

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



BEACON FALLS BOARD OF FINANCE  
Monthly Meeting  
March 27, 2019  
Minutes  
(Subject to Revision)  
**REVISED**

Present: Chairmen Tom Pratt, Vice Chairmen Marc Bronn, Steven Leeper, Larry Hutvagner, Kyle Brennan

Absent: Jim Carroll

First Selectmen Chris Bielik, Selectmen Mike Krenesky

Erin Schwartz, Natasha Nau

Don Ferretti, IT

Tom Carey, Waste Water came in at 7:30 PM

Brian De George and Howard Leeper came in at 8:00 PM

Public: Joe Rodorigo, Shawn Styfco

**1. Call to Order/Pledge of Allegiance :**

Tom Pratt called the meeting to order at 7:01 PM

**2. Budget Workshop with Department Head – Discussion**

- a. **IT:** Don Ferretti Explained how the email work for the Town of Beacon Falls. Needs a new server, new system there is 6 being installed, Selectman office is up to date, and he has a three-year plan to get everyone updated. Also, need to update everyone to Windows 10, Microsoft offers that for free. He based the needs via departments and who needs speed. I will be on a one license base, and one license can have multiplier users (5). Everyone right now has office 2016. When the new server comes in the old server will also be there and will be used in tandem. And then transfer data from the old server onto the new server. Digital office support from nutmeg, they have an old system and they offer our firewall. They will be updating their platform. Security upgrade software antivirus software, we will need a new one. Phone system installation, they have VPN installed in them, the phone

system will be running off the same VPN, except the Firehouse, we will need to add them to it.

C Bielik: Dial internally works only at the town hall and this would work with all sites, Police, Town Garage, etc.

S Leeper: New desktop and laptop on the same line?

D Ferretti: It's per department that's why it's on the same line.

L Hutvagner: Costs for the computers are they in this budget request?

E Schwarz: computers and phones are in the capital nonrecurring. Don's budget line has his cost and he hasn't changed it in 2 years, he keeping it the same.

L Hutvagner: Where in the budget is Don's budget?

E Schwarz: 10-90-03-1105 is Don's budget line.

D Ferretti: Our security is as good as it gets for what we can pay.

T Pratt: Police department the information that needs to be protected would they be on our server also?

D Ferretti: Their redirected folders are on our server right now, but it's not a continuous link. Discussion continued on doing different server upgrades and laptops.

M Krenesky: office 365 we are buying is it a home software? Going to Go Daddy email, is that a cost issue? So our web browsers are on the website.

DF: It's called standard professional. All of our domains are with Go Daddy; the problem is with the server. I have a CSB file with all of our current emails, just a global email it will be added. Also who wants to use their Mobil phones it's easier. A lot of the committees want it on their phones.

**b. Waste Water Treatment Plant**

Tom Carey is the Superintended of the Waste Water Plant. Budget 12,900.00 increase overall and that does not include wage increase, I've taken some away from the sludge disposal. We also took over the collections departments and that is way under budget, and we still need to buy equipment yet. One incident in a year and it will cut this in half. M Bronn: What is the status of the plant right now? T Carey: terrible it's been neglected for decades. L Hutvagner: You're taking equipment cost out of collection line item? T Carey: The collection is outside of the plant all the pipework outside of the plant, all of your sewers. We would like a camera, tripods, breathing apparatus, training for confined space, and meters to measure gases.

L Hutvagner: How much do we get a year from the leach? E Schwarz: we have \$80,000.00 budgeted and last quarter it was \$25,000.00.

T Pratt: confined space, not just the equipment is also about training. When we talk about equipment we also talk about who can get certified to go into confined space. It's also the cost to get it up, and who is eligible to go into confined space?

T Carey: I've had the training and have been certified from other places.

L Hutvagner: And some of that training might be helped out by our insurance carrier Kerma.

T Pratt: How is the upgrade going?

T Carey: We seem to be at a standstill for this coming fiscal year. I'm not sure where we are, we are taking a floating cover off a storage tank and putting a dome on it. I would say in a month or two. M Bronn: Scatta, is the \$32,000.00?

T Carey: The scatta software I've never seen any bills on this and in order to update it you need to pay the past years bills. Every 5 years they need to be updated. But we need all the software to go back. I think if we keep up on payment we will be fine.

E Schwartz: There are two computers that need to be replaced. We were never invoiced for upgrades for this.

M Krenesky: Do we have money in the budget to do this software?

Tom; we do but I'm not concerned about the software right now. With the less sludge this year, the money should be in the sludge fund.

M Bronn: why is there less sludge?

T Carey: There are ways to make it less sludge, and I can dewater it.

L Hutvagner: Is there a 5-year plan for capital for all of the departments?

N Nau: Yes we do, I believe everyone has the ideas and the beginning of the plans.

M Bronn: What pricket roll in this, we have paid him hundreds of thousands of dollars over the year? What has he done for the town?

T Carey; He's been looking at sewer fee and working with COGG, for the plant he been trying to structure something that would work for the town.

CB: He's done a lot of design work and keeping the long term design what it will look like.

M Bronn: do we have anything to look at?

T Carey: We have maps at the plant. And of course, we have plans from Woodward and Curran with all the bells and whistles which we can't afford. C Bielik: Pickett has been working closely with WPCA and once they have something to share they will have a meeting to go over the long term plan.

M Bronn: How far down the road is this?

C Bielik: Probably 3-6 months range. It's been a lot of work trying to figure out the fee structure for the residents.

T Pratt: with all the work that's been going on we are moving in positive directions?

T Carey: Yes we are. There have been no issues with anything go out to the river we are always in compliant.

T Pratt: I think you have been doing a wonderful job, Tom, like you said a lot of things have been neglected and you are working on that. Is there anything else in your budget we should take a hard look at?

T Carey: No each year it has been restricted and they are looking at certain things, we are trying to balance everything out and keep them in the right line items.

T Pratt: Now, if there had to be anything cut dollar wise I will reach out to you and say X amount of dollars has to come out of your budget, I'm not saying that is what will happen but if it happens you are part of the solution and not the problem and I feel you should have the opportunity to decide which line item it would come out of.

T Carey: Tom talked about his different Capital Projects.

T Pratt: Asked if anyone else has more questions.

c. **Fire/Fire Marshal**

Brian De George and Howard Leeper:

T Pratt: Start with your Capital and on recurring projects.

C Bielik: There are three, the power lift stretcher, Lucas chest compression, and portable radios, these have been carried over.

B. De George: Our engine 5 is our brush truck, it hasn't functioned right from the beginning, the pump is not really good so this is an upgrade and makes it function. SEA compressor is getting to its life expectancy, needs to be replaced, we need to start putting in for it now. S Leeper: is it worth getting any kinds of upgrades?

B. De George: Not what we have been told, its 15 years old already.

First responder vehicle for the last couple of years, it's a 2007 so it's on it for 11 years.

T Pratt: replacement program, EMS responded and an engine, how many miles do you put on the EMS responder a year? B. De George: I'm really not sure. It's used primarily for emergency responses. T Pratt: Does someone take that home with them if they are on call? B. De George: Yes it is. Depending on where they live, it's quicker response time. T Pratt: Are you thinking the same type of vehicle?

B. De George: I'm thinking of an explorer. M Bronn: Ambulance for \$250,000.00.

B. De George: Maybe doing a refurb and there is a saving, the only problem is we deal with two different vendors. It becomes a push thing, one vendor says it's not my problem and the other vendor says the same. I'm not sure if it's worth the savings and makes it more of a project. What on the list is a new Ambulance and it comes with a stretcher? C Bielik: Maybe lease purchasing is an option? L Hutvagner: You pay much more for a lease. C Bielik: yes you pay a little bit more but the payments are smaller. M Bronn: Are you thinking these needs to go this year?

B. De George: It should have been done three years ago. We put a band-aid on it, when we put an engine in it and it's been three years, it functioning and we are putting minimal into it. We were always on a lease purchase for an ambulance for 5 years and that always seems to work. T Pratt: You like the box style?

B. De George: yes I do and especially having the 4WD.

M Krenesky: Looking at the whole new list, what is the priority?

B. De George: If I had to make a choice I would pick the ambulance, but it's not going to fix anything for the next year. If something happens to it, it's not worth spending money on it to fix it.

N Nau: noted something about AFG possibly being an option?

T Pratt: Power Lifter are those new ones?

B. De George: I believe when we priced the new ambulance we don't need the power Lifters.

T Pratt: Tablets? Are they replacing the old ones?

B. De George: Yes replacing them with an iPad style

T Pratt: How much abuse do they take? How many do you need? And where would they go in?

B. De George: I would say more than a regular person using them, but they have a hardcover on them. We would need 8 of them to replace what's in the responding vehicles. The ambulances are different tablets. Engine 3, ladder, engine 2, chief vehicle, assistant chief, deputy.

B. De George: Para tack is the vehicle stabilization struts. We have certain size stabilization larger and more than an area and bring us into heavy duty range. T

Pratt: and what is the life expectancy? B. De George: I would put a 10-year mark on it.

T Pratt: ATV/UTV?

B. De George: UTV is in the budget for replacement the other one (ATV) is old and it's getting difficult to get parts for it. Discussion on all the uses for having these.

T Pratt: Your Hurst SL532. What's the life expectancy Hurst tool and how old are they now?

B. De George: We have been getting little notes on the ram for a long time, the main spreaders on the rescue truck where they are just about making the inspection. They are old from '98". Probably one of our first Hurst tools. And everything else has been upgraded.

T Pratt: that is your capital improvements. Is there anything we should be concerned about are you staying in the budget? I know you had some issues with the fuel and now it's all set. B. De George: We are pretty good, the fire department will hold off on repairs until the end of the budget if things break. All of the tags on the fuel are marked and you can't switch them.

The service awards are okay, Mike takes care of that. The one that was out of control was the secondary insurance and we had people on there that we shouldn't of. It's used more like a supplemental. We had some older members who aren't responders so we cut that back to actually responders. E Schwarz: That is in Fire Life

Insurance. The service awards number is a number from the insurance company. N

Nau: We are checking with the insurance broker. B. De George: We didn't have Kerma when we started the insurance. L Hutvagner: Kerma insurance has the volunteer rider also, will cover for free up to \$5,000.00 of the deductible if your responding with your personal vehicle and get into an accident.

T Pratt: The stipend for the Chief, you had \$12,000.00 2018/2019 and there is an increase of \$3,000.00 for the Chief position.

B. De George: Just conversation issues and I'm willing to talk about it.

M Bronn: What's does split mean?

B. De George: Between Fire Department and the Fire Marshall.

T Pratt: Would this be a new person?

B. De George: This admin has nothing to do with our current employee. It would be a new position for booking keep and budgets and also Fire Marshall Duties.

T Pratt: Does anyone else have any Question?

L Hutvagner: What is mandatory repair and testing?

B. De George: All the mandatory testing that needs to be done and repairs we needed to break them up into two different line items. L. Hutvagner: With the new ladder truck do you have enough for the testing.

B. De George: With the new purchase the inspection is included with the purchase.

Fire Marshall:

T Pratt: Brian De George and Cal Brennan both passed their Fire Marshall test. And where is your Fire Marshal office going to be?

B. De George: Officially it's at town hall. A lot of times I will meet people at the Fire House.

T Pratt: A split between the fire department and the Fire Marshall where would that admin work? What would happen if you need more hours from this individual since you are sharing the same person for the Fire House and the Fire Marshall?

B. De George: I would say where ever my home base is going to be. But I want to keep the records at the town hall and keep them secured. As for the more hours needed, I didn't think about that.

T Pratt: You put in for expenses \$3,000.00 what does that cover for expenses?

B. De George: expenses for Schooling, training and miscellaneous expenses, business cards, pamphlets.

T Pratt: you listed for telephone, 2 phones, and the deputy get a phone and tablets for field work?

B. De George: The tables are a combined thing, our ESO software will talk with each other so that's good. And that same reporting will get finish up on the Fire Marshal side. We will be able to do our inspections electronically and to follow up on things. The Fire House software has been bought out by ESO.

T Pratt: Don F, he feels he's the IT for the Town, and he trying to break the ice with you guys and what kind of computer system you have and maybe get everyone networked together. E. Schwarz: You both have the Nutmeg network. The point he had to connect with you and he has to put a VPN line down there in the firehouse to make the phone town-wide, and he's upgrading the firewall and it would also impact you with your firewall.

B. De George: That system down there is part of it's the state and he can't touch. The phones upgrade is perfect but there are certain lines that can't be part of the network.

T Pratt: He will be handling all the alarm system and he's getting them all on one vendor to take care of everything, maybe it would be good to reach out to Tom.

B. De George: Is he available all the time to reach out to? C. Bielik: Yes he is I will send an email to both of you tomorrow.

T Pratt: The Fire Marshall pays \$16,552.00 and the assistant \$13,000.00, is this part-time pay is? And how did you come up with these dollar amounts?

B. De George: I've done some research online to come up with the pay scale. Prospect pays \$37,000.00 it looks like we are around that \$20,000.00 to \$25,000.00 marks. And it's a big restricting trying to figure out everything out.

M Bronn: It's a big increase from last year and everyone is going to harp on it.

M Krenesky: We have a challenge with people wearing multiple hats.

T Pratt: I think the most important thing is everything will be documented and on file.

B. De George: We are getting property cards and seeing what has to be done annually, and what has to be done semi-annual, to stay off the radar what needs to be done is your Schools, churches, restaurants, liquor stores.

K Brennan: What sort of things can you charge for and what are the fees?

B. De George: You can charge for every inspection. A lot of town charge for commercial and industrial inspection and you can charge anywhere from \$100.00-\$150.00 per inspection. And then for residential 3 families and above, some places are saying they are not charging them or they are charging them \$25.00-\$50.00.

B. De George: It's covering our expense to go out there or at least a portion of it. We were at Laurel Ledge School today for over 2 hours.

B. De George: Two different ways on how the office can function if we did the salary base it would be flexible. Hourly would be hard if I had to sit there from 2-4.

T Pratt: If we feel there need cuts to be made we will email you and we want you to be part of the solution we would like you to look at your budget and make the cuts.

T Pratt: Asked if anyone had any questions?

- 3. Adjournment:** Motion to adjourn Budget Workshop at 9:00 PM; Pratt/Bronn; No discussion; all ayes.

Respectfully submitted

Joann Smith Overby  
BOF Clerk





# Computer Replacement Program

2017-2018

5 Computers Purchased - New computers for Tax/Assessor office, Procurement's Secretary & Finance. 5 of these old computers will be repurposed to the Registrar, W/RRP and Public Works as upgrades to their computers. 1 for disposal.

2018-2019

6 Computers for Office - 2 computers for the Finance Dept, 1 for the Finance Dept, 1 for the Finance Dept, 1 for the Finance Dept, 1 for the Finance Dept, 1 for the Finance Dept. 4 of these computers can be repurposed to Public or other departments. 2 for disposal.

2019-2020





**NEC SV9100 Purchase Agreement**  
 State Contract Number 16PSX0040

DHS-20.43  
 7-Mar-19

**Purchaser: (Customer)**  
 Town of Beacon Falls (Senior Center)  
 10 Maple Ave.  
 Beacon Falls, CT  
 Don Ferretti  
 (203) 578-0895  
 dferretti@mistic.com

**Seller:**  
 Connecticut Communications  
 48 Ozick Drive  
 Durham, CT 06422  
 Paul Sciano  
 (203) 985-1009, Fax (203) 985-1010

**NEC SV9100 Communications Server**

Qty	Part#	Description	Unit Price	Ext. Price
1	Q24-UW000000107857	SV9100S Basic Phone Package & Voicemail	\$1,600.00	\$1,600.00
Includes: 9.5" Chassis, CPU, 4 Port CO Card, 8 Port Dig. Station Card, (2) analog station ports, (8) voice mail boxes				
1	BE113029	Trunk Card (Analog Phone Lines) (4 Ports)	\$215.00	In Package
1	BE113281	IP Resource Card	\$650.00	\$650.00
2	BE114066	IP CCIS Networking Channels	\$60.00	\$120.00
1	640072	Combo Card (8 digital station, 2 analog station)		In Package
1	670508	Installation Kit with UPS & Install cable	\$310.00	\$310.00
1	BE113805	Digital 12 Button Full Duplex Display Phone	\$260.00	\$260.00
1		Installation, Programming and Training includes installing two customer provided cordless phones		\$980.00
1	BE115105	Software Assurance (1 Year)	\$500.00	In Package

Includes: 1-Year Maintenance  
 Parts, Labor, Software and More

State Contract Discount= -\$440.00  
 Installed Cost= \$3,480.00  
 6.35% State Sales Tax= Tax Exempt

**Payment Schedule**

Cash: \$2,436.00	70% Downpayment	Balance Due Upon System Delivery=	\$1,044.00
Lease: \$77.00	5 Year, \$1 buyout, 2 payments in advance (Subject to approval, Not including tax)		

\$44 Standard Monthly Maintenance  
 Discounted Monthly Maintenance: \$40  
 Initial to accept Discounted Maintenance

This Agreement is subject to the Terms and Conditions attached hereto and valid for 60 days.

Town of Beacon Falls (Senior Center)  
 Don Ferretti

Connecticut Communications  
 Paul Sciano

**Table 1C**  
**WPCF Upgrade Projects - Minimum Needs Concept - Implementation Plan from FY2018 through FY2021**  
 Updated on Friday, March 2, 2018

✓ = Complete/Keep

Wastewater Needs/Projects	Estimated FY2018 Cost (Includes Construction, Construction Support & Contingency)	Implementation Plan Concept/Schedule (Spreadsheet 406 per Year)				
		FY2018	FY2019	FY2020	FY2021	FY2022
Design Phase (25% to 50%)	\$ 125,000	\$ 215,000	\$ -	\$ -	\$ -	\$ -
Design Phase (50% to 100%)	\$ 175,000	\$ -	\$ 175,000	\$ -	\$ -	\$ -
Safety Improvements	\$ 34,000	\$ 34,000	\$ -	\$ -	\$ -	\$ -
Influent Pumping System	\$ 169,000	\$ -	\$ 176,000	\$ -	\$ -	\$ -
Primary Clarifier (Convert to Anoxic)	\$ 203,000	\$ -	\$ 220,000	\$ -	\$ -	\$ -
Digester Cleaning & Roof	\$ 103,000	\$ 135,000	\$ -	\$ -	\$ -	\$ -
Anoxia/Nitrate Analyzers	\$ 102,000	\$ 107,000	\$ -	\$ -	\$ -	\$ -
Aeration System Updates	\$ 183,000	\$ -	\$ 298,000	\$ 103,000	\$ -	\$ -
Electric/Main Switchgear/Generator	\$ 338,000	\$ -	\$ -	\$ 381,000	\$ -	\$ -
Secondary Clarifier	\$ 1,430,000	\$ -	\$ -	\$ 1,823,000	\$ -	\$ -
ROD - Dewatering (in Existing Bldg./Finance)	\$ 150,000	\$ -	\$ 163,000	\$ -	\$ -	\$ -
Headworks (Screen Bldg at Existing PS)	\$ 950,000	\$ -	\$ 1,028,000	\$ -	\$ -	\$ -
BAAS/WAS Systems	\$ 507,000	\$ -	\$ 549,000	\$ -	\$ -	\$ -
<b>Total (FY2018) =</b>	<b>\$ 4,681,000</b>	<b>\$ 284,000</b>	<b>\$ 658,000</b>	<b>\$ 2,394,000</b>	<b>\$ -</b>	<b>\$ -</b>
					<b>Total Financing Cost =</b>	<b>\$ 5,114,000</b>
					<b>Additional Cost for Revised Approach =</b>	<b>\$ 419,000</b>

Capital (Not in Above Project)	Notes
Remaining FY2018 Capital (\$200K)	
FY2019 Cap (\$100K) in WW Budget	Fire doors (\$8K); Exit lighting (\$8K); Locking gate to roof stairs (\$2K); Eyewash stations (\$2K); Misc. (\$2K).
FY2020 Cap (\$100K) in WW Budget	Replacement Roof 101 & 102
FY2021 Cap (\$100K) in WW Budget	Aeration Tank #1: Diffusers, concrete, misc.
FY2022 Cap (\$100K) in WW Budget	Aeration Tank #2: Diffusers, concrete, misc.
FY2023 Cap (\$100K) in WW Budget	Aeration Tank #3: Diffusers, concrete, misc.
	Aeration Tank #4: Diffusers, concrete, misc.
	JUST DIFFUSERS, NO CONCRETE IN FY21
	COMPLETED IN FY19 (from GE)