

## AGENDA

*THIS DOCUMENT IS FOR INFORMATIONAL PURPOSES ONLY. FOR OFFICIAL DOCUMENTS, PLEASE CONTACT THE TOWN CLERK'S OFFICE*

### **GLASTONBURY BOARD OF FINANCE - AGENDA OF REGULAR MEETING**

**Wednesday, April 21, 2021, 4:00 PM**

**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.

1. Public Comment Session: Comments pertaining to the call.
2. Communication:
  - a. Minutes of March 17, 2021 – Regular BOF Meeting
  - b. Minutes of March 25, 2021 – Special BOF Meeting (Mill Rate Setting)
3. Communication: Pension Report – February 2021
4. Communication: Month End Investments – February 2021
5. Communication: Financial Summary for 9 months - March 2021
6. Communication: Special Revenue Funds Q3-2020 Reports
  - a. Sewer Operating and Sewer Sinking Funds
  - b. Recreation Activities and Police Private Duty Funds
7. Communication: Capital Projects – March 2021
8. Communication: Self Insurance Reserve Fund – March 2021
9. Communication: Transfers Approved by Town Manager Since Last Meeting
  - a. Police Department Mental Wellness Health Checks (\$4,050)
  - b. Transfer \$1m from Unassigned Fund Balance to Pension Fund (Administrative Transfer)
  - c. Computer for Town Manager's Office (\$1,200)
  - d. Referendum Mailing – Brochures and Postage (\$5,000)
  - e. Revenue Collection PO Box Renewal Fee (\$424)
10. Action: Transfers over \$5,000
  - a. Health Block Grant for overall pedestrian / bicycle improvements (\$8,000)
  - b. IT email licenses, cyber security and mobile device management (\$20,000)
11. Action: Recommend waiver of the competitive bidding process - Road Paving Program
12. Action: Recommend to Town Council Auditor for Fiscal Year Ending June 30, 2021
13. Communication: DiMeo Schneider will rebrand effective March 29, 2021 as Fiducient Advisors
14. Communication: Recent bond authorizations (request by Board of Finance Member Jim Zeller)
15. Board of Finance Committee Reports, comments and remarks (no action to be taken)
16. Adjournment

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/88919018217?pwd=TkRScTFkOEKzOXAyRjA5aWhjbnhPdZ09>

**Passcode:** 314883

**Join by Phone:**

**Dial:** +1 301 715 8592 **or** +1 312 626 6799

**Webinar ID:** 889 1901 8217

**Passcode:** 314883

**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](http://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.*

**GLASTONBURY BOARD OF FINANCE  
REGULAR MEETING MINUTES  
WEDNESDAY, MARCH 17, 2021**

The Glastonbury Board of Finance, along with Finance Director, Julie Twilley, and Town Manager, Richard J. Johnson, held a regular meeting at 4:00 p.m. via dial-in conferencing.

Also on the call was Chris Kachmar from DiMeo Schneider.

**Roll Call**

***Members***

Mr. Constantine "Gus" Constantine, Chairman  
Ms. Jennifer Sanford, Vice Chairman  
Mr. James McIntosh  
Mr. Walter Cusson  
Mr. James Zeller  
Mr. Robert Lynn

1. Public Comment Session - Comments pertaining to the call. *None*
2. Communication: Chris Kachmar from DiMeo Schneider to discuss alternative manager options to Templeton Global Bond, as well as provide a review of diversified real asset strategies.

Mr. Kachmar explained that his objective is two-fold: to discuss performance through the end of February and to share thoughts on global bonds and diversifying assets. In terms of general market performance, interest rates continue to drift higher, and bonds are down, while equities continue to yield positive returns. Small cap stocks are outpacing the rest of the cohorts. Mr. Kachmar stated that they have been taken aback by the pace of how rates have gone up, but he reaffirms that the standing allocation of the Town's portfolio is well-suited. Ms. Sanford stated that a lot of their equity growth over the past month was due to Tesla. Mr. Kachmar agreed that the Vanguard Institutional strategy was a major contributor, but there were other sources with fairly modest absolute returns. Mr. Zeller asked if they used to display the returns on investment assumptions by fiscal year. Mr. Kachmar said no, but they can provide the information in that manner, if needed.

Mr. Kachmar reviewed a list of strategies to consider in place of Templeton Global Bond, with their peer reviews and calendar year performances. While Templeton Global Bond has overall been relatively successful over the past 20-year horizon, over the past four years, they have struggled considerably. He recommends two new candidates (PGIM and Brandywine) instead, with PGIM as their highest conviction choice for dedicating global bonds. Ms. Sanford does not put a weight on historical performance because the environment for bonds is changing now, and they need managers to change with them. Ms. Sanford asked if they could move a certain percentage into one fund. Mr. Kachmar stated that they could do that, perhaps adding a second manager alongside Templeton, as an example. The strategy would not impact the efficient frontier work they have done. Mr. Kachmar explained two strategies for ready-made diversified

commodity exposure. Mr. Lynn supports getting into real assets, but he asked where they would get the money. Mr. Kachmar stated that they would replace what they already have in real assets allocation with DWS and S&P real assets funds. The secondary consideration would be inflation sizing more broadly. Ms. Sanford believes that they should move higher than 4%, but she leaves it up to the managers. She is a subscriber to the commodities super cycle. She likes what they currently have because the fees are cheap and simple. She then asked why they are underweighted in the real estate fund. Mr. Kachmar suggested they round out the inflation protection to 5%, source that target weight 1% from fixed income, and add 50 basis points to the TIPS fund and 25 basis points each to the Parametric and iShare funds. He summarized that this is just a rebalance of the existing targets. The Board agreed to go in that direction.

- a. Action: Add item to agenda

**Motion by:** Mr. Zeller

**Seconded by:** Mr. Lynn

BE IT RESOLVED, that the Glastonbury Board of Finance hereby adds an action item to the agenda to take action on the Templeton Global Bond Fund, to perhaps split the fund with another fund.

**Result:** Motion passed unanimously {6-0-0}.

- b. Action: Templeton Global Bond Allocation Transfer

**Motion by:** Mr. Zeller

**Seconded by:** Mr. Lynn

BE IT RESOLVED, that the Glastonbury Board of Finance hereby cuts the Templeton Global Bond Fund's funds in half and transfers them into the PGIM Global Fund.

**Result:** Motion passed unanimously {6-0-0}.

3. Communication:

- a. Minutes of February 17, 2021 – Special & Regular BOF Meetings

**Accepted as presented.**

- b. Minutes of February 19, 2021 – Special BOF Meeting

**Accepted as presented.**

4. Communication: Pension Report – January 2021

Ms. Twilley reviewed the report dated February 19, 2021.

5. Communication: Month End Investments – January 2021

Ms. Twilley reviewed the report dated February 9, 2021.

6. Communication: Financial Summary for 8 months - February 2021

Ms. Twilley reviewed the report dated March 10, 2021.

7. Communication: Capital Projects – February 2021

Ms. Twilley reviewed the report dated March 10, 2021.

8. Communication: Self Insurance Reserve Fund – February 2021

Ms. Twilley reviewed the report dated March 8, 2021.

9. Communication: Transfers Approved by Town Manager Since Last Meeting
  - a. Youth & Family Printer (\$1,950)
  - b. Financial Administration Budget Reports (\$700)

10. Action: Transfers over \$5,000 (*None*)

11. Communication: Bank Collateralization Reports

Ms. Twilley reviewed the report as of December 31, 2020.

12. Communication: Acquisition of People's Bank by M&T Bank

Ms. Twilley noted that there are no concerns. Any changes that would happen would occur later in 2021 or even 2022.

13. Communication: Memo re. Mr. Lynn's Pension Calculation Question

Mr. Lynn noted that putting in a lump sum of \$1 million will generate \$1.492 million over the 13 years of the amortization. He asked why they need to have such an ample reserve of \$30 million. Mr. Johnson explained that the bond rating agencies consistently look at what their fund balance is, and they want it at those levels. Mr. Zeller stated that they are receiving 20 basis points now on the \$1 million sitting in the General Fund. He is curious to know, when the term of this CD is over in 14 years, what did they earn. That way, they could compare putting \$1 million versus 20 basis points. Mr. Johnson agreed to calculate that and get back to the Board. Ms. Sanford remarked that that data is important to help educate the Council when they make their decision.

14. Communication: Items tabled from the February 17, 2021 meeting

- a. Communication:

- i. Minutes of January 20, 2021 – Special BOF Meeting

*Accepted as presented.*

- ii. Minutes of January 20, 2021 – CIP Workshop

*Accepted as presented.*

- iii. Minutes of January 27, 2021 – Annual Town Meeting

*Accepted as presented.*

- iv. Minutes of February 1, 2021 – Town Operating & CIP Special Meeting

*Accepted as presented.*

- v. Minutes of February 3, 2021 – BOE Budget Special Meeting

*Accepted as presented.*

- vi. Minutes of February 8, 2021 – Public Hearing & Propose Budget to Council Special Meeting

*Accepted as presented.*

- b. Communication: Pension Report – December 2020

Items b through j were reviewed with no questions or comments from the Board.

- c. Communication: Month End Investments – December 2020
- d. Communication: Financial Summary for 7 months - January 2021
- e. Communication: Capital Projects – January 2021
- f. Communication: Self Insurance Reserve Fund – January 2021
- g. Communication: Transfers Approved by Town Manager Since Last Meeting (None)
- h. Action: Transfers over \$5,000 (None)
- i. Communication: Audit Review Meeting
- j. Board of Finance Committee Reports, comments and remarks (no action to be taken)

15. Board of Finance Committee Reports, comments and remarks (no action to be taken)

Mr. Constantine stated that the PBC has not yet met.

16. Adjournment

**Motion by:** Mr. McIntosh

**Seconded by:** Mr. Zeller

BE IT RESOLVED, that the Glastonbury Board of Finance moves to adjourn their meeting of March 17, 2021, at 5:35 p.m.

**Result:** Motion passes unanimously {6-0-0}.

**Respectfully submitted,**

*Lilly Torosyan*  
Lilly Torosyan  
Recording Clerk

*For anyone seeking more information about this meeting, a video on demand is available at [www.glastonbury-ct.gov/video](http://www.glastonbury-ct.gov/video); click on Public Broadcast Video On Demand, and an audio recording is available in the Finance and Administrative Services Office.*



INSTR # 2021002648  
 DATE FILED 03/25/2021 03:00:00 PM  
 MICHELLE KRAMPITZ  
 TOWN CLERK  
 GLASTONBURY CT

BOF 4/21/21  
 Item # 2b

**GLASTONBURY BOARD OF FINANCE  
 SPECIAL MEETING MINUTES  
 THURSDAY, MARCH 25, 2021**

The Glastonbury Board of Finance, along with Finance Director, Julie Twilley, and Town Manager, Richard J. Johnson, held a special meeting at 12:00 p.m. via dial-in conferencing.

**Roll Call**

**Members**

- Mr. Constantine "Gus" Constantine, Chairman
- Ms. Jennifer Sanford, Vice Chairman
- Mr. James McIntosh
- Mr. James Zeller
- Mr. Robert Lynn
- Mr. Walter Cusson {excused}

1. Public Comment Session - Comments pertaining to the call. *None*

2. Communication: Adopted Budget

Mr. Zeller asked about the change of \$1.135 million in the CIP budget. Mr. Johnson explained that the \$9,886,300 is the gross project cost before any grants, which included \$775,000 for the Bell Street sidewalks and \$360,000 for the GHS lockers. The grant was not approved for the Bell Street project and the GHS lockers were pre-funded, so after removing those, the project cost became \$8,751,300. He summarized that the capital transfer was reduced by \$500,000, and the list of projects on a gross basis was reduced by \$1.135 million.

3. Action: Mill Rate Setting

**Motion by:** Mr. Zeller

**Seconded by:** Mr. McIntosh

*BE IS RESOLVED, that the Glastonbury Town Council has adopted a 2021-2022 budget for Town, Education, and Debt and Transfers appropriation of \$172,723,330. Pursuant to the Glastonbury Town Charter, the Board of Finance has determined that this budget appropriation will require from taxation \$159,334,302, and therefore, to finance the 2021/2022 adopted budget, the Board of Finance sets a real estate, personal property, and motor vehicle mill rate of 37.32, calculated at a 99.10 collection rate.*

**Result:** Motion passed unanimously {5-0-0}.

4. Adjournment

**Motion by:** Mr. Zeller

**Seconded by:** Mr. McIntosh

BE IT RESOLVED, that the Glastonbury Board of Finance moves to adjourn their meeting of March 25, 2021, at 12:09 p.m.

**Result:** Motion passes unanimously {5-0-0}.

**Respectfully submitted,**

*Lilly Torosyan*

Lilly Torosyan

Recording Clerk

*For anyone seeking more information about this meeting, a video on demand is available at [www.glastonbury-ct.gov/video](http://www.glastonbury-ct.gov/video); click on Public Broadcast Video On Demand, and an audio recording is available in the Finance and Administrative Services Office.*



DEPARTMENT OF FINANCE & ADMINISTRATIVE SERVICES

BOF 4/21/21  
Item # 3

March 18, 2021

TO: Board of Finance & Richard J. Johnson, Town Manager  
 FROM: *GBT* Julie Twilley, Director of Finance & Administrative Services  
 RE: Pension Investment Review – February 2021

As of February 28, 2021 the pension asset value is \$197,625,787, a net increase of \$35,600,365 from July 1, 2020. Through the month of February, the fund experienced an unrealized gain of \$27,495,023, which is indicative of the current market and there were realized gains of \$2,594,351. Investment income through February totaled \$1,805,243.

|   |                       |
|---|-----------------------|
| July 1, 2020 Balance                    | \$ 162,025,392        |
| <b>Revenues:</b>                        |                       |
| Employer Contributions                  | \$ 9,880,190          |
| Employee Contributions                  | \$ 1,357,776          |
| Total Contributions                     | \$ 11,237,966         |
| Investment Income                       | \$ 1,805,243          |
| Realized Gains/Losses                   | \$ 2,594,351          |
| Unrealized Gains/Losses                 | \$ 27,495,023         |
| Total Revenues                          | \$ 43,132,584         |
| <b>Expenditures:</b>                    |                       |
| Benefit Payments                        | \$ 7,318,658          |
| Administrative Fees                     | \$ 131,520            |
| Investment Management Fees              | \$ 82,010             |
| Total Expenditures                      | \$ 7,532,188          |
| <b>Net Increase/Decrease</b>            | <b>\$ 35,600,395</b>  |
| <b>Ending Balance February 28, 2021</b> | <b>\$ 197,625,787</b> |

Assuming a 6.5% long-term return on the plan’s investments, the July 1, 2020 Unfunded Accrued Liability is \$74.4 million (GASB 68 financial reporting basis) and the corresponding funded ratio is 68.6%. The Town’s policy for paying off the unfunded liability is such that there are 13 years remaining in our amortization schedule.

cc: Narae McManus, Controller  
 Karen Bonfiglio, Finance Manager, Glastonbury Public Schools

**Town of Glastonbury**

**Administrative Services**  
**Accounting Division**

April 5, 2021

**To:** Board of Finance  
Richard J. Johnson, Town Manager

**From:** Narae L. McManus, Controller

**Subject:** Monthly Investment Status

**Pooled Investments**

The Town's pooled cash investment balances at February 28 were \$124,101,212. As of month-end, the investment balances for all funds combined were as follows:

| <b>Type of Investment</b>           | <b>Amount</b>               | <b>Rate</b> |  |
|-------------------------------------|-----------------------------|-------------|--|
| STIF                                | \$ 3,627,487                | 0.14        |  |
| Citizens Bank                       | 1,223,533                   | 0.14        |  |
| Northern Capital Investment Account | 11,670,892                  | 0.25-3.40   | Est. current accrued interest \$23,437 |
| Northern Capital Sewer Funds        | 9,410,719                   | 0.25-3.15   | Est. current accrued interest \$13,173 |
| People's United Investments         | 43,653,653                  | 0.20        |  |
| Liberty Bank Investments            | 21,011,209                  | 0.20        |  |
| TD Bank Investments                 | 20,489,406                  | 0.19        |  |
| Liberty Bank CD                     | 5,003,576                   | 0.30        | Matures 04/16/21                       |
| TD Bank CD                          | <u>8,010,737</u>            | 0.15        | Matures 05/13/21                       |
| <b>Total</b>                        | <b><u>\$124,101,212</u></b> |             |  |

**General Fund Earnings**

- The General Fund portion of pooled investments at February 28 was \$92.0 million.
- As of February 28, the General Fund has realized investment earnings of \$133,113.
- As of February 28, Sewer Sinking funds totaling \$9,405,000 were invested in fully-insured CDs with terms varying from 6 months to seven years, with current-year realized investment earnings of \$69,978.

Comparative information concerning General Fund earnings follows.

| <b>Fiscal Year</b> | <b>Budget</b> | <b>Realized Investment Earnings July-February</b> | <b>Percent of Budget</b> |
|--------------------|---------------|---|--------------------------|
| 2020               | \$1,500,000   | 815,832   | 54.39%                   |
| 2021               | 838,000       | 133,113   | 15.88                    |

cc: Julie B. Twilley, Director of Finance

**TOWN OF GLASTONBURY**  
ADMINISTRATIVE SERVICES - Financial Administration

BOF 4/21/21  
Item # 5

April 9, 2021

TO: Board of Finance and  
Richard J. Johnson, Town Manager

FROM: JBT Julie Twilley, Director of Finance & Administrative Services

RE: Financial Summary for the Nine Months Ended March 31, 2021 (FY 2020/21)

**Note that some of the variances to budget and prior year mentioned below are a result of the COVID-19 pandemic. Efforts are on-going to reduce non-business critical expenditures to help offset reductions in revenues.**

**Revenues & Transfers Summary:**

Following is a comparison of revenues received to date, percent of budget collected and percent of revenue category to the total Town budget for the current and previous fiscal year.

| Fiscal Year                   | Amend/Budget | Actual Through March | Actual % of Budget Collected | Category as % of Total Town Budget |
|-------------------------------|--------------|----------------------|------------------------------|------------------------------------|
| <b>Tax Revenues</b>           |              |                      |                              |                                    |
| 2019/2020                     | 153,589,767  | 153,493,067          | 100%                         | 92%                                |
| 2020/2021                     | 157,985,075  | 156,051,807          | 99%                          | 93%                                |
| <b>Licenses &amp; Permits</b> |              |                      |                              |                                    |
| 2019/2020                     | 1,150,800    | 974,713              | 85%                          | 1%                                 |
| 2020/2021                     | 1,280,600    | 1,138,042            | 89%                          | 1%                                 |
| <b>Intergovernmental</b>      |              |                      |                              |                                    |
| 2019/2020                     | 8,146,340    | 4,921,092            | 60%                          | 5%                                 |
| 2020/2021                     | 6,905,560    | 5,372,336            | 78%                          | 4%                                 |
| <b>Charges for Services</b>   |              |                      |                              |                                    |
| 2019/2020                     | 1,448,895    | 946,550              | 65%                          | 1%                                 |
| 2020/2021                     | 1,441,663    | 1,154,224            | 80%                          | 1%                                 |
| <b>Other Revenues</b>         |              |                      |                              |                                    |
| 2019/2020                     | 2,474,251    | 1,662,336            | 67%                          | 1%                                 |
| 2020/2021                     | 1,843,251    | 667,402              | 36%                          | 1%                                 |

Anticipated revenues for 2020/21 total \$170.4m comprised of revenues, transfers and an appropriation from Fund Balance to finance the 2020/21 adopted operating budget. At the end of the third quarter, the Town collected \$164.4m in revenues (\$6m remaining due to meet full year budget) which represents an increase of \$1.8m when compared to the previous year for the same period. The majority of the year-over-year change is related to:

- Tax Revenues collected were approximately \$2.6m higher than through March 2020. The majority of this increase was on the Current Levy.
- Licenses and Permits revenues were \$0.2m higher than the prior year, due to higher building inspection, refuse permit and health fees.
- Intergovernmental revenues were \$0.5m higher than the prior year largely due to grant receipts for Coronavirus and Election expenditures as well as slightly higher Education Entitlement receipts.
- Charges for Services were \$0.2m higher than the prior year. Higher Town Clerk conveyance and recording fees were partially offset by lower Senior Programming, Parks & Rec, Passport, Notary

cc: Karen Bonfiglio, Finance Manager  
Narae McManus, Controller

- and Library fees.
- Other Revenues were \$1.0m lower than the prior year driven by lower investment interest, sale of bulky waste fill, property rentals, Education Vo Ag Tuition and auction sales.
- Transfer In was \$0.6m lower due to prior year repayment to General Fund for elementary school A/C.

The biggest drivers of the \$6m variance of actual revenues collected through March 30, 2021 compared to the full year budget include the following:

- \$2m Tax Revenue (Current Levy, Auto Supplemental and Prior Years)
- \$1.5m Intergovernmental (ECS, somewhat offset by unbudgeted COVID and Election Grant receipts)
- \$1.2m Other Revenues (Interest on Investments, Educational Vo Ag Tuition and Property Rentals.)
- \$0.3m Charges for Services (Largely Parks/Rec and Senior Programming Fees, somewhat offset by robust TC Recording and Conveyance Fees)
- \$0.1m Licenses & Permits (Building Inspection fees and Health Dept.)
- Also note that the budgeted Transfer In is \$975k

**Expenditure Summary:**

Through March 31, 2021, encumbrances total \$41.0m and expenditures total \$114.8m. Combined, this represents 91% of the Town's revised general fund budget of \$171.9m. This compares to \$37.9m and \$112.2m respectively, or 90%, for the same period in the prior year.

The expenditure increase of \$2.6m is mainly driven by the annual Pension contribution, which increased largely due to the implementation of the PUB-2010 Mortality Tables. The year-over-year increase in Pension contribution for the Town was \$1.1m and for Education was \$0.5m. Note that the assumed long-term rate of return on investments was held at 6.5% in FY2020/2021 and the amortization period set at 14-years. Also contributing to the increase is higher wage rates.

Below is an Expenditure & Transfer summary report through March 31, 2021.

**FINANCIAL COMPARISONS**

*The below comparison includes Education encumbrance amounts not reflected in the Town's system Reports.*

| Fiscal Year      | Amend/Budget  | Expended      | Encumbered   | Comit % |
|------------------|---------------|---------------|--------------|---------|
| <b>2019/2020</b> |               |               |              |         |
| Town             | \$ 43,592,562 | \$ 31,291,738 | \$ 5,595,763 | 85%     |
| Education        | 108,699,846   | 71,572,537    | 28,095,404   | 92%     |
| Debt/Transfers   | 13,973,755    | 9,332,081     | 4,214,428    | 97%     |
| <b>2020/2021</b> |               |               |              |         |
| Town             | \$ 45,784,716 | \$ 31,614,772 | \$ 6,683,106 | 84%     |
| Education        | 111,754,046   | 73,269,956    | 30,221,502   | 93%     |
| Debt/Transfers   | 14,331,799    | 9,870,755     | 4,068,693    | 97%     |

Expenditure comparisons of the three major Town Departments are presented below:

|                   | 2019/2020    | %   | 2020/2021    | %   |
|-------------------|--------------|-----|--------------|-----|
| ADMIN SERVICES    | \$ 4,554,932 | 73% | \$ 4,784,331 | 71% |
| PUBLIC SAFETY     | 10,602,012   | 72% | 11,466,807   | 73% |
| PHYSICAL SERVICES | 5,484,437    | 74% | 5,103,994    | 68% |

cc: Karen Bonfiglio, Finance Manager  
Narae McManus, Controller

**TOWN OF GLASTONBURY**  
**CURRENT YEAR EXPENDITURES BY DIVISION**  
**FY 2021 THROUGH MARCH 31 2021**

**FUND 010 - GENERAL FUND**

| Description                          | 2021<br>ORIGINAL<br>BUDGET | 2021<br>REVISED<br>BUDGET | FY2021<br>THRU<br>MARCH | 2021<br>ENCUMB   | AVAILABLE<br>BALANCE | 2021<br>% USED |
|--------------------------------------|----------------------------|---------------------------|-------------------------|------------------|----------------------|----------------|
| <b>GENERAL GOVERNMENT</b>            |                            |                           |                         |                  |                      |                |
| TOWN COUNCIL                         | 141,507                    | 146,007                   | 110,206                 | 5,358            | 30,443               | 79.1%          |
| CUSTOMER SERVICE                     | 63,179                     | 63,179                    | 43,156                  | 702              | 19,321               | 69.4%          |
| TOWN MANAGER                         | 638,161                    | 798,586                   | 428,648                 | 126,777          | 243,162              | 69.6%          |
| HUMAN RESOURCES                      | 549,746                    | 549,746                   | 361,700                 | 85,370           | 102,675              | 81.3%          |
| FACILITIES MAINTENANCE               | 1,961,262                  | 1,992,177                 | 1,374,060               | 279,797          | 338,320              | 83.0%          |
| <b>TOTAL GENERAL GOVERNMENT</b>      | <b>3,353,855</b>           | <b>3,549,695</b>          | <b>2,317,769</b>        | <b>498,005</b>   | <b>733,921</b>       | <b>79.3%</b>   |
| <b>COMMUNITY DEVELOPMENT</b>         |                            |                           |                         |                  |                      |                |
| COMMUNITY DEVELOPMENT                | 600,358                    | 661,558                   | 411,198                 | 67,482           | 182,879              | 72.4%          |
| BUILDING INSPECTION                  | 554,679                    | 587,854                   | 393,794                 | 131,998          | 62,061               | 89.4%          |
| FIRE MARSHAL                         | 375,905                    | 354,705                   | 256,626                 | 55,693           | 42,386               | 88.1%          |
| HEALTH                               | 755,234                    | 715,234                   | 466,263                 | 106,278          | 142,693              | 80.0%          |
| <b>TOTAL COMMUNITY DEVELOPMENT</b>   | <b>2,286,176</b>           | <b>2,319,351</b>          | <b>1,527,882</b>        | <b>361,450</b>   | <b>430,019</b>       | <b>81.5%</b>   |
| <b>ADMINISTRATIVE SERVICES</b>       |                            |                           |                         |                  |                      |                |
| FINANCIAL ADMINISTRATION             | 645,603                    | 664,143                   | 430,259                 | 151,960          | 81,924               | 87.7%          |
| INFORMATION TECHNOLOGY               | 1,018,641                  | 1,026,641                 | 673,602                 | 274,836          | 78,203               | 92.4%          |
| ACCOUNTING                           | 427,845                    | 429,205                   | 284,506                 | 83,525           | 61,175               | 85.7%          |
| PROPERTY ASSESSMENT                  | 630,733                    | 630,733                   | 467,103                 | 94,742           | 68,888               | 89.1%          |
| REVENUE COLLECTION                   | 489,616                    | 489,616                   | 350,616                 | 98,430           | 40,569               | 91.7%          |
| TOWN CLERK                           | 545,271                    | 633,997                   | 467,377                 | 85,037           | 81,584               | 87.1%          |
| VOTER REGISTRATION                   | 179,867                    | 201,102                   | 165,578                 | 260              | 35,264               | 82.5%          |
| LEGAL SERVICES                       | 300,000                    | 300,000                   | 189,831                 | -                | 110,169              | 63.3%          |
| PROBATE SERVICES                     | 24,800                     | 24,800                    | 8,561                   | 9,958            | 6,281                | 74.7%          |
| INSURANCE/PENSIONS                   | 2,361,331                  | 2,361,331                 | 1,746,899               | 94,531           | 519,901              | 78.0%          |
| <b>TOTAL ADMINISTRATIVE SERVICES</b> | <b>6,623,707</b>           | <b>6,761,568</b>          | <b>4,784,331</b>        | <b>893,278</b>   | <b>1,083,959</b>     | <b>84.0%</b>   |
| <b>PUBLIC SAFETY</b>                 |                            |                           |                         |                  |                      |                |
| POLICE                               | 14,156,194                 | 14,409,232                | 10,743,186              | 2,152,985        | 1,513,061            | 89.5%          |
| VOLUNTEER AMBULANCE                  | -                          | -                         | 15,800                  | -                | (15,800)             | 0.0%           |
| FIRE                                 | 1,224,288                  | 1,225,463                 | 688,599                 | 159,333          | 377,531              | 69.2%          |
| CIVIL PREPAREDNESS                   | 33,732                     | 33,732                    | 19,221                  | 127              | 14,383               | 57.4%          |
| <b>TOTAL PUBLIC SAFETY</b>           | <b>15,414,214</b>          | <b>15,668,427</b>         | <b>11,466,807</b>       | <b>2,312,446</b> | <b>1,889,174</b>     | <b>87.9%</b>   |
| <b>PHYSICAL SERVICES</b>             |                            |                           |                         |                  |                      |                |
| ENGINEERING                          | 1,613,071                  | 1,613,071                 | 1,177,227               | 318,404          | 117,439              | 92.7%          |
| HIGHWAY                              | 4,559,588                  | 4,559,588                 | 3,096,760               | 628,906          | 833,922              | 81.7%          |
| FLEET MAINTENANCE                    | 1,287,972                  | 1,287,972                 | 830,007                 | 211,885          | 246,080              | 80.9%          |
| <b>TOTAL PHYSICAL SERVICES</b>       | <b>7,460,631</b>           | <b>7,460,631</b>          | <b>5,103,994</b>        | <b>1,159,195</b> | <b>1,197,442</b>     | <b>83.9%</b>   |

**TOWN OF GLASTONBURY**  
**CURRENT YEAR EXPENDITURES BY DIVISION**  
**FY 2021 THROUGH MARCH 31 2021**

**FUND 010 - GENERAL FUND**

| Description                             | 2021<br>ORIGINAL<br>BUDGET | 2021<br>REVISED<br>BUDGET | FY2021<br>THRU<br>MARCH | 2021<br>ENCUMB    | AVAILABLE<br>BALANCE | 2021<br>% USED |
|---|----------------------------|---------------------------|-------------------------|-------------------|----------------------|----------------|
| <b>SANITATION</b>                       |                            |                           |                         |                   |                      |                |
| REFUSE DISPOSAL                         | 996,357                    | 997,082                   | 694,632                 | 137,046           | 165,404              | 83.4%          |
| <b>TOTAL SANITATION</b>                 | <b>996,357</b>             | <b>997,082</b>            | <b>694,632</b>          | <b>137,046</b>    | <b>165,404</b>       | <b>83.4%</b>   |
| <b>HUMAN SERVICES</b>                   |                            |                           |                         |                   |                      |                |
| CONTRIBUTORY GRANTS                     | 32,577                     | 32,577                    | 32,577                  | -                 | -                    | 100.0%         |
| YOUTH/FAMILY SERVICES                   | 1,553,103                  | 1,553,103                 | 908,198                 | 225,472           | 419,433              | 73.0%          |
| SENIOR & COMMUNITY SERVICES             | 1,465,253                  | 1,503,653                 | 841,626                 | 140,023           | 522,004              | 65.3%          |
| <b>TOTAL HUMAN SERVICES</b>             | <b>3,050,933</b>           | <b>3,089,333</b>          | <b>1,782,401</b>        | <b>365,495</b>    | <b>941,438</b>       | <b>69.5%</b>   |
| <b>LEISURE/CULTURE</b>                  |                            |                           |                         |                   |                      |                |
| PARKS/RECREATION                        | 3,950,817                  | 4,080,016                 | 2,739,876               | 665,760           | 674,380              | 83.5%          |
| WELLES TURNER LIBRARY                   | 1,843,614                  | 1,843,614                 | 1,182,080               | 290,432           | 371,102              | 79.9%          |
| SOUTH GLASTONBURY LIBRARY               | 7,500                      | 7,500                     | 7,500                   | -                 | -                    | 100.0%         |
| EAST GLASTONBURY LIBRARY                | 7,500                      | 7,500                     | 7,500                   | -                 | -                    | 100.0%         |
| <b>TOTAL LEISURE/CULTURE</b>            | <b>5,809,431</b>           | <b>5,938,630</b>          | <b>3,936,956</b>        | <b>956,192</b>    | <b>1,045,482</b>     | <b>82.4%</b>   |
| <b>OTHER:Debt &amp; Transfers</b>       |                            |                           |                         |                   |                      |                |
| DEBT SERVICE                            | 7,076,799                  | 7,076,799                 | 2,653,409               | 4,068,693         | 354,698              | 95.0%          |
| TRANSFERS                               | 6,605,000                  | 7,255,000                 | 7,217,346               | -                 | 37,654               | 99.5%          |
| <b>TOTAL OTHER:Debt &amp; Transfers</b> | <b>13,681,799</b>          | <b>14,331,799</b>         | <b>9,870,755</b>        | <b>4,068,693</b>  | <b>392,352</b>       | <b>97.3%</b>   |
| <b>EDUCATION</b>                        |                            |                           |                         |                   |                      |                |
| EDUCATION                               | 111,754,046                | 113,267,802               | 76,772,553              | 393               | 36,494,855           | 67.8%          |
| <b>TOTAL EDUCATION</b>                  | <b>111,754,046</b>         | <b>113,267,802</b>        | <b>76,772,553</b>       | <b>393</b>        | <b>36,494,855</b>    | <b>67.8%</b>   |
| <b>TOTAL 010 - GENERAL FUND</b>         | <b>170,431,149</b>         | <b>173,384,317</b>        | <b>118,258,080</b>      | <b>10,752,192</b> | <b>44,374,045</b>    | <b>74.4%</b>   |

**TOWN OF GLASTONBURY**  
ADMINISTRATIVE SERVICES - Financial Administration

BOF 4/21/21  
Item # 6a

April 9, 2021

TO: Board of Finance  
Water Pollution Control Authority

FROM: *JBT* Julie Twilley, Director of Finance & Administrative Services

RE: Sewer Operating and Sewer Sinking Funds – March 31, 2021

---

Attached are comparative financial statements for the Sewer Operating and Sewer Sinking Funds through the fiscal year ended March 31, 2021 and 2020.

**SEWER OPERATING FUND**

***Results from Operations:***

Revenues generated through March 31, 2021 total \$2.72m reflecting a slight increase from the prior year of \$9k. This increase is primarily due to higher current sewer use, somewhat offset by lower interest on investments. The sewer use rate for the November 1, 2020 billing was \$3.15/ccf.

Expenditures and transfers out total \$1.8m through March 31, 2021 which is \$303k less than the prior year. The majority of the decrease is related to lower debt expenditures. In December 2020, the Clean Water Fund loan was refunded, generating savings. In the current fiscal year, actual savings for the fund will be \$50k±, the remaining current debt sewers variance is due to timing of debt service payments.

For the year ended March 31, 2021, there was a surplus of revenues and transfers in over expenditures of \$887k compared to \$575k in the prior year.

***Balance Sheet:***

Assets as of March 31, 2021 total \$4.2m and liabilities total \$75k. The total fund balance as of March 31, 2021 is \$4.1m, of which \$1.5m is committed for capital infrastructure and \$2.6m is committed for operations and debt service.

**SEWER SINKING FUND**

***Results from Operations:***

Revenues generated through March 31, 2021 total \$212k reflecting a decrease of \$159k compared to the prior fiscal year. The decrease is attributable to lower interest on investments and lower sewer assessment connection principal.

There are no reported expenditures through March 31, 2021.

***Balance Sheet:***

The balance sheet as of March 31, 2021 reflects total assets of \$13.6m. Liabilities consist of deferred revenues of \$516k, and Sewer Replacement Escrows of \$153k. As of March 31, 2021, Fund Balance Committed for Capital Infrastructure is \$13.0m, an increase of \$260k from the prior year.

Cc: Richard J. Johnson, Town Manager  
Michael Bisi, Superintendent / Sanitation  
Daniel Pennington, Manager of Physical Services  
Narae McManus, Controller

**Town of Glastonbury**  
**Sewer Sinking and Sewer Operating Funds**  
**Balance Sheet**  
**March 31, 2020 and 2021**

|   | Sewer Sinking       |                     | Sewer Operating    |                    |
|---|---------------------|---------------------|--------------------|--------------------|
|   | March 31, 2020      | March 31, 2021      | March 31, 2020     | March 31, 2021     |
| <b>ASSETS</b>                             |                     |                     |                    |                    |
| Cash and temporary Investments            | \$12,703,500        | \$12,963,192        | \$3,436,775        | \$4,082,831        |
| Accounts receivable:                      |                     |                     |                    |                    |
| Connection charges                        | 555,450             | 516,427             |                    |                    |
| Assessments and use charges               | -                   | -                   | 89,225             | 57,794             |
| Delinquent use charges                    | -                   | -                   | 21,575             | 17,221             |
| Developer's sewer replacement escrow      | 121,877             | 153,369             | -                  | -                  |
| Total assets                              | <u>\$13,380,827</u> | <u>\$13,632,988</u> | <u>\$3,547,575</u> | <u>\$4,157,845</u> |
| <b>LIABILITIES AND FUND BALANCE</b>       |                     |                     |                    |                    |
| Liabilities:                              |                     |                     |                    |                    |
| Deferred revenue                          | \$555,450           | \$516,427           | \$110,800          | \$75,014           |
| Wages payable                             | -                   | -                   | -                  | -                  |
| Tax overpayment escrow                    | -                   | -                   | 66                 | 97                 |
| Advance tax collections                   | -                   | -                   | -                  | 210                |
| Sewer replacement escrow                  | 121,877             | 153,369             | -                  | -                  |
| Total liabilities                         | <u>677,327</u>      | <u>669,796</u>      | <u>110,866</u>     | <u>75,321</u>      |
| Fund balance:                             |                     |                     |                    |                    |
| Committed for capital infrastructure      | 12,703,500          | 12,963,192          | 1,469,782          | 1,469,782          |
| Committed for operations and debt service | -                   | -                   | 1,966,927          | 2,612,742          |
| Total fund balance                        | <u>12,703,500</u>   | <u>12,963,192</u>   | <u>3,436,709</u>   | <u>4,082,524</u>   |
| Total liabilities and fund balance        | <u>\$13,380,827</u> | <u>\$13,632,988</u> | <u>\$3,547,575</u> | <u>\$4,157,845</u> |



**Town of Glastonbury**  
**Sewer Sinking and Sewer Operating Funds**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**For the Nine Months Ended March 31, 2020 and 2021**

|  | Sewer Sinking            |                          | Sewer Operating           |                           |
|--|--------------------------|--------------------------|---------------------------|---------------------------|
|  | March 31, 2020           | March 31, 2021           | March 31, 2020            | March 31, 2021            |
| Revenues:  |                          |                          |                           |                           |
| Interest on investments  | \$171,127                | \$76,794                 | \$31,208                  | \$5,921                   |
| Lien fees  | 144                      | 48                       | 2,985                     | 2,426                     |
| Sewer use—current  | -                        | -                        | 2,603,397                 | 2,645,453                 |
| Sewer use--delinquent  | -                        | -                        | 21,004                    | 14,562                    |
| Connection principal   | 168,191                  | 100,565                  | -                         | -                         |
| Connection interest  | 30,586                   | 34,195                   | -                         | -                         |
| Interest on delinquent use fees                                    | -                        | -                        | 22,928                    | 22,817                    |
| State grants   | -                        | -                        | 18,213                    | 16,960                    |
| Septic tank charges  | -                        | -                        | 9,113                     | 10,010                    |
| Miscellaneous  | 286                      | -                        | 75                        | 143                       |
| Total revenues   | <u>370,334</u>           | <u>211,601</u>           | <u>2,708,923</u>          | <u>2,718,291</u>          |
| Expenditures:  |                          |                          |                           |                           |
| Wages full-time  | -                        | -                        | 437,656                   | 387,610                   |
| Wages part-time  | -                        | -                        | -                         | 7,856                     |
| Wages other  | -                        | -                        | 35,270                    | 33,094                    |
| Office supplies  | -                        | -                        | 1,301                     | 1,981                     |
| Operating supplies   | -                        | -                        | 16,354                    | 18,058                    |
| Repair and maintenance supplies                                    | -                        | -                        | 51,132                    | 53,960                    |
| Training and dues  | -                        | -                        | 485                       | 310                       |
| Contractual services   | -                        | -                        | 175,462                   | 183,635                   |
| Employee related insurance   | -                        | -                        | 91,824                    | 127,453                   |
| Pensions   | -                        | -                        | 232,175                   | 255,367                   |
| Data processing  | -                        | -                        | 1,577                     | 1,496                     |
| Vehicle maintenance  | -                        | -                        | 1,221                     | 4,727                     |
| Equipment maintenance  | -                        | -                        | 14,030                    | 32,221                    |
| Facilities maintenance   | -                        | -                        | 4,850                     | 8,321                     |
| Printing and reproduction  | -                        | -                        | 594                       | -                         |
| Tax Refunds  | -                        | -                        | -                         | 2,442                     |
| Uniforms   | -                        | -                        | 2,327                     | 2,122                     |
| Utilities/communications   | -                        | -                        | 206,597                   | 207,769                   |
| Office equip/furniture   | -                        | -                        | -                         | 5,621                     |
| Machinery & Equipment  | -                        | -                        | -                         | 19,055                    |
| Road/sewer projects  | -                        | -                        | -                         | -                         |
| Debt sewers  | -                        | -                        | 861,509                   | 478,616                   |
| Total expenditures   | <u>-</u>                 | <u>-</u>                 | <u>2,134,364</u>          | <u>1,831,714</u>          |
| Transfers:   |                          |                          |                           |                           |
| From Sewer Sinking Projects Fund                                   | -                        | -                        | -                         | -                         |
| To Sewer Sinking Projects Fund                                     | -                        | -                        | -                         | -                         |
| Net transfers (out)  | <u>-</u>                 | <u>-</u>                 | <u>-</u>                  | <u>-</u>                  |
| Excess (deficiency) of revenues and transfers in over expenditures | 370,334                  | 211,601                  | 574,559                   | 886,577                   |
| Fund balance, July 1   | <u>12,333,166</u>        | <u>12,751,590</u>        | <u>2,862,150</u>          | <u>3,195,948</u>          |
| Fund balance, March 31   | <u><u>12,703,500</u></u> | <u><u>12,963,192</u></u> | <u><u>\$3,436,709</u></u> | <u><u>\$4,082,524</u></u> |

TOWN OF GLASTONBURY

ADMINISTRATIVE SERVICES - Financial Administration

April 9, 2021

TO: Board of Finance  
Richard J. Johnson, Town Manager

FROM: *JBT* Julie Twilley, Director of Finance & Administrative Services

RE: Recreation Activities and Police Private Duty Funds – March 31, 2021

**Note that many of the variances to budget and prior year mentioned below are a result of the COVID-19 pandemic. Efforts are on-going to reduce non-business critical expenditures to help offset reductions in revenues.**

Attached are comparative financial statements for the Recreation Activities and Police Private Duty Funds through March 31, 2021 and 2020.

**RECREATION ACTIVITIES FUND**

At March 31, 2021 the Recreation Activities Fund revenues exceeded expenditures by \$211k, compared to expenditures exceeding revenues by \$60k in the prior year.

Revenues (Program Fees) through March 31, 2021 totaled \$543K, a decrease of \$392k. This year-over-year decrease was driven by the cancellation of programs in response to the pandemic.

Expenditures through March 31, 2021 totaled \$332k, a decrease of \$664k. The decrease was achieved through a reduction in Wages and Contractual Services (i.e. for contracted classes such as Skyhawks) associated with the cancellation of programs.

While the Fund Balance decreased from the prior year, it remains strong at \$912k.

**POLICE PRIVATE DUTY FUND**

This fund accounts for revenues and expenditures associated with private duty services provided to businesses or other organizations. At March 31, 2021, expenditures exceeded revenues by \$104k and the fund balance remained strong at \$478k. Note that quite often, a deficit balance is initially shown due to the timing delay between when payroll expenditures are booked versus when the associated revenue is collected from third parties.

Cc: Richard J. Johnson, Town Manager  
Marshall Porter, Chief of Police  
Lisa Zerio, Director of Parks & Recreation  
Narae McManus, Controller

**Town of Glastonbury**  
**Recreation Activities and Police Private Duty**  
**Balance Sheet**  
**March 31, 2020 and 2021**

|                                       | <b>Recreation Activities</b> |                       | <b>Police Private Duty</b> |                       |
|---------------------------------------|------------------------------|-----------------------|----------------------------|-----------------------|
|                                       | <b>March 31, 2020</b>        | <b>March 31, 2021</b> | <b>March 31, 2020</b>      | <b>March 31, 2021</b> |
| <b>ASSETS</b>                         |                              |                       |                            |                       |
| Cash and temporary investments        | \$ 1,051,651                 | \$ 912,048            | \$ 445,442                 | \$ 477,808            |
| Prepaid expenses                      | 100                          | -                     | -                          | -                     |
| Extra duty services receivable        | -                            | -                     | 87,670                     | 63,554                |
| Total assets                          | <u>\$ 1,051,751</u>          | <u>\$ 912,048</u>     | <u>\$ 533,112</u>          | <u>\$ 541,362</u>     |
| <b>LIABILITIES &amp; FUND BALANCE</b> |                              |                       |                            |                       |
| Liabilities:                          |                              |                       |                            |                       |
| Accounts payable                      | \$ -                         | \$ -                  | \$ -                       | \$ -                  |
| Deferred extra duty services          | -                            | -                     | 87,670                     | 63,554                |
| Total liabilities                     | <u>-</u>                     | <u>-</u>              | <u>87,670</u>              | <u>63,554</u>         |
| Fund balance:                         |                              |                       |                            |                       |
| Unassigned                            | 1,051,751                    | 912,048               | 445,442                    | 477,808               |
| Total fund balance                    | <u>1,051,751</u>             | <u>912,048</u>        | <u>445,442</u>             | <u>477,808</u>        |
| Total liabilities and fund balance    | <u>\$ 1,051,751</u>          | <u>\$ 912,048</u>     | <u>\$ 533,112</u>          | <u>\$ 541,362</u>     |

**Town of Glastonbury**  
**Recreation Activities and Police Private Duty**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**For the Nine Months Ended March 31, 2020 and 2021**

|   | Recreation Activities |                   | Police Private Duty |                   |
|---|-----------------------|-------------------|---------------------|-------------------|
|   | March 31, 2020        | March 31, 2021    | March 31, 2020      | March 31, 2021    |
| Revenues:   |                       |                   |                     |                   |
| Program fees  | \$ 935,167            | \$ 542,764        | \$ -                | \$ -              |
| Police private duty   | -                     | -                 | 429,624             | 369,736           |
| Total revenues  | <u>935,167</u>        | <u>542,764</u>    | <u>429,624</u>      | <u>369,736</u>    |
| Expenditures and transfers out:                                     |                       |                   |                     |                   |
| Wages part-time   | 567,356               | 254,217           | 283,760             | 226,577           |
| Contractual services  | 307,479               | 42,092            | -                   | -                 |
| Employee related insurance  | 3,929                 | 60                | 36,374              | 30,396            |
| Pensions  | 42,013                | 19,353            | 170,683             | 216,714           |
| Programs  | 74,350                | 15,872            | -                   | -                 |
| Machinery and equipment   | -                     | -                 | -                   | -                 |
| Total expenditures  | <u>995,127</u>        | <u>331,594</u>    | <u>490,817</u>      | <u>473,687</u>    |
| Transfers out:  |                       |                   |                     |                   |
| To General Fund   | -                     | -                 | -                   | -                 |
| Total transfers out   | <u>-</u>              | <u>-</u>          | <u>-</u>            | <u>-</u>          |
| Total expenditures and transfers out                                | <u>995,127</u>        | <u>331,594</u>    | <u>490,817</u>      | <u>473,687</u>    |
| Excess (deficiency) of revenues over expenditures and transfers out | (59,960)              | 211,170           | (61,193)            | (103,951)         |
| Fund balance, July 1  | <u>1,111,711</u>      | <u>700,878</u>    | <u>506,635</u>      | <u>581,759</u>    |
| Fund balance, March 31  | <u>\$ 1,051,751</u>   | <u>\$ 912,048</u> | <u>\$ 445,442</u>   | <u>\$ 477,808</u> |

TOWN OF GLASTONBURY

ADMINISTRATIVE SERVICES - Financial Administration

---

April 7, 2021

TO: Board of Finance  
FROM: *QBT* Julie Twilley, Director of Finance & Administrative Services  
RE: Capital Projects Fund Expenditures Report  
For the Period Ended March 31, 2021 (FY 2020/2021)

---

The funding presented on this statement has been authorized by referendum, the annual Capital Improvement Program and additional appropriations from the Capital Reserve Fund balance as noted below. The Capital Program designation includes funding resources of the Capital Reserve Fund, Sewer Assessments Fund, or Sewer Operating Fund and grants. In some cases, funding resources may also be provided from General Fund fund balance.

Current appropriated funding for all Capital projects as indicated on the March 31, 2021 report is **\$97.0m**.

Expenditures for current projects since inception through March 31, 2021 total **\$80.0m**. Encumbrances outstanding total **\$5.1m**. The most significant encumbrances are for Welles Turner Library Renovation (\$3.7m), Bridge Replacement/Rehabilitation (\$0.3m), Hebron Ave. / House Street Improvements (\$0.2m), Heavy Equipment (\$0.2m) and the GHS Fieldhouse (\$0.1m).

Capital expenditures through the month of March totaled **\$10.1m** and were for Glastonbury Blvd paving, the GHS Kitchen Upgrades, Bridge Replacement/Rehabilitation, Road Overlay, the Multi-Use Trail, The Welles Turner Library Renovation and other capital projects.

Attachment

Cc: Richard J. Johnson, Town Manager  
Narae McManus, Controller  
Karen Bonfiglio, Finance Manager, Board of Education

**TOWN OF GLASTONBURY**  
**CAPITAL PROJECTS FUND**  
**FY 2021 THROUGH MARCH 31 2021**

| Description                                   | REVISED<br>BUDGET | EXPENDITURES<br>INCEPTION<br>TO DATE | FY2021<br>THRU<br>MARCH | 2021<br>ENCUMB | AVAILABLE<br>BALANCE |
|---|-------------------|--------------------------------------|-------------------------|----------------|----------------------|
| <b>FUND 301 - CAPITAL RESERVE PROJECTS</b>    |                   |                                      |                         |                |                      |
| <b>GenGovt/Public Safety (31006)</b>          |                   |                                      |                         |                |                      |
| 51825 Academy Re-Use Phase One                | 2,221,238         | 2,219,672                            | -                       | -              | 1,566                |
| 51827 Town Buildings Security                 | 675,000           | 541,243                              | 31,798                  | -              | 133,757              |
| 51828 Facilities Study                        | 70,000            | -                                    | -                       | -              | 70,000               |
| 51833 Disaster Prep/Recovery Resourc          | 884,000           | 883,866                              | -                       | -              | 134                  |
| 51835 Fire Co Renovations/Code Compl          | 510,960           | 287,686                              | 25,104                  | 5,177          | 218,096              |
| 51836 Self Containd Breath Apparatus          | 520,000           | 520,788                              | 520,788                 | -              | (788)                |
| 51849 Public Safety Communications            | 890,000           | 397,516                              | -                       | -              | 492,484              |
| 51854 Police Building Windows                 | 142,500           | 88,301                               | 80,085                  | 55,852         | (1,653)              |
| 51854 Police Building Windows (Pol Bthrm Ren) | 110,000           | 88,848                               | 33,109                  | 11,466         | 9,686                |
| 51855 Fiber Optic Network-School/Twn          | 1,167,000         | 1,117,108                            | 1,050                   | -              | 49,892               |
| 51873 Land Acquisition                        | 1,253,639         | 1,170,568                            | 5,883                   | -              | 83,071               |
| 51875 Town Facilities Shop/Storage            | 1,195,000         | 1,046,185                            | 4                       | -              | 148,815              |
| 51888 Property Revaluation                    | 1,851,500         | 1,565,143                            | 19,676                  | -              | 286,357              |
| 51890 Townwide Boiler/HVAC Replaceme          | 557,323           | 556,812                              | -                       | -              | 511                  |
| 51892 Document Management System              | 460,000           | 271,543                              | 2,722                   | 62,082         | 126,375              |
| 51911 Telephone System                        | 175,000           | 173,630                              | -                       | -              | 1,370                |
| 51912 Tn Hall Improvements                    | 1,717,283         | 1,712,342                            | 12,495                  | -              | 4,941                |
| 51914 Townwide Roof Replacement               | 800,000           | 657,532                              | 1,715                   | -              | 142,468              |
| 51915 Clean Renewable Energy In               | 1,437,044         | 1,280,403                            | 5,963                   | 44,426         | 112,215              |
| <b>Total GenGovt/Public Safety</b>            | <b>16,637,487</b> | <b>14,579,186</b>                    | <b>740,392</b>          | <b>179,003</b> | <b>1,879,298</b>     |
| <b>PhyServices Sanitation (31007)</b>         |                   |                                      |                         |                |                      |
| 51834 Bulky Waste Scale                       | 91,000            | 91,523                               | -                       | -              | (522)                |
| 52830 Bridge Replacement/Rehabil              | 5,150,000         | 4,579,661                            | 1,077,450               | 261,273        | 309,066              |
| 52841 Bulky Waste Closure Fund                | -                 | -                                    | -                       | -              | -                    |
| 52847 Douglas/Sycamore Str Alignment          | 235,000           | 28,811                               | -                       | 1,089          | 205,100              |
| 52848 Main Street Sidewalks Phase 3           | 1,040,000         | 625,593                              | 579,952                 | 44,575         | 369,832              |
| 52871 Parking/Access Drive Improvmnt          | 800,000           | 596,889                              | -                       | -              | 203,111              |
| 52872 Hebron Avenue Resurfacing               | 1,276,806         | 1,072,994                            | 14,186                  | 28,459         | 175,353              |
| 52879 Sidewalk Construction Townwide ()       | 199,522           | 3,928                                | 3,928                   | -              | 195,595              |
| 52881 Cedar Ridge Public Water                | 250,000           | 250,000                              | 200,000                 | -              | -                    |
| 52882 Sidewalk Repair and Maintenanc          | 350,000           | 349,643                              | 174,835                 | -              | 357                  |
| 52883 Townwide Drainage Solutions             | 200,000           | 117,159                              | 117,159                 | -              | 82,841               |
| 52884 Town Center Streetscape Improv          | 200,000           | -                                    | -                       | -              | 200,000              |
| 52886 Old Maids Lane-Public Water             | 175,000           | -                                    | -                       | -              | 175,000              |
| 52946 Road Overlay ()                         | 1,396,735         | 1,073,794                            | 1,073,794               | -              | 322,941              |
| 52949 Gen Bicycle/pedestrian Imprvmt          | 89,262            | -                                    | -                       | -              | 89,262               |
| 52951 Heavy Equipment                         | 439,070           | 163,702                              | -                       | 192,733        | 82,635               |
| 52951 Heavy Equipment (San Wheel Loadr)       | 235,000           | 195,049                              | -                       | -              | 39,951               |
| 52958 Glastonbury Blvd Paving                 | 2,200,000         | 1,786,279                            | 1,785,977               | 51,885         | 361,836              |

**TOWN OF GLASTONBURY**  
**CAPITAL PROJECTS FUND**  
**FY 2021 THROUGH MARCH 31 2021**

| Description  | REVISED<br>BUDGET | EXPENDITURES<br>INCEPTION<br>TO DATE | FY2021<br>THRU<br>MARCH | 2021<br>ENCUMB | AVAILABLE<br>BALANCE |
|--|-------------------|--------------------------------------|-------------------------|----------------|----------------------|
| 52959 Traffic Calming                              | 100,000           | -                                    | -                       | -              | 100,000              |
| 52960 Renovation andSite Restoration               | 1,573,189         | 1,576,344                            | -                       | -              | (3,155)              |
| 52960 Renovation andSite Restoration (Slocumb Dam) | 275,000           | 211,973                              | 198,241                 | 6,696          | 56,331               |
| 52961 Town Center Traffic/Street Imp               | 2,125,000         | 2,118,814                            | -                       | -              | 6,186                |
| 52963 Hebron Ave/House St Improvemen               | 1,975,000         | 1,515,866                            | 150                     | 236,763        | 222,371              |
| 52964 Public Water Service - Uranium               | 50,000            | -                                    | -                       | 35,000         | 15,000               |
| 52965 Mill St Bridge Replacement                   | 180,000           | -                                    | -                       | -              | 180,000              |
| <b>Total PhyServices Sanitation</b>                | <b>20,605,583</b> | <b>16,358,022</b>                    | <b>5,225,671</b>        | <b>858,472</b> | <b>3,389,089</b>     |
| <b>Culture/Parks &amp;Recreation (31008)</b>       |                   |                                      |                         |                |                      |
| 53825 Addison Park Renovations                     | 225,000           | -                                    | -                       | 9,382          | 215,618              |
| 53832 Aquatics Facility                            | 125,000           | 112,896                              | -                       | -              | 12,104               |
| 53837 Minnechaug Golf Improvements                 | 512,500           | 375,051                              | 19,305                  | 9,870          | 127,579              |
| 53838 Library Exterior Renovations                 | 94,624            | -                                    | -                       | -              | 94,624               |
| 53839 Multi-Use Trail                              | 1,228,000         | 1,000,181                            | 785,000                 | 36,034         | 191,785              |
| 53841 Splash Pad                                   | 500,000           | 176,042                              | 176,042                 | 21,400         | 302,558              |
| 53853 Mower 16' Rotary Mower Rplcmnt               | 120,000           | 113,415                              | 113,415                 | -              | 6,585                |
| 53856 Parks Facility Renov/Expansion               | 1,067,500         | 1,002,736                            | -                       | 23,391         | 41,373               |
| 53856 Parks Facility Renov/Expansion ()            | -                 | 925                                  | 925                     | -              | (925)                |
| 53857 Riverfront Park Extension                    | 803,973           | 777,023                              | -                       | -              | 26,950               |
| 53860 Library Upgrade/Redesign                     | 450,000           | 247,561                              | -                       | -              | 202,439              |
| 53861 Library Windows                              | 156,376           | 156,376                              | -                       | -              | -                    |
| 53872 Salmon Bk PkStudy                            | -                 | -                                    | -                       | -              | -                    |
| 53873 Grange Pool                                  | 350,000           | 344,572                              | -                       | -              | 5,428                |
| 53874 Tree Management                              | 250,000           | 220,782                              | 101,324                 | 20,706         | 8,512                |
| 53875 Cider Mill                                   | 80,000            | 39,926                               | -                       | -              | 40,074               |
| 53920 Open Space Access                            | 540,000           | 337,421                              | -                       | 1,000          | 201,579              |
| 53921 Winter Hill                                  | 125,000           | 115,153                              | 15,153                  | -              | 9,847                |
| 53930 Library Space Planning Study                 | 39,485            | 39,485                               | -                       | -              | -                    |
| <b>Total Culture/Parks &amp;Recreation</b>         | <b>6,667,458</b>  | <b>5,059,544</b>                     | <b>1,211,164</b>        | <b>121,782</b> | <b>1,486,131</b>     |
| <b>Education (31009)</b>                           |                   |                                      |                         |                |                      |
| 55836 HVAC/Boilers Study K-6                       | -                 | -                                    | -                       | -              | -                    |
| 55836 HVAC/Boilers (CAP RES-GID WEL)               | 1,414,178         | 1,392,276                            | 34,199                  | 17,000         | 4,902                |
| 55839 Energy Audit--All Schools                    | 275,500           | 241,303                              | -                       | -              | 34,197               |
| 55847 GHS Fieldhouse                               | 2,325,000         | 113,983                              | 26,668                  | 111,490        | 2,099,527            |
| 55858 Schools Air Conditioning                     | 2,175,000         | 2,175,000                            | -                       | 1              | (1)                  |
| 55859 School Code Compliance                       | 190,000           | 186,996                              | -                       | -              | 3,004                |
| 55860 GHS Kitchen Upgrades                         | 1,675,000         | 1,649,688                            | 1,366,331               | -              | 25,312               |
| 55863 GHS Parking and Access Drives                | 365,000           | 365,616                              | -                       | -              | (616)                |
| 55868 Smith Middle School Gym Floor                | 506,664           | 309,663                              | 3,000                   | -              | 197,001              |
| 55870 School Roofs                                 | 50,000            | 14,788                               | -                       | 3,600          | 31,612               |
| <b>Total Education</b>                             | <b>8,976,342</b>  | <b>6,449,315</b>                     | <b>1,430,199</b>        | <b>132,091</b> | <b>2,394,937</b>     |

**TOWN OF GLASTONBURY**  
**CAPITAL PROJECTS FUND**  
**FY 2021 THROUGH MARCH 31 2021**

| Description                                 | REVISED BUDGET    | EXPENDITURES INCEPTION TO DATE | FY2021 THRU MARCH | 2021 ENCUMB      | AVAILABLE BALANCE |
|---|-------------------|--------------------------------|-------------------|------------------|-------------------|
| <b>TOTAL 301 - CAPITAL RESERVE PROJECTS</b> | <b>52,886,870</b> | <b>42,446,068</b>              | <b>8,607,425</b>  | <b>1,291,348</b> | <b>9,149,454</b>  |
| <b>FUND 302 - SEWER SINKING PROJECTS</b>    |                   |                                |                   |                  |                   |
| <b>PhySer Sewer Sinking (32007)</b>         |                   |                                |                   |                  |                   |
| 52888 WPC Emergency Power                   | 202,500           | 154,104                        | 2,154             | -                | 48,396            |
| 52889 WPC Energy Conservation Prog          | 315,000           | 92,247                         | -                 | 12,021           | 210,731           |
| 52893 Cider Mill Pump Station               | 1,791,000         | 1,670,692                      | 9,800             | -                | 120,308           |
| 52894 Sewer Forced Main Evaluation          | -                 | -                              | -                 | -                | -                 |
| <b>Total PhySer Sewer Sinking</b>           | <b>2,308,500</b>  | <b>1,917,043</b>               | <b>11,954</b>     | <b>12,021</b>    | <b>379,435</b>    |
| <b>TOTAL 302 - SEWER SINKING PROJECTS</b>   | <b>2,308,500</b>  | <b>1,917,043</b>               | <b>11,954</b>     | <b>12,021</b>    | <b>379,435</b>    |
| <b>FUND 303 - LAND ACQUISITION</b>          |                   |                                |                   |                  |                   |
| <b>Land / Open Space (33157)</b>            |                   |                                |                   |                  |                   |
| 78827 Land 2009                             | 2,233,000         | 2,233,000                      | -                 | -                | -                 |
| 78828 Land 2012                             | 4,700,000         | 4,700,000                      | -                 | -                | -                 |
| 78829 Land 2016                             | 3,000,000         | 3,000,000                      | -                 | -                | -                 |
| 78830 Land 2017                             | 4,000,000         | 3,805,247                      | 617,309           | -                | 194,753           |
| <b>Total Land / Open Space</b>              | <b>13,933,000</b> | <b>13,738,247</b>              | <b>617,309</b>    | <b>-</b>         | <b>194,753</b>    |
| <b>TOTAL 303 - LAND ACQUISITION</b>         | <b>13,933,000</b> | <b>13,738,247</b>              | <b>617,309</b>    | <b>-</b>         | <b>194,753</b>    |
| <b>FUND 304 - TOWN AID</b>                  |                   |                                |                   |                  |                   |
| <b>PhySer Conn Grant (33207)</b>            |                   |                                |                   |                  |                   |
| 52942 Town Aid Improved Rds ()              | 626,034           | 99,021                         | 99,021            | 25,979           | 501,034           |
| 52943 Town Aid Unimproved Rds ()            | 18,387            | 5,510                          | 5,510             | -                | 12,877            |
| <b>Total PhySer Conn Grant</b>              | <b>644,421</b>    | <b>104,531</b>                 | <b>104,531</b>    | <b>25,979</b>    | <b>513,911</b>    |
| <b>TOTAL 304 - TOWN AID</b>                 | <b>644,421</b>    | <b>104,531</b>                 | <b>104,531</b>    | <b>25,979</b>    | <b>513,911</b>    |
| <b>FUND 314 - RIVERFRONT PARK</b>           |                   |                                |                   |                  |                   |
| <b>Riverfront Park - Phase I (34560)</b>    |                   |                                |                   |                  |                   |
| 66805 Administrative                        | 147,738           | 147,737                        | -                 | -                | 1                 |
| 66810 Engineering                           | 121,418           | 121,417                        | -                 | -                | 1                 |
| 66824 Machinery & Equipment                 | 196,373           | 196,373                        | -                 | -                | -                 |
| 66825 Construction                          | 3,784,471         | 3,784,470                      | -                 | -                | 1                 |
| 66829 Contingency                           | -                 | -                              | -                 | -                | -                 |
| <b>Total Riverfront Park - Phase I</b>      | <b>4,250,000</b>  | <b>4,249,998</b>               | <b>-</b>          | <b>-</b>         | <b>2</b>          |
| <b>RIVERFRONT PARK - PHASE II (34561)</b>   |                   |                                |                   |                  |                   |
| 66805 Administrative                        | 18,000            | 17,962                         | -                 | -                | 38                |
| 66810 Engineering                           | 863,500           | 844,120                        | -                 | 74               | 19,306            |
| 66825 Construction                          | 14,680,000        | 14,712,305                     | -                 | -                | (32,305)          |
| 66829 Contingency                           | 48,500            | 30,833                         | -                 | -                | 17,668            |



**TOWN OF GLASTONBURY**  
**CAPITAL PROJECTS FUND**  
**FY 2021 THROUGH MARCH 31 2021**

| Description                                | REVISED<br>BUDGET | EXPENDITURES<br>INCEPTION<br>TO DATE | FY2021<br>THRU<br>MARCH | 2021<br>ENCUMB   | AVAILABLE<br>BALANCE |
|--|-------------------|--------------------------------------|-------------------------|------------------|----------------------|
| <b>Total RIVERFRONT PARK - PHASE II</b>    | <b>15,610,000</b> | <b>15,605,220</b>                    | -                       | <b>74</b>        | <b>4,706</b>         |
| <b>TOTAL 314 - RIVERFRONT PARK</b>         | <b>19,860,000</b> | <b>19,855,218</b>                    | -                       | <b>74</b>        | <b>4,708</b>         |
| <b>FUND 316 - GATEWAY PROJECT</b>          |                   |                                      |                         |                  |                      |
| <b>Gateway Corporate Park (35357)</b>      |                   |                                      |                         |                  |                      |
| 52845 Gateway Corp. Park                   | 888,541           | 869,410                              | -                       | -                | 19,131               |
| <b>Total Gateway Corporate Park</b>        | <b>888,541</b>    | <b>869,410</b>                       | -                       | -                | <b>19,131</b>        |
| <b>TOTAL 316 - GATEWAY PROJECT</b>         | <b>888,541</b>    | <b>869,410</b>                       | -                       | -                | <b>19,131</b>        |
| <b>FUND 318 - LIBRARY RENOVATION</b>       |                   |                                      |                         |                  |                      |
| <b>Welles Turner Library Renov (34509)</b> |                   |                                      |                         |                  |                      |
| 66805 Administrative                       | 60,515            | 33,270                               | 33,270                  | -                | 27,245               |
| 66810 Engineering                          | 500,000           | 362,507                              | 43,878                  | 75,790           | 61,703               |
| 66825 Construction                         | 5,000,000         | 691,354                              | 691,354                 | 3,649,780        | 658,867              |
| 66829 Contingency                          | 950,000           | -                                    | -                       | -                | 950,000              |
| <b>Total Welles Turner Library Renov</b>   | <b>6,510,515</b>  | <b>1,087,131</b>                     | <b>768,501</b>          | <b>3,725,569</b> | <b>1,697,815</b>     |
| <b>TOTAL 318 - LIBRARY RENOVATION</b>      | <b>6,510,515</b>  | <b>1,087,131</b>                     | <b>768,501</b>          | <b>3,725,569</b> | <b>1,697,815</b>     |
| <b>GRAND TOTAL</b>                         | <b>97,031,847</b> | <b>80,017,648</b>                    | <b>10,109,721</b>       | <b>5,054,991</b> | <b>11,959,208</b>    |


**TOWN OF GLASTONBURY**

**MEMORANDUM**

**DEPARTMENT OF ADMINISTRATIVE SERVICES**

**FINANCIAL ADMINISTRATION**

TO: Board of Finance  
Richard J. Johnson, Town Manager

FROM:  Julie Twilley, Director of Finance & Administrative Services

DATE: April 8, 2021

SUBJECT: Self Insurance Reserve Update March 2021

---

The attached report summarizes the Self Insurance Reserve fund through March 31, 2021. The total reserve is \$13,040,784 allocated \$1,839,842 and \$11,200,942 between Town and Board of Education, respectively. As of March the fund is experiencing a \$3,299,335 gain for the fiscal year.

There are 12 large loss claims which are defined as any claims that exceed \$50,000. BOE has 8 while the Town has 4 large loss claims. There is 1, for BOE, that has exceeded the individual Stop Loss limit. The Individual Stop Loss limit is \$200,000 for BOE and \$150,000 for the Town.

Enc.

cc: Dr. Alan Bookman, Superintendent  
Karen Bonfiglio, Business Manager  
Rose Brown, Human Resources Manager

**SELF INSURANCE RESERVE FUND**

YTD Balances As of: March 31, 2021

|                                     | Town               | Education           | Total               |
|-------------------------------------|--------------------|---------------------|---------------------|
| <b>Contributions</b>                |                    |                     |                     |
| Employer                            | 3,557,406          | \$10,796,098        | \$14,353,504        |
| Employee                            | 954,670            | 2,073,469           | 3,028,139           |
| Stop Loss Reimbursement             | 31,657             | 33,689              | 65,346              |
| <b>Total Revenues</b>               | <b>\$4,543,733</b> | <b>\$12,903,256</b> | <b>\$17,446,988</b> |
| <b>Expenditures</b>                 |                    |                     |                     |
| <b>Anthem</b>                       |                    |                     |                     |
| ASO Fees                            | \$80,438           | \$245,414           | \$325,852           |
| Claims                              | 2,351,435          | 7,035,674           | 9,387,108           |
|                                     | <u>\$2,431,873</u> | <u>\$7,281,088</u>  | <u>\$9,712,960</u>  |
| <b>CTCare</b>                       |                    |                     |                     |
| ASO Fees                            | \$3,582            | \$37,601            | \$41,183            |
| Claims                              | 549,216            | 1,861,424           | 2,410,640           |
|                                     | <u>\$552,798</u>   | <u>\$1,899,025</u>  | <u>\$2,451,823</u>  |
| <b>Delta Dental</b>                 |                    |                     |                     |
| ASO Fees                            | \$13,043           | -                   | \$13,043            |
| Claims                              | 135,109            | -                   | 135,109             |
|                                     | <u>\$148,152</u>   | <u>-</u>            | <u>\$148,152</u>    |
| Bank Fees/PCORI Fee                 | \$1,098            | \$3,753             | \$4,851             |
| CT Prime                            | 468,687            | 1,293,679           | \$1,762,366         |
| OneDigital Consultant Fees          | 13,500             | 54,000              | 67,500              |
|                                     | <u>\$483,285</u>   | <u>\$1,351,432</u>  | <u>\$1,834,717</u>  |
| <b>Total Expenditures</b>           | <b>\$3,616,108</b> | <b>\$10,531,545</b> | <b>\$14,147,653</b> |
| Current Year Revenues Less Expenses | \$927,624          | \$2,371,711         | \$3,299,335         |
| Reserve July 1, 2020                | \$912,218          | \$8,829,231         | \$9,741,449         |
| Reserve at end of month             | <u>\$1,839,842</u> | <u>\$11,200,942</u> | <u>\$13,040,784</u> |

*Note: The Reserve formula will be updated at the end of each quarter. The next update will be provided in May 2021.*

TOWN OF GLASTONBURY  
BUDGET TRANSFERS AND AMENDMENTS

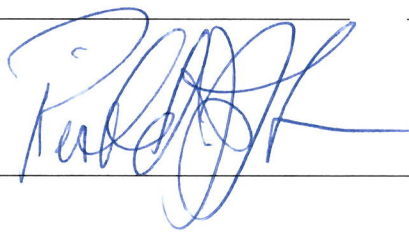
|                 |                                 |
|-----------------|---------------------------------|
| FUND            | GENERAL FUND                    |
| SOURCE OF FUNDS | GENERAL FUND – INTRA DEPARTMENT |
| ACTION REQUIRED | TOWN MANAGER                    |

REASON FOR TRANSFER

Transfer \$4,050 from full-time wages to contractual services to cover unanticipated Police Department drug and mental wellness health check costs that are required by recently passed Public Act 20-01.

| TRANSFER FROM                       | ACCOUNT CODE | AMOUNT  |
|-------------------------------------|--------------|---------|
| GENERAL FUND                        |              |         |
| Police Department – Full Time Wages | 02037-40410  | \$4,050 |

| TRANSFER TO                              | ACCOUNT CODE | AMOUNT  |
|--|--------------|---------|
| GENERAL FUND                             |              |         |
| Police Department – Contractual Services | 02037-43630  | \$4,050 |

Date 4-8-2021 Town Manager 

**TOWN OF GLASTONBURY  
BUDGET TRANSFERS AND AMENDMENTS  
ADMINISTRATIVE TRANSFER**

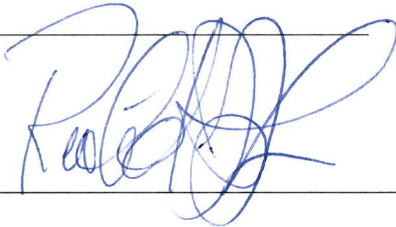
|                 |  |
|-----------------|--|
| FUND            | GENERAL FUND                           |
| SOURCE OF FUNDS | UNASSIGNED FUND BALANCE                |
| ACTION REQUIRED | TOWN MANAGER – ADMINISTRATIVE TRANSFER |

**REASON FOR TRANSFER**

At the Final Budget Hearing on March 23, 2021, the Town Council approved a transfer from the General Fund Unassigned Fund to the Pension Fund.

| TRANSFER FROM                  | ACCOUNT CODE | AMOUNT      |
|--------------------------------|--------------|-------------|
| GENERAL FUND                   |              |             |
| General Fund – Unassigned Fund | 00100-09241  | \$1,000,000 |
|                                |              |             |
|                                |              |             |

| TRANSFER TO                   | ACCOUNT CODE | AMOUNT      |
|-------------------------------|--------------|-------------|
| GENERAL FUND                  |              |             |
| Insurance/Pensions - Pensions | 01535-43634  | \$1,000,000 |
|                               |              |             |

Date 4-12-2021 Town Manager 

**ADMINISTRATIVE TRANSFER**

TOWN OF GLASTONBURY  
TRANSFER OF FUNDS

|                 |              |
|-----------------|--------------|
| FUND            | General Fund |
| SOURCE OF FUNDS | Town Manager |
| ACTION REQUIRED | Town Manager |

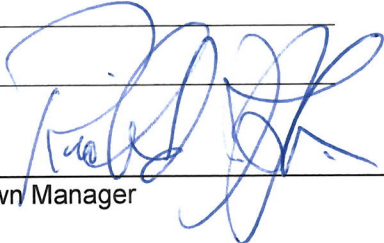
REASON FOR TRANSFER

Purchase of computer equipment for new hire in Town Manager Office.

| TRANSFER FROM                  | ACCOUNT CODE | AMOUNT     |
|--------------------------------|--------------|------------|
| Town Manager Legal Advertising | 01113-43649  | \$1,200.00 |
|                                |              |            |
|                                |              |            |

| TRANSFER TO                        | ACCOUNT CODE | AMOUNT     |
|------------------------------------|--------------|------------|
| Town Manager Machinery & Equipment | 01113-44730  | \$1,200.00 |
|                                    |              |            |
|                                    |              |            |

4-12-2021  
Date

  
Town Manager

TOWN OF GLASTONBURY  
TRANSFER OF FUNDS

FUND                                      General Fund  
-----  
SOURCE OF FUNDS                      Town Manager  
-----  
ACTION REQUIRED                        Town Manager  
-----

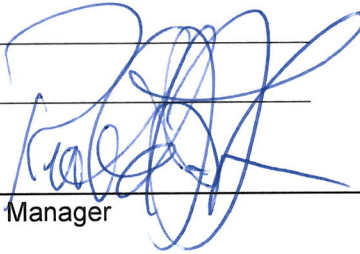
REASON FOR TRANSFER

November 3, 2020 Referendum brochures, mailing and postage.

| TRANSFER FROM                      | ACCOUNT CODE | AMOUNT     |
|------------------------------------|--------------|------------|
| Town Manager Printing/Reproduction | 01113-43650  | \$5,000.00 |
|                                    |              |            |
|                                    |              |            |

| TRANSFER TO                        | ACCOUNT CODE | AMOUNT     |
|------------------------------------|--------------|------------|
| Town Council Printing/Reproduction | 01111-43650  | \$5,000.00 |
|                                    |              |            |
|                                    |              |            |

4-12-2021  
-----  
Date

  
-----  
Town Manager

TOWN OF GLASTONBURY  
BUDGET TRANSFERS AND AMENDMENTS

|                 |                                 |
|-----------------|---------------------------------|
| FUND            | GENERAL FUND                    |
| SOURCE OF FUNDS | GENERAL FUND – INTRA DEPARTMENT |
| ACTION REQUIRED | TOWN MANAGER                    |

REASON FOR TRANSFER

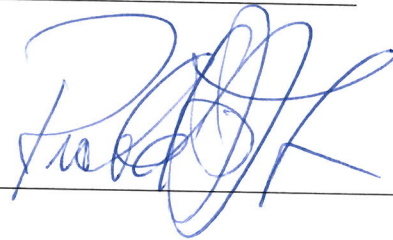
To fund PO Box renewal fee, which is used as a lockbox for receipt of mail by Revenue Collection

| TRANSFER FROM                        | ACCOUNT CODE | AMOUNT   |
|--------------------------------------|--------------|----------|
| REVENUE COLLECTION – OFFICE SUPPLIES | 01525-42540  | \$424.00 |
|                                      |              |          |
|                                      |              |          |
|                                      |              |          |

| TRANSFER TO                               | ACCOUNT CODE | AMOUNT   |
|---|--------------|----------|
| REVENUE COLLECTION – CONTRACTUAL SERVICES | 01525-43630  | \$424.00 |
|   |              |          |
|   |              |          |
|   |              |          |

Date 4-14-2021

Town Manager





**TOWN OF GLASTONBURY  
BUDGET TRANSFERS AND AMENDMENTS**

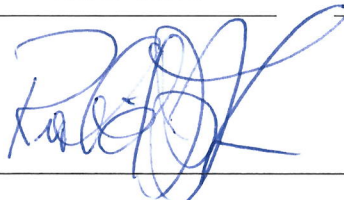
|                 |   |
|-----------------|---|
| FUND            | 023 GRANTS  |
| SOURCE OF FUNDS | 023 GRANTS, State of CT Health Grant – INTRA DEPARTMENT |
| ACTION REQUIRED | TOWN MANAGER, BOARD OF FINANCE                          |

**REASON FOR TRANSFER**

The State of Connecticut Health Grant Coordinator has approved the use of Block Grant funds for overall pedestrian / bicycle improvements.

| TRANSFER FROM                        | ACCOUNT CODE | AMOUNT  |
|--------------------------------------|--------------|---------|
| GENERAL FUND                         |              |         |
| Health Block Grant - Wages           | 43022-40410  | \$1,200 |
| Health Block Grant - Printing        | 43022-43650  | \$6,500 |
| Health Block Grant – Office Supplies | 43022-42540  | \$300   |

| TRANSFER TO                                   | ACCOUNT CODE | AMOUNT  |
|---|--------------|---------|
| GENERAL FUND                                  |              |         |
| Health Block Grant – Highway Materials        | 43022-42530  | \$5,000 |
| Health Block Grant – Traffic Control Supplies | 43022-42570  | \$3,000 |

|                      |   |
|----------------------|---|
| Date <u>4-7-2021</u> | Town Manager  |
| Date                 | Board of Finance  |

**TOWN OF GLASTONBURY  
BUDGET TRANSFERS AND AMENDMENTS**

|                 |                                 |
|-----------------|---------------------------------|
| FUND            | GENERAL FUND                    |
| SOURCE OF FUNDS | GENERAL FUND – INTRA DEPARTMENT |
| ACTION REQUIRED | TOWN MANAGER, BOARD OF FINANCE  |

**REASON FOR TRANSFER**

Transfer required to enhance technological capabilities and strengthen controls, including:

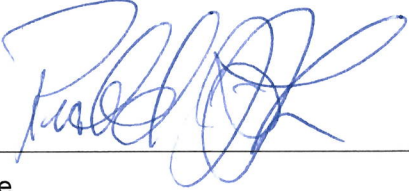
- Additional email licenses to provide all Town staff with electronic communications.
- Replace in-person Cyber Security email Training with online subscription based training for all users.
- Additional Mobile device Management Licenses to increase secure access to email system.

| TRANSFER FROM                   | ACCOUNT CODE | AMOUNT   |
|---------------------------------|--------------|----------|
| GENERAL FUND                    |              |          |
| Information Technology/Training | 01520/42580  | \$5,000  |
| Property Assessment/Wages       | 01523/40430  | \$11,500 |
| Accounting/Wages                | 01521/40410  | \$3,500  |

| TRANSFER TO                            | ACCOUNT CODE | AMOUNT   |
|--|--------------|----------|
| GENERAL FUND                           |              |          |
| Information Technology/Data Processing | 01520/43635  | \$20,000 |

Date 4-8-2021

Date \_\_\_\_\_

  
 Town Manager \_\_\_\_\_  
 Board of Finance \_\_\_\_\_

**MEMORANDUM**

To: Board of Finance  
From: Richard J. Johnson, Town Manager  
Date: April 14, 2021  
Re: **Waiver of Competitive Bidding Process**

This is a recommendation to waive the competitive bid process for pavement reclamation services over the 2021 construction season. Summary background information as follows:

- Cities and towns routinely participate in the competitive State bidding process for a variety of goods and services. The buying power of the State and political subdivisions achieves cost efficiencies.
- The State process historically includes pavement surfacing, milling and pavement reclamation. Glastonbury has achieved cost savings by using the State contract for the annual road paving program.
- For 2021, the State contract does not include pavement reclamation. Advance notice was not provided and cities and towns are now required to bid for this work.
- Bid results from a neighboring community indicate costs well above the State contract price by Tilcon, Inc. for 2019-2020. For Glastonbury, the increased cost is estimated at \$120,000.
- Tilcon, Inc. (see attached) has agreed to continue prior year pricing for the 2021 construction season. To participate in this favorable pricing, a bid waiver is required.

Based on the preceding, a waiver of the competitive bid process is recommended for pavement reclamation services in 2021. An additional advantage results from Tilcon, Inc. as the State contractor for asphalt paving in 2021. Efficiency and quality advantages result from working with the same vendor for pavement reclamation and resurfacing.

Please schedule this topic for the Wednesday, April 21, 2021 Board of Finance meeting.

RJJ/sal  
Attachment

cc: Julie Twilley, Director of Finance & Administrative Services



TILCON CONNECTICUT INC. \* P. O. Box 1357 \* New Britain, CT 06050-1357  
A CRH Company

Rick Birge  
Manager of Construction  
(O) 860-224-6027 (C) 860-543-4810  
RBirge@Tilcon-Inc.com

To Our Valued Customers:

This letter is regarding the situation where the CTDOT has excluded the roadway reclaiming and grading items from this year's Vendor in Place milling bid #20PSX0167, as the CTDOT does not have any planned for themselves this season.

As a courtesy to our longtime customers, TILCON CT, Inc. has chosen to carry over the bid pricing that had been in place for the 2019-20 construction seasons Bid # 18PSX0309. We understand that the late notification from the CTDOT has made it difficult for municipalities to plan and schedule for these operations right now and feel that matching the low bid pricing that you have used for the past two years under CTDOT Contract # 18PSX0309 will be helpful in getting these operations in motion as the construction season has begun.

We have had similar requests by other municipalities, and they will be receiving the same benefit for the upcoming 2021 paving season.

Please let us know if you have any questions. Have a great day and we look forward to working with you this season.

Richard H. Birge

A handwritten signature in blue ink, appearing to read "Richard H. Birge", written over a horizontal line.

Manager of Construction  
Tilcon Connecticut Inc

AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER

**TOWN OF GLASTONBURY**

**ADMINISTRATIVE SERVICES - Financial Administration**

---

April 8, 2021

TO: Board of Finance & Richard J. Johnson, Town Manager  
FROM: *JBT* Julie Twilley, Director of Finance & Administrative Services  
RE: Recommendation of Appointment of Auditor – June 30, 2021

---

Pursuant to the Town charter, the Town Council is required to designate the independent auditor to conduct the Town's annual financial audit. Furthermore, in accordance with State statutes, the appointment of the auditor is required annually by May 31.

Based on RSM's high level of performance, the Town would like to recommend continuing with their services for the June 30, 2021 audit. RSM has most recently performed the June 30, 2020 and June 30, 2019 audits.

**Motion Recommending Auditors for June 30, 2021:**

BE IT RESOLVED that the Board of Finance recommends to the Town Council the appointment of RSM as the Town auditors for the fiscal year ending June 30, 2021.

Cc: Narae McManus, Controller

**MEMORANDUM**

To: Board of Finance  
From: Richard J. Johnson, Town Manager  
Date: April 14, 2021  
Re: **Bond Issue**

Board Member Zeller asked a question on previous referenda for capital projects excluding land. A summary for the last 15 years includes:

- 2005 - Public Safety Communications - \$3.1M
- 2006 - Riverfront Park Phase I - \$4.25M
- 2008 - Convert Academy Building to BOE and Town Offices - \$9.5M
- 2012 - Riverfront Park Phase II - \$12.05M
- 2018 - Library Renovation Expansion - \$6.5M

Note: The preceding excludes bond authorizations for land acquisition and preservation.

RJJ/sal

cc: Julie Twilley, Director of Finance & Administrative Services