

To: Board of Finance & Board of Selectmen
From: Natasha Nau, Finance Manager *NN*
Cc: Erin Schwarz, Assistant to the Finance Manager
Date: April 9, 2020
Subject: March Monthly Report – Finance Office



GENERAL:

- **COVID-19 (“Coronavirus”):** we created an account code specifically for the pandemic to track all expenditures in one place. Please see transfer for more information. We have been and will continue to keep updated on state/federal funding assistance for the pandemic along with all deadline extensions and financial relief being offered to residents that will affect our revenue. Departments that could potentially see some savings due to program cancellations and office closures/working remotely are as follows: Library, Mini Bus, Senior Center, Parks and Recreation, Education and Clerks. More information will be provided in the near future.
- **Financial Policy Manual:** I will now have time to begin addressing this with J. Carroll with being out of the office due to COVID.
- **Drafting two (2) RFQ/RFPs:** confidential until released. Due to COVID, we signed on with Bonfire, an online cloud-based procurement software that will allow me to advertise, receive, “open”, evaluate and award RFPs all remotely. This software is currently used by CRPC and we already have experience using it.
- **Timeclock:** currently deciding if we are keeping the software on the server or moving it to the cloud so that the remote clocking feature can be fully utilized.
- **BHC Station 2 oil tank removal/gym:** project has been delayed due to COVID. BHC will draft a project description with diagrams and maps when time allows.

BUDGET/PAYABLES/RECEIVABLES/PROJECTS:

- **FY21 Budget:** workshop dates 3/4 & 3/5 occurred. 3/12, 3/17 & 3/19 were cancelled due to COVID. First Selectman and Finance have been working together to review, refine and update. Sent an updated draft to BOS and BOF on 3/26/20 and again on 4/6/20. Zoom workshop scheduled for 4/7/20 at 6pm.
- **Monitored Lines:** A summary of **21 budget lines** that are past the traditional YTD spending is being presented to make the boards aware that they are being monitored. These are highlighted in the EE&A as well.
- **Region 16:** an updated payment schedule was provided, changing their bottom line. This reduced our liability from \$114,660 to \$4,660. We will be checking in with the Region in April to see where their spending is at.
- **10-Year Capital Plan:** Roads is the only section that is pending significant updates once more information is gained from the engineer/DPW.
- **Road/infrastructure updates:**
 - **Waste-Water Treatment Plant (WWTP)/Roadwork BAN/Bond:** \$1M+\$5M BAN/bond resolution approved by BOS and BOF. WPCA and P&Z have yet to meet to review due to COVID.
 - **Skokorat Rd.:** Aquarion credit discussion still outstanding.
 - **Burton Road wall repair/sidewalk:** First Selectman is working on getting the budget from Nafis & Young’s subcontractor relinquished to new engineer(s) for use.
 - **Beacon Valley Rd.:** New engineer(s) working on road and bridge plans.

GRANTS:

- **FEMA Tornado reimbursement:** Still no determination letter for Cat A (\$380,719.01). We checked back in with the FEMA representative after not hearing any news for a few weeks but no response. Could be due to COVID. A Town Meeting to appropriate the funds should be scheduled.
- **EMPG:** received 2018 \$5k payment. Still waiting on 2019 app approval.
- **FFY2019 AFG grant:** submitted on 3/12/20 for the air compressor totaling \$82,587.27 (\$78,564.54 FEMA and \$3,932.73 TOBF).
- **2019 Katharine Matthies Foundation:**
 - **Fire and Senior Center:** final report will be done in April. We have been given a soft extension for the completion of the computer and social media classes from both grantors (K.Matthies & CCF).
 - **Parks:** content development and sign installation led by Captain AI is moving along very nicely. Final report will be done in April.
- **2020 CCF Grant:** applied for this "regular" annual grant but was not awarded. This traditionally funds Minibus operations.
- **2020 WCAAA Grant** – it will be at least a couple months before we hear about a decision on our 3/8/20 application.
- **FFY20 DOT BUILD:** application cycle was announced on 2/20/20. Applications are due 5/18/20. The First Selectman will be detailing the project that we will be applying for shortly.
- **HVA stream crossing grant:** Housatonic Valley Association has scheduled this kick-off zoom meeting for 5/4/20.
- **Other grants recently announced (due in spring to late summer) that we might pursue:**
 - AARP Community Challenge (4/1/20) – deadline extended to May 15, 2020
 - Provides small grants to fund "quick-action" projects that can help communities become more livable for people of all ages. Applications are being accepted for projects to improve housing, transportation, public space, technology ("smart cities"), civic engagement and more.
 - DEEP OSWA (6/1/20)
 - DEEP Urban Green & Community Garden (6/1/20)
 - DEEP VoX (September 2020)
 - DEEP SMART (ongoing/rolling)
- **COPS Office Grants:** reached out to PD to determine if we are applying for any of the following that are due in mid to late April:
 - Anti-Heroin Task Force (AHTF) Program
 - Anti-Methamphetamine Program (CAMP)
 - Community Policing Development (CPD) Program
 - Law Enforcement Mental Health and Wellness Act (LEMHWA) Program
 - School Violence Prevention Program (SVPP)
 - Preparing for Active Shooter Situations (PASS) Program

Attachments:

- Lines to Monitor
- Transfer Request
- March - Actual & Estimated Revenue
- March - Expenditures, Encumbrances & Appropriations
- Updated FY21 Budget (Draft #4 dated 4/14/20)

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ACCOUNT	ACCOUNT DESCRIPTION	DEPT	ORIGINAL BUDGET	AMENDED BUDGET	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USEC
10.90.01.1010	FIRST SELECTMAN SALARY	01	52,181.00	52,181.00	9,166.66	43,167.49		9,013.51	82.73
10.90.01.1011	WAGES - SELECTMAN	01	12,896.00	12,896.00	2,250.00	10,678.75		2,217.25	82.81
10.90.01.1012	WAGES - SELECTMAN	01	12,896.00	12,896.00	2,250.00	10,678.75		2,217.25	82.81
10.90.01.1013	GRANT WRITER	01	7,500.00	7,500.00	2,582.64	5,428.68		2,071.32	72.38
10.90.01.1014	HUMAN RESOURCES SPECIALIST	01	32,450.00	32,450.00	2,913.36	20,417.08		12,032.92	62.92
10.90.01.1020	FIRST SELECTMAN'S SECRETAR	01	42,060.00	42,060.00	5,091.63	31,599.01		10,460.99	75.13
10.90.01.1220	FIRST SELECTMAN'S EXPENSES	01	2,500.00	2,500.00	148.00	1,590.90		909.10	63.64
	Totals for Department:		162,483.00	162,483.00	24,402.29	123,560.66		38,922.34	76.05
10.90.03.1040	WAGES - CUSTODIAN	03	36,590.00	36,590.00	4,036.05	28,194.05		8,395.95	77.05
10.90.03.1049	WAGES - OVERTIME CUSTODIAN	03	1,000.00	1,000.00	162.67	755.47		244.53	75.55
10.90.03.1070	BOARD & COMMISSION CLERKS	03	10,000.00	10,000.00	258.00	7,017.00		2,983.00	70.17
10.90.03.1071	BOARD & COMMISSION EXPENSE	03	1,000.00	1,000.00	0.50	175.50		824.50	17.55
10.90.03.1078	LEGAL NOTICES	03	4,000.00	4,000.00	51.04	3,205.85		794.15	80.15
10.90.03.1080	POSTAGE	03	3,000.00	3,000.00	365.60	1,725.09		1,274.91	57.50
10.90.03.1090	OFFICE SUPPLIES	03	9,000.00	9,000.00	539.33	5,841.15		2,871.35	68.10
10.90.03.1105	COMPUTER-TECHNICAL SUPPRT	03	32,560.00	32,560.00	2,280.00	22,627.96	6,840.00	3,092.04	90.50
10.90.03.1110	HONOR ROLL MEMORIAL	03	600.00	600.00		120.00		480.00	20.00
10.90.03.1120	UTILITIES - ELECTRICITY	03	7,000.00	7,000.00	529.52	4,580.63		2,419.37	65.44
10.90.03.1121	ELECTRICITY - SOLAR GENERATI	03	50,000.00	50,000.00	2,867.39	27,691.84		22,308.16	55.38

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Totals for Department: 05 (TOWN CLERK)								
10.90.07.1010								
WAGES - TAX COLLECTOR	07	40,921.00	40,921.00		25,057.04		15,863.96	61.23
10.90.07.1020								
WAGES - ASST. TAX COLLECT	07	47,684.00	47,684.00	2,696.58	35,745.84		11,938.16	74.96
10.90.07.1049								
WAGES - OVERTIME	07	500.00	500.00	258.80	843.49		343.49-	168.70
10.90.07.1060								
COMPUTER SUPPORT	07	6,300.00	6,300.00		6,025.00	252.00	23.00	99.63
10.90.07.1061								
COMPUTER SVCS - PRINTING	07	10,200.00	10,200.00		8,168.86		2,031.14	80.09
10.90.07.1220								
MISCELLANEOUS EXPENSES	07	6,000.00	6,000.00	375.86-	1,413.01	252.00	4,586.99	23.55
Totals for Department: 07 (TAX COLLECTOR)		111,605.00	111,605.00	2,579.52	77,253.24		34,099.76	69.45
10.90.09.1010								
WAGES - TREASURER	09	12,896.00	12,896.00	2,250.00	10,678.75		2,217.25	82.81
Totals for Department: 09 (TREASURER)		12,896.00	12,896.00	2,250.00	10,678.75		2,217.25	82.81
10.90.11.1020								
WAGES - BLDG INSPECTOR	11	34,426.00	34,426.00	3,952.80	25,546.80		8,879.20	74.21
10.90.11.1130								
BUILDING INSPECTOR PHONE	11	625.00	625.00	42.23	338.84		286.16	54.21
10.90.11.1167								
BUILDING INSPECTOR MILEAGE	11	2,500.00	2,500.00	334.65	1,785.62		714.38	71.42
10.90.11.1220								
MISCELLANEOUS EXPENSES	11	2,000.00	2,000.00		497.34		1,502.66	24.87
Totals for Department: 11 (BUILDING DEPT)		39,551.00	39,551.00	4,329.68	28,168.60		11,382.40	71.22
10.90.13.1045								
WAGES - LONGEVITY	13	8,400.00	8,400.00		7,500.00		900.00	89.29
10.90.13.1047								
WAGES-PILO HEALTH INS.	13	9,000.00	9,000.00				9,000.00	

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10.90.17.1042	WAGES - BOARD OF APPEALS	17	1,800.00	1,800.00	1,800.00	1,800.00			100.00
	Totals for Department:		1,800.00	1,800.00	1,800.00	1,800.00			100.00
	17 (BD OF ASSESSMENT & APPEALS)								
10.90.19.1380	AUDIT	19	29,000.00	29,000.00	7,800.00	29,000.00			100.00
	Totals for Department:		29,000.00	29,000.00	7,800.00	29,000.00			100.00
	19 (BOARD OF FINANCE)								
10.90.20.1044	WAGES - FINANCE CLERK	20	48,903.00	48,903.00	5,619.98	36,466.40		12,436.60	74.57
10.90.20.1046	WAGES - FINANCE MANAGER	20	62,400.00	62,400.00	6,340.32	49,433.16		12,966.84	79.22
10.90.20.1060	COMPUTER SUPPORT	20	7,700.00	7,700.00	2,948.57	4,751.57		2,948.43	61.71
	Totals for Department:		119,003.00	119,003.00	14,908.87	90,651.13		28,351.87	76.18
	20 (EXCHANGE GENERAL REVENUE)								
10.90.21.1060	EDC CONSULTANT	21	48,000.00	48,000.00		16,530.00	4,300.00	27,170.00	43.40
10.90.21.1220	EXPENSES - EDC	21	1,000.00	1,000.00		445.63		554.37	44.56
	Totals for Department:		49,000.00	49,000.00		16,975.63	4,300.00	27,724.37	43.42
	21 (ECONOMIC DEVELOPMENT)								
10.90.23.1041	WAGES - ENFORCEMENT OFFI	23	3,642.00	3,642.00	177.90	1,734.53		1,907.47	47.63
10.90.23.1305	SOIL CONSERVATION	23	1,000.00	1,000.00		60.00		940.00	6.00
	Totals for Department:		4,642.00	4,642.00	177.90	1,794.53		2,847.47	38.56
	23 (INLAND WETLANDS)								
10.90.24.1220	EXPENSES	24	1,000.00	1,000.00		60.00		940.00	6.00
10.90.24.1806	LAND ACQUISITION/OPEN SPACE	24	1,000.00	1,000.00		1,000.00			100.00
10.90.24.1807	OPEN SPACE MAINTENANCE	24	5,000.00	5,000.00				5,000.00	

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Totals for Department: 24 (CONSERVATION)								
		7,000.00	7,000.00		1,060.00		5,940.00	15.14
10.90.25.1040								
WAGES - ZONING ENFORCEMENT	25	33,093.00	33,093.00	3,704.23	25,715.85		7,377.15	77.71
10.90.25.1220								
EXPENSES	25	1,500.00	1,500.00	83.15	768.06		731.94	51.20
10.90.25.1402								
BLIGHT	25	100.00	100.00				100.00	
Totals for Department: 25 (PLANNING & ZONING)		34,693.00	34,693.00	3,787.38	26,483.91		8,209.09	76.34
10.90.29.1010								
WAGES-REGISTRARS (2)	29	26,400.00	26,400.00	4,400.00	22,000.00		4,400.00	83.33
10.90.29.1011								
WAGES - DPTY REGISTRARS	29	1,500.00	1,500.00		1,630.00		130.00-	108.67
10.90.29.1031								
WAGES - ELECTION WORKERS	29	6,200.00	6,200.00		3,414.00		2,786.00	55.06
10.90.29.1173								
CERTIFICATION & WORKSHOPS	29	500.00	500.00		60.00		440.00	12.00
10.90.29.1175								
REGISTRATION/CONFERENCES	29	2,600.00	2,600.00		1,244.88		1,355.12	47.88
10.90.29.1176								
OFFICE SUPPLIES	29	1,500.00	1,500.00	169.47	1,021.55		478.45	68.10
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	5,000.00	5,000.00	217.87	2,711.07		2,288.93	54.22
10.90.29.1355								
PRIMARIES	29	4,000.00	4,000.00				4,000.00	
10.90.29.1360								
CANVAS EXPENSES	29	500.00	500.00	9.00	9.00		491.00	1.80
Totals for Department: 29 (REGISTRAR OF VOTERS)		49,200.00	49,200.00	4,796.34	32,890.50		16,309.50	66.85
10.90.33.1270								
TOWN COUNSEL RETAINER	33	65,000.00	65,000.00	3,219.00	30,002.88		34,997.12	46.16
10.90.33.1290								
ENGINEERING & CONSULTANTS	33	30,000.00	30,000.00		5,964.27		24,035.73	19.88

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10.90.33.1385	WEBSITE CONSULTANT	33	2,600.00	2,600.00				2,600.00	
	Totals for Department:		97,600.00	97,600.00	3,219.00	35,967.15		61,632.85	36.85
	33 (PROFESSIONAL FEES)								
10.90.37.1410	PROPERTY & CASUALTY	37	98,000.00	98,000.00				180.00	99.82
	Totals for Department:		98,000.00	98,000.00		97,820.00		180.00	99.82
	37 (TOWNWIDE INSURANCE)								
10.90.39.1415	REGIONAL COUNCIL GOVTS	39	3,044.00	3,544.00					100.00
10.90.39.1425	CCM MUNICIPALITIES	39	3,571.00	3,571.00					100.00
10.90.39.1430	VALLEY COUNCIL/BROWNFIELD	39	800.00	800.00					100.00
10.90.39.1440	C.O.S.T. (SMALL TOWNS)	39	825.00	825.00					100.00
	Totals for Department:		8,240.00	8,740.00		8,740.00			100.00
	39 (AGENCY MEMBERSHIP)								
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					100.00
	Totals for Department:		2,250.00	2,250.00		2,000.00		250.00	88.85
	41 (FIRE HOUSE BLDG)								
10.90.44.1010	WAGES - FIRE CHIEF	44	12,000.00	12,000.00	2,000.00	11,000.00		1,000.00	91.67
10.90.44.1012	WAGES - FIRE/FM ADMIN ASSIS	44	3,000.00	3,000.00	500.00	2,500.00		500.00	83.33
10.90.44.1030	TELEPHONE	44	3,800.00	3,800.00	376.73	1,969.81		1,830.19	51.84
10.90.44.1031	EMERGENCY TELEPHONE (911)	44	17,400.00	17,400.00	1,468.13	16,406.60	600.15	393.25	97.74
10.90.44.1060	SOFTWARE & IT	44	8,000.00	10,711.18	1,359.98	8,772.33		1,938.85	81.90

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10.90.44.1121	ELECTRICITY	44	10,000.00	10,000.00	750.89	4,168.11		5,831.89	41.68
10.90.44.1122	HEATING FUEL	44	15,000.00	15,000.00	3,529.64	10,158.63	1,945.00	2,896.37	80.69
10.90.44.1123	WATER	44	1,300.00	1,300.00	132.79	818.95		481.05	63.00
10.90.44.1413	FIRE PREVENTION AND SAFETY	44	3,500.00	3,500.00		3,498.49		1.51	99.96
10.90.44.1435	BUILDING MAINTENANCE	44	13,500.00	13,500.00		3,308.65	1,034.00	9,157.35	32.17
10.90.44.1436	BLDG EQUIP-MAINT & REPAIRS	44	6,500.00	6,500.00		4,683.88	1,365.70	450.42	93.07
10.90.44.1465	COMM. EQUIP-MAINTENANCE	44	6,000.00	6,000.00		281.25		5,718.75	4.69
10.90.44.1466	EQUIPMENT MAINTENANCE	44	8,500.00	8,500.00	477.84	7,059.86	449.04	991.10	88.34
10.90.44.1470	VEHICLE FUEL	44	10,000.00	10,000.00	650.12	7,564.31		2,435.69	75.64
10.90.44.1471	MANDATORY VEHICLE AND EQU	44	15,000.00	15,000.00		11,968.83	325.00	2,706.17	81.96
10.90.44.1472	VEHICLE REPAIRS	44	31,500.00	31,500.00	175.00	13,465.07	1,596.07	16,438.86	47.81
10.90.44.1485	PERSONAL PROTECTIVE EQUIP	44	22,000.00	22,000.00	515.38	10,949.99		11,050.01	49.77
10.90.44.1486	EMS TRAINING	44	12,000.00	12,000.00	100.47	3,584.02	2,000.00	6,415.98	46.53
10.90.44.1487	AIR BOTTLE REPLACEMENT PROC	44	5,000.00	5,000.00		4,187.00		813.00	83.74
10.90.44.1488	HOSE REPLACEMENT	44	2,500.00	2,500.00		2,500.00			100.00
10.90.44.1490	PHYSICALS/HEALTH & WELLNES	44	17,000.00	17,000.00		13,620.00		3,380.00	80.12
10.90.44.1495	TRAINING	44	20,000.00	20,000.00	980.00	4,588.66	5,525.00	9,886.34	50.57
10.90.44.1500	SERVICE AWARD PROGRAM	44	34,500.00	31,788.82		31,788.82			100.00
10.90.44.1552	DEPARTMENTAL SUPPLIES - FD	44	16,000.00	16,000.00	752.28-	7,363.71	2,795.00	5,841.29	63.49

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10.90.44.1553	44	18,000.00	18,000.00	611.96	14,418.20	17,634.96	3,581.80	80.10
DEPARTMENTAL SUPPLIES - AMB		18,000.00	18,000.00	611.96	14,418.20	17,634.96	3,581.80	80.10
Totals for Department:		312,000.00	312,000.00	12,876.65	200,625.17	17,634.96	93,739.87	69.96
44 (EMERGENCY SERVICES)								
10.90.45.1010	45	16,552.00	16,552.00	2,758.66	13,418.30		3,133.70	81.07
WAGES - FIRE MARSHAL		16,552.00	16,552.00	2,758.66	13,418.30		3,133.70	81.07
10.90.45.1011	45	13,000.00	13,000.00	1,812.50	6,175.00		6,825.00	47.50
WAGES - DEPUTY FIRE MARSHAL		13,000.00	13,000.00	1,812.50	6,175.00		6,825.00	47.50
10.90.45.1012	45	3,000.00	3,000.00	500.00	2,500.00		500.00	83.33
WAGES - FIRE/FM ADMIN ASSIS		3,000.00	3,000.00	500.00	2,500.00		500.00	83.33
10.90.45.1130	45	2,000.00	2,000.00	124.47	1,408.40		591.60	70.42
TELEPHONE		2,000.00	2,000.00	124.47	1,408.40		591.60	70.42
10.90.45.1167	45	1,000.00	1,000.00	42.86	42.86		957.14	4.29
VEHICLE EXPENSES		1,000.00	1,000.00	42.86	42.86		957.14	4.29
10.90.45.1515	45	1,575.00	1,575.00		990.00		585.00	62.86
FIRE CODE SUBSCRIPTION		1,575.00	1,575.00		990.00		585.00	62.86
10.90.45.1526	45	650.00	650.00		650.00			100.00
COMPUTER SUPPORT		650.00	650.00		650.00			100.00
10.90.45.1527	45	3,000.00	3,000.00	149.98	798.57		2,201.43	26.62
FIRE MARSHAL - EXPENSES		3,000.00	3,000.00	149.98	798.57		2,201.43	26.62
10.90.45.1595	45	1,000.00	1,000.00				1,000.00	
FIRE MARSHAL - UNIFORMS		1,000.00	1,000.00				1,000.00	
Totals for Department:		41,777.00	41,777.00	5,388.47	25,983.13		15,793.87	62.19
45 (FIRE MARSHAL)								
10.90.47.1525	47	600.00	600.00	42.23	376.79		223.21	62.80
LEASE RADIO/TELEPHONE		600.00	600.00	42.23	376.79		223.21	62.80
10.90.47.1530	47	5,000.00	5,000.00		5,000.00			100.00
EMERGENCY NOTIFICATION SYS		5,000.00	5,000.00		5,000.00			100.00
Totals for Department:		5,600.00	5,600.00	42.23	5,376.79		223.21	96.01
47 (CIVIL DEFENSE)								
10.90.48.1495	48	6,000.00	6,000.00	2,372.00	2,897.00		3,103.00	48.28
TRAINING/EQUIPMENT		6,000.00	6,000.00	2,372.00	2,897.00		3,103.00	48.28
Totals for Department:		6,000.00	6,000.00	2,372.00	2,897.00		3,103.00	48.28
48 (SAFETY COMMITTEE)								

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10.90.55.1010	WAGES - ANIMAL CONTROL	55	8,889.00	8,889.00	1,474.24	7,356.80		1,532.20	82.76
10.90.55.1020	MILEAGE	55	500.00	500.00		300.44		199.56	60.09
10.90.55.1550	DEPARTMENTAL SUPPLIES	55	900.00	900.00	42.23	413.84		486.16	45.98
Totals for Department: 55 (DOG WARDEN)			10,289.00	10,289.00	1,516.47	8,071.08		2,217.92	78.44
10.90.57.1645	E911 DISPATCH	57	48,176.00	48,176.00		43,176.00		5,000.00	89.62
10.90.57.1650	STREET LIGHTING	57	44,000.00	44,000.00	3,223.94	25,557.63		18,442.37	58.09
10.90.57.1655	DRUG AND ALCOHOL TESTING	57	1,200.00	1,200.00		1,000.00		200.00	83.33
Totals for Department: 57 (PUBLIC SAFETY)			93,376.00	93,376.00	3,223.94	69,733.63		23,642.37	74.68
10.90.59.1010	WAGES - FOREMAN	59	73,216.00	73,216.00	8,448.00	54,912.00		18,304.00	75.00
10.90.59.1011	WAGES - ASST ROAD FOREMAN (59	69,659.00	69,659.00	8,037.60	52,244.47		17,414.53	75.00
10.90.59.1012	WAGES - MAINTAINER/MECHANI	59	66,747.00	66,747.00	7,701.60	50,060.48		16,686.52	75.00
10.90.59.1013	WAGES - HWY MAINT (3)	59	191,568.00	191,568.00	22,104.02	143,676.05		47,891.95	75.00
10.90.59.1049	WAGES - OVERTIME	59	58,256.00	58,256.00	132.88	30,514.65		27,741.35	52.38
10.90.59.1550	DEPARTMENTAL EQUIPMENT	59	12,000.00	12,000.00	45.00	11,327.75		672.25	94.40
10.90.59.1555	EQUIPMENT RENTAL	59	2,000.00	2,000.00	395.00	675.00		1,325.00	33.75
10.90.59.1670	STREET SWEEPING	59	18,000.00	18,000.00				18,000.00	
10.90.59.1685	SNOW REMOVAL (MATERIAL)	59	75,000.00	75,000.00		30,400.95	41,764.05	2,835.00	96.22
10.90.59.1690	TOOLS	59	2,000.00	2,000.00	39.68	232.29		1,767.71	11.61

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10.90.59.1700	GAS/FUEL	59	13,000.00	13,000.00	824.22	9,664.54		3,335.46	74.34
10.90.59.1703	VEHICLE MAINTENANCE	59	35,000.00	35,000.00	117.54	17,408.30		17,591.70	49.74
10.90.59.1710	HIGHWAY MATERIALS	59	40,000.00	40,000.00	1,348.57	21,721.10	952.00	17,326.90	56.68
10.90.59.1713	TREE WORK	59	18,000.00	18,000.00		16,322.27		1,677.73	90.68
10.90.59.1714	GUARD RAIL/SILINE PAINTING	59	7,500.00	7,500.00		4,707.39		2,792.61	62.77
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	180,000.00	180,000.00	49,194.11	83,058.76	42,716.05	96,941.24	46.14
Totals for Department: 59 (HIGHWAY)			886,446.00	886,446.00	49,194.11	526,926.00	42,716.05	316,803.95	64.26
10.90.61.1122	PROPANE	61	2,300.00	2,300.00	418.18	1,751.36		548.64	76.15
10.90.61.1130	TELEPHONE/INTERNET/LARM	61	4,400.00	4,400.00	293.62	3,598.90		801.10	81.79
10.90.61.1715	BUILDING MAINTENANCE	61	10,000.00	10,000.00	755.96	3,507.21	140.00	6,352.79	36.47
Totals for Department: 61 (TOWN GARAGE)			16,700.00	16,700.00	1,467.76	8,857.47	140.00	7,702.53	53.88
10.90.63.1010	WAGES - NURSE	63	30,139.00	30,139.00	3,763.62	24,521.23		5,617.77	81.36
10.90.63.1170	DEPARTMENTAL SUPPLIES	63	750.00	750.00		137.70		612.30	18.36
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			100.00
10.90.63.1400	VETERAN'S FUNERALS	63	200.00	200.00				200.00	

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10.90.63.1723	MEALS ON WHEELS	63	950.00	950.00		950.00			100.00
10.90.63.1725	REGIONAL MENTAL HEALTH	63	915.00	915.00		911.00		4.00	99.56
10.90.63.1726	PROBATE COURT	63	2,700.00	2,700.00				2,700.00	
10.90.63.1730	CENTRAL NAUGATUCK VALLEY R	63	604.00	604.00				604.00	
10.90.63.1735	HEALTH DISTRICT	63	42,252.00	42,252.00	10,562.70	42,250.80		1.20	100.00
10.90.63.1737	BH CARE	63	500.00	500.00		500.00			100.00
	Totals for Department:		87,010.00	87,010.00	14,326.32	76,770.73		10,239.27	88.23
10.90.65.1740	REFUSE COLLECTION	65	259,044.00	259,044.00	19,341.98	162,855.58		96,188.42	62.87
10.90.65.1745	RECYCLING	65	88,092.00	88,092.00	6,131.28	52,497.12	96.08	35,498.80	59.70
10.90.65.1750	BULKY WASTE TRANSFER	65	36,000.00	36,000.00	43.68-	26,126.16	1,500.00	8,373.84	76.74
10.90.65.1755	REFUSE-HOUSEHOLD HAZARDOU	65	5,000.00	5,000.00		2,682.94		2,317.06	53.66
	Totals for Department:		388,136.00	388,136.00	25,429.58	244,161.80	1,596.08	142,378.12	63.32
10.90.67.1010	WAGES - SUPERVISOR	67	71,594.00	71,594.00	8,260.80	53,695.23		17,898.77	75.00
10.90.67.1011	WAGES - ASST. SUPERVISOR	67	67,725.00	67,725.00	7,814.40	50,793.60		16,931.40	75.00
10.90.67.1042	WAGES - HELPER F/T	67	60,882.00	60,882.00	7,024.81	44,739.10		16,142.90	73.48
10.90.67.1049	WAGES - OVERTIME	67	42,740.00	42,740.00	3,691.43	33,254.72		9,485.28	77.81
10.90.67.1121	ELECTRICITY	67	19,000.00	19,000.00	3,108.94	10,554.71		8,445.29	55.55
10.90.67.1122	WATER & HEATING FUEL	67	5,300.00	5,300.00	809.09	3,232.43		2,067.57	60.99

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10.90.67.1130	TELEPHONE & ALARM	67	9,500.00	9,500.00	591.83	6,833.15		2,666.85	71.93
10.90.67.1140	SUPPLIES AND MAINTENANCE	67	6,000.00	6,000.00	896.72	5,326.35	445.00	228.65	96.19
10.90.67.1470	VEHICLE FUEL & MAINTENACE	67	12,000.00	12,000.00	218.99	968.96		11,031.04	8.07
10.90.67.1760	PLANT OPERATIONS	67	50,000.00	50,000.00	6,793.07	29,659.65	245.61	20,094.74	59.81
10.90.67.1765	EQUIPMENT REPLACEMENT	67	40,000.00	40,000.00	5,725.36	12,860.16	2,542.22	24,597.62	38.51
10.90.67.1770	SLUDGE PROCESSING	67	150,000.00	150,000.00	19,857.92	91,558.66	49,722.55	8,718.79	94.19
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	70,000.00	70,000.00				70,000.00	
10.90.67.1780	SEWER MAINTENANCE	67	20,000.00	20,000.00		4,586.36		15,413.64	22.93
10.90.67.1785	MANDATED TOXICITY TESTING	67	16,000.00	16,000.00	1,846.31	12,298.18	2,321.18	1,380.64	91.37
Totals for Department:			642,541.00	642,541.00	66,639.67	362,083.76	55,276.56	225,180.68	64.95
67 (WASTE WATER TREATMENT)									
10.90.69.1010	WAGES - FULL TIME (3)	69	124,009.00	124,009.00	14,104.80	95,273.16		28,735.84	76.83
10.90.69.1019	WAGES - PART TIME	69	11,583.00	11,583.00	428.40	8,200.95		3,382.05	70.80
10.90.69.1060	COMPUTER SUPPORT	69	3,900.00	3,900.00		3,351.24		548.76	85.93
10.90.69.1130	TELEPHONE-INTERNET	69	600.00	600.00	1.63-	269.16		330.84	44.86
10.90.69.1170	DEPARTMENTAL SUPPLIES	69	23,850.00	23,850.00	1,187.16	17,597.01		6,252.99	73.78
10.90.69.1800	PROFESSIONAL DEVELOPMENT	69	1,000.00	1,000.00	105.93	360.49		639.51	36.05
10.90.69.1805	PROGRAMS	69	5,350.00	5,350.00	865.69	4,260.08		1,089.92	79.63
10.90.69.1807	LIBRARY COPIER LEASES	69	900.00	900.00	68.48	535.50	265.00	99.50	88.94

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Totals for Department:			1,000.00	1,000.00		1,000.00			100.00
75 (COMMISSION FOR ELDERLY)									
10.90.77.1041	WAGES - DRIVERS	77	24,201.00	24,201.00	2,796.63	17,768.53		6,432.47	73.42
10.90.77.1055	TELEPHONE	77	550.00	550.00	42.23	338.84		211.16	61.61
10.90.77.1470	GAS/MAINTENANCE	77	2,000.00	2,000.00	60.29	801.74		1,198.26	40.09
Totals for Department:			26,751.00	26,751.00	2,899.15	18,909.11		7,841.89	70.65
77 (MINI BUS OPERATIONS)									
10.90.79.1120	HEATING OIL	79	2,800.00	2,800.00		1,884.20		915.80	67.29
10.90.79.1121	ELECTRICITY & WATER	79	4,500.00	4,500.00	266.16	2,991.83		1,508.17	66.49
10.90.79.1130	TELEPHONE	79	3,100.00	3,100.00	291.84	2,553.06		546.94	82.36
10.90.79.1220	SENIOR CENTER SUPPLIES	79	1,500.00	1,500.00	68.83	630.82		869.18	42.05
10.90.79.1681	SENIOR ACTIVITIES	79	2,200.00	2,200.00		1,465.90		734.10	66.63
10.90.79.1943	BUILDING MAINTENANCE	79	5,500.00	5,500.00	100.00	887.06	544.00	4,068.94	26.02
Totals for Department:			19,600.00	19,600.00	726.83	10,412.87	544.00	8,643.13	55.90
79 (SENIOR CITIZENS CENTER)									
10.90.83.1170	CONTINGENCY FUND EXPENSES	83	100,000.00	100,000.00				100,000.00	
Totals for Department:			100,000.00	100,000.00				100,000.00	
83 (CONTINGENCY)									
10.90.85.1984	PRINCIPAL - 2014 (\$5.865M) BOND	85	380,000.00	380,000.00	380,000.00	380,000.00			100.00
10.90.85.1985	INTEREST - 2014 (\$5.865M) BOND	85	135,307.00	135,307.00	67,653.13	135,306.26		0.74	100.00
Totals for Department:			515,307.00	515,307.00	447,653.13	515,306.26		0.74	100.00
85 (DEBT SERVICE - INTEREST)									

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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	84,900.00	84,900.00		84,900.00			100.00
	Totals for Department:		394,900.00	394,900.00		394,900.00			100.00
	87 (DEBT SERVICE - PRINCIPLE)								
10.90.88.2001	REGIONAL SCHOOL DISTRICT #1	88	14,777,586.00	14,777,586.00	1,099,468.00	11,811,476.00		2,966,110.00	79.93
	Totals for Department:		14,777,586.00	14,777,586.00	1,099,468.00	11,811,476.00		2,966,110.00	79.93
	88 (Department - 88)								
10.90.90.2500	TRANSFER TO NON-RECURRING I 90		366,809.00	366,809.00		366,809.00			100.00
10.90.90.2503	TRANSFER TO DEBT SERVICE FU 90		55,793.00	55,793.00		55,793.00			100.00
	Totals for Department:		422,602.00	422,602.00		422,602.00			100.00
	90 (SPECIAL PROJECTS)								
	Report totals		22,341,563.00	22,342,063.00	2,023,780.78	17,248,640.76	144,695.74	4,948,726.50	77.85

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10.80.01.4005					
STATE PROPERTY TAX (PILOT)	24,899.00		24,899.00		100.00
10.80.01.4030					
DISABILITY TAX RELIEF	1,750.00		1,664.71	85.29	95.13
10.80.01.4035					
ADD. EXEMPTIONS FOR VETERANS	9,200.00		8,328.80	871.20	90.53
10.80.01.4040					
TOWN AID ROAD MAINT	190,730.00			190,730.00	
10.80.01.4045					
SCHOOL EQ. GRANT GTB&ECS	3,995,130.00		1,997,566.00	1,997,564.00	50.00
10.80.01.4055					
MASHANTUCKET PEQUOT GRANT	12,467.00	4,155.67	8,311.33	4,155.67	66.67
10.80.01.4062					
DISTRESSED MUNICIPALITIES/Grants i			7,971.78	7,971.78	
10.80.01.4066					
MUNICIPAL GRANT-IN-AID	43,809.00			43,809.00	
10.80.01.4070					
MISCELLANEOUS REIMBURSEMENTS		7,688.78	8,208.00	8,208.00	
10.80.01.4072					
EMPG GRANT		5,000.00	5,000.00	5,000.00	
10.80.02.4070					
PLANNING/ZONING COMMISSION	2,500.00	75.00	4,008.00	1,508.00	160.32
10.80.02.4075					
ZONING BD. OF APPEALS	500.00			500.00	
10.80.02.4080					
BUILDING PERMITS	135,000.00	11,400.00	107,202.70	27,797.30	79.41
10.80.02.4081					
AMBULANCE REIMBURSEMENT	3,000.00			3,000.00	
10.80.02.4082					
FIRE MARSHAL INSPECTIONS FEES	3,000.00	600.00	867.00	2,133.00	28.90
10.80.02.4087					
TOWN CLERK - CONVEYANCE	70,000.00	6,486.37	74,973.60	4,973.60	107.11
10.80.02.4089					
TOWN SHARE - TOWN CLERK MERS	4,000.00	130.00	3,127.00	873.00	78.18
10.80.02.4090					
MISCELLANEOUS PERMITS	2,500.00	120.00	1,065.00	1,435.00	42.60
10.80.02.4091					
INLANDS WETLANDS FEES	1,500.00	98.00	1,740.00	240.00	116.00
10.80.02.4096					
POLICE EXTRA DUTY	30,000.00		30,000.00		100.00
10.80.02.4099					
POLICE - OTHER REVENUE	2,000.00	140.00	965.00	1,035.00	48.25
10.80.02.4101					
POLICE TRAFFIC TICKETS	3,000.00		1,595.00	1,405.00	53.17
10.80.02.4110					
DISPOSAL FEES	250.00	4.00	80.00	170.00	32.00
10.80.02.4120					
MINI-BUS	4,200.00		3,910.00	290.00	93.10
10.80.02.4999					
MISCELLANEOUS INCOME			703.68	703.68	
10.80.03.4122					
INTEREST - TAX COLLECTOR	118,000.00	7,374.85	108,134.70	9,865.30	91.64
10.80.03.4123					
LIENS/FEES - TAX COLLECTOR	1,200.00	24.00	1,269.93	69.93	105.83
10.80.03.4126					
SUPPLEMENTAL MOTOR VEHICLE TA	185,000.00	7,455.76	187,264.78	2,264.78	101.22
10.80.03.4130					
TELECOMM. PROPERTY TAX		8,236.56	8,236.56	8,236.56	
10.80.03.4132					
WATER PROJECT (2001) - CURRENT &	55,000.00		26,726.18	28,273.82	48.59
10.80.03.4133					

Date: 04/03/2020
 Time: 11:05:07AM

Statement of Actual & Estimated Revenue

User: ERIN
 Page: 2

Town of Beacon Falls
 For Period Ending 03/31/2020
 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	135,000.00	300.00	75,528.68	59,471.32	55.95
TELECOMM. PROPERTY TAX 10.80.04.4140	8,414.00	500.17	500.17	7,913.83	5.94
MISCELLANEOUS 10.80.04.4145	500.00	27.28	504.53	4.53	100.91
INSURANCE REFUNDS 10.80.04.4150	10,000.00		16,675.00	6,675.00	166.75
XEROX EQUIPMENT 10.80.04.4155	200.00	80.00	172.00	28.00	86.00
REGION #16-SURPLUS 10.80.04.4157	10,000.00			10,000.00	
LEACHATE COLLECTION SYSTEM 10.80.05.4165	80,000.00	12,660.00	23,091.66	56,908.34	28.86
INVESTMENTS/INTEREST EARNED 10.80.06.4300	150,000.00	12,616.23	119,913.74	30,086.26	79.94
PROPERTY TAXES-CURRENT 10.80.06.4301	16,452,505.00	53,684.01	16,584,901.19	132,396.19	100.80
PRIOR YEAR PROPERTY TAXES 10.80.06.4325	230,000.00	9,260.11	196,754.63	33,245.37	85.55
TRANSFER FROM UNASSIGNED FUND 10.80.06.4400	366,809.00			366,809.00	
SALE OF TOWN PROPERTY		1,050.00	3,650.00	3,650.00	
Report Totals	22,342,063.00	149,166.79	19,645,510.35	2,696,552.65	87.93

TRANSFERS FOR 4/13/20 BOS & 4/14/20 BOE MEETINGS

04/09/2020

45.90.57.0019	COVID-19	\$	19,999.00
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Includes \$1,905.77 in Fire/EMS supplies, \$7,290.32 in PD STROT, \$4,133.94 in laptops, \$1,620 of Due To's in (6) cellphone services added, \$399.99 in Time IT's remote clocking service, \$2,127.42 in Zoom. Small amount of PD STROT left to book as well as one additional cellphone for new Tax Collector.

**Please see attached transfer sheet for account details.

*18,477.44 known expenses to date. Transfer is for max and additional may be needed depending upon length of pandemic.

TOWN OF BEACON FALLS

FY20

LINES TO MONITOR

Note: March (9 months = 75%; lines over 80% included below (excluding seasonal/one-time lines)

# Line	Description	Budgeted Amount	Uncumbered Balance as of 3/31/20	Percent Used as of 3/31/20	New Information From Last Month
1 10.90.03.1078	LEGAL NOTICES	\$ 4,000.00	\$ 794.15	80.15% Increased	
2 10.90.03.1140	MISC. REPAIRS/BUILDING MAINTENANCE	\$ 12,000.00	\$ (654.57)	105.45% Increased	
3 10.90.07.1049	ASST-TAX COLLECTOR - OVERTIME	\$ 500.00	\$ (343.49)	168.70% Constant	
4 10.90.29.1011	WAGES - DEPT REGISTRARS	\$ 1,500.00	\$ (130.00)	108.67% Constant	
5 10.90.44.1031	EMERGENCY TELEPHONE	\$ 17,400.00	\$ 393.25	97.74% New	
6 10.90.44.1436	BUILDING EQUIP-MAINT & REPAIRS	\$ 6,500.00	\$ 450.42	93.07% Constant	
7 10.90.44.1466	EQUIPMENT MAINTENANCE	\$ 8,500.00	\$ 991.10	88.34% Increased	
8 10.90.44.1471	MANDATORY VEHICLE AND EQUIPMENT	\$ 15,000.00	\$ 2,706.17	81.96% Constant	
9 10.90.44.1490	PHYSICALS/HEALTH & WELLNESS	\$ 17,000.00	\$ 3,380.00	80.12% Increased	
10 10.90.44.1553	DEPARTMENTAL SUPPLIES - AMBULANCE	\$ 15,000.00	\$ 3,581.80	80.10% Increased	
11 10.90.53.1049	WAGES - OVERTIME	\$ 47,000.00	\$ (16,868.78)	135.89% Increased - and will continue to increase; Town Meeting will be required.	
12 10.90.53.1130	TELEPHONE	\$ 4,500.00	\$ 603.17	86.60% Increased	
13 10.90.59.1550	DEPARTMENTAL EQUIPMENT	\$ 12,000.00	\$ 672.25	94.40% Increased	
14 10.90.59.1713	TREE WORK	\$ 18,000.00	\$ 1,677.73	90.68% Constant	
15 10.90.61.1130	TOWN GARAGE TELEPHONE	\$ 4,400.00	\$ 801.10	81.79% Increased	
16 10.90.63.1010	WAGES - NURSE	\$ 30,139.00	\$ 5,617.77	81.36% New	
17 10.90.67.1140	SUPPLIES & MAINTENANCE	\$ 6,000.00	\$ 228.65	96.19% Increased	
18 10.90.67.1785	MANADATED TOXICITY TESTING	\$ 16,000.00	\$ 1,380.64	91.37% Increased	
19 10.90.67.1776	NITROGEN CREDITS	\$ 70,000.00	\$ -	0.00% Indication from WWTP Supervisor based on flows this line will be overbudget significantly.	
20 10.90.69.1060	COMPUTER SUPPORT	\$ 3,900.00	\$ 548.76	85.93% Constant	
21 10.90.71.1550	TOOL & EQUIPMENT	\$ 4,000.00	\$ 651.85	83.70% Increased	



TOWN OF BEACON FALLS
 TOWN HALL
 10 MAPLE AVE.
 BEACON FALLS, CONNECTICUT 06403

Date: 4/8/20

To: First Selectman

From: Finance

The undersigned respectfully requests that the following budgetary transfers be approved from Fiscal Year 2019-2020.

	TRANSFER TO	TRANSFER FROM	AMOUNT OF TRANSFER
1.	COVID-19	Contingency	
	Account Name	Account Name	
	45.90.57.0019	10.90.83.1170	
	Account Number	Account Number	\$ 19,999
2.			
	Account Name	Account Name	
	Account Number	Account Number	\$
3.			
	Account Name	Account Name	
	Account Number	Account Number	\$

Brief Explanation of the Purpose of the Transfer:

COVID-19 Expenses Police shifts, laptops, cell phones, PPE, etc.

Signage, cleaning supplies

* Transfer will be from 10.90.83.1170 to Transfer to Non-Recurring Capital 10.90.90.2500 to be budgeted in COVID-19 line in Non-Recurring exp 45.90.57.0019

Requested by: _____
 Department Head Signature

Approved by: _____
 First Selectman

Approved by: _____
 Date

Transfer Completed: _____
 Board of Finance Chair

Finance Manager _____
 Date

Comments: _____