

AGENDA

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GLASTONBURY BOARD OF FINANCE – NOTICE OF SPECIAL MEETING

Monday, February 8, 2021, 3:30p.m.

Held through Zoom Video Conferencing (details on page 2)

Board Members: Constantine Constantine; Chairman, Jennifer Sanford; Vice Chairman, Walter Cusson, Robert Lynn, James McIntosh, and James Zeller.

The meeting will begin immediately following the Public Hearing and will include a Budget discussion as well as the possible preparation by the Board of Finance of its proposed annual town budget for submission to the Town Council for consideration:

1. Public Comment Session - Comments pertaining to the call.
2. Presentation and Discussion Concerning Review of Bonding for CIP and Pension Funding Options
3. Potential for Any Unfinished Business – FY21/22 Budget
4. Possible Action: The Board of Finance pursuant to Section 605 of the Town Charter submits to the Glastonbury Town Council the following proposals:
 - A. Action: Propose to Town Council FY21/22 Town Operating Budget
 - B. Action: Propose to Town Council FY21/22 Education Budget
 - C. Action: Propose to Town Council FY21/22 Debt & Transfers Budget
 - D. Action: Propose to Town Council FY21/22 General Fund Revenues & Transfers Budget
 - E. Action: Propose to Town Council FY21/22 Capital Improvement Program Budget, including Capital Reserve Fund, Town Aid Road and Sewer Sinking Fund
 - F. Action: Propose to Town Council FY21/22 Special Revenue Funds, including:
 - i. Sewer Operating Fund Budget
 - ii. Recreation Activities Fund Budget
 - iii. Police Private Duty Fund Budget
 - iv. Riverfront Park Fund Budget
 - v. Bulky Waste Closure Fund Budget
5. Possible Action: Confirmation of next Special Board of Finance meeting date/time, if Actions above deferred.

IN ACCORDANCE WITH GOVERNOR LAMONT'S EXECUTIVE ORDER 7B.1 "SUSPENSION OF IN-PERSON OPEN MEETING REQUIREMENTS", GLASTONBURY BOARD OF FINANCE MEETINGS ARE CURRENTLY BEING CONDUCTED THROUGH ZOOM VIDEO CONFERENCING UNTIL FURTHER NOTICE.

Join the Meeting - The public may join the Zoom Video Conference as an Attendee (view and listen function only) as follows:

Join by Zoom Meeting link:

<https://us02web.zoom.us/j/89098640833?pwd=M3dyNGlaK0NjNENuTkhUamFmOGhkUT09>

Passcode: 104950

Join by Phone:

Dial: +1 646 558 8656 or +1 301 715 8592

Webinar ID: 890 9864 0833

Passcode: 104950

Public Comment may be submitted through a form at the following link no later than 2:00 p.m. one business day BEFORE the meeting is held for your comments to be included in the public comment session of the meeting. Be sure to select *Board of Finance* in question 4 of the form:

www.glastonbury-ct.gov/publiccomment

There is also the opportunity to give Public Comment as part of the virtual meeting if joining through the Zoom Meeting Link.

Watch the Meeting - This meeting will be broadcast in real-time through Public Access Television on Channel 16, or live streamed on the town website. [Click here to view by live streaming.](#)

If you are unable to join/participate in the meeting at the time it is held, the meeting will be available on the [Video On Demand page of the town website](#) within one week of the meeting date.*

**The Video On Demand page is accessible through any web browser EXCLUDING Internet Explorer. Please use Chrome, Edge, Firefox, Safari or any other web browser excluding IE to access meeting video content.*

**Board of Finance Proposed 2021/2022 Budget to Town Council
(As of February 8, 2021)**

BOF 2/8/21
Item # 4

SUGGESTED RESOLUTION FOR THE GENERAL FUND 2021/2022 BUDGET

- A) BE IT RESOLVED, that the Board of Finance^(A) submits to the Glastonbury Town Council the proposed appropriation of \$ _____ [\$45,761,196*] for the 2021/2022 **Town Operating Budget**.

- B) BE IT RESOLVED, that the Board of Finance^(A) submits to the Glastonbury Town Council the proposed appropriation of \$ _____ [\$114,067,405*] for the 2021/2022 **Education Budget**.

- C) BE IT RESOLVED, that the Board of Finance^(A) submits to the Glastonbury Town Council the proposed appropriation of \$ _____ [\$13,573,742*] for the 2021/2022 **Debt & Transfers Budget**.

- D) BE IT RESOLVED, that the Board of Finance^(A) submits to the Glastonbury Town Council the proposed 2021/2022 **General Fund Revenues and Transfers** in the amount of \$ _____ [\$173,402,343*].

- E) BE IT RESOLVED, that the Board of Finance^(A) submits to the Glastonbury Town Council the proposed 2021/2022 **Capital Improvement Program Budget** in the amount of \$ _____ [\$10,597,517**]. Funding will be provided as follows:

Capital Reserve Fund	\$ _____	[\$9,886,300**]
Town Aid Road	\$ _____	[\$461,217**]
Sewer Sinking Fund	\$ _____	[\$250,000**]

SUGGESTED RESOLUTION FOR SPECIAL REVENUE FUND APPROPRIATIONS

- F) BE IT RESOLVED, that the Board of Finance^(A) submits to the Glastonbury Town Council the proposed **Special Revenue Fund Appropriations, Revenues and Transfers** for 2021/2022 as follows:

i) Sewer Operating Fund	\$ _____	[\$3,173,843*]
ii) Recreation Activities Fund	\$ _____	[\$1,545,090*]
iii) Police Private Duty	\$ _____	[\$484,000*]
iv) Riverfront Park Fund	\$ _____	[\$311,221*]
v) Bulky Waste Closure Fund	\$ _____	[\$160,000*]

(A) Pursuant to Section 605 of the Town Charter.

**Per Legal Notice published January 22, 2021 of Annual Town Meeting on January 27, 2021.*

***Per Annual CIP Workshop on January 20, 2021.*

General Fund | Summary of Revenues and Appropriations/Expenditures

DESCRIPTION	2020 Actual	2021 Adopted	2022 Proposed	Increase (Decrease)	% Increase (Decrease)
REVENUES					
Taxes	154,180,696	157,985,075	161,937,674	3,952,599	2.5%
Licenses & Permits	1,286,420	1,280,600	1,298,100	17,500	1.4%
Intergovernmental	8,522,728	6,905,560	6,642,399	(263,161)	-3.8%
Charges for Services	1,286,427	1,441,663	1,400,303	(41,360)	-2.9%
Other	4,010,148	1,843,251	1,148,867	(694,384)	-37.7%
Use of Fund Balance	600,000	975,000	975,000	-	0.0%
TOTAL REVENUES	169,886,419	170,431,149	173,402,343	2,971,194	1.7%
APPROPRIATIONS/EXPENDITURES					
TOWN					
General Government	3,291,031	3,353,855	3,538,326	184,471	5.5%
Community Development	2,170,763	2,286,176	2,477,961	191,785	8.4%
Administrative Services	6,148,554	6,623,707	6,462,656	(161,051)	-2.4%
Public Safety	14,174,529	15,414,214	15,764,942	350,728	2.3%
Physical Services	7,206,811	7,460,631	7,398,277	(62,354)	-0.8%
Sanitation	791,897	996,357	887,843	(108,514)	-10.9%
Human Services	2,710,891	3,050,933	3,112,895	61,962	2.0%
Leisure & Culture	5,341,979	5,809,431	6,118,296	308,865	5.3%
TOTAL TOWN	41,836,456	44,995,304	45,761,196	765,892	1.7%
DEBT & TRANSFERS OUT	13,973,755	13,681,799	13,573,742	(108,057)	-0.8%
EDUCATION	109,122,930	111,754,046	114,067,405	2,313,359	2.1%
TOTAL APPROPRIATIONS/EXPENDITURES	164,933,141	170,431,149	173,402,343	2,971,194	1.7%

General Fund | Summary of Revenues and Transfers (page 1 of 3)

DESCRIPTION	2020 Actual	2021 Adopted	2022 Proposed	Increase (Decrease)	% Increase (Decrease)
TAXES					
Tax Revenues					
Current Levy	151,659,910	155,633,075	159,585,674	3,952,599	2.5%
Auto Supplemental	1,604,025	1,500,000	1,500,000	-	0.0%
Delinquent Motor Vehicle Fees	13,421	-	-	-	-
Prior Years	562,257	500,000	500,000	-	0.0%
Interest & Fees	336,578	350,000	350,000	-	0.0%
Miscellaneous Fees	4,506	2,000	2,000	-	0.0%
TOTAL TAXES	154,180,696	157,985,075	161,937,674	3,952,599	2.5%
LICENSES & PERMITS					
Licenses& Permits					
Building Inspection Fees	788,074	750,000	750,000	-	0.0%
Town Clerk Fees	83,968	80,000	83,000	3,000	3.8%
Physical Services Fees	13,135	11,000	11,000	-	0.0%
Refuse Permit Fees	332,932	317,500	345,000	27,500	8.7%
Health	65,775	117,000	105,100	(11,900)	-10.2%
Fire Marshal	2,536	5,100	4,000	(1,100)	-21.6%
TOTAL LICENSES & PERMITS	1,286,420	1,280,600	1,298,100	17,500	1.4%
INTERGOVERNMENTAL					
HousAuth In-Lieu Tax					
Housing Auth Welles Vill	83,122	87,000	87,000	-	0.0%
Other Housing Projects	118,659	106,000	106,000	-	0.0%
	201,781	193,000	193,000	-	0.0%
St Conn In-Lieu Taxes					
HomeownerTxRelief	-	-	-	-	-
Disability Exemption	2,108	2,400	2,400	-	0.0%
Veterans Exemption	9,896	12,000	9,600	(2,400)	-20.0%
St/CT Telephone Access	69,475	72,000	72,000	-	0.0%
Mashantucket Pequot	-	-	-	-	-
State Stabilization Grant	385,930	385,930	385,930	-	0.0%
	467,410	472,330	469,930	(2,400)	-0.5%
ST Educ Entitlements					
Magnet School Transportation	17,800	-	-	-	-
ECS Cost Sharing Grant	5,567,419	5,379,535	5,076,396	(303,139)	-5.6%
Spec Educ Excess/Agency	1,347,497	-	-	-	-
Vocational Agriculture	307,663	331,888	331,888	-	0.0%
	7,240,379	5,711,423	5,408,284	(303,139)	-5.3%

General Fund | Summary of Revenues and Transfers Cont'd (page 2 of 3)

DESCRIPTION	2020 Actual	2021 Adopted	2022 Proposed	Increase (Decrease)	% Increase (Decrease)
Admin Services					
ST/CT Historical Document Pres	7,500	7,500	7,500	-	0.0%
	7,500	7,500	7,500	-	0.0%
Public Safety					
Regional Dispatch Reimbursement	211,397	160,000	160,000	-	0.0%
Police Grants	188,947	198,597	240,475	41,878	21.1%
Civil Preparedness	14,140	11,610	12,110	500	4.3%
Volunteer Ambul Reimbursements	16,821	20,000	20,000	-	0.0%
	431,305	390,207	432,585	42,378	10.9%
PHYS SERVICES / SANITATION					
CRRA/Resource Recovery	47,650	-	-	-	-
	47,650	-	-	-	-
Human Services					
State of CT Health Grants	-	-	-	-	-
Dial A Ride Grant	51,278	51,278	51,278	-	0.0%
Housing Auth Resident Services	43,490	47,990	47,990	-	0.0%
Youth & Family ST Grant	31,935	31,832	31,832	-	0.0%
	126,703	131,100	131,100	-	0.0%
TOTAL INTERGOVERNMENTAL	8,522,728	6,905,560	6,642,399	(263,161)	-3.8%
CHARGES FOR SERVICES					
Charges for Services					
Planning & Zoning	9,587	12,000	12,000	-	0.0%
Town Clerk Recording Fees	219,909	171,000	180,900	9,900	5.8%
Town Clerk Conveyance Fee	604,360	616,400	616,400	-	0.0%
Educ/Community Serv Fees	24,145	20,000	20,000	-	0.0%
Solid Waste Tip Fees	227,338	250,000	235,000	(15,000)	-6.0%
Sewer Inspection Fees	-	2,000	2,000	-	0.0%
Parks/Rec Swimming Fees	59,554	123,700	123,700	-	0.0%
Parks/Rec Program Fees	19,950	36,383	36,383	-	0.0%
Subdivision OT Inspection	-	1,000	1,000	-	0.0%
Fire Watch Services	1,890	5,320	5,320	-	0.0%
Health Soil Tests	1,300	3,500	3,500	-	0.0%
Senior Ser Programs	39,717	77,960	65,000	(12,960)	-16.6%
Senior Nutrition Program	24,120	37,500	32,000	(5,500)	-14.7%
Library Fines	24,661	40,000	30,000	(10,000)	-25.0%
Notary Services	5,416	5,100	5,100	-	0.0%
Passport Processing	24,480	39,800	32,000	(7,800)	-19.6%
TOTAL CHARGES FOR SERVICES	1,286,427	1,441,663	1,400,303	(41,360)	-2.9%

General Fund | Summary of Revenues and Transfers Cont'd (page 3 of 3)

DESCRIPTION	2020 Actual	2021 Adopted	2022 Proposed	Increase (Decrease)	% Increase (Decrease)
OTHER REVENUES					
Other Revenues					
Probate Court Reimbursements	2,480	2,480	2,480	-	0.0%
Interest on Investments	1,058,331	838,000	195,000	(643,000)	-76.7%
Land Sales & Rentals	208,645	254,932	243,748	(11,184)	-4.4%
Miscellaneous	1,685,250	32,500	32,500	-	0.0%
Educ Student Activities	596	200	200	-	0.0%
Educ Vo Ag Tuition	268,274	365,989	365,989	-	0.0%
Purchasing - Auction Sales	54,588	23,950	40,000	16,050	67.0%
PhyServ Refunds & Sales	2,406	3,500	3,500	-	0.0%
Refuse Recycling	48,837	35,050	42,300	7,250	20.7%
Bulky Waste Fill	118,721	35,000	-	(35,000)	-100.0%
Claims Reimbursements	45,912	40,000	40,000	-	0.0%
Public Safety Police	68,758	76,000	54,000	(22,000)	-28.9%
Health Insurance/Reimburs	10,398	-	-	-	-
Youth & Family Services	23,436	33,400	33,400	-	0.0%
Library Trustee Account	49,979	40,000	40,000	-	0.0%
Clinical Fees	625	750	750	-	0.0%
Library Miscellaneous	6,991	16,000	16,000	-	0.0%
Purchasing Card Rebates	7,090	18,000	14,000	(4,000)	-22.2%
Attorney Fees Reimbursed	7,382	25,000	25,000	-	0.0%
Utilities Reimbursed	6,028	2,500	-	(2,500)	-100.0%
Unrealized Gain/(Loss) on Inventory	214,189	-	-	-	-
Premium on Bond Issued	1,007,096	-	-	-	-
Issuance of Refunding Bonds	8,105,000	-	-	-	-
Payment to Escrow Agent	(9,014,455)	-	-	-	-
ICMA Administrative Allowance	23,589	-	-	-	-
TOTAL OTHER REVENUES	4,010,148	1,843,251	1,148,867	(694,384)	-37.7%
TRANSFERS IN					
Transfers In From					
Capital Projects	600,000	-	-	-	-
General Fund	-	975,000	975,000	-	0.0%
TOTAL TRANSFERS IN	600,000	975,000	975,000	-	0.0%
GRAND TOTAL REVENUE AND TRANSFERS	\$169,886,419	\$170,431,149	\$173,402,343	\$2,971,194	1.7%

General Fund | Summary of Expenditures and Transfers (page 1 of 2)

DEPARTMENT	2020 Actual	2021 Adopted	2022 Proposed	Increase (Decrease)	% Increase (Decrease)
TOWN					
GENERAL GOVERNMENT					
TOWN COUNCIL	128,309	141,507	149,007	7,500	5.3%
TOWN MANAGER	589,361	638,161	702,806	64,645	10.1%
HUMAN RESOURCES	514,213	612,925	759,890	146,965	24.0%
FACILITIES MAINTENANCE	2,059,149	1,961,262	1,926,623	(34,639)	-1.8%
TOTAL GENERAL GOVERNMENT	3,291,031	3,353,855	3,538,326	184,471	5.5%
COMMUNITY DEVELOPMENT					
COMMUNITY DEVELOPMENT	564,759	600,358	692,279	91,921	15.3%
BUILDING INSPECTION	548,875	554,679	625,906	71,227	12.8%
FIRE MARSHAL	346,802	375,905	372,185	(3,720)	-1.0%
HEALTH	710,328	755,234	787,591	32,357	4.3%
TOTAL COMMUNITY DEVELOPMENT	2,170,763	2,286,176	2,477,961	191,785	8.4%
ADMINISTRATIVE SERVICES					
FINANCIAL ADMINISTRATION	1,422,949	1,664,244	1,645,144	(19,100)	-1.1%
ACCOUNTING	476,855	427,845	500,407	72,562	17.0%
PROPERTY ASSESSMENT	653,766	630,733	643,783	13,050	2.1%
REVENUE COLLECTION	496,685	489,616	511,687	22,071	4.5%
TOWN CLERK	582,850	545,271	541,704	(3,567)	-0.7%
VOTER REGISTRATION	120,082	179,867	176,863	(3,004)	-1.7%
LEGAL SERVICES	372,118	300,000	300,000	-	0.0%
PROBATE SERVICES	15,712	24,800	24,800	-	0.0%
INSURANCE/PENSIONS	2,007,538	2,361,331	2,118,268	(243,063)	-10.3%
TOTAL ADMINISTRATIVE SERVICES	6,148,554	6,623,707	6,462,656	(161,051)	-2.4%
PUBLIC SAFETY					
POLICE	13,028,144	14,156,194	14,412,804	256,610	1.8%
VOLUNTEER AMBULANCE	17,555	-	2,500	2,500	-
FIRE	1,099,817	1,224,288	1,316,876	92,588	7.6%
CIVIL PREPAREDNESS	29,014	33,732	32,762	(970)	-2.9%
TOTAL PUBLIC SAFETY	14,174,529	15,414,214	15,764,942	350,728	2.3%
PHYSICAL SERVICES					
ENGINEERING	1,674,183	1,613,071	1,771,138	158,067	9.8%
HIGHWAY	4,353,944	4,559,588	4,408,870	(150,718)	-3.3%
FLEET MAINTENANCE	1,178,683	1,287,972	1,218,269	(69,703)	-5.4%
TOTAL PHYSICAL SERVICES	7,206,811	7,460,631	7,398,277	(62,354)	-0.8%

General Fund | Summary of Expenditures and Transfers Cont'd (page 2 of 2)

DEPARTMENT	2020 Actual	2021 Adopted	2022 Proposed	Increase (Decrease)	% Increase (Decrease)
SANITATION					
REFUSE DISPOSAL	791,897	996,357	887,843	(108,514)	-10.9%
TOTAL SANITATION	791,897	996,357	887,843	(108,514)	-10.9%
HUMAN SERVICES					
HEALTH GRANTS	32,577	32,577	34,077	1,500	4.6%
YOUTH/FAMILY SERVICES	1,184,849	1,553,103	1,559,243	6,140	0.4%
SENIOR & COMMUNITY SERVICES	1,493,465	1,465,253	1,519,575	54,322	3.7%
TOTAL HUMAN SERVICES	2,710,891	3,050,933	3,112,895	61,962	2.0%
LEISURE & CULTURE					
PARKS/RECREATION	3,624,640	3,950,817	4,248,779	297,962	7.5%
WELLES TURNER LIBRARY	1,702,339	1,843,614	1,854,517	10,903	0.6%
SOUTH GLASTONBURY LIBRARY	7,500	7,500	7,500	-	0.0%
EAST GLASTONBURY LIBRARY	7,500	7,500	7,500	-	0.0%
TOTAL LEISURE & CULTURE	5,341,979	5,809,431	6,118,296	308,865	5.3%
TOTAL TOWN	41,836,456	44,995,304	45,761,196	765,892	1.7%
DEBT SERVICE & TRANSFERS OUT					
DEBT SERVICE	6,982,157	6,901,799	6,929,742	27,943	0.4%
TRANSFERS OUT					
CAPITAL RESERVE FUND	6,000,000	5,750,000	5,750,000	-	0.0%
DOG FUND	45,000	45,000	45,000	-	0.0%
OPEB FUND	771,598	810,000	742,000	(68,000)	-8.4%
SEWER OPERATING	175,000	175,000	107,000	(68,000)	-38.9%
TOTAL TRANSFERS OUT	6,991,598	6,780,000	6,644,000	(136,000)	-2.0%
TOTAL DEBT SERVICE & TRANSFERS OUT	13,973,755	13,681,799	13,573,742	(108,057)	-0.8%
EDUCATION	109,122,930	111,754,046	114,067,405	2,313,359	2.1%
GRAND TOTAL EXPENDITURES AND TRANSFERS	\$ 164,933,141	\$ 170,431,149	\$ 173,402,343	\$ 2,971,194	1.7%

Capital Improvement Program: Town Manager Recommended Projects 2021-2022
January 20, 2021

		Aligns with objectives for...		
		Sustainability	Economic Development	Livable Communities
Infrastructure and Major Equipment Care & Maintenance	\$6,805,600			
Road Overlay	\$1,600,000		X	
Sidewalk Repair and Maintenance	\$250,000	X		X
Heavy Equipment	\$170,000			
General Storm Drainage Improvements	\$100,000	X		
Pavement Restoration - Town & Education Facilities	\$200,000			X
Main Street Reconstruction*	\$1,860,600	X		X
Public Safety Communications	\$380,000			X
Self-Contained Breathing Apparatus (SCBA)	\$400,000			
Multi-School Locker Replacement	\$460,000			
GHS - New Field House [High School Athletic Building]	\$360,000	X		X
Smith Middle School Auxiliary Gym Floor Replacement	\$100,000			X
Gideon Welles School Design - Roof Replacement	\$50,000			
Tree Management	\$125,000	X		X
Addison Park Renovations	\$70,000	X		X
Riverfront Park & Boathouse	\$90,000		X	X
Winter Hill Farm	\$110,000		X	X
Town Hall / Academy Renovations & Building Security	\$25,000			
Building Roofs	\$30,000			
Underground Fuel Storage Tank Replacement	\$375,000			
Bulky Waste Closure Fund	\$50,000	X		
Ongoing Projects	\$1,185,000			
Property Revaluation	\$130,000			
Energy / Sustainability	\$50,000	X		
Disaster & Emergency Preparedness	\$250,000			X
Main Street Sidewalks	\$380,000	X	X	X
Bicycle / Pedestrian Improvements	\$75,000	X		X
New Sidewalk Construction	\$300,000	X		X
New Projects	\$1,895,700			
Bell Street Sidewalks*	\$775,000	X		X
Gateway Corporate Park Sidewalks*	\$940,700	X	X	X
Pickle Ball Courts	\$80,000			X
Education - Feasibility Analysis / Cost Estimating	\$100,000			
Total Capital Reserve	\$9,886,300			
<i>*Less Pending/Approved Grants (Main St. Reconstruction, Bell St., Gateway)</i>	\$3,401,300			
Net Capital Reserve	\$6,485,000			