

## AGENDA

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

**Wednesday, November 17, 2021, 4:00 PM**

**Town Hall, 2155 Main Street, Glastonbury, CT – Council Chambers**

**Board Members:** Constantine Constantine; Chairman, Jennifer Sanford; Vice Chairman, Susan Karp, Robert Lynn, James McIntosh, and James Zeller.

1. Public Comment Session: Comments pertaining to the call.
2. Communication: Minutes of October 20, 2021 Regular Meeting
3. Communication: Pension Report – September 2021
4. Communication: Month End Investments – September 2021
5. Communication: Financial Summary (Expenditures) for 4 months - October 2021
6. Communication: Capital Projects – October 2021
7. Communication: Self Insurance Reserve Fund – October 2021
8. Communication: Transfers Approved by Town Manager Since Last Meeting (None)
9. **Action:** Transfers over \$5,000 (None)
10. **Action:** Review of CIP Criteria
11. **Action:** Establish 2022 and January 2023 Regular Meeting Schedule
12. Communication: Availability on Nov. 29 and Nov. 30 for a Special BOF Meeting re. Funding Request
13. Communication: Memo re. Recreation Activities Fund
14. Communication: Memo re. Bid Process
15. Communication: Credit Rating Reaffirmation & Refunding of ~\$7.5m of Taxable Issues (2011B and 2013)
16. Board of Finance Committee Reports, comments and remarks (no action to be taken)
17. Adjournment

THIS BOARD OF FINANCE REGULAR MEETING WILL BE CONDUCTED IN PERSON IN THE COUNCIL CHAMBERS OF TOWN HALL AT 2155 MAIN STREET, GLASTONBURY.

**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)

**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, OCTOBER 20, 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. in the Council Chambers of Town Hall at 2155 Main Street with the option for Zoom video conferencing. The video was broadcast in real time and via a live video stream.

Also present was Narae McManus, Controller.

**Roll Call**

***Members***

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

With Mr. Constantine excused, Ms. Sanford ran the meeting. She noted that this is Mr. Cusson's final meeting on the Board of Finance. The Board and Town Manager thanked Mr. Cusson for his long service and contributions to the Board.

1. Public Comment Session: Comments pertaining to the call.

***Jared Soper of 39 Fawn Run***, thanked Mr. Cusson for his service. He enjoyed serving on the Board of Finance with Mr. Cusson, whose opinions and insights he valued greatly.

2. Communication: Minutes of September 22, 2021 Regular Meeting  
***Minutes accepted as presented.***

3. Communication: Pension Report – August 2021  
Ms. Twilley presented the report dated September 16, 2021.

4. Communication: Fiducient Advisors Flash Memo  
Ms. Twilley presented the memo from Mr. Kachmar.

5. Communication: Month End Investments – August 2021  
Ms. McManus presented the report dated September 13, 2021.

6. Communication: Financial Summary (Revenues & Expenditures) for 3 months - September 2021

Ms. Twilley presented the report dated October 7, 2021. Ms. Sanford asked what the run rate on the collection is. Ms. Twilley stated that it is 55.4%, which is higher as of the past month than in the prior two years.

7. Communication: Capital Projects – September 2021

Ms. Twilley presented the report dated October 6, 2021.

8. Communication: Self Insurance Reserve Fund – September 2021

Ms. Twilley presented the report dated October 6, 2021. There have been no large loss claims thus far this year.

9. Communication: Transfers Approved by Town Manager Since Last Meeting (None)

10. **Action:** Transfers over \$5,000

a. Hubbard Pump Station

Mr. Johnson explained that Items 10a and 11 go hand in hand. At this pump station, there are two pumps which alternate back and forth, and a third pump is used as a backup. After about 5 years, one of the pumps has failed. While buying a new one costs about \$5000 more than making repairs, it has the advantage of coming with a warranty.

**Motion by:** Mr. Zeller

**Seconded by:** Mr. Lynn

*BE IT RESOLVED, that the Glastonbury Board of Finance hereby transfers \$28,000 from the Sewer Sinking Fund Unassigned Fund Balance to the Sewer Operating Fund Repair and Maintenance Fund.*

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

11. **Action:** Bid Waiver – Sewage Pump

Mr. Johnson explained that the bid waiver will allow the Town to purchase the same equipment which fits the existing piping/wiring, and it will allow them to have a set of parts, rather than different parts for different equipment.

Mr. McIntosh is concerned with the bidding process. Mr. McIntosh stated that Section 6.14 of the Town Charter requires that the Town Manager prepare objective evidence that the bidding process was followed for every purchase over \$4000. Mr. Johnson stated that, from a practical matter, that would not be feasible to do. Mr. McIntosh agreed that section 6.14 seems to be an impossible standard. He suggests that the Council revise the provision or ordinance so that their protocols and procedures follow the charter.

**Motion by:** Mr. Zeller

**Seconded by:** Mr. McIntosh

*BE IT RESOLVED, that the Glastonbury Board of Finance hereby recommends the waiver of the competitive bid process for the purchase of a replacement sewer pump for the Hubbard Pump Station.*

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

12. Board of Finance Committee Reports, comments and remarks (no action to be taken) **None**

13. Adjournment

**Motion by:** Mr. Cusson

**Seconded by:** Mr. McIntosh

*BE IT RESOLVED, that the Glastonbury Board of Finance moves to adjourn their meeting of October 20, 2021, at 4:29 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 &amp; ADMINISTRATIVE SERVICES

BOF 11/17/21  
Item # 3

October 19, 2021

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

As of September 30, 2021 the pension asset value is \$214,325,470, a net increase of \$6,875,346 from July 1, 2021. Through the month of September, the fund experienced an unrealized loss of \$2,301,086, which is indicative of the current market and there were realized gains of \$18,236. Investment income through September totaled \$699,608.

July 1, 2020 Balance	\$ 207,450,125
<b>Revenues:</b>	
Employer Contributions	\$ 10,762,848
Employee Contributions	\$ 484,924
Total Contributions	\$ 11,247,772
Investment Income	\$ 699,608
Realized Gains/Losses	\$ 18,236
Unrealized Gains/Losses	\$ (2,301,086)
Total Revenues	\$ 9,664,530
<b>Expenditures:</b>	
Benefit Payments	\$ 2,780,563
Administrative Fees	\$ (14,512)
Investment Management Fees	\$ 23,133
Total Expenditures	\$ 2,789,184
<b>Net Increase/Decrease</b>	<b>\$ 6,875,346</b>
<b>Ending Balance September 30, 2021</b>	<b>\$ 214,325,470</b>

Assuming a 6.25% long-term return on the plan's investments, the July 1, 2020 Unfunded Accrued Liability is \$80.3 million and the corresponding funded ratio is 67.1%. 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**

October 25, 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 September 30, 2021 were \$118,392,877. 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	\$29,217,383	0.09	
Citizens Bank	1,224,356	0.10	
Northern Capital Investment Account	11,750,199	0.15-3.40	Est. current accrued interest \$15,754
Northern Capital Sewer Funds	9,478,446	0.20-3.15	Est. current accrued interest \$10,742
People's United Investments	35,183,016	0.12	
Liberty Bank Investments	21,042,168	0.15	
TD Bank Investments	2,497,309	0.10	
Liberty CD	<u>8,000,000</u>	0.15	Matures 12/26/21
<b>Total</b>	<b><u>\$118,392,877</u></b>		

**General Fund Earnings**

- The General Fund portion of pooled investments at September 30 was \$82.4 million.
- As of September 30, the General Fund has realized investment earnings of \$30,709.
- As of September 30, Sewer Sinking funds totaling \$9,201,000 were invested in fully-insured CDs with terms varying from 6 months to seven years, with current-year realized investment earnings of \$19,105.

Comparative information concerning General Fund earnings follows.

<b>Fiscal Year</b>	<b>Budget</b>	<b>Realized Investment</b>	
		<b>Earnings July-September</b>	<b>Percent of Budget</b>
2021	\$838,000	41,470	4.95 %
2022	195,000	30,709	15.75

cc: Julie B. Twilley, Director of Finance

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

BOF 11/17/21  
Item # 5

November 9, 2021

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

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

RE: Financial Summary for the Four Months Ended October 31, 2021 (FY 2021/22)

**Note that some variances to budget and prior year are a result of the COVID-19 pandemic.**

**Expenditure Summary:**

Through October 31, 2021, encumbrances total \$79.1m and expenditures total \$58.2m. Combined, this represents 79% of the Town's revised general fund budget of \$173.4m. This compares to \$75.8m and \$56.5m respectively, or 77%, for the same period in the prior year.

The expenditure increase of \$1.7m is driven by the Town (+\$0.9m) and BOE (+\$0.9m). The increase is largely attributable to the annual Pension contribution. This year's pension contribution of \$10.76m is \$0.9m higher (\$0.7m Town / \$0.2m BOE) than the prior year's annual contribution. Note that the assumed long-term rate of return on investments was reduced from 6.5% to 6.25% in FY2021/2022 and the amortization period is 12 years (as of July 1, 2021 Actuarial Valuation). Also contributing to the increase in the BOE expenditures is \$0.3m related to timing of employer healthcare payments, with the remainder largely related to higher Payroll costs associated with summer school classes held in 2021, but not 2020, and higher HSA payments. The remainder of the increase for the Town is for higher part time wages, which were \$0.2m lower in the prior year, because many programs were canceled due to the pandemic.

The reduction in year-over-year expenditures for Administrative Services related to a pension contribution that was booked to the "Insurance/Pensions" Department within Administrative Services in FY 2021, whereas the pension contribution in FY 2022 was more evenly spread amongst staffed Departments. The increase in year-over-year expenditures for Public Safety was largely driven by the higher pension contribution in FY 2022.

Below is an Expenditure & Transfer summary report through October 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><u>2020/2021</u></b>				
Town	\$ 45,731,755	\$ 18,873,920	\$ 14,322,781	73%
Education	111,754,046	29,224,805	56,511,240	77%
Debt/Transfers	13,931,799	8,418,082	4,980,559	96%
<b><u>2021/2022</u></b>				
Town	\$ 46,761,394	\$ 19,743,657	\$ 14,934,908	74%
Education	113,549,684	30,095,858	59,881,545	79%
Debt/Transfers	13,073,742	8,405,753	4,261,699	97%

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

	2020/2021	%	2021/2022	%
ADMIN SERVICES	\$ 3,517,685	52%	\$ 3,178,247	50%
PUBLIC SAFETY	7,069,736	45%	7,540,139	47%
PHYSICAL SERVICES	2,568,581	34%	2,511,299	34%

cc: Karen Bonfiglio, Business Manager; Narae McManus, Controller



**TOWN OF GLASTONBURY**  
**CURRENT YEAR EXPENDITURES BY DIVISION**  
**FY 2022 THROUGH OCTOBER 31 2021**

**FUND 010 - GENERAL FUND**

Description	2022 ORIGINAL BUDGET	2022 REVISED BUDGET	FY2022 THRU OCTOBER	2022 ENCUMB	AVAILABLE BALANCE	2022 % USED
<b>GENERAL GOVERNMENT</b>						
TOWN COUNCIL	149,007	150,232	90,565	7,258	52,409	65.1%
CUSTOMER SERVICE	63,659	63,659	16,836	-	46,823	26.4%
TOWN MANAGER	710,745	759,108	330,476	276,927	151,705	80.0%
HUMAN RESOURCES	702,268	702,268	238,226	204,683	259,358	63.1%
FACILITIES MAINTENANCE	1,936,856	1,968,489	669,481	590,198	708,810	64.0%
<b>TOTAL GENERAL GOVERNMENT</b>	<b>3,562,535</b>	<b>3,643,756</b>	<b>1,345,584</b>	<b>1,079,066</b>	<b>1,219,105</b>	<b>66.5%</b>
<b>COMMUNITY DEVELOPMENT</b>						
COMMUNITY DEVELOPMENT	700,343	761,543	411,691	252,287	97,565	87.2%
BUILDING INSPECTION	633,127	669,747	277,327	203,568	188,853	71.8%
FIRE MARSHAL	376,333	376,333	151,111	130,218	95,004	74.8%
HEALTH	796,843	796,843	342,820	290,821	163,202	79.5%
<b>TOTAL COMMUNITY DEVELOPMENT</b>	<b>2,506,646</b>	<b>2,604,466</b>	<b>1,182,949</b>	<b>876,894</b>	<b>544,624</b>	<b>79.1%</b>
<b>ADMINISTRATIVE SERVICES</b>						
FINANCIAL ADMINISTRATION	746,119	766,015	352,494	310,611	102,911	86.6%
INFORMATION TECHNOLOGY	916,190	961,126	436,884	292,191	232,051	75.9%
ACCOUNTING	506,666	506,666	211,904	198,300	96,462	81.0%
PROPERTY ASSESSMENT	650,837	650,837	282,531	222,372	145,934	77.6%
REVENUE COLLECTION	517,508	517,508	230,439	203,134	83,935	83.8%
TOWN CLERK	547,806	547,806	234,853	227,381	85,572	84.4%
VOTER REGISTRATION	176,863	176,863	38,427	330	138,106	21.9%
LEGAL SERVICES	300,000	300,000	36,042	580	263,378	12.2%
PROBATE SERVICES	24,800	24,800	3,064	14,715	7,020	71.7%
INSURANCE/PENSIONS	1,968,268	1,968,268	1,351,609	197,196	419,463	78.7%
<b>TOTAL ADMINISTRATIVE SERVICES</b>	<b>6,355,057</b>	<b>6,419,889</b>	<b>3,178,247</b>	<b>1,666,810</b>	<b>1,574,832</b>	<b>75.5%</b>
<b>PUBLIC SAFETY</b>						
POLICE	14,659,602	14,820,076	7,036,960	4,850,311	2,932,805	80.2%
VOLUNTEER AMBULANCE	2,500	2,500	542	104	1,855	25.8%
FIRE	1,319,854	1,325,389	495,947	142,519	686,923	48.2%
CIVIL PREPAREDNESS	32,762	32,762	6,691	250	25,821	21.2%
<b>TOTAL PUBLIC SAFETY</b>	<b>16,014,718</b>	<b>16,180,727</b>	<b>7,540,139</b>	<b>4,993,183</b>	<b>3,647,404</b>	<b>77.5%</b>
<b>PHYSICAL SERVICES</b>						
ENGINEERING	1,792,824	1,794,835	832,883	708,535	253,417	85.9%
HIGHWAY	4,428,930	4,428,930	1,303,765	1,779,495	1,345,670	69.6%
FLEET MAINTENANCE	1,224,959	1,224,959	374,651	443,967	406,341	66.8%
<b>TOTAL PHYSICAL SERVICES</b>	<b>7,446,713</b>	<b>7,448,724</b>	<b>2,511,299</b>	<b>2,931,997</b>	<b>2,005,428</b>	<b>73.1%</b>

**TOWN OF GLASTONBURY**  
**CURRENT YEAR EXPENDITURES BY DIVISION**  
**FY 2022 THROUGH OCTOBER 31 2021**

**FUND 010 - GENERAL FUND**

Description	2022 ORIGINAL BUDGET	2022 REVISED BUDGET	FY2022 THRU OCTOBER	2022 ENCUMB	AVAILABLE BALANCE	2022 % USED
<b>SANITATION</b>						
REFUSE DISPOSAL	906,340	993,672	303,760	396,001	293,911	70.4%
<b>TOTAL SANITATION</b>	<b>906,340</b>	<b>993,672</b>	<b>303,760</b>	<b>396,001</b>	<b>293,911</b>	<b>70.4%</b>
<b>HUMAN SERVICES</b>						
CONTRIBUTORY GRANTS	34,077	34,077	34,077	-	-	100.0%
YOUTH/FAMILY SERVICES	1,576,528	1,576,528	656,473	523,008	397,047	74.8%
SENIOR & COMMUNITY SERVICES	1,529,020	1,540,724	509,883	404,729	626,112	59.4%
<b>TOTAL HUMAN SERVICES</b>	<b>3,139,625</b>	<b>3,151,329</b>	<b>1,200,433</b>	<b>927,737</b>	<b>1,023,159</b>	<b>67.5%</b>
<b>LEISURE/CULTURE</b>						
PARKS/RECREATION	4,284,254	4,432,707	1,712,128	1,486,394	1,234,185	72.2%
WELLES TURNER LIBRARY	1,869,016	1,871,125	754,117	576,825	540,183	71.1%
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>6,168,270</b>	<b>6,318,832</b>	<b>2,481,246</b>	<b>2,063,219</b>	<b>1,774,368</b>	<b>71.9%</b>
<b>OTHER:Debt &amp; Transfers</b>						
DEBT SERVICE	7,036,742	7,036,742	2,370,090	4,261,699	404,953	94.2%
TRANSFERS	6,037,000	6,037,000	6,035,663	-	1,337	100.0%
<b>TOTAL OTHER:Debt &amp; Transfers</b>	<b>13,073,742</b>	<b>13,073,742</b>	<b>8,405,753</b>	<b>4,261,699</b>	<b>406,290</b>	<b>96.9%</b>
<b>EDUCATION</b>						
EDUCATION	113,549,684	115,919,582	30,712,746	750	85,206,085	26.5%
<b>TOTAL EDUCATION</b>	<b>113,549,684</b>	<b>115,919,582</b>	<b>30,712,746</b>	<b>750</b>	<b>85,206,085</b>	<b>26.5%</b>
<b>TOTAL 010 - GENERAL FUND</b>	<b>172,723,330</b>	<b>175,754,718</b>	<b>58,862,156</b>	<b>19,197,357</b>	<b>97,695,205</b>	<b>44.4%</b>

## TOWN OF GLASTONBURY

### ADMINISTRATIVE SERVICES - Financial Administration

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November 9, 2021

TO: Board of Finance  
FROM: **QBT** Julie Twilley, Director of Finance & Administrative Services  
RE: Capital Projects Fund Expenditures Report  
For the Period Ended October 31, 2021 (FY 2021/2022)

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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 October 31, 2021 report is **\$91.1m**.

Expenditures for current projects since inception through October 31, 2021 total **\$68.3m**. Encumbrances outstanding total **\$5.6m**. The most significant encumbrances are for Welles Turner Library Renovation (\$2.1m), GHS Fieldhouse (\$1.3m) and Road Overlay (\$0.5m).

Capital expenditures through the month of October totaled **\$3.4m** and were for the Road Overlay, Welles Turner Library Renovation, GHS Field House, Smith Middle School Gym Floor and other capital projects.

Attachment

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

**TOWN OF GLASTONBURY**  
**CAPITAL PROJECTS FUND**  
**FY 2022 THROUGH OCTOBER 31 2021**

Description	REVISED BUDGET	EXPENDITURES INCEPTION TO DATE	FY2022 THRU OCTOBER	2022 ENCUMB	AVAILABLE BALANCE
<b>FUND 301 - CAPITAL RESERVE PROJECTS</b>					
<b>GenGovt/Public Safety (31006)</b>					
51827 Town Buildings Security	700,000	543,006	-	30,805	126,189
51828 Facilities Study	70,000	-	-	-	70,000
51833 Disaster Prep/Recovery Resourc	1,134,000	883,866	-	-	250,134
51835 Fire Co Renovations/Code Compl	510,960	293,641	5,955	852	216,466
51836 Self Containd Breath Apparatus	520,000	520,788	-	-	(788)
51849 Public Safety Communications	1,270,000	397,516	-	-	872,484
51854 Police Building Windows	142,500	88,301	-	55,852	(1,653)
51854 Police Building Windows (Pol Bthrm Ren)	110,000	99,249	-	1,065	9,686
51855 Fiber Optic Network-School/Twn	1,192,000	1,124,420	7,311	-	67,580
51873 Land Acquisition	1,253,639	1,209,568	39,000	-	44,071
51875 Town Facilities Shop/Storage	1,195,000	1,047,460	-	117,917	29,623
51888 Property Revaluation	1,981,500	1,586,652	5,030	8,231	386,617
51892 Document Management System	460,000	353,611	22,250	89,790	16,599
51912 Tn Hall Improvements	1,718,849	1,714,150	-	-	4,699
51914 Townwide Roof Replacement	830,000	672,858	-	-	157,142
51915 Clean Renewable Energy In	1,487,044	1,328,088	-	44,950	114,006
<b>Total GenGovt/Public Safety</b>	<b>14,575,492</b>	<b>11,863,175</b>	<b>79,546</b>	<b>349,461</b>	<b>2,362,856</b>
<b>PhyServices Sanitation (31007)</b>					
52828 Main Street Reconstruction	1,860,600	-	-	-	1,860,600
52829 Gateway Corp Park Bicyc Pedst	940,700	-	-	-	940,700
52830 Bridge Replacement/Rehabil	5,150,000	4,647,965	61,572	192,969	309,066
52831 Undergrd Fuel Strg Tank Replac	375,000	-	-	-	375,000
52847 Douglas/Sycamore Str Alignment	235,000	28,811	-	1,089	205,100
52848 Main Street Sidewalks Phase 3	1,420,000	653,094	22,780	17,989	748,917
52871 Parking/Access Drive Improvmnt	1,000,000	596,889	-	198,583	204,528
52872 Hebron Avenue Resurfacing	1,276,806	1,072,994	-	28,459	175,353
52879 Sidewalk Construction Townwide ()	5,477	5,477	-	-	-
52879 Sidewalk Construction Townwide ()	494,045	-	-	-	494,045
52881 Cedar Ridge Public Water	250,000	250,000	-	-	-
52882 Sidewalk Repair and Maintenanc	600,000	520,032	170,389	60,701	19,266
52883 Townwide Drainage Solutions	300,000	212,164	95,005	995	86,841
52884 Town Center Streetscape Improv	206,186	-	-	-	206,186
52886 Old Maids Lane-Public Water	175,000	-	-	-	175,000
52946 Road Overlay ()	1,387,096	1,387,096	-	-	-
52946 Road Overlay ()	1,609,639	875,027	875,027	521,046	213,566
52949 Gen Bicycle/pedestrian Imprvmt	164,262	-	-	-	164,262
52951 Heavy Equipment	649,021	435,820	272,118	192,733	20,468
52958 Glastonbury Blvd Paving	2,200,000	1,893,488	-	93,892	212,620
52959 Traffic Calming	100,000	-	-	-	100,000

**TOWN OF GLASTONBURY**  
**CAPITAL PROJECTS FUND**  
**FY 2022 THROUGH OCTOBER 31 2021**

Description	REVISED BUDGET	EXPENDITURES INCEPTION TO DATE	FY2022 THRU OCTOBER	2022 ENCUMB	AVAILABLE BALANCE
52960 Renovation andSite Restoration	1,573,189	1,576,344	-	-	(3,155)
52960 Renovation andSite Restoration (Slocumb Dam)	275,000	232,901	10,900	-	42,099
52963 Hebron Ave/House St Improvemen	1,975,000	1,515,866	-	236,763	222,371
52964 Public Water Service - Uranium	50,000	28,450	1,910	6,550	15,000
52965 Mill St Bridge Replacement	180,000	-	-	-	180,000
<b>Total PhyServices Sanitation</b>	<b>24,452,020</b>	<b>15,932,419</b>	<b>1,509,702</b>	<b>1,551,768</b>	<b>6,967,833</b>
<b>Culture/Parks &amp;Recreation (31008)</b>					
53825 Addison Park Renovations	295,000	9,382	-	-	285,618
53832 Aquatics Facility	125,000	112,896	-	-	12,104
53837 Minnechaug Golf Improvements	512,500	390,159	558	50	122,291
53838 Library Exterior Renovations	94,624	-	-	-	94,624
53839 Multi-Use Trail	1,228,000	1,043,768	-	35,717	148,515
53841 Splash Pad	550,013	198,312	2,500	2,140	349,561
53842 PICKLEBALL COURTS	80,000	-	-	6,000	74,000
53843 Riverfront Park and Boathouse	90,000	-	-	36,200	53,800
53853 Mower 16' Rotary Mower Rplcmnt	113,415	113,415	-	-	-
53856 Parks Facility Renov/Expansion	1,067,500	1,006,331	-	23,391	37,778
53856 Parks Facility Renov/Expansion ()	-	925	-	-	(925)
53857 Riverfront Park Extension	803,973	777,023	-	-	26,950
53860 Library Upgrade/Redesign	412,000	247,561	-	-	164,439
53874 Tree Management	503,205	369,526	126,039	18,461	115,218
53875 Cider Mill	80,000	39,926	-	-	40,074
53920 Open Space Access	540,000	337,861	-	1,000	201,139
53921 Winter Hill	235,000	120,952	5,184	16,876	97,172
<b>Total Culture/Parks &amp;Recreation</b>	<b>6,730,230</b>	<b>4,768,038</b>	<b>134,280</b>	<b>139,835</b>	<b>1,822,358</b>
<b>Education (31009)</b>					
55836 HVAC/Boilers (CAP RES-GID WEL)	1,414,178	1,392,276	-	17,000	4,902
55839 Energy Audit--All Schools	260,500	241,303	-	-	19,197
55847 GHS Fieldhouse	2,328,004	1,191,261	461,301	1,279,207	(142,464)
55860 GHS Kitchen Upgrades	1,675,000	1,649,688	-	-	25,312
55863 GHS Parking and Access Drives	365,000	365,616	-	-	(616)
55868 Smith Middle School Gym Floor	621,664	621,343	311,680	-	321
55870 School Roofs	50,000	14,788	-	-	35,212
55871 Multi-School Locker Replacemnt	460,000	27	27	1,173	458,800
55872 Gideon Welles Design-Roof Repl	50,000	-	-	35,350	14,650
55873 EDU-Feasibility Analysis/Cost	100,000	-	-	-	100,000
<b>Total Education</b>	<b>7,324,346</b>	<b>5,476,303</b>	<b>773,008</b>	<b>1,332,730</b>	<b>515,312</b>
<b>TOTAL 301 - CAPITAL RESERVE PROJECTS</b>	<b>53,082,088</b>	<b>38,039,935</b>	<b>2,496,536</b>	<b>3,373,794</b>	<b>11,668,359</b>

**FUND 302 - SEWER SINKING PROJECTS**

**PhySer Sewer Sinking (32007)**

**TOWN OF GLASTONBURY**  
**CAPITAL PROJECTS FUND**  
**FY 2022 THROUGH OCTOBER 31 2021**

Description	REVISED BUDGET	EXPENDITURES INCEPTION TO DATE	FY2022 THRU OCTOBER	2022 ENCUMB	AVAILABLE BALANCE
52887 Eastbury Pump Statn Generator	75,000	-	-	-	75,000
52888 WPC Emergency Power	202,500	154,104	-	-	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	-	-	120,308
52937 Sewer System Force Main Evalua	150,000	-	-	-	150,000
<b>Total PhySer Sewer Sinking</b>	<b>2,533,500</b>	<b>1,917,043</b>	<b>-</b>	<b>12,021</b>	<b>604,435</b>
<b>TOTAL 302 - SEWER SINKING PROJECTS</b>	<b>2,533,500</b>	<b>1,917,043</b>	<b>-</b>	<b>12,021</b>	<b>604,435</b>
<b>FUND 303 - LAND ACQUISITION</b>					
<b>Land / Open Space (33157)</b>					
78830 Land 2017	4,000,000	3,805,247	-	-	194,753
78831 Land 2020	3,000,000	-	-	-	3,000,000
<b>Total Land / Open Space</b>	<b>7,000,000</b>	<b>3,805,247</b>	<b>-</b>	<b>-</b>	<b>3,194,753</b>
<b>TOTAL 303 - LAND ACQUISITION</b>	<b>7,000,000</b>	<b>3,805,247</b>	<b>-</b>	<b>-</b>	<b>3,194,753</b>
<b>FUND 304 - TOWN AID</b>					
<b>PhySer Conn Grant (33207)</b>					
52942 Town Aid Improved Rds ()	207,928	207,928	-	-	-
52942 Town Aid Improved Rds ()	866,886	215,990	215,990	90,073	560,823
52943 Town Aid Unimproved Rds ()	5,510	5,510	-	-	-
52943 Town Aid Unimproved Rds ()	25,314	-	-	-	25,314
<b>Total PhySer Conn Grant</b>	<b>1,105,638</b>	<b>429,428</b>	<b>215,990</b>	<b>90,073</b>	<b>586,137</b>
<b>TOTAL 304 - TOWN AID</b>	<b>1,105,638</b>	<b>429,428</b>	<b>215,990</b>	<b>90,073</b>	<b>586,137</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
<b>Total RIVERFRONT PARK - PHASE II</b>	<b>15,610,000</b>	<b>15,605,220</b>	<b>-</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>-</b>	<b>74</b>	<b>4,708</b>
<b>FUND 316 - GATEWAY PROJECT</b>					

**TOWN OF GLASTONBURY  
CAPITAL PROJECTS FUND  
FY 2022 THROUGH OCTOBER 31 2021**

Description	REVISED BUDGET	EXPENDITURES INCEPTION TO DATE	FY2022 THRU OCTOBER	2022 ENCUMB	AVAILABLE BALANCE
<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>-</b>	<b>-</b>	<b>19,131</b>
<b>TOTAL 316 - GATEWAY PROJECT</b>	<b>888,541</b>	<b>869,410</b>	<b>-</b>	<b>-</b>	<b>19,131</b>
<b>FUND 318 - LIBRARY RENOVATION</b>					
<b>Welles Turner Library Renov (34509)</b>					
66805 Administrative	110,515	88,131	25,814	7,907	14,477
66810 Engineering	500,000	439,802	20,497	48,929	11,269
66824 Machinery & Equipment	550,000	521	521	473,851	75,627
66825 Construction	5,000,000	2,809,298	628,783	1,560,288	630,414
66829 Contingency	350,000	-	-	-	350,000
<b>Total Welles Turner Library Renov</b>	<b>6,510,515</b>	<b>3,337,753</b>	<b>675,615</b>	<b>2,090,975</b>	<b>1,081,787</b>
<b>TOTAL 318 - LIBRARY RENOVATION</b>	<b>6,510,515</b>	<b>3,337,753</b>	<b>675,615</b>	<b>2,090,975</b>	<b>1,081,787</b>
<b>FUND 319 - BULKY WASTE CLOSURE FUND</b>					
<b>BULKY WASTE CLOSURE FUND (34519)</b>					
66829 Contingency	160,000	-	-	-	160,000
<b>Total BULKY WASTE CLOSURE FUND</b>	<b>160,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>160,000</b>
<b>TOTAL 319 - BULKY WASTE CLOSURE FUND</b>	<b>160,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>160,000</b>
<b>GRAND TOTAL</b>	<b>91,140,282</b>	<b>68,254,033</b>	<b>3,388,140</b>	<b>5,566,938</b>	<b>17,319,311</b>

**TOWN OF GLASTONBURY**

**MEMORANDUM**

**DEPARTMENT OF ADMINISTRATIVE SERVICES**

**FINANCIAL ADMINISTRATION**

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

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

DATE: November 3, 2021

SUBJECT: Self Insurance Reserve Update October 2021

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The attached report summarizes the Self Insurance Reserve fund through October 31, 2021. The total reserve is \$14,102,234 allocated \$3,654,226 and \$10,448,008 between Town and Board of Education, respectively. As of October the fund is experiencing a \$376,521 loss for the fiscal year.

As of October 31, we are expecting to receive reimbursement of \$90,043 from CT Prime for FY2021 large loss claims for the BOE. This balance due is not reflected in the financial summary.

There are currently no large loss claims for FY2021/2022, which are defined as any claims that exceed \$50,000.

Enc.

cc: Dr. Alan Bookman, Superintendent  
Karen Bonfiglio, Business Manager



**SELF INSURANCE RESERVE FUND**

YTD Balances As of: October 31, 2021

	Town	Education	Total
<b>Contributions</b>			
Employer	\$2,331,108	\$2,802,804	\$5,133,912
Employee	454,664	844,050	1,298,714
Stop Loss Reimbursement	63,056	-	63,056
<b>Total Revenues</b>	<b>\$2,848,828</b>	<b>\$3,646,854</b>	<b>\$6,495,682</b>
<b>Expenditures</b>			
<b>Anthem</b>			
ASO Fees	\$40,463	\$153,878	\$194,340
Claims	1,182,824	4,243,349	5,426,173
	\$1,223,286	\$4,397,227	\$5,620,513
<b>CTCare</b>			
ASO Fees	-	-	-
Claims	15,945	215,179	231,124
	15,944.71	\$215,179	\$231,124
<b>Delta Dental</b>			
ASO Fees	\$5,683	-	\$5,683
Claims	66,995	-	66,995
	\$72,678	-	\$72,678
Bank Fees/PCORI Fee	\$1,168	\$3,815	\$4,983
CT Prime	235,381	662,523	\$897,904
OneDigital Consultant Fees	9,000	36,000	45,000
	\$245,549	\$702,338	\$947,887
<b>Total Expenditures</b>	<b>\$1,557,459</b>	<b>\$5,314,744</b>	<b>\$6,872,203</b>
Current Year Revenues Less Expenses	\$1,291,370	(\$1,667,891)	(\$376,521)
Reserve July 1, 2021	\$2,362,857	\$12,115,899	\$14,478,755
Reserve at end of month	\$3,654,226	\$10,448,008	\$14,102,234

	Town		BOE		Total
Reserve at end of month	\$ 3,654,226	\$	10,448,008	\$	14,102,234
Recommended Minimum Reserve	\$ 1,213,613	\$	4,087,923	\$	5,301,536
Variance Over/(Under) Reserved	\$ 2,440,613	\$	6,360,085	\$	8,800,698

**TOWN OF GLASTONBURY**  
**CAPITAL IMPROVEMENT PROGRAM CRITERIA**

**Purpose**

In recognition that buildings, infrastructure, technology and major equipment are the physical foundation for providing services to the residents of the Town of Glastonbury, a multi year Capital Improvement Program (CIP) is prepared and reviewed annually. The purpose of the CIP is to budget for the acquisition, replacement or renovation of major capital/fixed assets. These items are generally not of a recurring nature and not included in the regular operating budget process. Careful planning during this process is critical to the procurement, construction, and maintenance of capital assets to meet the needs and activities of the Town.

A comprehensive capital plan will help ensure the future financial health of the Town and the continued delivery of public services to citizens and businesses.

Capital/Fixed Assets are categorized as follows:

- Land
- Land Improvements
- Buildings and Improvements
- Machinery and Equipment
- Infrastructure

The following Capital/Fixed Asset items may be included in the Town's annual operating budget:

- Fixed assets that cost less than \$75,000
- Fixed assets that are of a recurring nature and acquired each year

The following Capital/Fixed Asset items are to be included in the Town's CIP:

- The acquisition of and improvements to assets that cost \$75,000 or more and,
- The Capital/Fixed Assets, or improvements, that have an anticipated life expectancy of ten years or more. Most non-recurring major expenditures are the result of the Town's acquisition of capital items that form the physical foundation for municipal services such as land, buildings, infrastructure improvements, machinery and equipment. However, there can be major expenditures for non-capital items that can be anticipated on a recurring and periodic basis and require significant funding. In addition to the above items, the following proposed expenditures may be considered in the CIP, although they may not constitute capital/fixed assets with useful lives of ten years or more.
- Property revaluation required by the Connecticut General Statutes
- Technology programs and systems
- The annual road paving program can be anticipated on a recurring basis; however, it requires funding of significantly more than \$75,000 and should be included in the CIP process.

The above items and other similar items that may require significant funding of \$75,000 or more, and are not anticipated to be acquired each year, may be appropriate to be included in the CIP process.

This CIP provides for a five-year plan of acquisition, renovation, replacement and construction of the items included in the CIP and includes a planning, budgetary and financing process.

**CAPITAL IMPROVEMENT PLANNING PROCESS**

**Identification of Needs**

Annually, each department, board or agency shall submit a proposed five year CIP to the Town Manager in accordance with the CIP schedule. Requested items shall include acquisition of capital assets, new construction, major renovations and improvements to municipal facilities, purchase of machinery and equipment and other items that satisfy the CIP criteria. Capital improvement proposals received outside of the formal CIP process from departments, citizens, agencies or organizations shall be forwarded to the Town

Manager for review and recommendation to the Town Council as applicable.

Items that are to be included in the Capital Improvement Program include the following with an estimated cost of \$75,000 or more and have a useful life of not less than ten years:

- Purchase of Land and Development Rights
- Construction of New Buildings
- Land and Building Improvements and Renovations
- Machinery and Equipment
- Infrastructure Improvements (streets, sewers, sidewalks, etc.)
- Vehicles and Construction equipment
- Feasibility Analysis/Design/Cost estimates and other professional services relative to anticipated major projects
- In addition to the above items, the CIP may include certain recurring expenditures/projects that due to their nature and anticipated cost are best appropriated through the CIP (e.g. revaluation or major software acquisition)

**Capital Improvement Program Timing/Schedule**

Capital Improvement items are considered on the basis of need and value to the community. In general, the CIP will be prepared, presented and acted upon in accordance with the following schedule:

No later than January 29	Town Manager shall provide a five year planning document to the Town Council summarizing department proposals for capital improvements, a recommendation of items to be included in the CIP, project priorities for the following fiscal year and proposed method/sources of funding for all recommended projects.
On or about February 1	Town Council shall recommend preliminary capital improvement priorities to the Board of Finance
On or about February 15	Board of Finance shall recommend CIP to Town Council
No later than March 27	Town Council adopts capital program for the following fiscal year

The Town Manager will provide the Town Council periodic status reports throughout the year and present detailed project status reports or design plans on an as needed basis in accordance with the applicable project schedule.

**Estimated Costs**

Costs shall be estimated for all items requested as part of the five-year Capital Improvement Program. Costs for items requested in years two through five shall anticipate an escalation rate to be determined by the Town Manager at the beginning of the CIP process.

The steps for **major** construction projects, those estimated to exceed \$250,000, shall be recommended by the Town Manager and will generally include the following:

- A. Evaluation/feasibility phase, as necessary
- B. Preliminary design and cost estimating phase
- C. Final Design and construction

Subject to the specifics of the project, funding for steps A and B may be combined in the initial request. Cost estimates should include preliminary design fees, final design fees, architectural fees, construction management fees, construction costs, acquisition costs, contingency, escalation, legal and financing fees, including short term interest, and any other costs applicable to the project. The scope and estimated costs of in kind services shall be identified and presented along with the initial cost estimates for the project.

## **CAPITAL IMPROVEMENT BUDGETARY PROCESS**

### **Funding**

The Town Council, as part of the annual operating and capital budget process, will review the capital projects recommended by the Town Manager. The Town Manager will develop a recommended financing plan, with options, based on total project costs, cash flow, projected method(s) of financing the projects, Capital Reserve fund projections, mill rate and debt service impact on future operating budgets. The Town Council shall review these projections when developing project priorities and the recommended capital program for the following year. The goal is to effectively balance the total of the annual Capital Reserve Transfer and Debt Service requirements to minimize fluctuations in the mill rate in accordance with established guidelines set forth in this document.

An annual financing plan for the multi-year capital improvement plan is critical to the CIP process. Factors to be considered shall include:

- Anticipated revenue and expenditure trends and the relationship to multi-year financial plans
- Cash flow projections of the amount and timing of the capital improvement projects
- Compliance with all established financial policies
- Legal constraints imposed by Town charter or State statute
- Evaluation of various funding alternatives
- Reliability and stability of identified funding sources
- Evaluation of the affordability of the financing strategy, including debt ratios, future budgets and mill rate.

The Capital Improvement Program shall generally be funded as follows:

**A. Capital Reserve Fund –** The Town will use the Capital Reserve Fund as the primary funding source for CIP projects to be funded on a cash basis.

Based on factors referenced herein the Town Council shall review the following when considering the annual general fund appropriation and transfer to the Capital Reserve Fund:

- Capital projects proposed for funding on a cash basis through the 5 year CIP.
- Annual depreciation for Capital/Fixed Assets including but not limited to buildings, machinery and equipment, vehicles, improvements with a depreciation schedule of less than 50 years
- Appropriations for acquisition, replacement and renovation of Capital/Fixed Assets not part of the CIP (Capital Outlay) through the Town and Education operating budgets.
- Unassigned fund balance in the Capital Reserve Fund and potential reserve for future large scale capital projects to be funded on a “cash” basis.

Other factors to be considered for funding the CIP include:

- Debt Service requirements for projects authorized pursuant to referendum
- Approved state and federal grants for authorized and proposed capital projects
- Opportunity to transfer funds from the General Fund unassigned fund balance for “one time” capital projects through the sale of assets (e.g. land, buildings).
- The Town’s bond rating
- Other factors influencing the annual budget and mill rate with the goal of minimizing significant fluctuations in the mill rate
- Funding available through the Sewer Sinking and Sewer Operating Funds

The minimum annual funding for the CIP shall equal the annual depreciation of assets deemed

appropriate for CIP funding as defined herein.

Annually the Board of Finance shall review the General Fund unassigned fund balance, Capital Reserve Fund unassigned fund balance and other funding sources and may recommend a transfer of additional funds to the Capital Reserve. The goal of the Town is to maintain an unreserved and undesignated balance in the Capital Reserve Fund of an amount equivalent to \$1,000,000, except as needed to meet emergencies. The reserve policy will be reviewed annually and adjusted accordingly as part of the CIP process. Factors to be considered include evaluation of the projects in the multi-year plan, the method of financing and their effect on projected mill rates.

**B. Donations/Grants/Loans** – Anticipated grants and contributions from various organizations, groups or individuals for CIP projects shall be used to reduce the estimated cost to the Town.

**C. General Obligation Bonds** – CIP projects of a significant cost and not reasonably funded on a cash basis may be considered for funding through the issuance of general obligation bonds to be authorized and issued in accordance with Section 312 of the Glastonbury Town Charter.

### **Debt Limitations**

Subject to referendum approval, the Town may issue bonds for projects of a scope and cost not reasonably funded on a cash basis from current revenues. Debt Service is typically issued for major improvements and renovations. When considering debt service, a strong credit rating is a valuable asset. The following general guidelines and standards shall be used to preserve the Town's strong credit rating and effectively manage ongoing debt service requirements.

- Ratio of net debt to equalized full value of Grand List not to exceed 2.5%
- Debt Service as a percent of budgeted expenditures not to exceed 10%
- Long-term debt will be repaid within a period not to exceed the expected useful life of capital improvements financed by such debt.
- Bonds will be issued to keep the average life of the general obligation bonds at or below ten years and to retire sixty-five percent of the debt at or below approximately ten years
- Standards published by bond rating agencies

### **Referendum Threshold – Expenditures of Cash Resources**

In accordance with Section 312 of the Glastonbury Town Charter projects involving the issuance of debt require authorization at public referendum.

The purpose of this section is to establish a Council policy for approval of Capital projects involving the appropriation of significant cash resources. Such funding would typically be appropriated from the General Fund and Capital Reserve Fund and could involve grants, community donations and other funding sources. A referendum threshold is established under this section as a general Council policy for cash funded Capital projects.

The referendum threshold shall be defined as cash funded projects which exceed two percent (2%) of the adopted Town, Education, and Debt & Transfers budget, rounded to the next highest \$50,000. Generally, projects exceeding the Town's referendum threshold will be submitted to public referendum. However, in establishing this policy, the Council recognizes there will be circumstances and conditions for which a public referendum is not practical or in the best interests of the community. Examples include Capital Improvements involving:

- exigent circumstances affecting the health or safety of the community;
- grant funding and community donations which reduce the net project cost below the applicable threshold;
- care and maintenance of Town buildings, roads, bridges, facilities, sanitary sewers and other infrastructure;
- projects that are of a recurring nature and may be funded on an annual basis for which cumulative

funding could exceed the referendum threshold. Examples include the annual road paving program; technology systems and upgrades; infrastructure improvements; and other projects and items.

Projects will not be phased over a number of years to circumvent the referendum threshold with the exceptions noted herein.

**Annual Review**

The Capital Improvement Program Criteria will be reviewed annually and may be amended by action of the Town Council upon recommendations by the Board of Finance

Date Last Revised: December 6, 2016

Date Last Reviewed by Board of Finance: November 18, 2020

Date Adopted by Town Council: December 1, 2020

TOWN OF GLASTONBURY  
MEMORANDUM

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DEPARTMENT OF ADMINISTRATIVE SERVICES  
Financial Administration

TO: BOARD OF FINANCE  
FROM: *JBT* Julie Twilley, Director of Finance  
DATE: November 9, 2021  
SUBJECT: JANUARY 1, 2022 THROUGH JANUARY 31, 2023 MEETING SCHEDULE

JANUARY 20, 2022*	REGULAR MEETING
FEBRUARY 16, 2022	REGULAR MEETING
MARCH 16, 2022	REGULAR MEETING
APRIL 20, 2022	REGULAR MEETING
MAY 18, 2022	REGULAR MEETING
JUNE 15, 2022	REGULAR MEETING
JULY 20, 2022	REGULAR MEETING
<b>AUGUST 2022</b>	<b>No Regular Meeting</b>
SEPTEMBER 21, 2022	REGULAR MEETING
OCTOBER 19, 2022	REGULAR MEETING
NOVEMBER 16, 2022	REGULAR MEETING
DECEMBER 14, 2022	REGULAR MEETING
JANUARY 19, 2023*	REGULAR MEETING

All meetings held in Town Hall Meeting Room A or Council Chambers, both on the second level, or via Zoom at 4:00 p.m. unless otherwise indicated.

\*Meeting to occur at the Riverfront Community Center at 4:00 p.m.

Signed \_\_\_\_\_  
Chairman/Secretary

Date \_\_\_\_\_

Telephone # During the Day:

\_\_\_\_\_

**MEMORANDUM**

To: Board of Finance  
From: Richard J. Johnson, Town Manager  
Date: November 10, 2021  
Re: **Recreation Activities Fund (RAF)**

The RAF was established some years ago to allow the Parks and Recreation Department to respond to changing program demands and opportunities on a revenue neutral basis. Basically, the ability to increase program expenditures provided such costs were fully revenue offset. Previously, programming was funded through the General Fund and regardless of revenue offset, programming was limited by the applicable year appropriation. The RAF was intended to change this restriction on a cost neutral basis. The current year adopted budget totals \$1.545M for expenditures and revenues. This is based on estimated activity levels when the budget was adopted.

The Board of Education recently enacted early dismissals on Wednesdays for elementary school students, and Town and Education staff will partner on after school activities during these early dismissal days. This is expected to increase RAF revenues and expenses by up to \$150,000. If all else holds true to budget, the RAF would be over expended (on a budget basis) by \$150,000. This opportunity to respond to changing program needs is exactly why the RAF was initially developed. Unfortunately, the adopted budget provides some restrictions.

The desire is to proceed with the revenue neutral programming with notice to the Board and Council accordingly. If formal action is preferred, this can be scheduled accordingly. Going forward, I will want to adjust the budget adoption so that the RAF can effectively respond to these situations. This topic is scheduled for discussion and action as applicable at the Wednesday, November 17, 2021 Board meeting.

RJJ/sal

cc: Julie Twilley, Director of Finance & Administrative Services



**MEMORANDUM**

To: Board of Finance  
From: Richard J. Johnson, Town Manager  
Date: November 10, 2021  
Re: **Bid Process**

At the October 20, 2021 meeting, Board member McIntosh asked a question(s) concerning Charter Section 614 as related to competitive bidding and the process for waiver of the competitive bidding process.

**Waiver of Competitive Bidding** – Per Section 614, a waiver of the competitive bidding process is considered when such action is "in the best interest of the town as determined by the Council upon recommendation by the Board of Finance."

With the exception of emergency conditions, a waiver is requested on a prospective basis by my office and subject to favorable action by the Council and Board of Finance. This process has been in place for decades and in my opinion works well. A waiver of the competitive bidding process is infrequent, but subject to supporting conditions, a recommendation is presented for Council and Board action.

When emergency conditions dictate expedited purchasing, the Council and Board of Finance are typically advised and a bid waiver approved retrospectively.

**Competitive Bidding:** Per the Town Code, \$25,000 is the current threshold for a competitive purchasing process (bid, RFP, RFQ). Section 614 provides that "the manager shall, whenever possible, provide objective evidence that the purchase or contract was achieved through a competitive process." The referenced section also reads "Records of all such objective evidence shall be kept in the office of the manager or purchasing agent where they shall be open to public inspection." Such records are on file with the Purchasing Agent and available for public inspection.

Generally, at least three responses to a competitive process is considered evidence of such a solicitation. However, the competitive process can be unpredictable and the number of responses can vary widely. In some cases, the Town will receive three or fewer responses. In these cases, the item can be re-advertised or there might be little expectation of a greater response by re-advertising and schedules (summer construction season) may make it difficult to conduct multiple bids, RFPs or RFQs.

I will be prepared to discuss the preceding at the Board's meeting of Wednesday, November 17, 2021 to make certain I fully understand and respond to the question(s) previously raised.

RJJ/sal

cc: Julie Twilley, Director of Finance & Administrative Services