53.1703								
GAS & OIL	53	14,000.00	14,000.00		2,316.98		11,683.02	16.55
Totals for Department: 53 (POLICE)		770,514.00	764,514.00	51,571.95	118,614.97	1,715.00	644,184.03	15.74
10.90.55.1010								
WAGES - ANIMAL CONTROL	55	9,066.00	9,066.00	1,511.00	3,022.00		6,044.00	33.33
10.90.55.1020								
MILEAGE	55	1,000.00	1,000.00				1,000.00	
10.90.55.1550								
DEPARTMENTAL SUPPLIES	55	900.00	900.00	41.10	83.94		816.06	9.33
Totals for Department: 55 (DOG WARDEN)		10,966.00	10,966.00	1,552.10	3,105.94		7,860.06	28.32
10.90.57.1010								
Wages - Emergency Management D	57		6,000.00	1,000.00	2,000.00		4,000.00	33.33
10.90.57.1645								
E911 DISPATCH	57	43,176.00	43,176.00		21,588.00		21,588.00	50.00
10.90.57.1650								
STREET LIGHTING	57	38,500.00	38,500.00	3,199.06	6,396.48		32,103.52	16.61
10.90.57.1655								
DRUG AND ALCOHOL TESTING	57	1,000.00	1,000.00		500.00		500.00	50.00
Totals for Department: 57 (PUBLIC SAFETY)		82,676.00	88,676.00	4,199.06	30,484.48		58,191.52	34.38
10.90.59.1010								
WAGES - FOREMAN	59	75,046.00	75,046.00	8,668.22	18,193.34		56,852.66	24.24
10.90.59.1011								
WAGES - ASST ROAD FOREMAN (59	71,386.00	71,386.00	8,236.80	17,297.28		54,088.72	24.23
10.90.59.1012								
WAGES - MAINTAINER/MECHANI	59	68,432.00	68,432.00	7,896.02	16,581.63		51,850.37	24.23

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10.90.59.1013								
WAGES - HWY MAINT (3)	59	196,357.00	196,357.00	22,666.28	47,590.52		148,766.48	24.24
10.90.59.1049								
WAGES - OVERTIME	59	59,712.00	59,712.00	2,713.63	4,900.23		54,811.77	8.21
10.90.59.1550								
DEPARTMENTAL EQUIPMENT	59	14,000.00	14,000.00	3,445.00	3,889.74		10,110.26	27.78
10.90.59.1555								
EQUIPMENT RENTAL	59	2,000.00	2,000.00				2,000.00	
10.90.59.1670								
STREET SWEEPING	59	20,000.00	20,000.00				20,000.00	
10.90.59.1685								
SNOW REMOVAL (MATERIAL)	59	80,000.00	80,000.00	1,295.00	1,295.00		78,705.00	1.62
10.90.59.1690								
TOOLS	59	2,000.00	2,000.00				2,000.00	
10.90.59.1700								
GAS/FUEL	59	13,000.00	13,000.00		2,138.54		10,861.46	16.45
10.90.59.1703								
VEHICLE MAINTENANCE	59	35,000.00	35,000.00	452.36	1,482.39	4,238.81	29,278.80	16.35
10.90.59.1710								
HIGHWAY MATERIALS	59	40,000.00	40,000.00	10,746.68	23,952.66	4,683.65	11,363.69	71.59
10.90.59.1713								
TREE WORK	59	20,000.00	20,000.00				20,000.00	
10.90.59.1714								
GUARD RAILS/LINE PAINTING	59	8,000.00	8,000.00		5,528.51	0.03	2,471.46	69.11
10.90.59.1715								
CATCH BASIN CLEANING	59	16,500.00	16,500.00				16,500.00	
10.90.59.1720								
MANDATED STORM DRAINS	59	8,000.00	8,000.00				8,000.00	
10.90.59.1782								
PAVEMENT MAINTENANCE	59	90,000.00	90,000.00				90,000.00	
Totals for Department: 59 (HIGHWAY)		819,433.00	819,433.00	66,119.99	142,849.84	8,922.49	667,660.67	18.52
10.90.61.1122								
PROPANE	61	2,300.00	2,300.00				2,300.00	
10.90.61.1130								
TELEPHONE/INTERNET/ALARM	61	5,440.00	5,440.00	353.40	1,425.88		4,014.12	26.21
10.90.61.1715								
BUILDING MAINTENANCE	61	10,000.00	10,000.00	120.25	535.78	1,246.59	8,217.63	17.82

Statement of Expenditures, Encumbrances & Appropriations

Town of Beacon Falls
For Period Ending 09/30/2020

Selecting on FUND from 10 to 10

ACCOUNT ACCOUNT DESCRIPTION	DEPT	ORIGINAL BUDGET	AMENDED BUDGET	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
Totals for Department: 61 (TOWN GARAGE)		17,740.00	17,740.00	473.65	1,961.66	1,246.59	14,531.75	18.08
10.90.63.1010 WAGES - NURSE	63	30,742.00	30,742.00	3,665.44	7,715.16		23,026.84	25.10
10.90.63.1170 DEPARTMENTAL SUPPLIES	63	750.00	750.00				750.00	
10.90.63.1390 RESIDENT RELIEF	63	500.00	500.00				500.00	
10.90.63.1395 T.E.A.M.	63	7,500.00	7,500.00	7,500.00	7,500.00			100.00
10.90.63.1400 VETERAN'S FUNERALS	63	200.00	200.00				200.00	
10.90.63.1723 MEALS ON WHEELS	63	1,254.00	1,254.00				1,254.00	
10.90.63.1725 REGIONAL MENTAL HEALTH	63	915.00	915.00				915.00	
10.90.63.1726 PROBATE COURT	63	2,500.00	2,500.00				2,500.00	
10.90.63.1735 HEALTH DISTRICT	63	43,594.00	43,594.00		10,648.50		32,945.50	24.43
10.90.63.1737 BH CARE	63	500.00	500.00				500.00	
Totals for Department: 63 (COMMUNITY WELFARE)		88,455.00	88,455.00	11,165.44	25,863.66		62,591.34	29.24
10.90.65.1740 REFUSE COLLECTION	65	255,000.00	255,000.00	20,606.88	43,444.66		211,555.34	17.04
10.90.65.1745 RECYCLING	65	84,000.00	84,000.00	6,411.55	13,520.55		70,479.45	16.10
10.90.65.1750 BULKY WASTE TRANSFER	65	40,000.00	40,000.00	5,036.81	6,627.76		33,372.24	16.57
10.90.65.1755 REFUSE--HOUSEHOLD HAZARDOUS	65	5,273.00	5,273.00		1,966.12		3,306.88	37.29
Totals for Department: 65 (REFUSE)		384,273.00	384,273.00	32,055.24	65,559.09		318,713.91	17.06
10.90.67.1010 WAGES - SUPERVISOR	67	73,382.00	73,382.00	8,467.20	17,781.12		55,600.88	24.23

Statement of Expenditures, Encumbrances & Appropriations

Town of Beacon Falls
For Period Ending 09/30/2020

Selecting on FUND from 10 to 10

ACCOUNT ACCOUNT DESCRIPTION	DEPT	ORIGINAL BUDGET	AMENDED BUDGET	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
10.90.67.1011								
WAGES - ASST. SUPERVISOR	67	69,430.00	69,430.00	8,011.20	16,823.52		52,606.48	24.23
10.90.67.1042								
WAGES - HELPER F/T	67	62,421.00	62,421.00	7,202.40	15,125.05		47,295.95	24.23
10.90.67.1049								
WAGES - OVERTIME	67	43,809.00	43,809.00	4,626.79	13,063.50		30,745.50	29.82
10.90.67.1121								
ELECTRICITY	67	18,000.00	18,000.00	202.50	1,083.31		16,916.69	6.02
10.90.67.1122								
WATER & HEATING FUEL	67	5,300.00	5,300.00	1,291.56	1,417.97		3,882.03	26.75
10.90.67.1130								
TELEPHONE & ALARM	67	9,500.00	9,500.00	643.88	2,048.14	1,728.00	5,723.86	39.75
10.90.67.1140								
SUPPLIES AND MAINTENANCE	67	8,800.00	8,800.00	740.24	1,469.03		7,330.97	16.69
10.90.67.1470								
VEHICLE FUEL & MAINTENANCE	67	6,000.00	6,000.00		258.92		5,741.08	4.32
10.90.67.1760								
PLANT OPERATIONS	67	58,700.00	58,700.00	8,788.95	9,824.65	8,928.08	39,947.27	31.95
10.90.67.1765								
EQUIPMENT REPLACEMENT	67	37,200.00	37,200.00	7,791.95	8,049.63		29,150.37	21.64
10.90.67.1770								
SLUDGE PROCESSING	67	137,900.00	137,900.00	25,650.40	25,650.40	112,249.60		100.00
10.90.67.1775								
D.E.P. DISCHARGER PERMIT	67	1,800.00	1,800.00		1,722.50		77.50	95.69
10.90.67.1776								
NITROGEN CREDITS	67	80,000.00	80,000.00				80,000.00	
10.90.67.1780								
SEWER MAINTENANCE	67	16,000.00	16,000.00	750.00	4,200.00		11,800.00	26.25
10.90.67.1785								
MANDATED TOXICITY TESTING	67	19,400.00	19,400.00	1,192.42	2,643.30	6,660.54	10,096.16	47.96
Totals for Department: 67 (WASTE WATER TREATMENT)		647,642.00	647,642.00	75,359.49	121,161.04	129,566.22	396,914.74	38.71
10.90.69.1010								
WAGES - FULL TIME (3)	69	125,299.00	125,299.00	14,434.62	30,284.71		95,014.29	24.17
10.90.69.1019								
WAGES - PART TIME	69	13,052.00	13,052.00	192.72	192.72		12,859.28	1.48
10.90.69.1060								
COMPUTER SUPPORT	69	4,240.00	4,240.00	250.00	3,609.28		630.72	85.12

Statement of Expenditures, Encumbrances & Appropriations

Town of Beacon Falls
For Period Ending 09/30/2020

Selecting on FUND from 10 to 10

ACCOUNT ACCOUNT DESCRIPTION	DEPT	ORIGINAL BUDGET	AMENDED BUDGET	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
10.90.69.1130 TELEPHONE-INTERNET	69	660.00	660.00				660.00	
10.90.69.1170 DEPARTMENTAL SUPPLIES	69	24,650.00	24,650.00	2,129.97	3,534.41	8,700.00	12,415.59	49.63
10.90.69.1800 PROFESSIONAL DEVELOPMENT	69	1,000.00	1,000.00				1,000.00	
10.90.69.1805 PROGRAMS	69	5,500.00	5,500.00	513.65	1,174.58		4,325.42	21.36
10.90.69.1807 LIBRARY COPIER LEASES	69	820.00	820.00	53.00	163.67	477.00	179.33	78.13
Totals for Department: 69 (LIBRARY)		175,221.00	175,221.00	17,573.96	38,959.37	9,177.00	127,084.63	27.47
10.90.71.1010 P/T Activities Director	71	26,000.00	26,000.00				26,000.00	
10.90.71.1019 WAGES - SEASONAL	71	15,300.00	15,300.00				15,300.00	
10.90.71.1121 ELECTRICITY, WATER & FUEL	71	17,500.00	17,500.00	2,671.26	4,540.78		12,959.22	25.95
10.90.71.1550 TOOLS & EQUIPMENT	71	4,000.00	4,000.00	186.63	500.58		3,499.42	12.51
10.90.71.1705 VEHICLE MAINTENANCE	71	2,000.00	2,000.00				2,000.00	
10.90.71.1815 SPRAY FERTILIZER/CLAY	71	6,000.00	6,000.00				6,000.00	
10.90.71.1816 FIELD RECONSTRUCTION	71	10,000.00	10,000.00				10,000.00	
10.90.71.1820 SANITATION FACILITIES	71	5,750.00	5,750.00	975.00	1,350.00	4,400.00		100.00
10.90.71.1840 STOCK FISH	71	3,000.00	3,000.00				3,000.00	
10.90.71.1845 SETTLING POND MAINTENANCE	71	5,000.00	5,000.00				5,000.00	
10.90.71.1850 BUILDING MAINTENANCE	71	10,000.00	10,000.00	273.05	414.92		9,585.08	4.15
10.90.71.1855 GROUNDS MAINTENANCE	71	10,000.00	10,000.00	91.68	760.63		9,239.37	7.61
10.90.71.1856 COURT MAINTENANCE	71	2,000.00	2,000.00				2,000.00	

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Time: 4:23:02PM

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Town of Beacon Falls For Period Ending 09/30/2020

Selecting on FUND from 10 to 10

ACCOUNT ACCOUNT DESCRIPTION	DEPT	ORIGINAL BUDGET	AMENDED BUDGET	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
10.90.71.1861 RECREATIONAL PROGRAM & AC	71	3,000.00	3,000.00		308.00		2,692.00	10.27
10.90.71.1870 INDEPENDENCE DAY CELEBRATI	71	15,000.00	15,000.00				15,000.00	
10.90.71.1895 MATTHIES PARK	71	13,000.00	13,000.00		1,111.20		11,888.80	8.55
10.90.71.1905 SUMMER CONCERT SERIES	71	6,500.00	6,500.00				6,500.00	
Totals for Department: 71 (PARK & RECREATION)		154,050.00	154,050.00	4,197.62	8,986.11	4,400.00	140,663.89	8.69
10.90.77.1041 WAGES - DRIVERS	77	30,449.00	30,449.00	192.72	1,670.36		28,778.64	5.49
10.90.77.1055 TELEPHONE	77	550.00	550.00	41.10	83.94		466.06	15.26
10.90.77.1470 GAS/MAINTENANCE	77	1,970.00	1,970.00				1,970.00	
Totals for Department: 77 (MINI BUS OPERATIONS)		32,969.00	32,969.00	233.82	1,754.30		31,214.70	5.32
10.90.79.1120 HEATING OIL	79	3,100.00	3,100.00				3,100.00	
10.90.79.1121 ELECTRICTY & WATER	79	4,500.00	4,500.00	318.75	640.85		3,859.15	14.24
10.90.79.1130 TELEPHONE	79	3,600.00	3,600.00	289.68	868.99		2,731.01	24.14
10.90.79.1220 SENIOR CENTER SUPPLIES	79	1,500.00	1,500.00				1,500.00	
10.90.79.1681 SENIOR ACTIVITIES	79	3,400.00	3,400.00				3,400.00	
10.90.79.1943 BUILDING MAINTENANCE	79	5,000.00	5,000.00				5,000.00	
Totals for Department: 79 (SENIOR CITIZENS CENTER)		21,100.00	21,100.00	608.43	1,509.84		19,590.16	7.16
10.90.83.1170 CONTINGENCY FUND EXPENSES	83	100,000.00	87,960.00				87,960.00	

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Town of Beacon Falls
For Period Ending 09/30/2020

Selecting on FUND from 10 to 10

ACCOUNT ACCOUNT DESCRIPTION	DEPT	ORIGINAL BUDGET	AMENDED BUDGET	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
Totals for Department: 83 (CONTINGENCY)		100,000.00	87,960.00				87,960.00	
10.90.85.1984 PRINCIPAL - 2014 (\$5.865M) BOND	85	380,000.00	380,000.00				380,000.00	
10.90.85.1985 INTEREST - 2014 (\$5.865M) BOND	85	123,332.00	123,332.00				123,332.00	
Totals for Department: 85 (DEBT SERVICE - INTEREST)		503,332.00	503,332.00				503,332.00	
10.90.87.2009 PRINCIPAL - 2016 (\$4.35M) BOND	87	310,000.00	310,000.00		310,000.00			100.00
10.90.87.2013 INTEREST - 2016 (\$4.35M) BOND	87	75,600.00	75,600.00		40,125.00		35,475.00	53.08
10.90.87.2020 2020 BAND/BOND - INTEREST	87	94,500.00	94,500.00				94,500.00	
Totals for Department: 87 (DEBT SERVICE - PRINCIPLE)		480,100.00	480,100.00		350,125.00		129,975.00	72.93
10.90.88.2001 REGIONAL SCHOOL DISTRICT #1	88	14,773,550.00	14,773,550.00	1,624,049.00	3,789,448.00		10,984,102.00	25.65
Totals for Department: 88 (Department - 88)		14,773,550.00	14,773,550.00	1,624,049.00	3,789,448.00		10,984,102.00	25.65
10.90.90.2500 TRANSFER TO NON-RECURRING I	90	362,702.00	372,142.00				372,142.00	
Totals for Department: 90 (SPECIAL PROJECTS)		362,702.00	372,142.00				372,142.00	
Report totals		22,634,202.00	22,634,202.00	2,123,426.76	5,745,978.98	278,069.82	16,610,153.20	26.61

TOWN OF BEACON FALLS

FINANCIAL POLICY MANUAL



**TOWN OF BEACON FALLS
FINANCIAL POLICY MANUAL**

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TOWN OF BEACON FALLS FINANCIAL POLICY MANUAL

I. INTRODUCTION

The purpose of this Financial Policy Manual is to provide guidance regarding all financial matters. This Manual must be followed by all Town departments and boards/commissions/committees. The policies support the financial goals of the Town including proper control of Town assets, good budgeting and cash management practices, procurement stipulations, timely and accurate financial reporting, and ongoing financial stability.

Any violations of the financial policies of the Town are to be reported to the First Selectman, the Board of Finance and the Town's auditing firm.

If there are any questions surrounding the content of this Financial Policy Manual, an employee or volunteer should contact the Finance Department.

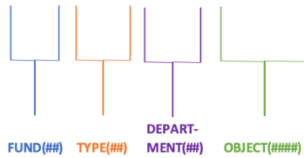
TOWN OF BEACON FALLS FINANCIAL POLICY MANUAL

II. CHART OF ACCOUNTS

The Finance Department is responsible for creating and maintaining the Town’s Chart of Accounts. Any changes or modifications to the chart must be approved by the Finance Manager. Outlined below is the current Chart of Account Structure implemented within the financial accounting software.

Example:

10.90.03.1440



FUND #	FUND NAME	TYPE #	TYPE	Dept. #	Department Name	Object #	Object Description
10	GENERAL	90	Expense	1	FIRST SELECTMAN		*Please see annual budget for selection of item/service
12	POLICE PRIVATE DUTY	80	Revenue	3	TOWN HALL		
14	DEBT SERVICE			5	TOWN CLERK		
15	CAPITAL/BONDED PROJ'S			7	TAX COLLECTOR		
20	DOG			9	TREASURER		
25	SMALL CITIES			11	BUILDING INSPECTOR		
30	FLAG			13	EMPLOYEE BENEFITS		
35	OS PRESERVATION			15	BOARD of ASSESSORS		
40	SPECIAL ACTIVITIES			17	BOARD of ASSESSMENT APPEALS		
45	CAPITAL NON-RECURRING			18	ZONING BOARD OF APPEALS		
50	TOWN CLERK			19	BOARD of FINANCE		
55	MELBOURNE TRUST			20	FINANCE DEPARTMENT		
60	SEWER			21	ECONOMIC DEVELOPMENT COMM.		
65	LIBRARY			23	INLANDS WETLANDS COMMISSION		
70	UNBUDGETED GRANTS			24	CONSERVATION COMMISSION		
				25	PLANNING & ZONING COMMISSION		
				27	WATER POLLUTION CONTROL AUTH.		
				29	REGISTRARS of VOTERS		
				33	PROFESSIONAL FEES		
				37	INSURANCE		
				39	AGENCY MEMBERSHIP		
				41	MISC. BOARDS & COMMISSIONS		
				44	FIRE AND EMS SERVICES		
				45	FIRE MARSHAL		
				47	EMERG. MGMT./HOMELAND SECURITY		
				48	SAFETY COMMITTEE		
				49	WATER HYDRANTS		
				53	POLICE		
				55	ANIMAL CONTROL		
				57	PUBLIC SAFETY OTHER EXPENSES		
				59	PUBLIC WORKS		
				61	TOWN GARAGE		
				63	COMMUNITY WELFARE		
				65	REFUSE		
				67	WASTEWATER TREATMENT		
				69	LIBRARY		
				71	PARKS & RECREATION		
				74	COMMUNITY MEDIA CENTER		
				75	COMMISSION FOR ELDERLY		
				77	MINIBUS OPERATIONS		
				79	SENIOR CITIZENS CENTER		

Account Number:

A 10-digit account number is used in the financial accounting software for most Town transactions. The account number consists of four segments separated by decimals/periods: 2-digit fund, two-digit transaction type, 2-digit department, and 4-digit object code.

TOWN OF BEACON FALLS FINANCIAL POLICY MANUAL

Fund Number:

Each fund has its own individual code. A fund number must be assigned first before any transaction can be entered into the financial accounting software. Please see below for the current list of fund numbers.

Transaction Number:

Each type of transaction has its own individual code. The two that pertain to departments/volunteer groups are Revenue and Expense. The Finance Department is typically the only department using other types such as assets and liabilities.

Department/Volunteer Group Number:

These numbers represent the individual departments used to identify the different town services. Please see below for the current list of department and volunteer committee/commission/board numbers.

Object:

This classification is used to describe the service or commodity obtained as a result of the specific expenditure.

Note – the Town of Beacon Falls is currently participating in the overall State of Connecticut mandated Uniform Chart of Accounts (UCOA) multi-year project. This will ultimately provide consistency. The Town is also in the midst of purchasing a new financial accounting software. All these changes will result in a revised Town Chart of Accounts. The area that will see the majority of the revisions is the “Object”. This policy will be updated as appropriate.

TOWN OF BEACON FALLS FINANCIAL POLICY MANUAL

III. BUDGETING

The Annual Operating Budget identifies the services to be provided by the Town of Beacon Falls and how the services will be paid for. The Capital Budget allows the Town to assess the expected capital requirements of the departments in upcoming years and serves as an input into the overall multi-year financial plan.

The Board of Finance will provide a budget preparation schedule which outlines the timeline for preparation and approval of the annual operating and capital budget.

A. Annual Operating Budget

The annual operating budget is for the fiscal year of the Town which begins July 1 and ends June 30 and is comprised of revenue and expenditures.

Revenue

The revenue budget will be comprised of revenue estimates by major category including but not limited to the following: Taxes, Other Taxation, State Funding, Fees, Refunds, Investment Income, and Internal Transfers.

For each budgeted revenue item, the budget document will also show the prior year actual, current year budget and year to date expense for the current year (at a minimum). Other columns such as percent Year To Date (YTD) used or percent change may also be incorporated. Lastly, a narrative “Notes” section shall be provided, which provides an explanation of the changes from the prior year to the current year.

Expenditures

The expenditures budget will contain the following:

- a) Expenditure estimates by department/commission/committee and account number;
- b) Proposed staffing levels by department;
- c) Region 16 (school) total proposed/approved budget. This will depend on the time of year the processes begin/end.
- d) Debt service.

For each budgeted expenditure item, the budget document will also show the prior year actual, current year budget and year to date expense for the current year. Other columns such as percent Year To Date (YTD) used or percent change may also be incorporated. Lastly, a narrative “Notes” section shall be provided, which provides an explanation of the changes from the prior year to the current year.

TOWN OF BEACON FALLS FINANCIAL POLICY MANUAL

The expenditure budget for each Town department is to be prepared by department heads (with input from the members of the department) and submitted to the First Selectman and the Board of Finance. After approval by the Board of Selectmen the Selectmen present their budget requests to the Board of Finance.

The Town may annually appropriate a contingency fund to provide for unanticipated expenditures. The amount of the contingency fund will not exceed three (3%) percent of the total town expenditures for the fiscal year (not including the Region 16 (school) budget, which is embedded within the total).

Multi-year financial plan – the Town will have a financial planning process that assesses long-term financial implications of current and proposed policies, programs and assumptions that develop appropriate strategies to achieve its goals and anticipate future needs. Revenue and expenditure forecasting provides the following:

- An understanding of available funding;
- Evaluation of financial risk;
- Assesses the likelihood that services can be sustained;
- Identifies future commitments and resource demands;
- Identifies the key variables that may change in the level of revenue.

Currently, this is done informally while constructing the annual operating budget and it involves looking at prior years for patterns and projects any long-term operating demands. The Town will begin preparing to develop a printed multi-year operating financial plan in the coming years.

B. Annual Capital Budget

Capital budget requests will be prepared as part of the annual budget process. Each department may submit a list of proposed capital projects to the First Selectman. The projects recommended by the First Selectman require the review and approval of the Board of Finance.

The annual capital budget will be part of a larger five-year Capital Improvement Plan, which will include the projected life of existing assets and proposed capital expenditures by department and project. The budget should include an evaluation of the current condition of capital assets that is updated annually. The Finance Department will create a condition checklist form for department heads to use as a part of the next manual revision. At a minimum, each Department must plan five years in advance and submit this updated five-year CIP as support to their annual capital requests each year.

Only items on the CIP may be requested for replacement. Capital items requested not on the CIP should only be considered as a new investment by the town and assessed accordingly as an expansion of current capabilities.

TOWN OF BEACON FALLS FINANCIAL POLICY MANUAL

All assets that are within 10 years of anticipated replacement will be costed for planning purposes. This will be done separately from the annual capital budget in a 10-Year Capital Plan maintained by the Finance Department. The Finance Department will utilize the department's five-year CIP as a base to create said 10-Year Plan and communicate with departments as-needed for years five through ten. The Finance Department will present an exhaustive 10-Year Plan to the BOS and BOF for review.

C. Format

The Town of Beacon Falls creates two annual budget documents: Budget Detail and Budget Narrative. The Budget Detail includes a line-item level operating revenue and expenditure budget as well as line-item capital budget. Also included is the mill rate calculation. The Budget Narrative is a qualitative complement to the Budget Detail and includes items such as (but not limited to): budget workshop schedule, stakeholders, process, organizational chart, list of departments' and boards/committees/commissions responsibilities, funds, statistics and performance measures, grants, and visual summaries of operating revenue and operating/capital expenditures.

D. Budget Transfers

The Finance Manager, Board of Finance and Board of Selectmen are responsible for monitoring the budget. The Department Heads are responsible for making budget transfers within sub-function (e.g., transferring funds between one budget line to another budget line within a single department) called a Budget Transfer. Budget transfer requests must be made in writing using the Budget Transfer Request Form (Addendum A) and sent to the Finance Department for review and discussion. The Finance Department will present the transfer request in the next meeting packets for the BOS and BOF. From time to time, the Finance Department may make these budget transfers on behalf of the department (typically the end of the fiscal year). Any request to transfer funds outside a department's budget, transfer from or to a salary line or for amounts up to \$19,999 must be approved by the Board of Finance and Board of Selectmen at their regular meeting (or a special meeting) prior to the transfer. All transfer requests exceeding \$20,000 must be approved by voters at a Town Meeting.

E. Governance

This Financial Policy Manual and the Board of Finance By-Laws primarily govern the responsibilities of the Board of Finance. Title 7 of the Connecticut General Statute entitled "Municipalities" (https://www.cga.ct.gov/current/pub/title_07.htm), generally governs all municipalities in the state, absent a municipal charter, ordinance or policy. Chapter 106 within Title 7 specifically governs Town Boards of Finance, which is detailed in the BOF By-Laws. The policies contained within this Manual govern the actions of the Board of Selectman and Board of Finance and are generally consistent with the applicable chapters in Title 7. In the few instances where inconsistencies exist, this Manual supersedes Title 7.

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IV. PROCUREMENT

The Town's procurement process is designed to promote the maximum value and economy while maintaining efficiency and ease of running day to day operations and to eliminate bias in the selection of vendors.

Expenditures will be controlled by the annual budget at the budget line item level.

Department heads have authority to expend funds within a budgeted line item for the purpose the item was budgeted for at their discretion. Department heads are expected to source goods and services from the vendor who provides the highest quality at a competitive price. This involves comparing pricing by unit on the goods/services between at least two providers (if not more). They may consider timeliness of delivery, past performance, and recommendations from peers. They will at all times consider the best interests of the Town in all their decisions. Department heads are encouraged to consult with the Finance Manager and/or First Selectman for clarification of the purpose of a budgeted line. If the purchase of a good/service does not fit within the purpose of the line, the Finance Manager will advise the department head on how to move forward.

Purchases of goods and services with an annual value of under \$1,000 may be made without the issuance of written Purchase Orders (PO). Purchases of utility services and personnel costs are excluded from the requirement to issue POs. In all other cases, a duly authorized PO is required **BEFORE** a commitment is made to a vendor. POs should be accompanied by any cost research documentation acquired to arrive at the good/service identified and the associated amount. POs must be completed by the requesting department – if there are missing fields, a PO will be returned to the requesting Department. A member of any department can fill out a PO and sign it as the “Requestor”, however, it then must be signed by the department head as the “Approver”. If a department head is the individual completing the PO, the department head can be both the “Requestor” and the “Approver” OR the Finance Department can act as the “Approver”. When possible, the department head should have another department member be the Requestor. Signed POs will be delivered to the Finance Department for confirmation that sufficient funds are available within a budget line; an accounting system report will be printed and attached to the PO to confirm sufficient funds. After this step, the PO will be forwarded to the First Selectman for approval. Therefore, in total, there are three different signatures on a PO. After written approval by the First Selectman the PO will be entered by Finance into the accounting system to encumber the line item.

There are circumstances where a consultant or a volunteer/semi-volunteer group (i.e. commission, committee, or board) is responsible for executing a PO. The consultant or commission/committee/board member is authorized to complete said PO as the “Requestor”. In the instance of a consultant, the Finance Department or the First Selectman will act as the “Approver”. In the instance of a commission/committee/board

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member, the Chair should sign as the “Approver” whenever possible. If impossible, the Finance Department or First Selectman will act as the “Approver”.

All POs will be submitted with any required attachments as appropriate. A current (within one year) signed W-9 must be submitted or previously on file as well as a current (within one year) signed Certification of Insurance (COI) if a service is being supplied on-site. Please see the Risk Management section for more information on suggested insurance limits by industry. Cost research or a quotation must accompany the PO as well. If a license or a performance/payment bond is required for the service, a copy of that should also be supplied.

Any expenditure, regardless of value, that is projected to cause a line item to exceed its budgeted amount must be submitted by the department head in writing (memorandum or e-mail) to the First Selectman for review and approval/denial. A department’s spending per line item may not exceed the total budgeted expenditures without first obtaining the approval of the Board of Selectmen and the Board of Finance. It is the responsibility of the First Selectman to obtain permission from the Board of Finance and deliver that approval to the Finance Department.

Any budget expense lines which are anticipated to go over budget by \$20,000 or more must be approved at a Town Meeting prior to committing the Town to the expenditure.

Beacon Falls is a member of the following cooperatives and consortiums: Capital Region Purchasing Council (CRPC), Sourcewell, and Houston Galveston. These cooperatives/consortiums list of contracts should be checked first to determine if the required product/service is offered. This is because such goods or services have already been competitively procured and the Town may purchase underneath them without additional quotations or bids. These cooperative/consortium contracts lists can be accessed online. The State contracts list should be referenced as well for the required product/service. State contracts can be accessed online through the State “BizNet” Department of Administrative Services (DAS) site. The Finance Department will upload and maintain the links to all of these resources in the Employee Intranet within the Town website.

In some instances, the Town may be able to “piggyback” off another Connecticut town’s current (competitively bid) contract. This method should be utilized if no State contract or cooperative/consortium contract currently exists for the specified good or service, there are unforeseen delays and/or there is an emergent need. Written permission must be obtained from the appropriate contact at the town the Beacon Falls department wishes to piggyback.

If the Town utilizes a cooperative/consortium/state contract or pursues piggybacking, a Statement of Work (SOW) is highly encouraged. The Finance Manager will work with the procuring department to draft said SOW. SOWs cannot veer from the original contract unless negotiate with the awarded vendor.

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For all purchases in excess of \$10,000 but less than \$20,000, three quotes from vendors are required. When contracts are available from the State or the consortiums/cooperatives for goods or services, such goods or services may be purchased without additional quotations or bids. Department Heads must consult with the Finance Manager and First Selectman prior to selecting the vendor. The First Selectman will have final approval of all bid awards.

When the procuring department is uncertain whether the project cost will exceed \$20,000, they should contact the Finance Department and confer. Typically, the recommendation is to complete industry research online, confer with other CT towns, or seek assistance from the professional organizations where the Town holds membership. The project cannot be modified so that it falls underneath the \$20,000. The procuring department can request vendor(s) to assess/quote the cost, however, the procuring department must make the vendor aware up-front that the service/product will need to be competitively bid at some date in the future.

For projects expected to exceed a total cost of \$20,000, formal written bids (Request For Proposals (RFPs), Request For Qualifications (RFQs), Invitation To Bid (ITBs), etc.) based on written specifications are required. The written specifications will be developed by the procuring department in conjunction with the Finance Manager. The Finance Manager will organize the procurement process with the input from the procuring department. The procuring department is responsible for initiating the process and supplying the Finance Manager with any data needed. The sealed bids will be received at a date, time and place specified in the bid in the Town's e-procurement portal named Bonfire for most services/goods. The procuring department will be required to fill the role as "Editor" in Bonfire during the drafting process and then the "Reviewer" role during the bid process for any pre-bid meeting(s), question and answer time-period and reviewing and grading the submissions in conjunction with the Finance Manager. The following services/goods (over \$20,000) are exceptions to the bidding rule:

1. professional, consulting and specialty services; *
2. specialty items, including without limitation those where only one reasonable or qualified source can be identified;
3. emergencies; **
4. where the price of the goods or services are federally or state regulated;
5. non-competitive categories may be excepted from the above bid procedures if favorable to the Town and approved by the Board of Selectmen and the Board of Finance.

** Professional, consulting and specialty services include but are not limited to attorneys, actuaries, engineers, computer services, real estate appraisers and repair services where the nature of the repair cannot be defined in advance by bid specifications and the professional expertise of the service provider is more important than the lowest cost.*

***Emergencies are defined as situations requiring the purchase of goods or services which, if not purchased or ordered immediately, can result in injuries or damage to property, inefficient use of personnel or cause disruption in town operations. This includes all goods or services needed on an emergency basis to comply with federal, state, or*

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local public health, safety or housing codes and emergency repair of Town-owned property, buildings, infrastructure, equipment, and vehicles. The Chairperson of the Board of Finance will be notified of an emergency expenditure at the earliest possible time after the incident. Emergency expenses still require a Purchase Order, which is to be executed as soon as possible following the occurrence of the emergency.

While the aforementioned exceptions are noted above in Items 1 through 5, this does not preclude the Town from soliciting quotations and/or bids if it feels the product/service should be competitively procured. It is the Town's discretion.

Departments who require services/products under \$20,000 may also use the Bonfire system if desired for Request for Quotations (RFQ) and Requests for Information (RFI) for a more formal process. Or departments may utilize a more informal communication process if desired. ***Purchases may not be split to avoid these threshold requirements (\$1,000, \$10,000 and/or \$20,000) unless specifically authorized by the Board of Finance in advance of the expenditure.***

At no point in any vendor research, should a Town employee or volunteer promise the purchase of the good or service to any vendor before the process is complete nor should the employee/volunteer share any internal date/process information in regard to an upcoming competitive process.

All departments and volunteer group members should follow the following "Purchasing Ethics" when procuring a service/product:

- Strive to obtain the maximum value for each dollar of expenditure.
- Grant all competitive suppliers equal consideration as far as state or federal statute and institutional policy permit.
- Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation.
- Demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement, or a sample of the product.
- Receive consent of original or of proprietary ideas and designs before using them for competitive purchasing purposes.
- Make every reasonable effort to negotiate an equitable and mutually agreeable settlement of any controversy with a supplier; and/or be willing to submit any major controversies to arbitration or other third-party review, as far as the established policies of my institution permit.
- Foster fair, ethical and legal trade practices.
- Decline personal gifts/gratuities in accordance with the Ethics Ordinance.

The Town takes a "best value" approach. The lowest, responsible, qualified bidder will be awarded the bid unless it is decided that it is not in the best interests of the Town. The Town may consider the cost, quality, timeliness of delivery, skill, ability, experience, financial responsibility, terms, and other conditions required by the purchase in assigning the winning bid. If, at the sole discretion of the Town, none of the bids are considered to be in the best interests of the Town the request for bids may be withdrawn or reissued.

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The Finance Department will examine the Tax Collector's Suspense Listing and the Police Department's Private Duty Accounts Receivable (regardless of the total amount of the product/service) before awarding work to any contractor to determine if they are indebted to the Town. If indebted to the Town, said debts must be satisfied before awarding the work. If they cannot be satisfied, the Town has the right to select another contractor.

*See the Capital Asset section regarding procurement of capital assets.

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V. ETHICS

Please refer to the Ordinance Creating a Board and Code of Ethics (effective January 6, 2006), which outlines prohibited activities such as town officials not accepting gifts over \$50.00 and town officials and their immediate family being prevented from entering into a contract with the Town at or above \$100. A requirement for a written disclosure of interest is detailed. Please see the ordinance attached hereto as Addendum B for additional details.

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VI. RISK MANAGEMENT

The Town will manage its risk and limit risk exposure in a professional and prudent manner.

The Town will protect and preserve Town assets against losses that could deplete its resources or impair the ability to provide services to its citizens.

The Town will reduce its exposure to liability through employee training, emphasis on safety and insuring against loss.

The Town will manage its exposure to risk through the purchase of insurance in the following areas:

- General liability;
- Vehicle liability;
- Public officials' errors and omissions;
- Property loss and workers' compensation;
- Cyber;
- Crime.

Insurance coverages will be reviewed on an annual basis in conjunction with the Town's insurance broker to ensure coverages are adequate and costs consistent with prevailing market rates.

The Town will control its exposure to risk by requiring all contractors which provide a service to the Town to carry liability insurance. A certificate of insurance will be obtained from all contractors designating the Town of Beacon Falls as an additional insured. The certificates will be obtained by the department head making the purchase. The certificates will be kept permanently on file and reviewed annually to ensure they are unexpired.

The Town is registered in the Tenant User Liability Insurance Program via its current insurance provider (CIRMA). This is insurance that residents/visitors can utilize who hold events on town property.

Please see Addendum C for the Town's current insurance carrier's recommended insurance coverage limits based on industry when requesting a Certificate of Insurance (COI) for any service procured. Addendum C also contains information on the TULIP program.

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VII. REVENUES AND COLLECTIONS

The Town collects revenue, primarily in the form of property taxes, to provide services and meet operational needs. The structure, fluctuation and collection of revenues are examined by rating agencies to determine the Town's credit rating.

The Town will monitor all taxes to insure they are equitably administered, and collections are timely and accurate. The Tax Collector will use all statutory authority to collect property taxes, interest, costs, and penalties.

The Tax Assessor will assess all property annually as of October 1. Real property assessments will be based on fair market value and follow standards established by the International Association of Assessing Officers. Personal property assessments will be based on percentages of original cost which reasonably reflect approximate market value.

On a monthly basis, the Finance Manager will provide a report to the Board of Finance of year-to-date revenues which clearly states the amounts and percent of total taxes billed by category and by year. In addition, on an annual basis, the Tax Collector will present to the Board of Finance, a list of uncollectible accounts (the "Suspense List") for approval.

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VIII. CASH MANAGEMENT

Cash management is the practice of safeguarding cash and maximizing the income earned on liquid assets while maintaining low risk.

All incoming payments will be deposited weekly at a minimum. The Town uses a remote deposit scanner service through its bank and highly encourages at least two deposits per week.

All disbursement checks will be signed by the Town Treasurer and a majority of the Board of Selectmen as required by Connecticut General Statute 7-81 and 7-83.

ACH

Wherever possible, the Town shall use the Automated Clearing House (ACH) method of payment; especially for regular monthly bills such as utilities. An ACH coordinates electronic payments/money transfers. An ACH may be initiated from the Town's bank or the specific vendor's payment portal. The Finance Clerk will initiate ACHs disbursements on the applicable department's behalf (as required) to pay bills and will generate a Batch for the Treasurer and a majority of the Board of Selectmen to review and approve. This batch will be scheduled at least three days in the future to give the Treasurer and the majority of the BOS the opportunity to review/approve. If there are any issues with any proposed ACHs, the Treasurer and/or the majority of the BOS shall notify the Finance Department immediately so that they can be cancelled. The current financial accounting software names this report the "Prepaid Voucher Journal". All signers will sign at the bottom of this batch document to signify their approval of the batch, rather than each ACH individually.

All Town bank accounts will be reconciled by the Finance Clerk and reviewed, signed, and dated by the Finance Manager. Any differences or unusual reconciling items will be brought to the attention of the First Selectman and the Board of Finance.

The Town Treasurer will invest all available funds of the Town based on three criteria, in order of importance – safety, liquidity and yield. The Town Treasurer will maintain a written Investment Policy approved by the Board of Finance. The Investment Policy will identify appropriate types of investment vehicles and address diversification, liquidity, maturity, and risk of default and investment return. The Treasurer must carefully evaluate the creditworthiness of depositories and credit insurers.

At a minimum, an annual review of banking services will be undertaken by the Treasurer to ensure that services are provided at reasonable costs. Quarterly meetings with the Town's bank(s) is encouraged.

Treasurer's reports will be presented to the Board of Finance for their review.

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IX. PETTY CASH

Purpose

The purpose of this Petty Cash policy is to establish guidelines for the appropriate creation, use, and accountability of such drawers. These procedures have been established to encourage effective administration and internal control of cash handling operations throughout the Town of Beacon Falls.

Summary

Petty cash funds are established to enable departments to make small purchases where a purchase order is not required, and a town credit/procurement card cannot be used. The amount of the petty cash fund is established at the time the fund is approved. Expenditures may not be used to circumvent current purchasing procedures. Any employee who is required to utilize petty cash is required to appropriately safeguard, account for, and document all cash maintained on behalf of the Town. The cash should be maintained in a secure locked device. The keys and/or passwords to these locked devices should be maintained in a hidden location.

The responsible employee within the department who is the primary handler of the petty cash will be named the Department Petty Cash Custodian. There may be more than one Department Petty Cash Custodian in smaller offices due to staffing levels and/or schedules, but this should be minimized whenever possible. The Town Petty Cash Custodian is the Finance Administrative Assistant. The Finance Manager reviews the Town Petty Cash Custodian's work.

Petty Cash Guidelines:

- Petty cash funds are used for expenditures of \$500 or less made by a Town employee or volunteer board/commission/committee member. Petty cash funds are also used for the reimbursement of expenditures made by a Town employee or volunteer board/commission/committee member with their own personal funds.
- Adequate receipts and documentation must be maintained to support all transactions made from each petty cash fund.
- A petty cash fund or Department Petty Cash Custodian may be revoked at the discretion of the Finance Manager.
- The amount of the petty cash fund may be reduced/increased at the discretion of the Finance Manager.
- All Petty Cash custodians (or designees) must follow the Petty Cash Procedures (outlined below).

Petty Cash Procedures:

1. The Petty Cash Reimbursement Request (Addendum D) should act as a permission slip. It should be completed and submitted BEFORE the purchase is made. In the event that this cannot occur, the requestor shall complete and submit the form (as outlined below) as soon as possible.

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2. The requester shall complete the Petty Cash Reimbursement Request (Addendum D), making sure to complete the following fields: pay to, date, prepared by, and department/division. Describe the purchase/expenditure in the description/explanation area and enter the total amount requested for reimbursement. A receipt for the expenditure must be attached to this form. The form must be signed and dated by the requestor and approved by the requestor's supervisor (if available) with his/her signature and the date.
3. The requestor then submits the form to the Town Petty Cash Custodian for reimbursement.
4. The Town Petty Cash Custodian reviews the Petty Cash Reimbursement Request form (Addendum D) and the receipt(s) and confirms the total amount requested on the form. The custodian dates and initials the form, then issues the cash payment to the requestor. The Petty Cash Reimbursement Request form and the attached receipts are kept in the petty cash fund file. Exhibit A is attached to this policy in PDF format for reference, however, the Excel version must be utilized in practice.
5. Any employee making a cash purchase should ensure tax exemption by using their Town ID and the CERT-134 form for the Town of Beacon Falls.

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X. CASH DRAWERS

Purpose

The purpose of this Cash Drawers policy is to establish guidelines for the appropriate creation, use, and accountability of such drawers. These procedures have been established to encourage effective administration and internal control of cash handling operations throughout the Town of Beacon Falls.

Summary

Cash drawers are established to enable departments to make change for customers and receive cash payments. Expenditures may not be used to circumvent current purchasing procedures. The amount of the cash drawer is established at the time it is approved. Expenditures may not be used to circumvent current purchasing procedures. Any employee who is required to utilize the cash drawer is required to appropriately safeguard, account for, and document all cash maintained on behalf of the Town. The cash should be maintained in a secure locked device. The keys and/or passwords to these locked devices should be maintained in a hidden location.

The responsible employee within the department who is the primary handler of the cash drawer will be named the Cash Drawer Custodian. There may be more than one Cash Drawer Custodian in smaller offices due to staffing levels and/or schedules, but this should be minimized whenever possible.

Cash Drawer Guidelines:

- Cash Drawer funds are used for making change for customer transactions and cash receipts related to customer transactions.
- Adequate receipts and documentation must be maintained to support all transactions made from each Cash Drawer fund.
- A Cash Drawer and/or Cash Drawer Custodian may be revoked at the discretion of the Finance Manager.
- The amount of the Cash Drawer fund may be reduced/increased at the discretion of the Finance Manager.
- All Cash Drawer custodians (or designees) must follow the Cash Drawer Procedures. The Tax Collection Department follows a separate set of Safeguards (outlined below).

Department Cash Drawer Locations and Associated Limits:

Established Cash Drawers	Fund Limit
Town Clerk	\$125.00
Land Use Department	\$150.00
Library	\$50.00
Tax Collection/Assessor Department	\$400.00 (\$200 each drawer)

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Public Works Department (Transfer Station); seasonally April-October	\$100.00
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Establishing Cash Drawer Funds:

Departments wishing to establish a new cash drawer fund shall contact the Finance Manager.

Closing/Removing a Cash Drawer:

If it is determined that an existing cash drawer fund is no longer needed, the Town Petty Cash Custodian must close the fund. The remaining cash and all receipts (and any other supporting documentation) should be taken to the Finance Department for deposit along with the appropriate account number.

Cash Drawer Procedures:

1. Department Cash Drawer Custodians of cash drawers shall issue a receipt to the customer for all transactions.
2. The Department Cash Drawer Custodian shall complete the Cash Drawer Reconciliation Form (Addendum E) for a period of one month and attach copies of all receipts issued and submit to the Finance Department.
3. On a weekly basis (at a minimum), the Cash Drawer custodian counts the currency and coins in the petty cash fund, sums the receipts in the drawer. Daily counting is HIGHLY encouraged. Best practices are to count the cash and coin at the beginning of the workday and then once again at the close of the workday. The combined dollar value of the currency, coins and the receipts must equal the cash drawer total assigned to the custodian. The custodian then completes a Cash Drawer Reconciliation Form (Addendum E) and a check request to reimburse the petty cash fund for the amount of the outstanding receipts. Exhibit B is attached to this policy in PDF format for reference, however, the Excel version must be utilized in practice. A formal reconciliation form is not required daily, however, if a discrepancy is found from one day to another, it must be reported as outlined in Item 5 below.
4. If a discrepancy exists between the "Total Cash on Hand" and the "Valid Cash Balance", then the Department Cash Drawer Custodian needs to inform his/her supervisor (if available) who then contacts the Finance Department. If no supervisor, the Department Cash Drawer Custodian contacts the Finance Department directly.

It is the responsibility of the Town Petty Cash Custodian to determine the frequency for reimbursing the departmental cash drawer funds to ensure that sufficient currency and coin are on hand to reimburse employees for expenditures or making change for patrons.

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Overages and Shortages:

Both overages and shortages should be noted and tracked by the Cash Drawer Custodian and then reviewed and certified by a department supervisor (if available). Significant amounts should be immediately reported to the department supervisor (if available) and the Finance Manager. If there appears to be a growing pattern or anything unusual or strange about the overages and shortages, that information must be disclosed immediately.

Tax Collection Department Safeguards:

1. The Tax Collector's office is closed to the public and only accessible to certain staff members via access code. Cash drawers are maintained by the Cash Drawer Custodians in the office throughout the day. Unused cash drawers must remain in the safe during the day. Only staff members from the Tax Collector and Assessor's offices (and the First Selectman's Office Administrator) have the combination to the safe.
2. Each morning, the Cash Drawer Custodians shall complete and sign the Tax Collector's Cash Drawer Balancing Form (Addendum E-TC). The drawer count will be verified and signed by the Tax Collector and/or the other Cash Drawer Custodian.
3. Cash Drawer Custodians shall issue a receipt to customers for all cash transactions. Both the bill and the customer's receipt should contain the following information- the date, amount received, amount of change given, and the word "cash."
4. All active cash drawers should be secured in the safe during lunches and breaks.
5. At the close of the workday, Cash Drawer Custodians shall separate their daily cash deposits and perform a second count to ensure the drawer is balanced. A second Tax Collector's Cash Drawer Balancing Form (Addendum E-TC) will be completed and signed. The drawer count will be verified and signed by the Tax Collector and/or the other Cash Drawer Custodian.
6. If the drawer does not balance to \$200.00, the Department Cash Drawer Custodian must inform his/her supervisor (if available) who then contacts the Finance Department.
7. At the end of the workday, both drawers will be locked in the safe in the Tax Collector's office. Cash deposits are documented via bank deposit slips and placed in the vault until the Tax Collector is ready to take the deposit to the bank.

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XI. CREDIT/PROCUREMENT CARDS

Introduction

Employees shall read, understand, and comply with all provisions of this Credit/Procurement Card Policy. This policy cannot anticipate every circumstance that employees and/or the town may encounter in the use of their credit/procurement card. As such, the Town reserves the right to amend this policy as appropriate.

Code of Conduct

The Code of Conduct for the Town of Beacon Falls credit/procurement card program is designed to provide a set of guidelines to follow regarding the use of the credit/procurement card.

1. Use of credit/procurement card shall not replace the standard invoicing and payment procedures employed by the Town of Beacon Falls. Instead, the credit/procurement card shall be used for expenditures when (1) a vendor accepts that form of payment and the invoice is approved by the appropriate department head; (2) a staff member is at a conference/convention/training on authorized expenditures; (3) the payment of certain invoices only upon receipt (vendor will not take a check); and (4), for the other special payments approved by the First Selectman.
2. Credit/procurement card purchases should be made so that the town gains the maximum value and quality for each purchase.
3. Whenever possible, credit/procurement card purchases shall not include tax charges because the Town is tax exempt. Tax exempt paperwork can be retrieved from the Finance Department to supply to the vendor(s). If tax is charged, employees must notify the Finance Department and seek a credit for the tax amount as soon as possible.
4. Employees shall not accept gifts or other items of value offered by vendors.
5. The First Selectman and Finance Manager shall select employees to receive a credit/procurement card and shall set spending and/or other limits on each card.
6. Prior to the issuance of a credit/procurement card, an employee must sign the Credit/Procurement Card Agreement (attached).
7. Only authorized purchases may be made with the credit/procurement card, and any personal purchases are strictly prohibited. Disciplinary action shall be taken against any employee who uses a credit/procurement card for personal use or other benefit.
8. The credit/procurement card is the property of Town of Beacon Falls. An employee may use the credit/procurement card when traveling on business on behalf of the town; otherwise, the credit/procurement card shall be retained in the employee's purse, billfold, or other secure location.

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9. Only the employee to whom a credit/procurement card is issued is authorized to use said credit/procurement card. Delegating the use of the credit/procurement card to another employee is prohibited unless a signed agreement is provided in order to do business on the cardholder's behalf.
10. If a disagreement occurs with a vendor, the employee shall immediately notify his or her immediate supervisor.
11. All purchases using the credit/procurement card must be properly documented. Invoice, charge receipt and itemized receipt (if applicable) are required at minimum. Any altered or forged documentation is prohibited.
12. The purchase of products, services, or commodities on the prohibited purchases list in this policy is prohibited. If any employee is not sure if a purchase is valid under the credit/procurement card program, he or she must immediately consult with the First Selectman.
13. Employees shall adhere to all dollar value purchase limits imposed, and any splitting of the transactions to avoid said limits is prohibited.

Employee Setup & Activation

Overview

The First Selectman, Finance Manager and Finance Clerk shall be responsible for the implementation, maintenance, program compliance, auditing, processing payment, issuance of the credit/procurement card, and bank relations to solve customer service issues. Only Town of Beacon Falls employees can participate in the credit/procurement card program. Below is the current list of employees with credit/procurement cards and their associated limits:

- (a) **First Selectman:** Purchases are limited to a maximum of \$1,000 per statement
- (b) **Finance Manager:** Purchases are limited to a maximum of \$7,000 per statement; this is the card that is mainly used for all Administration and Public works related purchases
- (c) **Road Foreman/Public Works Director:** Purchases are limited to a maximum of \$2,500 per statement
- (d) **Wastewater Treatment Plant Supervisor:** Purchases are limited to a maximum of \$2,500 per statement
- (e) **Administrative Assistant/Secretary:** Purchases are limited to a maximum of \$500 per statement
- (f) **Fire Chief (Beacon Hose Co. No. 1):** Purchases are limited to a maximum of \$2,500 per statement
- (g) **Police Department Administrative Assistant:** Purchases are limited to a maximum of \$1,000 per statement
- (h) **Library Director:** Purchases are limited to a maximum of \$1,000 per statement
- (i) **Program Librarian:** Purchases are limited to a maximum of \$500 per statement

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- (j) **Assistant Librarian:** Purchases are limited to a maximum of \$500 per statement
- (k) **Parks and Recreation Director:** Purchases are limited to a maximum of \$1,000 per statement
- (l) **Park Ranger:** Purchases are limited to a maximum of \$500 per statement

Total Town credit/procurement card limit (sum of A through L) = \$20,500

The Finance Clerk has the responsibility to review, reconcile and submit the monthly account statements with the appropriate receipts and signatures for processing and payment. The Finance Manager reviews the Finance Clerk's work and authorizes the payment of the statement via Automated Clearing House (ACH). JP Morgan makes an automatic withdrawal from our account, so we will have to see how this works.

Employees must adhere to all policies outlined herein, any failure to comply may result in the employee's suspension from the credit/procurement card program and/or disciplinary actions that may include termination of employment. The credit/procurement card issued to the employee is the property of the Town of Beacon Falls, and the town may cancel an employee's credit/procurement card at any time and without notice. Periodic audits may be performed to ensure the employee follows the policies and procedures.

A new participant eligible to participate in the credit/procurement card program must obtain the appropriate authorizations and provide his/her information to the Finance Manager. Once authorized by the First Selectman, the Finance Manager shall submit the application to the bank and the account shall be established. Prior to the issuance of a credit/procurement card an employee must sign the Credit/procurement card Agreement.

Purchasing Guidelines & Limits

Overview

The Town of Beacon Falls allows only General Fund related purchases to be made using the credit/procurement card. Special/restricted funds related purchases are prohibited. All purchases must be made in compliance with town purchasing policies, the guidelines set forth in this policy, and State Law. Any violation will result in disciplinary action that may include termination of employment. Only the authorized employee may use the credit/procurement card and no authority is permitted or conferred to the employee for the delegation of the credit/procurement card use. Each employee may be designated a credit limit for monthly purchases, daily purchase credit limit, single purchase credit limit or other use restriction at the discretion of the First Selectman. Intentional circumvention of these limits is strictly prohibited. This includes splitting a transaction amount with the same vendor or multiple vendors for purchases that would otherwise exceed the employee's limits. The Town of Beacon Falls may perform periodic audits electronically and manually to verify adherences to this policy.

TOWN OF BEACON FALLS FINANCIAL POLICY MANUAL

Allowable Purchases

Allowable purchases are those items as included in the adopted town budget, subject to any purchase limit imposed on the account. An employee shall not purchase any item not included in the adopted town budget, and an employee shall not purchase any item over the purchase limit imposed on the account, unless first obtaining the written approval of the First Selectman. Food, non-alcoholic beverages, travel, and room/board purchases for employment related trips such as conferences, conventions, training, etc. are permissible.

Prohibited Purchases

Prohibited purchases include, but are not limited to, the following items:

- Items not included in the adopted town budget;
- Special/restricted funds related purchases
- Cash advances, wire transfers or money orders;
- Personal purchases;
- Alcohol purchases;
- Donations;
- Parking tickets, fines, and penalties; and,
- Purchases required to be bid pursuant to State Law.

If an employee is unsure whether a certain purchase is prohibited by this policy, the employee shall consult with the First Selectman prior to making said purchase.

Tax should not be included on any purchase because the Town is tax exempt. Please retrieve the tax-exempt paperwork from the Finance Department to supply to the vendor(s).

Recordkeeping & Reconciliation

Overview

The employee is responsible for maintaining adequate receipts for goods and services purchased with the credit/procurement card. The employee must contact the vendor directly to resolve any discrepancies or incomplete orders. Any incorrect charges, duplicate transactions or missing credits must be addressed directly between the employee and the vendor.

Report of Expenditures

No later than seven (7) calendar days after purchase, the employee shall submit to the Finance Manager an invoice, charge receipt, itemized receipt (if applicable) and any other satisfactory documentation evidencing the purchase (i.e. e-mail chains, etc.). If the purchases made require the approval of the employee's supervisor and/or the First Selectman, these signatures/stamps shall be provided on the invoice in advance of the purchase and then submitted to the Finance Clerk. **If a purchase is over \$1,000 and therefore requires a Purchase Order (PO), the PO should be approved before the credit/procurement card is charged.** In the event of an emergency (such as a

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snowstorm etc.), verbal approval shall be allowed provided an invoice and receipt is supplied within three (3) calendar days.

The Finance Manager and Finance Clerk shall determine if the documentation is satisfactory, and the employee shall furnish additional documentation as may be required. An employee may be required to reimburse the town for any prohibited expenditure or for any expenditure which the employee does not supply adequate documentation.

Missing Receipts

If the employee is missing receipts, the employee must submit written documentation of the pertinent transaction information to his or her supervisor and to the Finance Clerk within seven (7) calendar days of the purchase. The Finance Manager and Finance Clerk shall determine if the documentation is satisfactory; the employee shall furnish additional documentation if required. An employee does not supply adequate documentation. If required, the reimbursement must be received within seven (7) calendar days of the purchase.

Disputed Transactions

At times there may arise disputed transactions due to non-delivery of the goods or services, incorrect billing, altered charges, defective merchandise or like circumstances. When this occurs, the employee shall promptly notify the Finance Clerk, and the employee shall immediately submit to the Finance Clerk a detailed reason for the disputed transaction, and this shall be in writing and signed by the employee.

Other Issues

Account Maintenance

Terms of the employee's participation in the credit/procurement card program are subject to change at the discretion of the First Selectman. In addition, employees must report any change of information pertinent to their participation in the credit/procurement card program to the First Selectman and Finance Manager in writing and within three (3) calendar days of said change. Upon an employee termination, the credit/procurement card must be returned to the Town and the Finance Manager will cancel and destroy said card.

Audits

All employee accounts are subject to periodic audits to ensure compliance with the Town policies. The First Selectman may review daily, monthly, and annual transaction activity reports as deemed necessary to ensure adherence to the credit/procurement card policies. If an audit reveals a policy violation, this information will be provided to the employee. If the employee does not provide the information requires to reconcile the violation, the First Selectman may consider appropriate disciplinary action.

Lost or Stolen Cards

If a card is lost or stolen, the employee must immediately make the Finance Manager aware.

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Security Precautions

When not traveling on Town business, the credit/procurement card shall be retained in a secure location such as a billfold or purse. A canceled credit/procurement card shall be destroyed by being cut-up into several pieces prior to disposal. When presenting a credit/procurement card for purchase, an employee shall provide a driver's license, Town photo identification (if available), or other photo identification to identify the authorized user of the credit/procurement card. The Town ID is highly suggested as it may also make tax exemption an easier process. Employees shall sign the back of the credit/procurement card and write "Request Photo ID" next to this signature so to prompt the vendor to check the employee's identification. Employees shall not provide their credit/procurement card account number, or any other credit/procurement card account number in the program, to unsolicited marketing calls.

Violations

Violations of the Code of Conduct and the credit/procurement card program policies include, but are not limited to, the following:

- Special/restricted funds related purchases.
- Intentional splitting of transactions to circumvent credit limits.
- Consistent delinquencies in submitting monthly reports and proper receipts.
- Personal use of the credit/procurement card.
- Allowing an unauthorized user to use the credit/procurement card.
- Purchase of prohibited products, service, or merchandise.
- Failure to pay inadvertent personal charges on the credit/procurement card.
- Fraudulent transactions with a vendor.
- Violations of town policies and/or State purchasing laws.

The credit/procurement card acknowledgement form is provided attached hereto as Addendum F.

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XII. CAPITAL ASSETS

The Town's assets are primarily in the form of infrastructure, such as land, roads and bridges, and buildings and equipment. Sound infrastructure is an important aspect of the quality of life, economic development, and the credit quality of the Town. Committing to and implementing a capital improvement program protects its capital assets and minimizes future maintenance and replacement costs.

Capital assets are defined as those with a useful life greater than two years, a cost of more than \$5,000, and that are not purchased on an annual basis.

There are typically five types of capital assets (detailed below):

Equipment

Moveable Equipment is not permanently affixed to or part of a building. Some moveable equipment consists of more than one component (e.g., a computer, keyboard, mouse, and monitor). The assembled components may be considered one item and be recorded as a single capital asset. Fixed Equipment is permanently affixed to a building but is separate from the building itself. Examples of fixed equipment are light fixtures, wall to wall carpeting, water fountains, fire control apparatus, fume hoods, auditorium and fixed classroom seats, and built-in display cabinets.

Buildings

Roofed structures used for the permanent or temporary shelter of persons, animals, plants, or equipment.

Building Improvements

Improvements made to existing buildings. Any renovation or alteration to an existing building that adds useful space to the structure or extends the facility's useful life will be considered a capital asset. Conversely, improvements that do not add useful space to the structure or extend the facility's useful life will be considered maintenance and repair.

Land

Solid part of the earth's surface whether improved or unimproved.

Beacon Falls capital assets typically consist of Non-Recurring funded projects and Bond funded projects. Non-recurring projects are items which are unusual and periodic – for example, a major repair, or replacement of an existing asset that has reached its end of life. Bonded Projects are major improvements which the Town has elected to finance through the issuance of long-term debt, defined as debt which has a maturity date of more than one year. The Town may, at its option, issue short term debt to temporarily finance Bonded Projects provided its intention is to issue long term bonds in the future. Such financing must conform to applicable state statutes.

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Spending on capital projects is to be monitored by the department purchasing the items and the Finance Department. Any potential overspending must be brought to the attention of the Board of Selectmen and Board of Finance for appropriate action.

Upon completion of any capital project financed by long term debt, remaining appropriated funds in that project will be used to make additional principal bond payments. If approved by a Town Meeting, remaining project funds may be repurposed to other capital projects.

The Town's Finance Manager will maintain a listing of all capital assets acquired through either purchase or donation and those capital assets disposed of in any given year. Capital assets will be recorded at the historical cost or fair market value in the case of donations and also include an *expected end of life date* and *current cost to replace (for those assets within 5 years of estimated end of life)*, both of which should be reviewed by the Finance Manager for accuracy and completeness. The Department heads are responsible for providing the Finance Department with a Capital Asset Addition Form (Addendum G) and all receipts associated with the purchase, which must include a unique identifier for the asset, such as a Vehicle Identification Number or serial number. This form must be submitted within one week of the disposal. The Finance Manager is responsible for ensuring all necessary updates are made to the appropriate insurance vendors and for the submission and maintenance of all associated warranties provided by the manufacturer and/or 3rd party vendor.

Department Heads are responsible for informing the Finance Manager of any capital asset disposals and provide the Finance Department with a Capital Asset Disposal Form (Addendum H). A disposal represents the physical removal of an asset whether it be a sale, trade-in, theft, etc. This form must be submitted within one week of the disposal.

The listing of capital assets will be reviewed annually by each department head.

TOWN OF BEACON FALLS FINANCIAL POLICY MANUAL

XIII. DEBT MANAGEMENT

The purpose of the Town's debt management policy is to establish parameters and guidance in making decisions on capital spending and the issuance of debt to fund it.

Purposes for which debt may be issued:

- The Town may not issue debt to fund current operating expenditures unless required to do so pursuant to Connecticut General Statute 7-348;
- The Town will issue long-term bonds only for the purposes of financing major capital improvements or purchases of land or other property;
- The Town may issue debt to fund emergency projects.

The Town may issue the following types of debt:

- General obligation bonds;
- Bond anticipation notes (short-term/temporary financing);
- Short term borrowing;
- State and federal loan programs;
- Lease-purchase financing.

The following guidelines will be followed when issuing bonds:

- No bond issue will be contemplated without first consulting with the Town's financial advisers, town counsel and bond counsel.
- Unless otherwise determined, the Town will issue debt via competitive sale;
- General obligation bond issues will be structured to allow a portion of the principal amount to be retired each year over the life of the issue;
- Connecticut General Statutes limit the amount of indebtedness the Town may have outstanding to seven times the total annual tax collections including interest and lien fees plus the reimbursement for revenue loss on tax relief programs with additional limitations depending on the purpose;
- The term of any bond or lease-purchase obligation issue will not exceed the useful life of the capital asset for which the borrowing is intended.

The Town will comply with the following secondary market disclosure practices:

- In accordance with State law, the Town will file its annual independent audited financial statement with the State Office of Policy and Management within six months of the end of the fiscal year.
- The Town will comply with SEC regulations to provide annual financial information and operating data and notices of material events with respect to bond issuances pursuant to Continuing Disclosure Agreements executed at the time of issuing bonds.
- The Town will maintain frequent communications about its financial condition with the credit rating agencies.

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XIII. FUND BALANCE

This Fund Balance Policy establishes the procedures for reporting unrestricted fund balance in the General Fund financial statements. Certain commitments and assignments of fund balance will help ensure that there will be adequate financial resources to protect the Town against unforeseen circumstances and events such as revenue shortfalls and unanticipated expenditures. The policy also authorizes and directs the Town Finance Manager to prepare financial reports which accurately categorize fund balance as per Governmental Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions.

Per GASB No. 54, fund balance consists of five categories: Nonspendable, Restricted, Committed, Assigned, and Unassigned:

- **Nonspendable fund balance** consists of funds that cannot be spent due to their form (e.g. inventories and prepaids) or funds that legally or contractually must be maintained intact.
- **Restricted fund balance** consists of funds that are mandated for a specific purpose by external parties, constitutional provisions or enabling legislation.
- **Committed fund balance** consists of funds that are set aside for a specific purpose by the town's highest level of decision-making authority (governing board). Formal action must be taken prior to the end of the fiscal year. The same formal action must be taken to remove or change the limitations placed on the funds.
- **Assigned fund balance** consists of funds that are set aside with the intent to be used for a specific purpose by the town's highest level of decision making authority or a body or official that has been given the authority to assign funds. Assigned funds cannot cause a deficit in unassigned fund balance.
- **Unassigned fund balance** consists of excess funds that have not been classified in the previous four categories. All funds in this category are considered spendable resources. This category also provides the resources necessary to meet unexpected expenditures and revenue shortfalls.

Nonspendable and Restricted Funds

Nonspendable funds are those funds that cannot be spent because they are either:

- 1) Not in spendable form (e.g. inventories and prepaids)
- 2) Legally or contractually required to be maintained intact

It is the responsibility of the Town Finance Manager to report all Nonspendable funds appropriately in the Town's Financial Statements.

Restricted funds are those funds that have constraints placed on their use either:

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- 1) Externally by creditors, grantors, contributors, or laws or regulations or other governments
- 2) By law through constitutional provisions or enabling legislation.

It is the responsibility of the Town Finance Manager to report all Restricted funds appropriately in the Town's Financial Statements.

Authority to Commit Funds

The Town's Board of Selectmen with the approval of the Board of Finance have the authority to set aside up to \$19,999 in funds for a specific purpose and to commit revenue sources in special revenue funds. Amounts exceeding \$19,999 require the further approval of the Legislative body of the Town. Any funds or revenues set aside as Committed require the passage of a resolution by a simple majority vote. The passage of a resolution must take place prior to June 30th of the applicable fiscal year. If the actual amount of the commitment is not available by June 30th, the resolution must state the process or formula necessary to calculate the actual amount as soon as information is available.

Authority to Assign Funds

The responsibility to maintain proper and appropriate designation of Fund Balances is given to the Town Finance Manager.

The Town's Board of Selectmen with the approval of the Board of Finance have the authority to set aside up to \$19,999 in funds for a specific purpose and to commit revenue sources in special revenue funds. Amounts exceeding \$19,999 require the further approval of the Legislative body of the Town. Any funds or revenues set aside as Committed require the passage of a resolution by a simple majority vote. The same action is required to change or remove the assignment.

Classifying Fund Balance Amounts

When both restricted and unrestricted funds are available for expenditure, restricted funds should be spent first unless legal requirements disallow it.

When committed, assigned and unassigned funds are available for expenditure, committed funds should be spent first, assigned funds second, and unassigned funds last; unless the Board of Selectmen with the approval of the Board of Finance have provided otherwise in its commitment or assignment actions.

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Unassigned Fund Balance

Unassigned fund balance is the residual amount of fund balance in the General Fund. It represents the resources available for future spending. An appropriate level of Unassigned fund balance should be maintained in the General Fund in order to cover unexpected expenditures and revenue shortfalls.

Unassigned fund balance may be accessed in the event of unexpected expenditures up to the minimum established level upon approval of a budget revision by the Town's Board of Selectmen with the approval of the Board of Finance. In the event of projected revenue shortfalls, it is the responsibility of the Town Finance Manager to report the projections to the Town's Board of Selectmen and Board of Finance on a regular basis and shall be recorded in the minutes.

Any budget revision that will result in the Unassigned Fund Balance dropping below the minimum level will require the approval of 2/3 vote of the Town's Board of Selectmen with the approval of the Board of Finance for amounts less than \$20,000. Amounts exceeding \$20,000 require the further approval of a simple majority vote of the Legislative body of the Town.

The Fund Balance Policy establishes a minimum Unassigned Fund Balance equal to 9.25% of total General Fund expenditures. In the event that the balance drops below the established minimum level, the Town's Board of Selectmen and Board of Finance will develop a plan to replenish the fund balance to the established minimum level within two years.

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XIV. ACCOUNTING AND FINANCIAL REPORTING

Timely and accurate accounting and financial reporting are critical for the Town to control spending and maintain financial stability.

The Town will comply with generally accepted governmental accounting principles in its accounting and financial reporting as codified by the Governmental Accounting Standards Board (GASB), the Financial Accounting Standards Board (FASB).

Monthly financial reports will be provided to all department heads to assist them in managing their respective budgets and to the First Selectman and the Board of Finance. The reports will summarize financial activity by department and account and compare actual revenues and expenditures with budgeted amounts. The First Selectman will identify significant variations from budget for consideration and appropriate action by the Board of Finance.

A system of internal accounting controls will be maintained to adequately safeguard assets and provide reasonable assurance of proper recording of financial transactions of the Town. The internal control system will be reported on annually by the Town's outside auditing firm. Cross-training will be done in all accounting functions.

All cash accounts will be reconciled monthly by the Finance Manager and all other balance sheet accounts reconciled at least quarterly.

The Finance Clerk will initiate all journal entries, deposits, payables, bank reconciliations, budget transfers, etc. The Finance Manager will review the Finance Clerk's work and bring any errors to his/her attention. The Finance Manager will sign and date all work.

Full disclosure will be provided in the Town's annual financial and budget reports and bond documents. All required financial reports and information will be provided as necessary to the Board of Finance and external agencies.

TOWN OF BEACON FALLS FINANCIAL POLICY MANUAL

XV. ANNUAL AUDIT & OPEB ACTUARIAL REPORTS

An independent certified public accounting firm will be engaged to perform an annual audit of the financial statements prepared by the Finance Manager.

The auditing firm will be selected competitively through a formal, public RFP process. The Board of Finance is responsible for engaging the auditing firm. The annual audit must be completed prior to December 31st of each year and the audited financial report submitted to the State of Connecticut Office of Policy and Management by that date unless appropriate notification is given to the State.

The audit will include the preparation of Communication of Internal Control Related Matters. All comments in the Communication will be responded to by the First Selectman and the Finance Manager in writing and all deficiencies addressed prior to the end of the next fiscal year.

The Town is required to procure a full actuarial report on its Other Post-Employment Benefits (OPEB) every other year and a partial actuarial report every other year per GASB. Due to the number of current eligible participants (less than 100), the Town has the option to partake in the Alternative Measurement Method (AMM). The actuarial firm will be selected competitively through an informal or public RFQ process.

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XVI. FINANCIAL POLICY REVIEW

The Board of Finance will review and affirm by resolution the financial policies contained in this manual a minimum of once every two years. However, the Finance Department will present suggested revisions on an as-needed basis.

All employees and volunteers are required to review and sign in acknowledgement of receiving this manual (electronically within the Employee Intranet in the Town's website and/or via email). This form is provided as Addendum I.

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XVII. REVISION HISTORY

Initial approval:	January 14, 2016
Revision 1:	July 10, 2016 – revised Fund Balance to conform with GASB 54
Revision 2:	March 13, 2017 – revision of bid requirements; addition of \$10,000 to \$20,000 tier requiring less stringent bidding process
Revision 3:	<p>June 9, 2020 – revision to all sections of manual. Highlights are below:</p> <ul style="list-style-type: none"> • Numerous formatting improvements • New section named “Chart of Accounts” • New section named “Ethics” • New section named “Petty Cash” • New section named “Cash Drawers” • New section named “Credit/Procurement Cards” • Numerous additions to existing sections (including but not limited to) <ul style="list-style-type: none"> ○ Added ACH policy to the Cash Management section ○ Added capital asset type definitions to the Capital Assets section ○ Added RFQ/RFP/ITB/RFI/SOW purchasing language, indebtedness resolution language, and ethics language to Procurement section ○ Added OPEB requirements under the Annual Audit section ○ Added new insurance information to Risk Management section ○ Clarified that the manual applies to both employees AND volunteers who get involved in fiscal tasks • Addendums (A-I) added with various required forms and additional guidelines
Revision 4:	September 15, 2020 – revision to Cash Drawers Chapter (Chapter X) and Addendum E-TC (corresponding form) for the Tax Collection Department
Revision 5:	<p>October 13, 2010 PROPOSED:</p> <ul style="list-style-type: none"> • Chapter III - Budgeting: insertion of Connecticut General Statute language. • Chapter XI - Credit/Procurement Cards: addition of Park Ranger

TOWN OF BEACON FALLS FINANCIAL POLICY MANUAL

XVIII. ADDENDUMS

The following Addendums are attached to this Financial Policy Manual as though incorporated herein:

- Addendum A: Budget Transfer Request Form
- Addendum B: Ethics Ordinance
- Addendum C: Certificate of Insurance/Risk + TULIP Guidelines
- Addendum D: Petty Cash Reimbursement Form
- Addendum E: Cash Drawer Reconciliation Form
 - Addendum E-TC Tax Collector's Cash Drawer Balancing Form
- Addendum F: Credit/Procurement Card Agreement
- Addendum G: Asset Addition Form
- Addendum H: Asset Disposal Form
- Addendum I: Financial Policy Manual Acknowledgement Form

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Addendum A Town of Beacon Falls Budget Transfer Request Form

Date: _____

To: First Selectman & Board of Finance Chair

From: _____

The undersigned respectfully requests that the following budgetary transfers be approved for Fiscal Year _____.

	TRANSFER TO	TRANSFER FROM	AMOUNT OF TRANSFER
1.			
	<i>Account Name</i>	<i>Account Name</i>	
			\$
	<i>Account Number</i>	<i>Account Number</i>	
2.			
	<i>Account Name</i>	<i>Account Name</i>	
			\$
	<i>Account Number</i>	<i>Account Number</i>	
3.			
	<i>Account Name</i>	<i>Account Name</i>	
			\$
	<i>Account Number</i>	<i>Account Number</i>	

Brief Explanation of the Purpose of the Transfer:

1. _____
2. _____
3. _____

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FINANCIAL POLICY MANUAL**

Requested by: _____
Department Head Signature & Date

Approved by: _____
First Selectman Signature & Date

Approved by: _____
Board of Finance Chair Signature & Date

Transfer Completed: _____
Finance Manager Signature & Date

Comments:



**Addendum B
Town of Beacon Falls
Ethics Ordinance**

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AN ORDINANCE CREATING A BOARD AND CODE OF ETHICS

1.0 Declaration of Policy

1.1 The Town of Beacon Falls hereby adopts the provision of CT General Statutes, Section 7-148h, establishing an Ethics Commission.

1.2 The Town of Beacon Falls does hereby establish a code of ethics for all officers, employees, officials, and agents, whether elected or appointed, paid or unpaid. The purpose of this policy is to establish suitable ethical standards for all such officers, employees, officials, and agents by prohibiting acts or actions incompatible with the discharge of their public duties and the best interests of the Town of Beacon Falls and by directing disclosure of private financial interest or personal interest in matters affecting the Town of Beacon Falls by such officers, employees, officials, and agents. Any violations of this article may constitute a cause for suspension, removal from office or employment or other disciplinary action.

2.0 Prohibited Activities

- 2.1 The Town of Beacon Falls hereby adopts in its entirety Section 1-84(a) through (c), 1-84(f) through (h), 1-84(j), I-84(l) through (m), 1-84(o), and Section I-85 of the Connecticut General Statutes, as the same may be amended from time to time as prohibited activities of any officer, employee, official, or agent of the Town of Beacon Falls. **No person, whether they be an Officer, Employee, Official or Agent of the Town of Beacon Falls shall accept or receive any gift or service with an excess value of \$50.00. In the event that such gift or service is received, it shall forthwith be reported to the Ethics Board/Commission within thirty (30 days).**
- 2.2 No Officer, Employee, Official or agent of the Town of Beacon Falls shall represent any person or entity other than himself or a family member, or a business of which he is a principal, before any commission, board, or municipal authority of which he is a member, or of which he acts as agent or advisor.
- 2.3 No officer, employee or official of the Town of Beacon Falls, nor any member of the immediate family of any officer, employee or official of the Town of Beacon Falls, nor any business with which any officer, employee, or official of the Town of Beacon Falls is associated, shall enter into any contract with the Town of Beacon Falls, valued at one hundred dollars or more, other than a contract of employment, unless the contract has been awarded through an open and public process, including prior public offer and subsequent public disclosure of all proposals considered and the contract awarded.

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AN ORDINANCE CREATING A BOARD AND CODE OF ETHICS

2.4 No officer, employee, official or agent of the Town of Beacon Falls shall accept a fee or honorarium for any writing, appearance or speech, or for any participation in any event, in that person's official capacity. However, an officer, employee, official or agent of the Town of Beacon Falls may receive payment for reasonable and necessary expenses of any writing, speech, appearance or participation and shall be disclosed to the Board of Ethics of the Town of Beacon Falls within thirty (30) days of receipt, unless the reimbursement is paid by a state, municipal or federal government entity. If said officer, employee, official or agent of the Town of Beacon Falls fails to disclose any such payment within thirty (30) days of receipt to the Board of Ethics, either intentionally or due to gross negligence on that person's part, said person shall return the payment to the maker of the payment. If a failure to disclose is not intentional or due to gross negligence on the part of said person, then there shall be no penalty under this article. Whenever any officer, employee, official or agent of the Town of Beacon Falls attends an event in this state in that person's official capacity and as a principal speaker at such event receives admission to it, and or food and beverage from the sponsor of the event, such admission, food and or beverage shall not be considered a gift and no disclosure shall be required under this section.

3.0 Written Disclosure of Interest

Any officer, employee, official, or agent having any financial or private interest in a matter pending before the board, agency or authority on which he serves or for whom he is an agent shall file written disclosures of the interest with the Town of Beacon Falls as soon as he or she becomes aware of such interest. Such written disclosure shall set forth in detail the nature and extent of such interest.

4.0 Membership and Appointment Terms

- 4.1 There is hereby created a Board of Ethics that shall be charged with the administration of this article.
- 4.2 The Board of Ethics shall be composed of five (5) members and one (1) alternate member, all of whom shall be electors of the Town of Beacon Falls, to be nominated by the First Selectman and confirmed by the Board of Selectmen in accordance with Section 9-167a of the Connecticut General Statutes.
- 4.3 The members of the board shall be appointed by the Board of Selectmen to serve as follows:
- Two (2) members shall be appointed for a term expiring December 30, 2006.
 - Two (2) members shall be appointed for a term expiring in December 30, 2007.
 - One (1) members shall be appointed for a term expiring in December

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AN ORDINANCE CREATING A BOARD AND CODE OF ETHICS

30, 2008.

- One (1) alternate member shall be appointed for a term expiring December, 30, 2006

Thereafter, all appointments shall be for a term of three (3) years. Any regular member having served for six (6) years in succession shall be ineligible for reappointment to the board. For individuals filling a vacancy, successive years of service will commence with the next appointment period. The alternate shall serve as a regular member in the absence or disqualification of a regular member and shall fill the unexpired portion of the term of any vacancy.

4.4 The Board of Selectmen shall remove a member of the Ethics Board for malfeasance or misfeasance and for failure to attend a majority of the meetings held annually.

5.0 Meetings; Quorums; Records and Minutes; Confidentiality.

5.1 Meetings shall be held at the call of the chairman and at such other times, as the board shall determine. The presence of four (4) members at a meeting shall constitute a quorum, except that any meeting whose purpose is to hear a complaint or violation of this code against an official or consultant shall have five (5) members to constitute a quorum. The board shall only conduct business if a quorum is present. The board shall keep minutes of its meetings and shall provide strict adherence to Robert's Rules of Order and the Connecticut Freedom of Information Act.

This ordinance becomes effective fourteen (14) days after publication in the most widely circulated newspaper in the Town of Beacon Falls.

Public Hearing held on December 5, 2005

Town Meeting held on December 12, 2005

Ordinance published in the most widely circulated newspaper in the Town of Beacon Falls on December 21, 2005.

Ordinance became effective January 6, 2006.

Revision to Ordinance

Town Meeting Held: February 25, 2008

Ordinance Published: March 1, 2008

Revised Ordinance became effective: March 16, 2008

TOWN OF BEACON FALLS FINANCIAL POLICY MANUAL



Addendum C Town of Beacon Falls

Certificate of Insurance (3rd Party)/Risk Management Guidelines

Third-Party Coverages and Minimum Limits

While CIRMA does not require that your contractors, lessees or permittees have specific coverage limits, CIRMA does recommend minimum limits of liability. These limits and their related coverages are indicated in the chart below.

IMPORTANT NOTE: As a CIRMA recommended best practice a member should contact their CIRMA Risk Management Consultant and CIRMA Underwriter to conduct a cooperative assessment with the municipality of potential liability exposures and an evaluation of potential severity of loss. Depending on the type of operation, this is the recommended method for utilizing this risk transfer technique to help ensure the appropriate limits are obtained. Remember that the limits alone do not guarantee coverage for a loss. All of the best practices outlined in this guide should be utilized to help ensure a municipality has adequate protection from a potential loss.

Coverages and Minimum Limits					
Exposure/Service Type	Commercial General Liability	Auto-Mobile Liability	Professional or Errors & Omissions Liability	Excess/ Umbrella Liability (with all liability coverages as underlyers)	Worker's Compensation & Employers Liability
Construction	\$1,000,000*	\$1,000,000*	\$1,000,000 (architects, engineers, designers, etc.)	\$5,000,000 with all liability coverages as underlyers	WC: Statutory EL: \$1,000,000
Non- construction, e.g., use of premises	\$1,000,000*	\$1,000,000*	\$1,000,000 (if applicable)	\$1,000,000 (higher limits recommended for high-risk)	WC: Statutory EL: \$1,000,000
Delivered Supplies Under Contract	\$1,000,000*	\$1,000,000*	N / A	\$1,000,000	WC: Statutory EL: \$1,000,000
Permit-Utility Company Permit	\$1,000,000*	\$1,000,000*	N / A	\$5,000,000	WC: Statutory EL: \$1,000,000
School Bus Contract	\$1,000,000*	\$1,000,000*	N / A	\$5,000,000	WC: Statutory EL: \$1,000,000
Professional Services	\$1,000,000*	\$1,000,000* (if applicable)	\$1,000,000	\$5,000,000	WC: Statutory EL: \$1,000,000
Permit-Blasting Permit	\$1,000,000*	\$1,000,000*	\$1,000,000 (engineers if applicable)	\$10,000,000	WC: Statutory EL: \$1,000,000
Permit- Right of Way/On Public Land	\$1,000,000*	\$1,000,000* (if applicable)	N / A	\$1,000,000	WC: Statutory EL: \$1,000,000
Lease/ Rental-Non-Athletic	\$1,000,000*	\$1,000,000* (if applicable)	N / A	\$1,000,000	WC: Statutory EL: \$1,000,000

TOWN OF BEACON FALLS FINANCIAL POLICY MANUAL

Coverages and Minimum Limits					
Exposure/Service Type	Commercial General Liability	Auto-Mobile Liability	Professional or Errors & Omissions Liability	Excess/ Umbrella Liability (with all liability coverages as underlyers)	Worker's Compensation & Employers Liability
Lease/Rental-Athletic	\$1,000,000*	\$1,000,000* (if applicable)	N/A	\$1,000,000	WC: Statutory EL: \$1,000,000
Special Events-Carnival Rides	\$1,000,000*	\$1,000,000* (if applicable)	N/A	\$5,000,000	WC: Statutory EL: \$1,000,000
Special Events-Concerts	\$1,000,000*	\$1,000,000* (if applicable)	N/A	\$5,000,000	WC: Statutory EL: \$1,000,000
Special Events-Fireworks	\$1,000,000*	\$1,000,000* (if applicable)	N/A	\$5,000,000	WC: Statutory EL: \$1,000,000

***ADDITIONAL INSURED REQUIRED.**

Umbrella Coverage/Excess Coverage is recommended for all large contracts with catastrophic exposures or to bring underlying general liability and/or auto liability coverage up to recommended levels. Please refer to Appendix Q, page Q1 for a more detailed description of Umbrella and Excess Coverage.

TOWN OF BEACON FALLS FINANCIAL POLICY MANUAL

TULIP Program:

The Town is registered in the Tenant User Liability Insurance Program via its current insurance provider (CIRMA). This is insurance that residents/visitors can utilize who hold events on town property. Information is provided below:

For more information contact:

Susan Landon

at

CIRMA

900 Chapel Street, 9th Floor
New Haven, CT 06510
Phone: 203-498-3031
Email: slandon@ccm-ct.org

TULIP Website:

www.onebeaconentertainment.com
and click on "Purchase or Quote"



The Tenant User Liability Insurance Program (TULIP), is sponsored by the National League of Cities (NLC) for the benefit of its member state municipal pools and their member cities, towns, counties, school districts, and other special districts.

TULIP PROGRAM
TENANT USER LIABILITY
INSURANCE PROGRAM

CIRMA offers this special-events insurance program sponsored by the National League of Cities (NLC) through its partner HUB International, New England.

CIRMA
2017-18

Please Note: All coverages are subject to the terms and conditions of the policy. CIRMA endeavors to accurately describe the benefits of this coverage in its literature.



K:\Marketing_Communication\Master_FallandBrodureau...TULIP_Pyer\NLC_TULIP_letter_060217



Why TULIP?

REQUESTS to use local government (including cities, towns, counties, schools, and special districts) property and facilities by the public have become a common occurrence. Individuals and organizations that use your governmental facilities are not covered under your local government's insurance program. This opens the possibility of the local government becoming drawn into unnecessary claims.

THE SOLUTION to this dilemma is the Tenant Users Liability Insurance Program (TULIP). TULIP is a low-cost insurance policy that protects both the "Tenant User" and the local government. A "Tenant User" is any outside party using local government facilities. The policy applies to bodily injury or property damage arising out of the use of the local government's premises by Tenant Users. Premium costs are traditionally paid by the Tenant User. Premium costs are based on the nature of the event, the number of event days, the number of participants, the level of risk, and any special requirements.

Coverage and Limits

COVERAGE Limits of \$1 Million are available for products/operations, including liability for bodily injury and property damage. The policy will pay those sums that the insured (the Tenant User) becomes legally obligated to pay as damages because of bodily injury or property damage to which this insurance applies.

COVERAGE INCLUDES:

- Premises Operations
- Products/Completed Operations
- Contractual Liability
- Broad Form Property Damage
- Personal Injury Liability
- Third Party Personal Property
- Limits are outside cost of defense (Therefore, cost of defense is in addition to the limit of liability for any coverage.)
- The Local Government is an Additional Insured for Each Covered Event
- Liquor Liability — Optional

How It Works

- The local government is registered to use the TULIP program account through HUB International New England at no cost.
- When a Tenant User wants to use the local government's property, the facility management directs the Tenant User to the TULIP website at www.onebeaconentertainment.com and provides an ID code that identifies the local government.
- The Tenant User enters the ID code and answers a few basic questions in a three-step process that provides an online quote.
- If the Tenant User decides to purchase coverage through the local government's TULIP program, the user simply enters his/her credit card information and the coverage is bound. A Certificate of Insurance (COI) is automatically sent via email to the COI contact at the public entity, the Tenant User, and CIRMA.
- If the event falls outside of the program's scope, the user can call a toll-free number for a quote.

TOWN OF BEACON FALLS FINANCIAL POLICY MANUAL



Addendum D Town of Beacon Falls Petty Cash Reimbursement Form

Pay To:		Date:	/ /
Account #:		Department:	
Description/Explanation:			
Receipts attached	<input type="checkbox"/>	Total Amount:	\$
Requestor's Name (printed):		Approver's Name (printed):	
Requestor's Signature:		Approver's Signature:	
Date:	/ /	Date:	/ /
Date Paid:	/ /	Check/ACH#:	

TOWN OF BEACON FALLS FINANCIAL POLICY MANUAL



Addendum E Town of Beacon Falls Cash Drawer Reconciliation Form

Month Covered		Reconciliation Details			
From:		/ /	Reconciled By:		
To:		/ /	Date Period Reconciled:		/ /
Fiscal Year:			Beginning Cash:		\$
Rec. #	Date	Employee	Description	Account #	Amount
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
Total Expenditures:					\$
Remaining Cash (Beginning Cash MINUS Expenditures):					\$
Replenishment Check Request (Difference between Established Cash Drawer Balance and Remaining Cash):					\$
Ending Cash (Remaining Cash + Replenishment):					\$

Currency Type	# Bills/Coins	Amount
Pennies		
Nickels		
Dimes		
Quarters		
One-dollar bills		
Five-dollar bills		
Ten-dollar bills		
Twenty-dollar bills		
Total Remaining Petty Cash:		
Replenishment Amount:		
Ending Cash:		

RECEIPTS ATTACHED

Department Cash Drawer Custodian Signature Date

Town Petty Cash Custodian Signature Date

TOWN OF BEACON FALLS FINANCIAL POLICY MANUAL



Addendum E-TC Tax Collector's Cash Drawer Balancing Form

Name: _____

Date: _____

Currency	Bundled	Loose	Total
100's			
50' s			
20' s			
10's			
5's			
1's			

Subtotal: _____

Coin	Rolled	Loose	Total
1.00			
.50			
.25			
.10			
.05			
.01			

Subtotal: _____

Total Cash: _____

Less Fund (\$200.00): _____

Total Cash Deposit: _____

Signature: _____

Signature: _____

TOWN OF BEACON FALLS FINANCIAL POLICY MANUAL



Addendum F Town of Beacon Falls Credit/Procurement Card Agreement

The Town of Beacon Falls Credit/Procurement Card Policy (hereinafter “policy”) describes important information about the Town credit/procurement card program. The policy is intended to inform employee as to the proper use of the credit/procurement card. The procedures and requirements set forth in the policy are to ensure that credit/procurement card use is consistent with the Town of Beacon Falls fiscal and internal control goals, and all applicable laws.

I acknowledge that I have reviewed the policy, and I understand that it is my responsibility to comply with the policies therein. I understand that my failure to abide by the policy will result in disciplinary actions.

I further acknowledge that the policy is subject to change by the town, at its sole discretion, and I agree that I will comply with all such revisions.

Employee signature

First Selectman signature

Employee name (printed)

First Selectman name (printed)

Date

Date

PURCHASING AND USE RESTRICTIONS

Per month/statement limit: \$ _____

Vendor type and other use restrictions:

TOWN OF BEACON FALLS FINANCIAL POLICY MANUAL



Addendum G Town of Beacon Falls Asset Addition Form

Capital assets are real or personal property that have a value greater than or equal to \$5,000 and have an estimated life of greater than one year.

Please complete and submit the form below including all supporting documentation to the Finance Department.

Name _____ Department _____

* Today's date _____

Date of Purchase: _____

Vendor: _____

PO #: _____

Total Cost of Asset: _____

Estimated Life of Asset in Months: _____

Was an asset traded in on the purchase of this asset? _____

If trade-in, what was the trade in allowance? _____

Notes:

Description of Equipment: Year, Make, Manufacturer, Model	Tag #	VIN #

Signature & Date

TOWN OF BEACON FALLS FINANCIAL POLICY MANUAL



Addendum H Town of Beacon Falls Asset Disposal Form

Capital assets are real or personal property that have a value greater than or equal to \$5,000 and have an estimated life of greater than one year.

Please complete and submit the form below including all supporting documentation to the Finance Office. This form does not grant approval to dispose of equipment; it only serves to update the inventory database.

Name _____ Department _____

* Today's date _____

Equipment disposal date: _____

* Type of Disposition (circle one):

1. Sold
2. Scrapped
3. Transfer within Town
4. Transfer outside Town
5. Traded-in
6. Donated

If transferred, new location: _____

If sold, traded-in, or donated: provide recipient & price paid:

Description of Equipment: Year, Make, Manufacturer, Model	Tag #	VIN #

Signature & Date

TOWN OF BEACON FALLS FINANCIAL POLICY MANUAL



Addendum I Town of Beacon Falls Financial Policy Manual Acknowledgement Form

I acknowledge that I have reviewed the policy, and I understand that it is my responsibility to comply with the policies therein. I understand that my failure to abide by the policy will result in disciplinary actions.

I further acknowledge that the policy is subject to change by the town, at its sole discretion, and I agree that I will comply with all such revisions.

Employee signature

First Selectman signature

Employee name (printed)

First Selectman name (printed)

Date

Date

20-5 - Professional Auditing Services

Project Overview

Project Details	
Reference ID	20-5
Project Name	Professional Auditing Services
Project Owner	Natasha Nau
Project Type	RFP
Department	Purchasing
Project Description	The Town of Beacon Falls, Connecticut, is requesting proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal year ending June 30, 2020, with the option, exercisable by the Town, of auditing its financial statements for each of the two (2) subsequent years, for a total of three (3) years.
Open Date	Jun 04, 2020 9:00 AM EDT
Close Date	Jun 18, 2020 4:00 PM EDT

Awarded Suppliers	Reason	Score
Mahoney Sabol & Company, LLP	Mahoney Sabol & Company, LLP scored a 95 overall, which was a higher score than the only other submission, which was from King King and Associates.	95 pts



Submissions

Supplier	Date Submitted	Name	Email	Confirmation Code
King King and Associates, CPAs	Jun 18, 2020 12:33 PM EDT	Sean O'Grady	sogrady@kingcpas.com	ODY2MDY=
Mahoney Sabol & Company, LLP	Jun 18, 2020 8:02 AM EDT	Michael VanDeventer	mvandeventer@mahoneysabol.com	ODY1Mzc=

Project Criteria

Criteria	Points	Description
Adherence to Instructions	15 pts	Adherence to instructions & overall response: completeness, quality, professionalism, etc. (15%). Incomplete submissions will not be considered and will not move to the next phase of review.
Qualifications - Previous Experience	25 pts	Company information, previous experience with projects of equal complexity, experience with similar organizations, references, proximity of resources.
Qualification - Ability to Achieve Objective	30 pts	Ability to meet requirements, terms and conditions (overall comprehension of project objectives, ability of the firm to perform the work within the required time-frame, etc.) (30%)
Fee Proposal	30 pts	Cost based on fee proposal (30%)
Total	100 pts	



Scoring Summary

	Total	Adherence to Instructions	Qualifications - Previous Experience	Qualification - Ability to Achieve Objective	Fee Proposal
Supplier	/ 100 pts	/ 15 pts	/ 25 pts	/ 30 pts	/ 30 pts
Mahoney Sabol & Company, LLP	95 pts	14.8 pts	25 pts	29.2 pts	26 pts
King King and Associates, CPAs	87.6 pts	13.8 pts	18.8 pts	25.6 pts	29.4 pts



Proposal Scores

King King and Associates, CPAs - Scoring Summary

	Total	Adherence to Instructions	Qualifications - Previous Experience	Qualification - Ability to Achieve Objective	Fee Proposal
Reviewer	/ 100 pts	/ 15 pts	/ 25 pts	/ 30 pts	/ 30 pts
Erin Schwarz	87 pts	15 pts	19 pts	25 pts	28 pts
Jim Carroll	98 pts	15 pts	25 pts	28 pts	30 pts
Thomas Pratt	89 pts	14 pts	20 pts	25 pts	30 pts
Wendy Rodorigo	85 pts	15 pts	15 pts	25 pts	30 pts
Natasha Nau	79 pts	10 pts	15 pts	25 pts	29 pts
Calculated:	87.6 pts	13.8 pts	18.8 pts	25.6 pts	29.4 pts



Mahoney Sabol & Company, LLP - Scoring Summary

	Total	Adherence to Instructions	Qualifications - Previous Experience	Qualification - Ability to Achieve Objective	Fee Proposal
Reviewer	/ 100 pts	/ 15 pts	/ 25 pts	/ 30 pts	/ 30 pts
Erin Schwarz	97 pts	14 pts	25 pts	30 pts	28 pts
Jim Carroll	95 pts	15 pts	25 pts	28 pts	27 pts
Thomas Pratt	95 pts	15 pts	25 pts	28 pts	27 pts
Wendy Rodorigo	90 pts	15 pts	25 pts	30 pts	20 pts
Natasha Nau	98 pts	15 pts	25 pts	30 pts	28 pts
Calculated:	95 pts	14.8 pts	25 pts	29.2 pts	26 pts



Bid Tabulation

	King, King & Associates, P.C.				Mahoney Sabol & Company, LLP			
AUDIT FEE TYPE (BY REPORT)	YEAR 1	YEAR 2	YEAR 3		YEAR 1	YEAR 2	YEAR 3	
	FY 2019-2020	FY 2020-2021	FY 2021-2022	3-Year Total	FY 2019-2020	FY 2020-2021	FY 2021-2022	3-Year Total
1. Financial Statement Audit	\$22,900.00	\$23,800.00	\$24,700.00	\$71,400.00	\$23,500.00	\$23,800.00	\$24,100.00	\$71,400.00
2. Federal Single Audit (if required)	\$2,500.00	\$2,500.00	\$2,500.00	\$7,500.00	\$3,000.00	\$3,150.00	\$3,300.00	\$9,450.00
3. State Single Audit (if required)	\$2,000.00	\$2,100.00	\$2,200.00	\$6,300.00	\$3,000.00	\$3,150.00	\$3,300.00	\$9,450.00
Total Audit Fee (sum of the 3 items above)	\$27,400.00	\$28,400.00	\$29,400.00	\$85,200.00	\$29,500.00	\$30,100.00	\$30,700.00	\$90,300.00
AUDIT STAFF HOURLY BILLING								
	King, King & Associates, P.C.				Mahoney Sabol & Company, LLP			
Position/Classification	YEAR 1	YEAR 2	YEAR 3	YEAR 1	YEAR 2	YEAR 3		
	FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2019-2020	FY 2020-2021	FY 2021-2022		
Partner	\$145.00	\$145.00	\$145.00	\$240.00	\$245.00	\$250.00		
Manager	\$115.00	\$115.00	\$115.00	\$150.00	\$153.00	\$156.00		
Senior	N/A	N/A	N/A	\$95.00	\$97.00	\$99.00		
Staff	\$90.00	\$90.00	\$90.00	\$90.00	\$92.00	\$94.00		

20-6 - 35-37 Wolfe Avenue Abatement, Selective Demolition, Reclamation, Remediation & Debris Removal

Project Overview

Project Details	
Reference ID	20-6
Project Name	35-37 Wolfe Avenue Abatement, Selective Demolition, Reclamation, Remediation & Debris Removal
Project Owner	Natasha Nau
Project Type	ITB
Department	Purchasing
Project Description	The Town of Beacon Falls is seeking statement of qualifications and proposals/bids from qualified contractors to abate all hazardous materials (lead, asbestos, and PCBs) and remove burned debris at 35-37 Wolfe Avenue, Beacon Falls, CT 06403. This address is commonly referred to the Tracy Lewis House and its adjoining Carriage House.
Open Date	Jun 05, 2020 9:00 AM EDT
Close Date	Jun 30, 2020 4:00 PM EDT

Highest Scoring Supplier	Score
Stamford Wrecking Company	73.67 pts



Submissions

Supplier	Date Submitted	Name	Email	Confirmation Code
Bestech Inc. of Connecticut	Jun 30, 2020 3:23 PM EDT	Rob Sullivan	rsullivan@bestechct.com	ODgxNzY=
Coastal Materials Testing Lab, LLC	Jun 29, 2020 8:59 AM EDT	Pat Libero	patl@coastalmaterialstesting.com	ODc3ODk=
Stamford Wrecking Company	Jun 30, 2020 11:07 AM EDT	David Mackenzie	estimators@demolitionservices.com	ODgwMzQ=
Oscar's Abatement LLC	Jun 30, 2020 3:48 PM EDT	Keven Ardon	Kevenardonoabatement@aol.com	ODgxODc=
NEWS, LLC	Jun 30, 2020 3:37 PM EDT	Vincent Gaither	info@newsllc.net	ODgxODM=



Project Criteria

Criteria	Points	Description
Adherence to Instructions	15 pts	Adherence to instructions & overall response: completeness, quality, professionalism, etc. (15%). Incomplete submissions will not be considered and will not move to the next phase of review.
Qualifications-Previous Experience	25 pts	Company information: previous experience with projects of equal complexity, experience with similar organizations, references, proximity of resources, etc. (25%)
Qualifications-Ability to Achieve Objective	30 pts	Ability to meet requirements, terms and conditions (overall comprehension of project objectives, ability of the firm to perform the work within the required time-frame, etc.) (30%)
Fee Proposal	30 pts	Cost based on Fee Proposal (30%).
Total	100 pts	



Scoring Summary

	Total	Adherence to Instructions	Qualifications- Previous Experience	Qualifications-Ability to Achieve Objective	Fee Proposal
Supplier	/ 100 pts	/ 15 pts	/ 25 pts	/ 30 pts	/ 30 pts
Stamford Wrecking Company	73.67 pts	13.33 pts	19.33 pts	22.67 pts	18.33 pts
Bestech Inc. of Connecticut	65.33 pts	11.67 pts	17.67 pts	21 pts	15 pts
Oscar's Abatement LLC	62.33 pts	8.667 pts	15 pts	19.67 pts	19 pts
NEWS, LLC	62 pts	8 pts	15.33 pts	19.33 pts	19.33 pts
Coastal Materials Testing Lab,LLC	9 pts	2.333 pts	2.5 pts	2.5 pts	1.667 pts



Proposal Scores

Bestech Inc. of Connecticut - Scoring Summary

	Total	Adherence to Instructions	Qualifications- Previous Experience	Qualifications-Ability to Achieve Objective	Fee Proposal
Reviewer	/ 100 pts	/ 15 pts	/ 25 pts	/ 30 pts	/ 30 pts
Chris Liberti	92 pts	15 pts	25 pts	30 pts	22 pts
Christopher Bielik	-	-	-	-	-
Michael Krenesky	20 pts	5 pts	5 pts	5 pts	5 pts
Natasha Nau	84 pts	15 pts	23 pts	28 pts	18 pts
	Average:	11.67 pts	17.67 pts	21 pts	15 pts
Calculated:	65.33 pts	11.67 pts	17.67 pts	21 pts	15 pts



Coastal Materials Testing Lab,LLC - Scoring Summary

Evaluation Group 1 - Main Evaluation

	Total	Adherence to Instructions	Qualifications- Previous Experience	Qualifications-Ability to Achieve Objective	Fee Proposal
Reviewer	/ 100 pts	/ 15 pts	/ 25 pts	/ 30 pts	/ 30 pts
Chris Liberti	0 pts	0 pts	-	-	0 pts
Christopher Bielik	-	-	-	-	-
Michael Krenesky	20 pts	5 pts	5 pts	5 pts	5 pts
Natasha Nau	2 pts	2 pts	0 pts	0 pts	0 pts
Average:		2.333 pts	2.5 pts	2.5 pts	1.667 pts
Calculated:	9 pts	2.333 pts	2.5 pts	2.5 pts	1.667 pts



Stamford Wrecking Company - Scoring Summary

Evaluation Group 1 - Main Evaluation

	Total	Adherence to Instructions	Qualifications- Previous Experience	Qualifications-Ability to Achieve Objective	Fee Proposal
Reviewer	/ 100 pts	/ 15 pts	/ 25 pts	/ 30 pts	/ 30 pts
Chris Liberti	100 pts	15 pts	25 pts	30 pts	30 pts
Christopher Bielik	-	-	-	-	-
Michael Krenesky	35 pts	10 pts	10 pts	10 pts	5 pts
Natasha Nau	86 pts	15 pts	23 pts	28 pts	20 pts
	Average:	13.33 pts	19.33 pts	22.67 pts	18.33 pts
Calculated:	73.67 pts	13.33 pts	19.33 pts	22.67 pts	18.33 pts



Oscar's Abatement LLC - Scoring Summary

Evaluation Group 1 - Main Evaluation

	Total	Adherence to Instructions	Qualifications- Previous Experience	Qualifications-Ability to Achieve Objective	Fee Proposal
Reviewer	/ 100 pts	/ 15 pts	/ 25 pts	/ 30 pts	/ 30 pts
Chris Liberti	92 pts	13 pts	20 pts	29 pts	30 pts
Christopher Bielik	-	-	-	-	-
Michael Krenesky	20 pts	5 pts	5 pts	5 pts	5 pts
Natasha Nau	75 pts	8 pts	20 pts	25 pts	22 pts
	Average:	8.667 pts	15 pts	19.67 pts	19 pts
Calculated:	62.33 pts	8.667 pts	15 pts	19.67 pts	19 pts



NEWS, LLC - Scoring Summary

Evaluation Group 1 - Main Evaluation

	Total	Adherence to Instructions	Qualifications- Previous Experience	Qualifications-Ability to Achieve Objective	Fee Proposal
Reviewer	/ 100 pts	/ 15 pts	/ 25 pts	/ 30 pts	/ 30 pts
Chris Liberti	86 pts	10 pts	23 pts	28 pts	25 pts
Christopher Bielik	-	-	-	-	-
Michael Krenesky	20 pts	5 pts	5 pts	5 pts	5 pts
Natasha Nau	80 pts	9 pts	18 pts	25 pts	28 pts
Average:		8 pts	15.33 pts	19.33 pts	19.33 pts
Calculated:	62 pts	8 pts	15.33 pts	19.33 pts	19.33 pts

Bid Tabulation

	Bestech Inc.	Coastal Materials Testing Lab LLC	NEWS LLC	Oscar's Abatement LLC	Stamford Wrecking Company
Abatement	\$113,548	Non-responsive	\$52,160	\$87,000	\$79,794
Debris Removal	\$80,952	Non-responsive	\$30,225	\$63,000	\$72,272
Total	\$194,500	Non-responsive	\$82,385	\$150,000	\$152,066



20-7 - Reappraisal and Revaluation of all Real Estate Properties for the October 1, 2021 Grand List

Project Overview

Project Details	
Reference ID	20-7
Project Name	Reappraisal and Revaluation of all Real Estate Properties for the October 1, 2021 Grand List
Project Owner	Natasha Nau
Project Type	ITB
Department	Purchasing
Project Description	The Town of Beacon Falls (Town), acting through its Assessor, is seeking statement of qualifications and proposals from qualified contractors to perform a reappraisal and revaluation of all real estate properties in the Town of Beacon Falls for the October 1, 2021 Grand List. Respondents must have demonstrated experience in providing such services (described in the specifications) and adhere to standards and requirements typical for such service.
Open Date	Jun 19, 2020 9:00 AM EDT
Close Date	Jul 10, 2020 4:00 PM EDT

Awarded Suppliers	Reason	Score
Municipal Valuation Services, LLC	Scored the highest from the 6 graders. Deemed most qualified. While they had the higher bid, they are willing to adjust/negotiate the years split to accommodate our fiscal year capital budget. Best value.	91.17 pts



Submissions

Supplier	Date Submitted	Name	Email	Confirmation Code
eQuality	Jul 09, 2020 10:43 AM EDT	Mario Panagrosso	mpanagrosso@qds.biz	ODk0NTY=
Tyler Technologies, Inc.	Jul 09, 2020 2:51 PM EDT	Jesseca Martin	jesseca.martin@tylertech.com	ODk2MTc=
Municipal Valuation Services, LLC	Jul 10, 2020 3:04 PM EDT	Michael Fazio	admin@kfvfg.com	ODk3OTQ=



Project Criteria

Criteria	Points	Description
Adherence to Instructions	15 pts	Adherence to instructions and overall response: completeness, quality, professionalism, etc. (15%). Incomplete submissions will not be considered and will not move to the next phase of review.
Qualifications - Previous Experience	25 pts	Company information, previous experience with projects of equal complexity, experience with similar organizations, references, proximity of resources, etc. (25%)
Qualifications - Ability to Achieve Objective	30 pts	Ability to meet requirements, terms and conditions, overall comprehension of project objectives, ability to work within the time-frame, etc. (30%)
Fee Proposal	30 pts	Cost based on the fee proposal (30%)
Total	100 pts	



Scoring Summary

Active Submissions

	Total	Adherence to Instructions	Qualifications - Previous Experience	Qualifications - Ability to Achieve Objective	Fee Proposal
Supplier	/ 100 pts	/ 15 pts	/ 25 pts	/ 30 pts	/ 30 pts
Municipal Valuation Services, LLC	91.17 pts	14.17 pts	24 pts	28.5 pts	24.5 pts
Tyler Technologies, Inc.	81.83 pts	13.5 pts	20.5 pts	23.5 pts	24.33 pts
eQuality	57 pts	8 pts	22.17 pts	12.83 pts	14 pts



Proposal Scores

eQuality - Scoring Summary

	Total	Adherence to Instructions	Qualifications - Previous Experience	Qualifications - Ability to Achieve Objective	Fee Proposal
Reviewer	/ 100 pts	/ 15 pts	/ 25 pts	/ 30 pts	/ 30 pts
Christopher Bielik	94 pts	12 pts	25 pts	27 pts	30 pts
Jim Carroll	20 pts	0 pts	20 pts	0 pts	0 pts
June Chadderton	35 pts	5 pts	20 pts	5 pts	5 pts
Michael Krenesky	79 pts	15 pts	25 pts	24 pts	15 pts
Lisa Daigle	56 pts	11 pts	19 pts	11 pts	15 pts
Natasha Nau	58 pts	5 pts	24 pts	10 pts	19 pts
Calculated:	57 pts	8 pts	22.17 pts	12.83 pts	14 pts



Tyler Technologies, Inc. - Scoring Summary

	Total	Adherence to Instructions	Qualifications - Previous Experience	Qualifications - Ability to Achieve Objective	Fee Proposal
Reviewer	/ 100 pts	/ 15 pts	/ 25 pts	/ 30 pts	/ 30 pts
Christopher Bielik	83 pts	12 pts	22 pts	27 pts	22 pts
Jim Carroll	75 pts	15 pts	15 pts	25 pts	20 pts
June Chadderton	75 pts	10 pts	20 pts	20 pts	25 pts
Michael Krenesky	90 pts	15 pts	25 pts	25 pts	25 pts
Lisa Daigle	80 pts	15 pts	21 pts	19 pts	25 pts
Natasha Nau	88 pts	14 pts	20 pts	25 pts	29 pts
Calculated:	81.83 pts	13.5 pts	20.5 pts	23.5 pts	24.33 pts



Municipal Valuation Services, LLC - Scoring Summary

	Total	Adherence to Instructions	Qualifications - Previous Experience	Qualifications - Ability to Achieve Objective	Fee Proposal
Reviewer	/ 100 pts	/ 15 pts	/ 25 pts	/ 30 pts	/ 30 pts
Christopher Bielik	76 pts	12 pts	22 pts	27 pts	15 pts
Jim Carroll	100 pts	15 pts	25 pts	30 pts	30 pts
June Chadderton	100 pts	15 pts	25 pts	30 pts	30 pts
Michael Krenesky	94 pts	15 pts	25 pts	29 pts	25 pts
Lisa Daigle	93 pts	15 pts	25 pts	28 pts	25 pts
Natasha Nau	84 pts	13 pts	22 pts	27 pts	22 pts
Calculated:	91.17 pts	14.17 pts	24 pts	28.5 pts	24.5 pts



Bid Tabulation

Item	Month(s)/Years	%	Task(s)	eQuality	Municipal Valuation Services LLC	Tyler Technologies
i.	August 2020	5	Bonding, office set-up, software upgrade, public relations, training	\$4,050.00	\$7,000.00	\$5,660.00
ii.	September 2020-May 2021	25	Residential field review, data entry, photo imaging, interior inspections, complete land study and set values, complete building cost manual.	\$4,050.00	\$35,000.00	\$28,300.00
iii.	November 2020 - July 2021	10	Residential analysis and valuation.	\$46,170.00	\$14,000.00	\$11,320.00
iv.	January – June 2021	20	Commercial/Industrial/Utility field review, income data entry production, reconcile cost and income, photo imaging, interior inspections	\$13,770.00	\$28,000.00	\$22,640.00
v.	March – August 2021	10	Commercial/Industrial/Utility analysis and valuation. Complete study of market rents, expenses, and capitalization factors.	\$8,910.00	\$14,000.00	\$11,320.00
vi.	September – December 2021	10	Informal Hearings Notices & Interviews	\$2,430.00	\$14,000.00	\$11,320.00
vii.	January – April 2022	20	Change notices, notices of results of informal hearings, computer file update, client meetings, Board of Assessment Appeals, final property record cards printed/delivered, project finalization.	\$1,620.00	\$28,000.00	\$22,640.00
Total		100	Total	\$81,000.00	\$140,000.00	\$113,200.00
			Year 1	\$40,500.00	\$70,000.00	\$70,184.00
			Year 2	\$40,500.00	\$70,000.00	\$43,016.00



20-8 - Municipal Integrated Financial Accounting Software

Project Overview

Project Details	
Reference ID	20-8
Project Name	Municipal Integrated Financial Accounting Software
Project Owner	Natasha Nau
Project Type	ITB
Department	Purchasing
Project Description	The Town of Beacon Falls, acting through its Finance Department, is seeking sealed bid proposals from qualified respondents for furnishing integrated municipal financial accounting software services.
Open Date	Jul 02, 2020 9:00 AM EDT
Close Date	Aug 07, 2020 4:00 PM EDT

Highest Scoring Supplier	Score
Edmunds GovTech	70.67

All submissions disqualified by	Reason
Natasha Nau	Will not best suit our needs. See detailed individual comments/grading.



Submissions

Supplier	Date Submitted	Name	Email	Confirmation Code
Edmunds GovTech	Aug 07, 2020 1:32 PM EDT	Patrick Iannello	patricki@edmundsgovtech.com	OTM5Njk=
Daffron & Associates, Inc.	Aug 03, 2020 3:53 PM EDT	Kathy Smith	kathy.smith@milsoft.com	OTMyMjc=
Online24x7 Inc	Aug 06, 2020 11:07 AM EDT	Sunil Lohan	Sales@Online24x7.Net	OTM3NDE=
Sparkrock	Aug 07, 2020 2:47 PM EDT	Nicola Dickinson	rfp@sparkrock.com	OTQwMTA=



Project Criteria

Criteria	Points	Description
Adherence to Instructions	15 pts	Adherence to instructions & overall response: completeness, quality, professionalism, etc. (15%). Incomplete submissions will not be considered and will not move to the next phase of review.
Qualifications - Previous Experience	25 pts	Company information: previous experience with projects of equal complexity, experience with similar organizations, references, proximity of resources, etc. (25%)
Qualification - Ability to Achieve Objective	30 pts	Ability to meet requirements, terms and conditions (overall comprehension of project objectives, ability of the firm to perform the work within the required time-frame, etc.) (30%). See a few more details in items A-D below: A. Project Objectives: does the proposed software package improve the functions and process support issues that are lacking in the existing system? Does it eliminate unnecessary duplication of efforts? Does it improve timeliness and accuracy of information entered? Does it allow for real-time information critical to management and support staff? Does it have decentralized processing? Does it integrate data between modules? Does the new system interface with existing systems or replace the function? B. System Platforms: all types of platforms will be considered but local and cloud-based SaaS systems are preferred. The database should be able to satisfy on-line queries and ad-hoc reporting as already identified. C. Training/Consultation: the depth and quality of these peripheral services will be evaluated including level/type of support and maintenance. The extent to which these services are offered/managed will be considered heavily. D. "Test Drives": after all responses to the RFQ/RFP/ITB have been evaluated and reviewed, the Town may select two to three vendors to move into the next phase of evaluation. The "Test Drive" phase allows the Town to see the proposed system first-hand. In advance, the Town will develop and provide a few specific operational scenarios to the selected vendors in order to confirm the software system will meet the Town's needs. The vendor should also demonstrate ease of use, flow of information entered and ability to report on and extract information as a part of this "Test-Drive".
Fee Proposal	30 pts	Cost based on fee proposal (30%)
Total	100 pts	



Scoring Summary

	Adherence to Instructions	Qualifications - Previous Experience	Qualification - Ability to Achieve Objective	Fee Proposal
Supplier	/ 15 pts	/ 25 pts	/ 30 pts	/ 30 pts
Edmunds GovTech	12 pts	19 pts	24 pts	15.67 pts
Sparkrock	13 pts	16.67 pts	25.67 pts	12.33 pts
Daffron & Associates, Inc.	12.67 pts	10 pts	13.33 pts	13.33 pts
Online24x7 Inc	6 pts	8.333 pts	10.33 pts	9 pts



Proposal Scores

Edmunds GovTech - Scoring Summary (Eliminated)

	Adherence to Instructions	Qualifications - Previous Experience	Qualification - Ability to Achieve Objective	Fee Proposal
Reviewer	/ 15 pts	/ 25 pts	/ 30 pts	/ 30 pts
Erin Schwarz	12 pts	20 pts	30 pts	15 pts
Wendy Rodorigo	-	-	-	-
Thomas Pratt	14 pts	22 pts	27 pts	27 pts
Natasha Nau	10 pts	15 pts	15 pts	5 pts
Calculated:	12 pts	19 pts	24 pts	15.67 pts



Daffron & Associates, Inc. - Scoring Summary (Eliminated)

	Adherence to Instructions	Qualifications - Previous Experience	Qualification - Ability to Achieve Objective	Fee Proposal
Reviewer	/ 15 pts	/ 25 pts	/ 30 pts	/ 30 pts
Erin Schwarz	15 pts	15 pts	15 pts	20 pts
Wendy Roderigo	-	-	-	-
Thomas Pratt	8 pts	8 pts	10 pts	10 pts
Natasha Nau	15 pts	7 pts	15 pts	10 pts
Calculated:	12.67 pts	10 pts	13.33 pts	13.33 pts



Online24x7 Inc - Scoring Summary (Eliminated)

	Adherence to Instructions	Qualifications - Previous Experience	Qualification - Ability to Achieve Objective	Fee Proposal
Reviewer	/ 15 pts	/ 25 pts	/ 30 pts	/ 30 pts
Erin Schwarz	8 pts	8 pts	8 pts	10 pts
Wendy Rodorigo	-	-	-	-
Thomas Pratt	5 pts	12 pts	15 pts	15 pts
Natasha Nau	5 pts	5 pts	8 pts	2 pts
Calculated:	6 pts	8.333 pts	10.33 pts	9 pts



Sparkrock - Scoring Summary (Eliminated)

	Adherence to Instructions	Qualifications - Previous Experience	Qualification - Ability to Achieve Objective	Fee Proposal
Reviewer	/ 15 pts	/ 25 pts	/ 30 pts	/ 30 pts
Erin Schwarz	15 pts	20 pts	27 pts	5 pts
Wendy Rodorigo	-	-	-	-
Thomas Pratt	14 pts	20 pts	25 pts	27 pts
Natasha Nau	10 pts	10 pts	25 pts	5 pts
Calculated:	13 pts	16.67 pts	25.67 pts	12.33 pts



BID TABULATION

PRODUCT/SERVICE	THREE-YEAR CONTRACT TOTAL			
	Daffron & Associates, Inc.	Edmunds GovTech	Online 24x7 Inc*	Sparkrock
a. SOFTWARE AND ANNUAL MAINTENACE COSTS				
TOTAL SOFTWARE & ANNUAL MAINTENACE	\$67,500.00	\$37,900.00	\$43,200.00	\$33,424.00
TOTAL OPTIONAL SOFTWARE & ANNUAL MAINTENACE	\$0.00	\$8,575.00	\$0.00	\$0.00
b. CONSULTING SERVICES COSTS				
TOTAL CONSULTING SERVICES COSTS	Included elsewhere	Included elsewhere	\$220,000.00	\$148,488.00
TOTAL OPTIONAL CONSULTING SERVICES COSTS	\$0.00	\$4,800.00	\$29,600.00	\$16,845.00
c. TRAINING SERVICES COSTS				
TOTAL TRAINING SERVICES COSTS	Included elsewhere	\$17,837.50	\$21,600.00	Included elsewhere
TOTAL OPTIONAL TRAINING SERVICES COSTS	\$0.00	\$0.00	\$4,000.00	\$0.00
d. CONVERSION SERVICES COSTS				
TOTAL CONVERSION SERVICES COSTS	Included elsewhere	\$24,650.00	\$72,800.00	Included elsewhere
TOTAL OPTIONAL CONVERSION SERVICES COSTS	\$0.00	\$0.00	\$73,600.00	\$0.00
e. CUSTOM/EHANCEMENT COSTS				
TOTAL CUSTOM/EHANCEMENT COSTS	Included elsewhere	Included elsewhere	Included elsewhere	Included elsewhere
TOTAL OPTIONAL CUSTOM/EHANCEMENT COSTS	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$67,500.00	\$93,762.50	\$464,800.00	\$198,757.00
Total Base	\$67,500.00	\$80,387.50	\$357,600.00	\$181,912.00
Total Optional	\$0.00	\$13,375.00	\$107,200.00	\$16,845.00

*Section A base price doesn't include:
\$15/employee/month for payroll

20-9 (RE-BID) - MILLING, RECLAMATION, PAVING, GRADING & CURBING (RE-BID)

Project Overview

Project Details	
Reference ID	20-9 (RE-BID)
Project Name	MILLING, RECLAMATION, PAVING, GRADING & CURBING (RE-BID)
Project Owner	Natasha Nau
Project Type	ITB
Department	Purchasing
Project Description	The Town of Beacon Falls is seeking sealed bid proposals from qualified respondents for providing MILLING, RECLAMATION, PAVING, GRADING & CURBING services located on roads throughout Town. Respondents must have demonstrated experience in providing such services and adhere to standards and requirements typical for such service. This is a re-bid.
Open Date	Sep 03, 2020 9:00 AM EDT
Close Date	Sep 10, 2020 4:00 PM EDT

Awarded Suppliers	Reason	Score
cocchiola paving inc.	Highest weighted score - see comments for more details	82.1 pts



Submissions

Supplier	Date Submitted	Name	Email	Confirmation Code
cocchiola paving inc.	Sep 10, 2020 11:42 AM EDT	sam irizarry	sami@cocchiola.com	OTg0NDk=
waters constructon	Sep 10, 2020 2:25 PM EDT	stephanie ohara	sohara@watersconst.com	OTg1MzI=
S&S Asphalt Paving	Sep 09, 2020 3:26 PM EDT	zachari light	zach@sandsasphaltpaving.com	OTgzNDc=
Empire Paving, Inc.	Sep 10, 2020 10:58 AM EDT	Loretta Quattrini	lorettaq@empirepaving.com	OTg0MzA=



Project Criteria

Criteria	Points	Description
Response/Non-Responsive	Pass/Fail	Fail = did not submit all pieces in the manner requested. Pass= submitted all pieces in the manner requested.
Adherence to Instructions	20 pts	Adherence to instructions & overall response: completeness, quality, professionalism, etc. (20%).
Letter of Interest (Qualifications)	40 pts	Company information: Ability to meet requirements, proximity of resources, listed subs, listed personnel on project. Did they ever default? Do they have litigation? etc. No qualifications were requested, however, do you have knowledge of their work or direct experience with them? Ref calls will be made by Finance Dept. (40%).
Fee Proposal	40 pts	Cost based on fee proposal (30%)
Total	100 pts	



Scoring Summary

Active Submissions

	Total	Response/Non-Responsive	Adherence to Instructions	Letter of Interest (Qualifications)	Fee Proposal
Supplier	/ 100 pts	Pass/Fail	/ 20 pts	/ 40 pts	/ 40 pts
cocchiola paving inc.	82.1 pts	Pass	17.2 pts	35.8 pts	29.1 pts
waters constructon	74.6 pts	Pass	15.6 pts	30 pts	29 pts

Eliminated Submissions

	Response/Non-Responsive	Adherence to Instructions	Letter of Interest (Qualifications)	Fee Proposal
Supplier	Pass/Fail	/ 20 pts	/ 40 pts	/ 40 pts
S&S Asphalt Paving	Pass	18.4 pts	34 pts	22 pts
Empire Paving, Inc.	Pass	17.6 pts	30 pts	18.6 pts



Reason

Supplier	Disqualified by	Reason
S&S Asphalt Paving	Natasha Nau	S&S is being eliminated because they are one of the two higher bids (\$).
Empire Paving, Inc.	Natasha Nau	Empire is primarily being eliminated because they are one of the two higher bids (\$).



Proposal Scores

cocchiola paving inc. - Scoring Summary

	Total	Response/Non-Responsive	Adherence to Instructions	Letter of Interest (Qualifications)	Fee Proposal
Reviewer	/ 100 pts	Pass/Fail	/ 20 pts	/ 40 pts	/ 40 pts
Michael Krenesky	90 pts	Pass	16 pts	39 pts	35 pts
Paul DeStefano	97 pts	Pass	20 pts	40 pts	37 pts
Rob Pruzinsky	85 pts	Pass	20 pts	35 pts	30 pts
Natasha Nau	58.5 pts	Pass	10 pts	30 pts	18.5 pts
Christopher Bielik	80 pts	Pass	20 pts	35 pts	25 pts
Calculated:	82.1 pts	Pass	17.2 pts	35.8 pts	29.1 pts



waters constructon - Scoring Summary

	Total	Response/Non-Responsive	Adherence to Instructions	Letter of Interest (Qualifications)	Fee Proposal
Reviewer	/ 100 pts	Pass/Fail	/ 20 pts	/ 40 pts	/ 40 pts
Michael Krenesky	78 pts	Pass	15 pts	33 pts	30 pts
Paul DeStefano	90 pts	Pass	20 pts	35 pts	35 pts
Rob Pruzinsky	57 pts	Pass	15 pts	20 pts	22 pts
Natasha Nau	62 pts	Pass	8 pts	32 pts	22 pts
Christopher Bielik	86 pts	Pass	20 pts	30 pts	36 pts
Calculated:	74.6 pts	Pass	15.6 pts	30 pts	29 pts



S&S Asphalt Paving - Scoring Summary (Eliminated)

	Response/Non-Responsive	Adherence to Instructions	Letter of Interest (Qualifications)	Fee Proposal
Reviewer	Pass/Fail	/ 20 pts	/ 40 pts	/ 40 pts
Michael Krenesky	Pass	15 pts	35 pts	20 pts
Paul DeStefano	Pass	20 pts	40 pts	30 pts
Rob Pruzinsky	Pass	19 pts	32 pts	25 pts
Natasha Nau	Pass	18 pts	30 pts	3 pts
Christopher Bielik	Pass	20 pts	33 pts	32 pts
Calculated:	Pass	18.4 pts	34 pts	22 pts



Empire Paving, Inc. - Scoring Summary (Eliminated)

	Response/Non-Responsive	Adherence to Instructions	Letter of Interest (Qualifications)	Fee Proposal
Reviewer	Pass/Fail	/ 20 pts	/ 40 pts	/ 40 pts
Michael Krenesky	Pass	15 pts	30 pts	30 pts
Paul DeStefano	Pass	20 pts	35 pts	25 pts
Rob Pruzinsky	Pass	17 pts	25 pts	20 pts
Natasha Nau	Pass	16 pts	30 pts	0 pts
Christopher Bielik	Pass	20 pts	30 pts	18 pts
Calculated:	Pass	17.6 pts	30 pts	18.6 pts



Bid Tabulation

FINE MILLING – 0” TO 4”					
Range	Waters Construction	Cocchiola Paving, Inc.	S & S Ashpalt Paving, Inc.	Empire Paving, Inc.	Unit Measure
0 – 999 SY	\$8.80	\$25.50	\$14.49	\$24.50	PER SY.
1,000 - 2,499 SY	\$4.45	\$9.00	\$7.59	\$8.00	PER SY.
2,500 – 4,999 SY	\$2.80	\$5.45	\$3.99	\$5.00	PER SY.
5,000 SY & OVER	\$2.19	\$3.50	\$3.29	\$3.00	PER SY.
FULL-DEPTH RECLAMATION, FINE GRADING AND COMPACTION					
Range	Waters Construction	Cocchiola Paving, Inc.	S & S Ashpalt Paving, Inc.	Empire Paving, Inc.	Unit Measure
0 – 999 SY	\$12.00	\$19.50	\$7.75	\$17.65	PER SY.
1,000 - 2,499 SY	\$5.00	\$8.50	\$4.75	\$10.00	PER SY.
2,500 – 4,999 SY	\$3.35	\$3.75	\$3.49	\$6.75	PER SY.
5,000 SY & OVER	\$2.50	\$2.75	\$3.19	\$5.25	PER SY.
FURNISH AND INSTALL HMA S0.5 (0” TO 6”)					
Range	Waters Construction	Cocchiola Paving, Inc.	S & S Ashpalt Paving, Inc.	Empire Paving, Inc.	Unit Measure
0 – 99 TON	\$138.00	\$175.00	\$168.00	\$225.00	PER TON
100 – 499 TON	\$116.00	\$130.00	\$138.00	\$135.00	PER TON
500 – 2,499 TON	\$91.51	\$87.50	\$99.98	\$105.00	PER TON
2,500 – 4,999 TON	\$90.50	\$84.75	\$99.95	\$105.00	PER TON
5,000 TON & OVER	\$89.98	\$84.75	\$99.89	\$105.00	PER TON



PROCESSED AGGREGATE BASE					
Range	Waters Construction	Cocchiola Paving, Inc.	S & S Ashpalt Paving, Inc.	Empire Paving, Inc.	Unit Measure
0 – 99 TON	\$38.00	\$35.00	\$48.00	\$78.00	PER TON
100 – 499 TON	\$28.00	\$30.00	\$38.00	\$38.00	PER TON
500 – 2,499 TON	\$24.34	\$25.00	\$29.00	\$34.00	PER TON
2,500 – 4,999 TON	\$21.95	\$25.00	\$28.00	\$34.00	PER TON
5,000 TON & OVER	\$21.15	\$25.00	\$26.00	\$34.00	PER TON
MISCELLANEOUS					
Service	Waters Construction	Cocchiola Paving, Inc.	S & S Ashpalt Paving, Inc.	Empire Paving, Inc.	Unit Measure
Cut bituminous concrete pavement	\$3.00	\$1.50	\$5.00	\$2.50	PER LF
Remove bituminous concrete lip curbing	\$3.36	\$1.75	\$1.55	\$2.50	PER LF
Removal of excess reclaimed material and/or unsuitable driveway base material	\$54.00	\$10.75	\$15.00	\$30.00	PER CY
Furnish & install material for tack coat	\$7.50	\$5.50	\$9.00	\$8.50	PER GAL
Furnish & install 6-inch bituminous concrete lip curbing	\$4.15	\$3.95	\$4.80	\$6.00	PER LF
Remove/replace driveway apron (3- inch HMA SO.375)	\$32.00	\$28.50	\$48.00	\$90.00	PER SY
Furnish and install 6-inch topsoil & seed	\$16.75	\$12.00	\$14.00	\$12.00	PER SY
Catch basin silt sacks	\$104.00	\$50.00	\$175.00	\$175.00	PER EA

Recommendation Ref #	Description of Condition
2019-01	<p>The audit team traced to the following mediums to agree salary/wage rates:</p> <ol style="list-style-type: none"> 1.) Union contract 2.) Approved budget 3.) Master worksheet approved by the first selections 4.) Payroll change form <p>While the audit team was able to agree all rates tested to an approved wage the audit team recommends that management develops a Master Wage Schedule on an annual basis that details all nonunion employees, their position and their rate. This master wage workbook is to be signed off by the First Selectman. if changes to rates are made mid year a Payroll Status Change form would be utilized to document this as is in accordance with the Town's best practices. Implementing a Master Wage Schedule would improve efficient and strengthen the documentation require over payroll rates.</p>
2019-02	<p>The audit team recommends that billing rates of any kind i.e., Police Private Duty, Building Fees & Permits, Dog licenses fees be developed and approved by the board on an annual basis and documentation regarding the calculation and approval of these rates be maintained by the finance department.</p>
2019-03	<p>The audit team recommends that the Finance Director initials all journal entries signifying review and approval even if the entry was posted by the Finance Director.</p>
2019-04	<p>The audit team recommends that bank reconciliations are done monthly by the Assistant Finance Manager and reviewed monthly by the Finance Director. The Finance Director should signify her review via a sign off.</p>
2019-05	<p>The audit team notes that the Police Private Duty billing process is very manual and primarily handled by one individual with no oversight in regards to bills or rates. The audit team notes that the manual nature of the process creates a risk for human error. The audit team recommends that the Finance Director reviews the outstanding receivable listing on a monthly basis, approves all proposed write offs and the Board of Finance approves all billing rates on an annual basis.</p>
2019-06	<p>Small Cities Rehabilitation Loan Program: During our audit, we noted fluctuations in the balances of the outstanding rehab loans, which, were not supported by the current year activity. We recommend that management begins to track the loan activity by property location. In addition, we recommend that management reconciles the loan activity to the loan schedule provided by the third party service provider as of the current yearend.</p>

<p>2019-07</p>	<p>Cybersecurity Risk Assessment: During the audit, we noted that the Town does not have formalized information technology security policies and procedures that specifically address cybersecurity risks. Cybersecurity risks relate to gaining unauthorized access to digital systems for purposes of misappropriating assets or sensitive information, corrupting data, or causing operational disruption. Potential negative consequences may include, but are not limited to, remediation costs for repairing system damage that may have been caused, loss of sensitive or critical data, litigation, delays in providing services, and reputational damage.</p> <p>We recommend that the Town consider developing a plan that adequately addresses the increased risks related to cybersecurity. Consideration should be given to training employees and engaging consultants to perform an information technology vulnerability assessment.</p>
<p>2019-08</p>	<p>Fraud Risk Assessment Process: All organizations are subject to fraud risks. Management of the Town is ultimately responsible for the design, implementation, and maintenance of internal controls to prevent and detect fraud.</p> <p>We noted that the Town does not have a formal fraud risk assessment process. A fraud risk assessment process is an important process that can be used by an organization to systematically identify where and how fraud may occur and who may be in a position to commit fraud. The process is used to identify fraud risk schemes as well as respective controls that may prevent or detect these schemes. An effective fraud risk assessment process:</p> <ul style="list-style-type: none"> • requires board input and oversight; • is performed on a systematic and recurring basis; • identifies instances where fraud may occur within the organization; • involves appropriate personnel to consider potential fraud schemes and scenarios; and • links potential fraud schemes and scenarios to mitigating controls. <p>The benefits of a planned and properly executed fraud risk assessment process includes identifying specific instances of fraud within the organization early, allowing the organization to address and detect fraud risk proactively rather than reactively and deterring potential fraud through its existence and communication to employees.</p>
<p>2019-09</p>	<p>During our audit, we noted there is no formal policy that defines the terms and calculations surrounding the development of sewer and water assessments per property. We recommend that management develop formal policies and procedures to document the process and internal controls surrounding the inception and recording of sewer and water assessments.</p>
<p>2019-10</p>	<p>During our audit, we noted multiple edits were required to bring the capital asset subsidiary schedule in compliance with the Town's Capital Asset Policies and the Governmental Accounting Standards Board (GASB) regulations. We recommend that management maintains the capital asset subsidiary ledger in accordance with governing principals and polices so to ensure accurate reporting.</p>

Key
Funds = different text colors
When multiple funding sources, the distribution is an estimate.
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**TOWN OF BEACON FALLS, CT
5-YEAR DRAFT CAPITAL PLAN**



**Version
10.1.20**

*This document is
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FY21-F25

Inflation Used: 2% 4% 6% 8% 10%

	FUNDING SOURCE	FY21	FY22	FY23	FY24	FY25	TOTAL FY20-25
ROADS & SIDEWALKS							
ROADS (prices by the yard ; Total feet of road x 24 / 9 = total yds); includes curbing and SWM & Sewer piping							
ALLIANCE CIR (528 FT)	BONDED/DEBT SERVICE			\$11,231.72			
ANDRASKO RD. (2180 FT)	BONDED/DEBT SERVICE						
ARLENE CT. (800 FT)	BONDED/DEBT SERVICE						
AVENUE B (525 FT)	BONDED/DEBT SERVICE						
AVENUE C (945 FT)	BONDED/DEBT SERVICE					\$80,125.72	
AVENUE D (587 FT)	BONDED/DEBT SERVICE				\$89,371.55		
AVENUE E (905 FT)	BONDED/DEBT SERVICE					\$75,904.30	
AVENUE E EXT. (358 FT)	BONDED/DEBT SERVICE					\$30,202.00	
BACK RIMMON RD. (1910 FT)	BONDED/DEBT SERVICE						
BEACON ST. (380 FT)	BONDED/DEBT SERVICE				\$35,026.10		
BEACON VALLEY RD. (4,855 FT)	BONDED/DEBT SERVICE/GRANTS	\$850,000.00					
BLACKBERRY HILL RD. (4785 FT)	BONDED/DEBT SERVICE						
BONNA ST. (3,240 FT)	BONDED/DEBT SERVICE						
BORGNIS RD. (110 FT)	BONDED/DEBT SERVICE			\$11,231.72			
BREAULT RD. (1,650 FT)	BONDED/DEBT SERVICE		\$317,795.56				
BRIARWOOD DR. (1,640 FT)	BONDED/DEBT SERVICE						
BRONSON DR. (590 FT)	OPERATING		\$12,805.02				
BUCKINGHAM DR. (1,040 FT)	BONDED/DEBT SERVICE						
BURTON RD. (7,130 FT)	BONDED/DEBT SERVICE						
CEDAR CIRCLE (900 FT)	BONDED/DEBT SERVICE						
CEDAR LANE (2,750 FT)	BONDED/DEBT SERVICE						
CENTURY AVENUE (270 FT)	BONDED/DEBT SERVICE						
CHURCH ST. (640 FT)	BONDED/DEBT SERVICE						
CLARK LA. (220 FT)	BONDED/DEBT SERVICE						
COLD SPRING RD. (4,338 FT)	BONDED/DEBT SERVICE		\$204,093.40				
COLUMBINE LA. (530 FT)	BONDED/DEBT SERVICE	\$15,000.00					
COOK LA. (4,650 FT)	BONDED/DEBT SERVICE/GRANTS	\$250,000.00					
COVENTRY LA. (1,110 FT)	BONDED/DEBT SERVICE	\$30,000.00					
DEPOT ST. (300 FT)	BONDED/DEBT SERVICE						
DIANA LA. (800 FT)	BONDED/DEBT SERVICE	\$75,000.00					

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**TOWN OF BEACON FALLS, CT
5-YEAR DRAFT CAPITAL PLAN**



**Version
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FY21-F25

Inflation Used: 2% 4% 6% 8% 10%

	FUNDING SOURCE	FY21	FY22	FY23	FY24	FY25	TOTAL FY20-25
DIVISION ST. (260 FT)	BONDED/DEBT SERVICE						
DOLLY DR. (820 FT)	BONDED/DEBT SERVICE					\$58,085.20	
DUMSCHOTT RD (524 FT)	BONDED/DEBT SERVICE						
EDGEWOOD DR. (590 FT)	BONDED/DEBT SERVICE						
EDWARDS LA. (500 FT)	OPERATING		\$12,346.78				
ELLEN DR. (850 FT)	BONDED/DEBT SERVICE						
FAIRFIELD PL. (835 FT)	BONDED/DEBT SERVICE						
FAWNHILL RD. (850 FT)	BONDED/DEBT SERVICE						
FELDSPAR AVENUE (2,520 FT)	BONDED/DEBT SERVICE				\$207,637.31		
GRUBER LA. (850 FT)	BONDED/DEBT SERVICE						
HALEY RIDGE RD. (1,230 FT)	NR CAP/OPERATING		\$29,398.88				
HAVILAND DR. (1,075 FT)	BONDED/DEBT SERVICE						
HIGHLAND AVENUE W/ EXT (2,010 FT)	BONDED/DEBT SERVICE						
HILLSIDE DR. (2,120 FT)	BONDED/DEBT SERVICE	\$200,000.00					
HILLVIEW ST. (110 FT)	BONDED/DEBT SERVICE						
HOCKANUM CT. (690 FT)	OPERATING		\$3,721.20				
HOCKANUM GLEN DR. (3,120 FT)	NR CAP/OPERATING		\$22,762.25				
HUBBELL AVENUE (690 FT)	BONDED/DEBT SERVICE			\$11,231.72			
JANE ST. (320 FT)	BONDED/DEBT SERVICE	\$15,000.00					
JOHNSON ST. (430 FT)	BONDED/DEBT SERVICE		\$29,643.30				
JONES RD. (590 FT)	BONDED/DEBT SERVICE						
KALEAS WAY (1,395 FT)	NR CAP/OPERATING		\$33,150.38				
LADY SLIPPER DR (853 FT)	BONDED/DEBT SERVICE	\$75,000.00					
*LANCASTER DR. (4,471 FT)	BONDED/DEBT SERVICE						
LANTERN RIDGE RD. (895 FT)	NR CAP/OPERATING		\$22,147.32				
LAURIE LA. (850 FT)	BONDED/DEBT SERVICE					\$69,972.63	
LOPUS RD. (7,710 FT)	BONDED/DEBT SERVICE			\$932,335.59			
LOPUS RD EXT. (1,540 FT)	BONDED/DEBT SERVICE		\$260,498.71				
LORRAINE DR. (1,590 FT)	NR CAP/OPERATING		\$38,901.52				
MAPLE AVE. (785 FT)	BONDED/DEBT SERVICE		\$142,330.28				
MARILYN AVE. (220 FT)	BONDED/DEBT SERVICE						
MOLLEUR VIEW DR. (675 FT)	BONDED/DEBT SERVICE						
MORNING WOOD DR. (730 FT)	OPERATING		\$3,803.40				
NANCY AVENUE (2,506 FT)	BONDED/DEBT SERVICE			\$225,000.00			
NOE PL. (1,225 FT)	BONDED/DEBT SERVICE						

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**TOWN OF BEACON FALLS, CT
5-YEAR DRAFT CAPITAL PLAN**



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NORTH CIRCLE (485 FT)	BONDED/DEBT SERVICE						
*NORTH MAIN ST. (1,850 FT)	BONDED/DEBT SERVICE		\$286,146.37				
NYUMPHS PL. (430 FT)	OPERATING		\$11,231.72				
OAK DR. (2,080 FT)	BONDED/DEBT SERVICE				\$342,410.60		
OAKWOOD DR. (1,460 FT)	BONDED/DEBT SERVICE						
OLDSAWMILL DR. (1,985 FT)	NR CAP/OPERATING		\$49,024.55				
OLD TURNPIKE RD. (2,490 FT)	BONDED/DEBT SERVICE			\$225,000.00			
PAMANATA MEADOWS (1,170 FT)	BONDED/DEBT SERVICE						
PATRICIA TER. (1,075 FT)	BONDED/DEBT SERVICE		\$109,057.57				
PENT RD. (4,020 FT)	BONDED/DEBT SERVICE			\$235,379.84			
PINES BRIDGE RD EXT. (OLD) (740 FT)	BONDED/DEBT SERVICE						
QUAIL HOLLOW CT. (590 FT)	BONDED/DEBT SERVICE					\$90,531.67	
QUARRY RD. (850 FT)	BONDED/DEBT SERVICE				\$107,771.22		
RAILROAD AVE. (1,170 FT)	BONDED/DEBT SERVICE					\$161,797.00	
RANDALL DR. (370 FT)	BONDED/DEBT SERVICE	\$15,000.00					
RICE LA. (875 FT)	OPERATING		\$9,999.42				
RICE LA. EXT (1,475 FT)	NR CAP/OPERATING		\$43,759.89				
RIMMON HILL RD. (8,820 FT)	BONDED/DEBT SERVICE/GRANTS		\$1,200,000.00				
SHASTA TERRACE (320 FT)	BONDED/DEBT SERVICE					\$56,647.66	
SKOKORAT RD. (7,230 FT)	BONDED/DEBT SERVICE						
SNYDER DR. (370 FT)	BONDED/DEBT SERVICE						
SOUTH CIRCLE (750 FT)	BONDED/DEBT SERVICE						
*SOUTH MAIN ST. (B.F.) (1,160 FT)	BONDED/DEBT SERVICE		\$215,507.98				
STARWOOD LA. (1,025 FT)	BONDED/DEBT SERVICE						
STODDARD PL. (800 FT)	BONDED/DEBT SERVICE	\$75,000.00					
SUMMERFIELD ST. (110 FT)	BONDED/DEBT SERVICE						
TERESE RD. (1,380 FT)	BONDED/DEBT SERVICE						
TIMBERRIDGE LN. (955 FT)	BONDED/DEBT SERVICE						
WANDA DR. (690 FT)	BONDED/DEBT SERVICE						

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**TOWN OF BEACON FALLS, CT
5-YEAR DRAFT CAPITAL PLAN**



**Version
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FY21-F25

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	FUNDING SOURCE	FY21	FY22	FY23	FY24	FY25	TOTAL FY20-25
WATCH HILL RD. (900 FT)	BONDED/DEBT SERVICE						
WEST RD. (3,040 FT)	BONDED/DEBT SERVICE						
WEST VIEW RD. (1,230 FT)	BONDED/DEBT SERVICE						
WHITEBIRCH LA. (640 FT)	BONDED/DEBT SERVICE						
WILSON CT. (640 FT)	BONDED/DEBT SERVICE	\$25,000.00					
WOLFE AVE. (1,135 FT)	BONDED/DEBT SERVICE		\$215,305				
ROADS & SIDEWALKS TOTAL	MULTIPLE	\$1,625,000	\$3,273,431	\$1,651,411	\$782,217	\$623,266	\$7,955,324
BRIDGES, CULVERTS & GUARDRAILS							
Beacon Valley Road Ridge (over Beacon Hill Brook) Rehab: \$159,613 LOCIB, \$84,168 each town	GRANTS/NR CAP/NAUGATUCK	\$327,950					
Lopus Road Culvert (over Hemp Swamp Brook) Replacement - LOCIB GRANTS relinquished - cancelled for FY22	GRANTS						
Stream Crossing Culverts	GRANTS/NR CAP/BONDED/DEBT SERVICE		\$20,000	\$20,000	\$20,000	\$20,000	
Guardrail Replacement Program	NR CAP	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	
BRIDGES, CULVERTS & GUARDRAILS TOTAL	MULTIPLE	\$347,950	\$40,000	\$40,000	\$40,000	\$40,000	\$507,950
BUILDINGS & INFRASTRUCTURE							
COMMUNITY/MISC./TOWN							
Community Media Center (CMC): Wolfe Ave. Structures Abatement/Demolition	NR CAP						
Town Hall - Fire Alarm System Purch. & Install.	NR CAP						
Town Hall - Assembly Room Upgrades (\$5k in FY18; additional appropriated in FY21)	NR CAP	\$5,000					
Building/Parks Security (cameras, fire alarm syst for town hall & senior center)	NR CAP	\$21,500					
Town Hall - Elevator Repair	NR CAP		\$17,616				
Finance Office corner - A/C compressor	NR CAP/OPERATING		\$2,000				
Rimmon Hill Schoolhouse Relocation & Restoration	GRANTS		\$5,000	\$5,000	\$20,000		
Placeholder for boilers/heaters/etc.	NR CAP/OPERATING						
SUBTOTAL	MULTIPLE	\$26,500	\$0	\$0	\$0	\$0	\$26,500
FIRE DEPARTMENT (FD)							
FD - Generator Replacement	NR CAP		\$50,000				

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FY21-F25

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	FUNDING SOURCE	FY21	FY22	FY23	FY24	FY25	TOTAL FY20-25
FD - Parking Lot Paving	NR CAP/GRANTS			\$30,000			
FD - Carbon Monoxide ventilation system for bays	GRANTS		\$50,000				
FD - Station 2 Oil Tank Removal + Gym Creation Project; \$12k appropriated in FY17; \$2.5k spent thus far; additional appropriations needed (GRANTSed in FY21)	NR CAP	\$5,500					
Placeholder for boilers/heaters/etc.	NR CAP/OPERATING						
SUBTOTAL	MULTIPLE	\$0	\$100,000	\$30,000	\$0	\$0	\$130,000
LIBRARY							
Library - flooring (carpeting FY21; weightload FY22)	NR CAP	\$2,000	\$5,000				
SUBTOTAL	NR CAP	\$2,000	\$5,000	\$0	\$0	\$0	\$7,000
PUBLIC WORKS DEPARTMENT (PW)							
PW - Garage Roof	NR CAP					\$40,000	
PW - Garage parking lot	NR CAP		\$45,000				
PW - Garage Siding	NR CAP					\$75,000	
PW - Salt Shed	NR CAP					\$250,000	
PW - 2015 Energy Logic EI200 Waste Oil Furnace	NR CAP						
PW - Transfer Station Upgrades (railings, concrete pads, ramps, etc.)	NR CAP		\$100,000				
Propane fire furnace	NR CAP		\$5,000				
Propane fire water heater	NR CAP		\$2,000				
SUBTOTAL	NR CAP	\$0	\$145,000	\$0	\$0	\$365,000	\$510,000
POLICE DEPARTMENT (PD)							
PD - Roof & Gutters	NR CAP/GRANTS		\$35,000				
PD - Garage Repair/Replacement	NR CAP/GRANTS		\$20,000				
PD - Boiler/Air handlers	NR CAP						
PD - Water heater	NR CAP						
PD - 2nd Floor Flooring Replacement	NR CAP/GRANTS		\$10,000				

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	FUNDING SOURCE	FY21	FY22	FY23	FY24	FY25	TOTAL FY20-25
PD - Phone/Alarm System	NR CAP						
SUBTOTAL	MULTIPLE	\$0	\$65,000	\$0	\$0	\$0	\$65,000
SENIOR CENTER (SC)							
SC - Sidewalks/Ramp	NR CAP	\$1,550					
SC - Misc Building Improvements (bulkhead door and awning)	NR CAP	\$6,000					
SC - Misc Building Improvements (nurse closet)	NR CAP	\$1,500					
SC - Water heater	NR CAP						
SC - computer center project (GRANTS)	GRANTS						
Placeholder for boilers/heaters/etc.	NR CAP						
SUBTOTAL	MULTIPLE	\$9,050	\$0	\$0	\$0	\$0	\$9,050
WASTE WATER TREATMENT PLANT (WWTP)							
WWTP West Road Pump station roof (LoCIP)	GRANTS						
WWTP - 1970 Furnace	NR CAP		\$10,000				
WWTP - 2010 Water heater	NR CAP	\$1,500					
WWTP Pump Station Water Heaters (Railroad Ave - currently broken and offline; pinesbirgde - 10 yrs old,	NR CAP	\$1,500					
WWTP Pump Station (Pines Bridge) - Water heater (over 10 yrs old)	NR CAP	\$1,500					
WWTP Pump Station (West Rd) - Water heater (over 10 yrs old)	NR CAP	\$1,500					
WWTP Retaining Wall (75-100ft) - along west secondary tank to prevent runoff from Lopus Rd.	NR CAP	\$12,000					
WWTP Roof	GRANTS		\$100,000				
WWTP Design 50-100%	SEWER/BONDED/DEBT SERVICE/GRANTS		\$100,000				
WWTP Influent Pumping Station	SEWER/BONDED/DEBT SERVICE/GRANTS			\$640,000			
WWTP Headworks Screening	SEWER/BONDED/DEBT SERVICE/GRANTS			\$1,160,000			
WWTP Headworks Grit Removal	SEWER/BONDED/DEBT SERVICE/GRANTS			\$970,000			
WWTP Primary Clarifier Conversion Upgrades	SEWER/BONDED/DEBT SERVICE/GRANTS			\$710,000			

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WWTP Aeration Basin Upgrades	SEWER/BONDED/DEBT SERVICE/GRANTS			\$1,050,000			
WWTP Aeration System Analyzers	SEWER/BONDED/DEBT SERVICE/GRANTS			\$140,000			
WWTP Existing Gravity Thickener Conversion Upgrades	SEWER/BONDED/DEBT SERVICE/GRANTS			\$450,000			
WWTP Rectangular Clarifier Conversion Upgrades	SEWER/BONDED/DEBT SERVICE/GRANTS			\$1,400,000			
WWTP Circular Secondary Clarifier Dbox and Scumwell	SEWER/BONDED/DEBT SERVICE/GRANTS		\$370,000				
WWTP New Circular Secondary Clarifiers	SEWER/BONDED/DEBT SERVICE/GRANTS		\$3,240,000				
WWTP RAS Pumps	SEWER/BONDED/DEBT SERVICE/GRANTS		\$600,000				
WWTP Nitrate Recycle Pumps	SEWER/BONDED/DEBT SERVICE/GRANTS			\$530,000			
WWTP WAS/TWAS Pumps	SEWER/BONDED/DEBT SERVICE/GRANTS			\$540,000			
WWTP Rotary Drum Thickener	SEWER/BONDED/DEBT SERVICE/GRANTS			\$980,000			
WWTP WAS Storage Tank Modifications	SEWER/BONDED/DEBT SERVICE/GRANTS			\$170,000			
WWTP TWAS Storage Tank Modifications	SEWER/BONDED/DEBT SERVICE/GRANTS		\$30,000				
WWTP Main Building Roof Replacement	SEWER/BONDED/DEBT SERVICE/GRANTS			\$140,000			
WWTP Pavement	SEWER/BONDED/DEBT SERVICE/GRANTS			\$240,000			
WWTP Main Electrical System	BONDED/DEBT SERVICE	\$600,000					
WWTP Emergency Generator	BONDED/DEBT SERVICE	\$400,000					
SUBTOTAL	MULTIPLE	\$1,018,000	\$4,450,000	\$9,120,000	\$0	\$0	\$14,588,000
BUILDINGS & INFRASTRUCTURE TOTAL	MULTIPLE	\$1,055,550	\$4,765,000	\$9,150,000	\$0	\$365,000	\$15,335,550

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	FUNDING SOURCE	FY21	FY22	FY23	FY24	FY25	TOTAL FY20-25
PROPERTY, PARKS & OPEN SPACE							
PROPERTY/OPEN SPACE							
Burton Road Wall Repair	BONDED/DEBT SERVICE		\$500,000	\$500,000			
Open Space Acquisition Set-aside	NR CAP		\$25,000	\$25,000	\$25,000	\$25,000	
SUBTOTAL	MULTIPLE	\$0	\$525,000	\$525,000	\$25,000	\$25,000	\$1,100,000
PARKS							
Lantern Ridge	NR CAP					\$50,000	
Matthies Park - signage & historical plaques (Matthies GRANTS)	GRANTS						
Matthies Park - Archway, pavement in front of garage, back settling pond & waterways concrete repair, small dredging	NR CAP		\$125,000				
Matthies Park - Boathouse wall patching & island house	NR CAP		\$90,000				
Matthies Park - Parking lot expansion & roads paving	NR CAP			\$144,000			
Matthies Park - Dredging entire pond & masonry	NR CAP				\$400,000		
Matthies Park - benches, trash cans, picnic tables & bike racks	NR CAP					\$26,300	
Matthies Park - Footbridge(s)	NR CAP						
Matthies Park - Meador & plantings (and site-prep)	NR CAP						
Matthies Park - Trail maintenance	NR CAP						
Matthies Park - ADA Accessibility	NR CAP			\$50,000			
Matthies Park - Water Quality Services	NR CAP			\$3,000	\$3,000	\$3,000	
Matthies Park - Well Repair	NR CAP			\$5,000			
Pent Road Park - asphalt repair to basketball courts (FY20 LoCIP = Court #1; Half courts #3-4)	GRANTS	\$80,000	\$25,000				
Pent Road Park - Bleachers	NR CAP	\$5,000					
Pent Road Park - Playscape	GRANTS/NR CAP		\$55,000				
Pent Road Park - Soccer goals (funded by Region 16 in FY21)	Region 16	\$0					
Pent Rd Park - trash can, bench and table replacement (Matthies GRANTS)	GRANTS	\$7,100					
Toby's Park - Gate with lock	NR CAP			\$10,000			
Toby's Park - Roadway grading & paving	NR CAP		\$100,000				
Toby's Park - Boat launch	NR CAP			\$30,000			
Toby's Park - Trail restoration	GRANTS			\$20,000			

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5-YEAR DRAFT CAPITAL PLAN**



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FY21-F25

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	FUNDING SOURCE	FY21	FY22	FY23	FY24	FY25	TOTAL FY20-25
Toby's Park - Barrier between park & railroad tracks	NR CAP				\$50,000		
Toby's Park - Benches & tables	NR CAP					\$12,000	
Riverbend Park	NR CAP					\$10,000	
Veterans Park	NR CAP					\$10,000	
Volunteer Park	NR CAP					\$10,000	
SUBTOTAL	MULTIPLE	\$92,100	\$395,000	\$262,000	\$453,000	\$71,300	\$1,273,400
PROPERTY/PARKS/OPEN SPACE TOTAL	MULTIPLE	\$92,100	\$920,000	\$787,000	\$478,000	\$96,300	\$2,373,400
FLEET							
PUBLIC WORKS							
PW - Dumpside Conveyor (Asphalt & Curbing)	NR CAP	\$13,200					
PW - Used Streetweeper (MS4 Permit Credit)	NR CAP		\$19,000				
PW - 2006 F350	NR CAP		\$40,000				
PW - 2000 International 2554 Replacement (DERA GRANTS- Aug 2019) - Now 2019 Freightliner	GRANTS/NR CAP/BONDED/DEBT SERVICE	\$36,551	\$36,551	\$36,551	\$36,551		
PW - 2001 International 2554	NR CAP/BONDED/DEBT SERVICE		\$195,000				
PW - 2012 Ford F550	NR CAP		\$65,000				
PW - 2010 International 7500	NR CAP/BONDED/DEBT SERVICE					\$200,000	
PW - 1995 John Deere Backhoe 410	NR CAP/BONDED/DEBT SERVICE					\$184,800	
PW - 1985 Eagr Beaver TL4	NR CAP					\$5,500	
PW -2016 Ford F550	NR CAP						
PW - 2001 Ecoline 6T	NR CAP						
PW - 2017 Ford F550	NR CAP						
PW - 2012 Volvo L60F	NR CAP/BONDED/DEBT SERVICE						
PW - 2008 Carryon Trailer	NR CAP						
PW - 1985 Eager Beaver Model TL4 Trailer	NR CAP					\$6,050	
PW - 1998 Trailflite Trailer	NR CAP						
PW - 2015 Peterbilt 348	NR CAP/BONDED/DEBT SERVICE						
PW - 2015 Vermeer BC1200X WoodChipper	NR CAP						

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**TOWN OF BEACON FALLS, CT
5-YEAR DRAFT CAPITAL PLAN**



**Version
10.1.20**

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FY21-F25

Inflation Used: 2% 4% 6% 8% 10%

	FUNDING SOURCE	FY21	FY22	FY23	FY24	FY25	TOTAL FY20-25
PW - 2016 John Deere Tractor 5100E	NR CAP/BONDED/DEBT SERVICE						
PW - 2019 Freightliner Dump/Plow/Sander Dump Trailer	NR CAP	\$25,000					
SUBTOTAL	MULTIPLE	\$49,751	\$355,551	\$36,551	\$36,551	\$396,350	\$874,754
RECREATION							
Rec - 2017 Ford F-550	NR CAP						
Rec - 2014 JD 1565	NR CAP				\$40,000		
Rec - 2002 JD 990	NR CAP		\$46,000				
SUBTOTAL	NR CAP	\$0	\$46,000	\$0	\$40,000	\$0	\$86,000
FIRE							
FD - 2007 Colorado Replacement	NR CAP	\$50,000					
FD - 2007 Chevy Brush Truck	NR CAP/BONDED/DEBT SERVICE						
FD - 2016 Chevy Silverado3500	NR CAP						
FD - 2017 Pierce Engine	NR CAP						
FD - 2019 Chevy Tahoe	NR CAP						
FD - 2019 Ambulance 5-Yr Lease + downpmt (replaces BH6 2006 F450 Life Liner); pay off early in FY22?	NR CAP/BONDED/DEBT SERVICE	\$44,158	\$44,158	\$44,158	\$44,158	\$44,158	
2012 Dodge Ambulance	NR CAP/BONDED/DEBT SERVICE			\$257,500			
FD - UTV/ATV Replacement for Goober	NR CAP			\$21,757			
FD - Skid Unit/Pump Replacement for 2005 Engine 5 Mini Pumper Brush Truck	NR CAP			\$15,800			
2002 Spartan Rescue 1 Truck (Replace w/ an R4)	NR CAP						
Lease Pmt* (Option 2) FD - 1995 International Engine	NR CAP/BONDED/DEBT SERVICE/GRANTS		\$115,000				
Lease Pmt* (Option 2) FD - NEW Tanker (Repl. 1995 eng.)	NR CAP/BONDED/DEBT SERVICE/GRANTS		\$70,000				
FD - 1999 American LaFrance Engine	NR CAP/BONDED/DEBT SERVICE/GRANTS				\$810,000		
FD - 1958 Brush Truck	NR CAP/BONDED/DEBT SERVICE/GRANTS						

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FD - 2002 Kendon Trailer	NR CAP/BONDED/DEBT SERVICE/GRANTS						
FD - (3) 2007 Carmate Trailers	NR CAP						
FD - 2009 Mercury380 Boat	NR CAP				\$6,600		
FD - 2007 EzGo Golf Cart	NR CAP		Trade-In/Scrap				
Fire Marshal Vehicle	NR CAP		\$30,000				
SUBTOTAL	MULTIPLE	\$94,158	\$229,158	\$339,215	\$860,758	\$44,158	\$1,567,447
WATER/SEWER							
2004 GMC Sierra Truck	NR CAP/SEWER					\$58,859	
1997 GMC Sierra Truck (with crane)	NR CAP/SEWER		\$75,000				
2008 Ford Escape SUV	NR CAP/SEWER						
SUBTOTAL	MULTIPLE	\$0	\$75,000	\$0	\$0	\$58,859	\$133,859
POLICE							
PD - 2013 Ford Explorer (crashed in FY20)	PRIVATE DUTY			\$42,400			
PD - 2020/21 Interceptor SUV	PRIVATE DUTY	\$50,000					
PD - 2017 Ford Explorer	NR CAP/PRIVATE DUTY						
PD - 2017 Ford Explorer	NR CAP/PRIVATE DUTY						
PD - 2017 Ford Interceptor	NR CAP/PRIVATE DUTY						
PD - 2019 Ford Explorer (replaced '08 expedition)	NR CAP/PRIVATE DUTY						
SUBTOTAL	MULTIPLE	\$50,000	\$0	\$42,400	\$0	\$0	\$92,400
SENIOR CENTER							
SC - Community Car	NR CAP		\$5,000				
Mini-Bus	NR CAP					\$70,000	
SUBTOTAL	MULTIPLE	\$0	\$5,000	\$0	\$0	\$70,000	\$75,000
FLEET TOTAL	MULTIPLE	\$193,909	\$710,709	\$418,166	\$937,309	\$569,367	\$2,829,460
EQUIPMENT							
PUBLIC WORKS							
Jib Pole	NR CAP	\$16,000					
Generator	NR CAP	\$41,000					
Side Conveyor	NR CAP	\$13,200					
Snowplow (11ft)	NR CAP						
Dump Trailer	NR CAP	\$25,000					
2015 Wanco WVTMM Message Sign (CURRENTLY RENTED)	NR CAP						

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2015 Magnum MLT3060 Towable Light Tower (CURRENTLY RENTED)	NR CAP						
2011 Landa PHW Steam Cleaner/Pressure Washer	NR CAP						
1985 Beuthling B-300 Roller	NR CAP					\$10,120	
2016 Fisher 9ft Ex-V Snow Plow	NR CAP						
2006 Fisher 9ft MC Snow Plow	NR CAP		\$9,690				
2001 Everest 11ft RHS132 Snow Plow	NR CAP						
2014 Tenco 11ft TCP (1) Snow Plow	NR CAP						
2014 Tenco 11ft TCP (2) Snow Plow	NR CAP						
2014 Tenco 11ft High Side TCO Snow Plow	NR CAP						
1995 Viking 11ft High Side Snow Plow	NR CAP						
2011 American 11ft 8911PTE Snow Plow	NR CAP		\$8,840				
2007 Stowe Road Saw CD609-14	NR CAP						
1999 16YD Catch Basin Cleaner - Vac/All (CURRENTLY RENTED)	NR CAP				\$3,240		
2017 Fisher 4YD SS Hydraulic Sander	NR CAP						
2017 Fisher 3YD SS Electric Sander	NR CAP						
2012 Fisher 9ft MC Sander	NR CAP						
2015 Falcon 2-Ton Asphalt Box	NR CAP						
2019 Honda 2200l Generator	NR CAP						
1998 Honda 2500 Generator	NR CAP			\$1,484			
1998 Honda 5000 Generator	NR CAP			\$2,332			
2012 Ingersall Rand T-30 Compressor	NR CAP						
2016 Lincoln 256Power Mig Welder	NR CAP						
2014 Lincoln Ranger Welder	NR CAP						
2000 Lincoln 200Power Mig Welder	NR CAP					\$2,750	
2015 Lincoln 625 Tomahawk Plasma Cutter	NR CAP						
1997 Mikasa MVC-77 Plate Compactor	NR CAP		\$2,600				
1997 Vibco VP10 Plate Compactor	NR CAP						
2012 Mikasa MTX-60 Jumping Jack	NR CAP						
2014 Husqvarna K760 Demo Saw	NR CAP						
2015 Agri-Metal BW 2500 TP Blower	NR CAP						
1958 Miller MC 500 Curb Machine	NR CAP						
PW - 2014 Wanco MB WVTMM Message Sign	NR CAP						

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SUBTOTAL	NR CAP	\$25,000	\$21,130	\$3,816	\$3,240	\$12,870	\$66,056
RECREATION							
Rec - Field Edger	NR CAP	\$7,250					
Rec - Gator	NR CAP		\$16,500				
Rec - 2018 TORO 5020	NR CAP						
STOLEN?* Rec - 2009 Scag STW52V Mower	NR CAP				\$13,824		
Rec - 2007 SCAG TURF 61 Replacement	NR CAP						
Rec - 2017 SCAG HYDRO 52	NR CAP						
Rec - 2017 EVEREST PLOW	NR CAP						
Rec - 2017 EVEREST BODY	NR CAP						
Rec - 2017 BG FIELD MOWER	NR CAP						
Rec - 2007 HONDA MOWER	NR CAP		\$850				
Rec - 2015 3-PT AGRI METAL BLOWER-BW2500 TP	NR CAP						
Rec - 1998 TRAIL FLITE	NR CAP	\$4,000					
Rec - 2008 GRACO LINE PAINTER	NR CAP			\$1,400			
Rec - 2016 JD-25A MOWER	NR CAP						
Rec - 2016 JD RAKE	NR CAP						
Rec - 2008 LP GROOM MOWER	NR CAP			\$4,500			
Rec - 2007 AM SPREADER	NR CAP		\$700				
SUBTOTAL	NR CAP	\$4,000	\$1,550	\$5,900	\$13,824	\$0	\$25,274
LIBRARY							
(4) 2013-patron laptops replacement	NR CAP/OPERATING	\$3,000					
(1) 2014-Online Public Access Catalog (OPAC) computer replacement	NR CAP/OPERATING		\$2,000				
(5) HP stream computers - replacement	NR CAP/OPERATING			\$2,000			
Computer replacement plan	NR CAP/OPERATING				\$2,000	\$2,000	
SUBTOTAL	MULTIPLE	\$3,000	\$2,000	\$2,000	\$2,000	\$2,000	\$11,000
IT							
Townwide Computer Replacement Plan	NR CAP		\$5,000	\$5,000	\$5,000	\$5,000	
Phone System Upgrades	NR CAP						
SUBTOTAL	NR CAP	\$0	\$5,000	\$5,000	\$5,000	\$5,000	\$20,000
FIRE							
Unscheduled Items (\$250K)	NR CAP		\$25,000	\$25,000	\$25,000	\$25,000	

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	FUNDING SOURCE	FY21	FY22	FY23	FY24	FY25	TOTAL FY20-25
SCBAs Bottle Replacement Program (17 per year; adjust operating line)	NR CAP	\$22,000	\$22,100	\$22,100	\$22,100	\$22,100	
Chest Compression Devices (2: 1 existing/1 proposed - GRANTS)	NR CAP/GRANTS						
Power Lift Stretcher Lease (\$50,000)	NR CAP						
Portable Radio Replacements	NR CAP						
VFA Wildland Hose & Nozzles	GRANTS						
SCBA Compressor Refill Unit Replacement (AFG? 5% match of total project to right required)	NR CAP/GRANTS	\$84,000					
Vehicle Stablization Kits & Spreader & Rams (AFG? 5% match of total project to right required)	NR CAP/GRANTS	\$29,850					
Thermal imaging cameras	GRANTS	\$8,000					
8 Computer Towers & Monitors	NR CAP						
Server	NR CAP						
Tablets for Fire Apparatus	NR CAP						
SUBTOTAL	MULTIPLE	\$143,850	\$47,100	\$47,100	\$47,100	\$47,100	\$332,250
POLICE							
Body Cameras (5-7 year useful life)	NR CAP					\$22,140	
Speed Trailer	NR CAP		\$9,194				
Portable Radios	PRIVATE DUTY	\$17,100	\$15,000	\$15,000	\$15,000		
Gun Replacement	NR CAP		\$5,000				
Laptops for police vehicles	NR CAP						
SUBTOTAL	MULTIPLE	\$17,100	\$29,194	\$15,000	\$15,000	\$22,140	\$98,434
WATER/SEWER							
2013 Mersino Global Pump (8-inch tow-behind) (sell/rent in future?)	SEWER/NR CAP					\$5,000	
SCADA Technology Upgrade	SEWER						
SUBTOTAL	MULTIPLE	\$0	\$0	\$0	\$0	\$5,000	\$5,000
EQUIPMENT TOTAL	MULTIPLE	\$192,950	\$105,974	\$78,816	\$86,164	\$94,110	\$558,014
SERVICES							
Plan of Conservation and Development 10-year update	NR CAP			\$23,940			
Clerk codification (prior year \$5,000; set for FY21)	NR CAP	\$0					

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Financial Accounting Software (prior year \$35,000; set for FY22, if-needed; interim-improvements will be made in FY21)	NR CAP	\$0	\$0				
Revaluations (Updates & Physicals)	NR CAP	\$40,000	\$100,000				
SERVICES TOTAL	MULTIPLE	\$40,000	\$100,000	\$23,940	\$0	\$0	\$163,940
ANNUAL GRAND TOTAL (ALL DEPTS)	MULTIPLE	\$3,547,459	\$9,915,114	\$12,149,333	\$2,323,690	\$1,788,043	\$29,723,638

CAPITAL ITEM CATEGORY SUMMARY	FUNDING SOURCE	FY21	FY22	FY23	FY24	FY25	TOTAL FY20-25
ROADS & SIDEWALKS	MULTIPLE	\$1,625,000	\$3,273,431	\$1,651,411	\$782,217	\$623,266	\$7,955,324
BRIDGES, CULVERTS & GUARDRAILS	MULTIPLE	\$347,950	\$40,000	\$40,000	\$40,000	\$40,000	\$507,950
BUILDINGS & INFRASTRUCTURE	MULTIPLE	\$1,055,550	\$4,765,000	\$9,150,000	\$0	\$365,000	\$15,335,550
PROPERTY, PARKS & OPEN SPACE	MULTIPLE	\$92,100	\$920,000	\$787,000	\$478,000	\$96,300	\$2,373,400
FLEET	MULTIPLE	\$193,909	\$710,709	\$418,166	\$937,309	\$569,367	\$2,829,460
EQUIPMENT	MULTIPLE	\$192,950	\$105,974	\$78,816	\$86,164	\$94,110	\$558,014
SERVICES	MULTIPLE	\$40,000	\$100,000	\$23,940	\$0	\$0	\$163,940
ANNUAL GRAND TOTAL (ALL DEPTS)	MULTIPLE	\$3,547,459	\$9,915,114	\$12,149,333	\$2,323,690	\$1,788,043	\$29,723,638

DEPARTMENTAL SUMMARY	FUNDING SOURCE	FY21	FY22	FY23	FY24	FY25	TOTAL FY20-25
Assessor/Tax Total	MULTIPLE	\$40,000	\$100,000	\$0	\$0	\$0	\$140,000
Clerk	MULTIPLE	\$0					\$0
Finance	MULTIPLE	\$0	\$0				\$0
Fire & EMS	MULTIPLE	\$238,008	\$346,258	\$416,315	\$907,858	\$91,258	\$1,999,697
Fire Marshal	MULTIPLE		\$30,000				\$30,000
Library	MULTIPLE	\$5,000	\$7,000	\$2,000	\$2,000	\$2,000	\$18,000
Police	MULTIPLE	\$67,100	\$94,194	\$57,400	\$15,000	\$22,140	\$255,834
Parks & Recreation	MULTIPLE	\$96,100	\$967,550	\$792,900	\$531,824	\$96,300	\$2,484,674
Public Works	MULTIPLE	\$74,751	\$521,681	\$40,367	\$39,791	\$774,220	\$1,450,810
Senior/Health Services	MULTIPLE	\$9,050	\$5,000	\$0	\$0	\$70,000	\$84,050
Townwide Roadwork	MULTIPLE	\$1,625,000	\$3,383,431	\$1,675,351	\$782,217	\$623,266	\$8,089,264
Townwide Buildings & Infrastructure	MULTIPLE	\$374,450	\$45,000	\$45,000	\$45,000	\$45,000	\$554,450
WWTP regular	MULTIPLE	\$18,000	\$75,000	\$0	\$0	\$63,859	\$156,859
Waste Water Treatment Upgrades	MULTIPLE	\$1,000,000	\$4,340,000	\$9,120,000	\$0	\$0	\$14,460,000
ANNUAL GRAND TOTAL (ALL DEPTS & ALL FUNDS)	MULTIPLE	\$3,547,459	\$9,915,114	\$12,149,333	\$2,323,690	\$1,788,043	\$29,723,638