

AGENDA

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GLASTONBURY BOARD OF FINANCE - AGENDA OF REGULAR MEETING

Wednesday, July 20, 2022, 4:00 PM

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

With an option for Zoom Video Conferencing (details on page 2)

Board Members: Constantine Constantine; Chairman, Jared Soper; Vice Chairman, Susan Karp, Robert Lynn, James McIntosh, and James Zeller

1. Public Comment Session: Comments pertaining to the call
2. Communication: Minutes of June 15, 2022 Regular Meeting
3. Communication: Pension FY23
4. Communication: Pension Investments
5. Communication: Pension Report - May 2022
6. Communication: Month End Investments – May 2022
7. Communication: Financial Summary (Revenue & Expenditure) for 12 months - June 2022
8. Communication: Capital Projects – June 2022
9. Communication: Self Insurance Reserve Fund – June 2022
10. Communication: Elderly Homeowners Tax Credit Update
11. Communication: Transfers Approved by Town Manager Since Last Meeting
 - a. HR Recruitment (\$4,000)
 - b. Facilities Video Licenses (\$4,300)
 - c. Town Council Professional Services (\$500)
12. Action: Transfers over \$5,000 (none)
13. **Action:** Bond Authorization – Reserve for Land Acquisition and Preservation
14. Board of Finance Committee Reports, comments and remarks (no action to be taken)
15. Adjournment

THIS BOARD OF FINANCE REGULAR MEETING WILL BE CONDUCTED IN PERSON IN COUNCIL CHAMBERS OF TOWN HALL AT 2155 MAIN STREET, GLASTONBURY, WITH AN OPTION FOR ATTENDANCE THROUGH ZOOM VIDEO CONFERENCING.

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/83456913897?pwd=eFR6QmlycFIQRSt3b3dTZ25HaHZMQT09>

Passcode: 661482

Join by Phone:

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

Webinar ID: 834 5691 3897

Passcode: 661482

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

www.glastonbury-ct.gov/publiccomment

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

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

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

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

**GLASTONBURY BOARD OF FINANCE
REGULAR MEETING MINUTES
WEDNESDAY, JUNE 15, 2022**

The Glastonbury Board of Finance, along with 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
Mr. Jared Soper, Vice Chairman
Mr. James McIntosh {participated via Zoom video conferencing}
Ms. Susan Karp
Mr. Robert Lynn
Mr. James Zeller

1. Public Comment Session: Comments pertaining to the call *None*
2. Communication: Minutes of May 18, 2022 Regular Meeting

Minutes accepted as presented.

3. Communication: Pension Report - April 2022

Mr. Johnson reviewed the report dated May 17, 2022. Equity markets are having a negative influence on the fund. Mr. Soper commented that he had asked Mr. Kachmar for information on outside funds which are not available publicly. After a few weeks of no response, Mr. Soper conducted his own follow up research. He was able to speak with one private fund which provided information on all publicly available funds. Mr. Soper believes that the Board needs to know what the Town invests in.

Mr. Soper also inquired as to how the Board can contact Mr. Kachmar. Mr. Johnson explained that he will contact Mr. Kachmar to put together information and respond to all Board members. Ms. Karp stated that, in her experience serving in other Town bodies, having one procedural channel to send and receive information works best. In this case, she would like all the information to go through Mr. Johnson and then conveyed to the full Board. Mr. Lynn noted that he has asked previously for information on the Town's overall portfolio risk, but Mr. Kachmar has not yet provided a response.

4. Communication: Month End Investments – April 2022

Ms. McManus reviewed the report dated May 13, 2022. Mr. Zeller asked to know when the maturity date is for the Liberty CD. Mr. Soper pointed out that the Federal Reserve has raised the interest rate today by 0.75%, so higher rates are on the horizon.

5. Communication: Financial Summary for 11 months - May 2022

Mr. Johnson reviewed the report dated June 3, 2022.

6. Communication: Capital Projects – May 2022

Mr. Johnson reviewed the report dated June 3, 2022. Mr. Lynn stated that he has visited the new splash pad which looks great. Ms. Karp noted that the Rotary Club honored Mr. Johnson, which was well deserved.

7. Communication: Self Insurance Reserve Fund – May 2022

Ms. McManus reviewed the report dated June 3, 2022.

8. Communication: Transfers Approved by Town Manager Since Last Meeting

- a. IT Laptops (\$3,000)
- b. Community Development Legal/Advertising (\$1,320)
- c. Community Development Office Supplies (\$1,160)
- d. Community Development Training & Dues (\$1,775)
- e. Police Entrance Gate Actuator (\$3,750)

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

- a. Debt Service to Capital Reserve Fund (\$378,700)

Mr. Johnson explained that each year, the budget includes an assumption for debt administration. Funds are also set aside for temporary interest costs that might accrue within a particular year, which is then transferred to the Capital Reserve Fund. This year, there was no temporary interest, and the debt service cost was reduced by a bond refunding, so the Town is in a very favorable position.

Mr. Zeller noted that while the Council sought to leave the Unassigned Fund Balance untouched, he is not aware that they showed any similar disinterest in doing so with this new additional revenue. He asked if the Council was aware of this money. Mr. Johnson stated that he did not speak with the Council about estimated fiscal year 2022 operations. However, the Council decided that they did not want to increase the use of fund balance for ongoing operations. Therefore, it would not have made any difference. Ms. Karp opined that if the Council did not want to take that approach for the \$30 million in the Unassigned Fund Balance, then they likely would not have wanted to do so for \$400,000.

Ms. Karp asked if the \$1 million in the Capital Reserve Fund is before or after this transfer. Mr. Johnson stated that the goal of the Capital Improvement criteria is to have a minimum Unassigned Fund Balance in the Capital Reserve Fund of \$1 million. They try not to over-project cost so that the fund balance dips below that amount. If there are monies left in the debt service account, they could be transferred to the Capital Reserve Fund to support care and maintenance of capital infrastructure, which will likely cost more in the next few years.

Motion by: Ms. Karp

Seconded by: Mr. Soper

BE IT RESOLVED, that the Glastonbury Board of Finance hereby recommends to the Town Council a transfer of \$378,700 from the General Fund - Debt Service to the General Fund - Transfers to the Capital Reserve Fund, as presented without changes.

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

b. Refuse Satellite Food Waste (\$7,000)

Mr. Johnson explained that they are always looking for ways to remove municipal solid waste from the waste stream. Blue Earth Compost collects and transports food waste to Southington, where it is burned to generate electricity. The tip fee for food waste (\$65 per ton) is less than the tip fee for solid waste (\$110 per ton, effective July 1). From a cost benefit standpoint, the tradeoff is not very clear, but from an environmental standpoint, this is a more beneficial action than simply hauling off food waste to Murphy Road Recycling.

Motion by: Ms. Karp

Seconded by: Mr. Lynn

BE IT RESOLVED, that the Glastonbury Board of Finance hereby approves a transfer of \$7,000 from the Refuse Disposal - Office Equipment/Furniture to Refuse Disposal - Machinery Equipment, as presented without changes.

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

10. Communication: Transfer to Education for supplemental funding [SS10-222a]

11. **Action:** Approval of Financial Institutions

Ms. McManus reviewed the list of approved financial institutions for use by the Town. This year, LPL Financial has been added to start investing in treasury bills. Mr. Soper asked who the custodian for the pension is. Ms. McManus replied that the custodian is now Principal. Mr. Soper asked why the Town switched from Wells Fargo. Ms. McManus believes that Principal acquired the Wells Fargo pension plan. Mr. Soper asked why the Town has selected LPL Financial to purchase treasuries. Ms. McManus explained that People's United Bank, which is now M&T Bank, acquired LPL Financial.

Motion by: Ms. Karp

Seconded by: Mr. Zeller

BE IT RESOLVED, that the Glastonbury Board of Finance hereby recommends to the Town Council for approval the investment pool and the securities broker-dealer listed on the attached sheet, effective June 2022 through June 2023.

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

Motion by: Ms. Karp

Seconded by: Mr. Zeller

BE IT RESOLVED, that the Glastonbury Board of Finance hereby recommends to the Town Council for approval the banking institutions and broker-dealer listed on the attached sheet, effective June 2022 through June 2023.

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

12. Communication: Bank Collateralization Report

Ms. McManus reviewed the report as of March 31, 2022.

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

Mr. Constantine stated that PBC has not yet met.

- a. Discussion Topics (requested by Board Member Soper)
 - i. Adjustment to Mill Rate for motor vehicles

Mr. Johnson explained that the motor vehicle mill rate cap proposed by the Governor was 29 mills with a \$3.064 million grant allocated to Glastonbury. However, the legislature desired that the aggregate statewide motor vehicle grants total \$100 million. Thus, the cap was revised and set at 32.46 mills. Accordingly, the Town's grant was readjusted to about \$1.79 million, which is about a \$1.275 million reduction. Town Staff has looked at the revenue accounts and determined that investment income could be pushed up by \$825,000. The State authorized the legislative body by a deadline of June 15 to revise the motor vehicle mill rate if they so choose. That is why Mr. Johnson brought over this matter to the legislative body (the Council), and not the BOF.

Mr. Zeller regrets that the Town allowed themselves to be fooled. This is the second time that the State is going to solve a problem for them. He hopes that, in the future, they are more conservative in the assumptions they make about what kind of money the Town will receive from the State. He was disappointed that the Council did not discuss going back in and reducing budgets.

- ii. Rating Agency Reports

Mr. Soper explained that there has been a lot of discussion on the bond rating. Town bodies ought to come to an agreement as to what influences a downgrade in bond ratings. He would find it useful to have a representative from either S&P or Moody's come in and speak to the Board and the Council. Both Mr. Zeller and Mr. Lynn agreed, explaining that no one was truly informed as to what would happen to the Town's bond rating when discussing whether to transfer \$1 million into the pension fund. Mr. Lynn believes that the BOF and the Council should operate on the same standpoint. Ms. Karp agrees that both bodies should be on the same page, but she pointed out that, for the Town Council, it is not just a question of "if" but also "what for."

Mr. Johnson stated that there should be a long-term strategy on fund balance because the Town does not necessarily have to have one over the other: the Town could retain its AAA bond rating while also judiciously managing how that fund balance is allocated. He agrees that there will be different views on how the funds should be allocated, so it should be a discussion topic not limited to just two weeks during the budget season. Mr. Soper concurred. His concern is not what the Council did with the money but their reasoning to not put money into the pension fund because it would lower the bond rating. They did not know whether that is actually true or not.

Motion by: Mr. Zeller

Seconded by: Ms. Karp

BE IT RESOLVED, that the Glastonbury Board of Finance hereby adds to the agenda Item 14 referencing a land acquisition.

Result: Motion to add item to agenda passed unanimously {6-0-0}.

14. **Action:** Land acquisition (*added to agenda*)
a. 8±-acre Botticello Acres, LLC property (\$25,600).

Mr. Johnson explained that this matter came up in the last few days. The 8±-acre Botticello Acres, LLC property is located just south of Town Hall. It adjoins parcels which are owned by the Town. This purchase would further the Town's goal of owning riverfront land. The Council introduced this proposal yesterday and the agreement was signed. The recommendation is to fund it through the capital account for land rather than using bond proceeds. Mr. Zeller asked if the gate will be removed. Mr. Johnson stated no, people will have to walk around it.

Motion by: Mr. Zeller

Seconded by: Ms. Lynn

BE IT RESOLVED, that the Glastonbury Board of Finance hereby recommends to the Town Council the purchase of the Botticello Acres, LLC property for \$25,600 from the Land Acquisition Capital Project Fund.

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

15. Adjournment

Motion by: Mr. Soper

Seconded by: Mr. Zeller

BE IT RESOLVED, that the Glastonbury Board of Finance moves to adjourn their meeting of June 15, 2022, at 5:10 p.m.

Result: Motion passed 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; click on Public Broadcast Video On Demand, and an audio recording is available in the Finance and Administrative Services Office.

MEMORANDUM

To: Board of Finance
From: Richard J. Johnson, Town Manager
Date: July 15, 2022
Re: **Pension FY23**

The \$10.3M pension contributions of \$10.014 legacy and \$314,275 hybrid will be made the week of July 25th. The attached pages show the expected allocation over the months of July, August and September.

RJJ/sal



Glastonbury New Hires

Trade Recommendation Worksheet

Objective : Allocate annual contribution (\$314,275) across three tranches (tranche 1 when available late July, tranche 2 late August, and tranche 3 late September), and retain enough cash to cover fees and obligations for three months.

Investment Name	Account Number	Ticker	CUSIP	Liquidity	Unreconciled Balance As of: 7/14/2022	Current Allocation	Target Allocation	July Trade Amounts	August Trade Amounts	September Trade Amounts	Aggregate Trade Totals	Resulting Balances	Resulting Allocation
Cash*	24559701	CASH			\$397,591 \$397,591	19.6% 19.6%	0.0% 0.0%	(\$120,000)	(\$120,000)	(\$120,000)	(\$360,000) (\$360,000)	\$37,591 \$37,591	1.9% 1.9%
<i>Fixed Income</i>													
Vanguard Total Bond Market Index Fund Admiral	24559701	BTLX	921937603	Liquid	\$1,023,750 \$1,023,750	50.5% 50.5%	60.0% 60.0%	\$60,000	\$60,000	\$60,000	\$180,000 \$180,000	\$1,203,750 \$1,203,750	59.4% 59.4%
<i>Domestic Equity</i>													
Vanguard Total Stock Market Index Admiral	24559701	VTSAX	922908728	Liquid	\$382,004 \$382,004	18.9% 18.9%	25.0% 25.0%	\$35,000	\$35,000	\$35,000	\$105,000 \$105,000	\$487,004 \$487,004	24.0% 24.0%
<i>International Equity</i>													
Vanguard Total International Stock Index Fund Admiral	24559701	VTIAX	921909818	Liquid	\$222,230 \$222,230	11.0% 11.0%	15.0% 15.0%	\$25,000	\$25,000	\$25,000	\$75,000 \$75,000	\$297,230 \$297,230	14.7% 14.7%
Investment Portfolio Total					\$2,025,575	100.0%	100.0%				\$0	\$2,025,575	100.0%

* Cash balance includes pending contribution in the amount of \$314,275.

Balance information has been compiled solely by Fiducient Advisors and has not been independently verified. In preparing this report, Fiducient Advisors have relied upon information provided by the investment managers and/or the custodian. Unless otherwise noted, daily valued investments are valued as of the previous business day's closing NAV. Held at source investments are valued as of the most recent month end or quarterly statement, unless otherwise noted.

Disclaimer: By signing below, you agree that, unless exclusively stated and mutually agreed upon in your written agreement with Fiducient Advisors, L.L.C. ("Fiducient"), you understand and agree that the duties and responsibilities under this agreement do not include acting as your agent in connection with, (a) establishing or terminating client accounts with investment managers, (b) providing purchase, sale, or money movement instructions to custodians, (c) providing investment or withdrawal instructions to mutual fund or other investment management companies, (d) verifying, providing or re-issuing wire transfer instructions relating to the settlement of transactions. Fiducient shall not be liable to you for any failure relating to the preparation, issuance, delivery, accuracy or completeness of such instructions related to the trade recommendations approved by you in accordance with any reallocation or rebalancing. You are responsible for verifying the accuracy of this information and directly communicating any instructions to appropriate parties. Fiducient is neither authorized to initiate transactions on your behalf nor can we assume responsibility for inaccurate, incomplete, or untimely information. You understand that these transactions may not necessarily be performed simultaneously, and that implementation of investment decisions may subject the portfolio to risks of being uninvested for a period of time, including periods of extreme market volatility. Sale proceeds and/or cash may be "out of the market" for a period of time due to fractional and procedural constraints.

Signature _____

Date _____



Town of Glastonbury Retirement Income Plan Trade Recommendation Worksheet

Objective : Allocate annual contribution (\$10,014,744) across three tranches (tranche 1 when available late July, tranche 2 late August, and tranche 3 late September), and retain enough cash to cover obligations for three months (\$2.5 million).

Investment Name	Account Number	Ticker	CUSIP	Liquidity	Unreconciled Balance As of: 7/14/2022	Current Allocation	Target Allocation	July Trade Amounts	August Trade Amounts	September Trade Amounts	Aggregate Trade Totals	Resulting Balances	Resulting Allocation
Actual Portfolio Cash Balance													
					\$603,488								
Cash*	24559700	CASH			\$10,658,232	5.7%	0.5%	(\$2,500,000)	(\$2,500,000)	(\$2,500,000)	(\$7,500,000)	\$3,158,232	1.7%
Fixed Income													
Blackrock Total Return Fund Class K Shares	24559700	MPHOX	09252M743	Liquid	\$55,297,377	29.5%	35.5%	\$375,000	\$375,000	\$375,000	\$1,125,000	\$57,959,877	31.0%
Metropolitan West Total Return Bond Fund Plan	24559700	MWTSX	592905764	Liquid	\$23,614,958	12.6%	13.8%	\$375,000	\$375,000	\$375,000	\$1,125,000	\$24,739,958	13.2%
PGIM Global Total Return Fund - Class R6	24559700	PGTOX	74439A509	Liquid	\$7,824,972	4.2%	5.0%	\$137,500	\$137,500	\$137,500	\$412,500	\$8,237,472	4.4%
Domestic Equity													
Vanguard Institutional Index Fund I	24559700	VNIIX	922040100	Liquid	\$69,547,523	37.2%	40.0%	\$650,000	\$650,000	\$650,000	\$1,950,000	\$73,222,523	39.1%
Jackson Square SMID Growth IS	24559700	DCGTX	56167N852	Liquid	\$6,487,053	3.5%	6.0%	\$575,000	\$575,000	\$575,000	\$1,725,000	\$8,212,053	4.4%
EARNEST Partners SMID Value CIT		MSS-		Liquid	\$12,011,395	6.4%	6.0%				\$0	\$12,011,395	6.4%
International Equity													
Causeway International Value Instl	24559700	CIVIX	14949P208	Liquid	\$26,698,772	14.3%	16.0%	\$100,000	\$100,000	\$100,000	\$300,000	\$27,861,272	14.9%
Vanguard International Growth Fund Admiral	24559700	VWILX	921910501	Liquid	\$7,617,113	4.1%	5.5%	\$287,500	\$287,500	\$287,500	\$862,500	\$8,479,613	4.5%
Templeton Instl Foreign Smaller Co Ser Adv	24559700	TFCOX	880210877	Liquid	\$3,360,251	1.8%	2.0%				\$0	\$3,360,251	1.8%
Cape Ann Global Developing Markets Fund		MSS-CAPE		Liquid	\$6,022,725	3.2%	3.0%				\$0	\$6,022,725	3.2%
Real Assets													
Vanguard Short-Term Inflation-Protected Secs Index Adm	24559700	VTAPX	922020706	Liquid	\$10,108,057	5.4%	5.0%				\$0	\$10,108,057	5.4%
Parametric Commodity Strategy Institutional	24559700	EPCX	277923223	Liquid	\$2,631,093	1.4%	1.3%				\$0	\$2,631,093	1.4%
Shares Gold Trust	24559700	IAU	464285204	Liquid	\$2,393,486	1.3%	1.3%				\$0	\$2,393,486	1.3%
Alternatives - Real Estate													
Barings Core Property Fund LP		MSS-BARRE		Liquid	\$14,879,762	7.9%	6.0%				\$0	\$14,879,762	7.9%
					\$14,879,762	7.9%	6.0%				\$0	\$14,879,762	7.9%
Investment Portfolio Total					\$187,189,724	100.0%	100.0%				\$0	\$187,189,724	100.0%

*Cash balance includes pending contribution in the amount of \$10,014,744

Balance information has been compiled solely by Fiducient Advisors and has not been independently verified. In preparing this report, Fiducient Advisors has relied upon information provided by the investment managers and/or the custodian. Unless otherwise noted, daily valuations are based on the previous business day's closing NAV. Hed at source investments are valued as of the most recent month end or quarterly statement, unless otherwise noted.

Fiducient: By signing below, you agree that, unless exclusively stated and mutually agreed upon in your written agreement with Fiducient Advisors, L.L.C. ("Fiducient"), you understand and agree that the duties and responsibilities under this agreement do not include acting as your agent, in connection with (a) establishing or terminating client accounts with investment managers, (b) providing investment advice, (c) providing investment recommendations, (d) providing investment advice or withdrawal instructions to mutual fund or other investment management companies, (e) verifying, providing or relying upon transfer instructions relating to the settlement of transactions, (f) providing or relying upon information for the preparation, issuance, delivery, security or completeness of such instructions related to the trade recommendations, (g) providing or relying upon information for the preparation, issuance, delivery, security or completeness of such instructions related to the trade recommendations, (h) providing or relying upon information for the preparation, issuance, delivery, security or completeness of such instructions related to the trade recommendations, (i) providing or relying upon information for the preparation, issuance, delivery, security or completeness of such instructions related to the trade recommendations, (j) providing or relying upon information for the preparation, issuance, delivery, security or completeness of such instructions related to the trade recommendations, (k) providing or relying upon information for the preparation, issuance, delivery, security or completeness of such instructions related to the trade recommendations, (l) providing or relying upon information for the preparation, issuance, delivery, security or completeness of such instructions related to the trade recommendations, (m) providing or relying upon information for the preparation, issuance, delivery, security or completeness of such instructions related to the trade recommendations, (n) providing or relying upon information for the preparation, issuance, delivery, security or completeness of such instructions related to the trade recommendations, (o) providing or relying upon information for the preparation, issuance, delivery, security or completeness of such instructions related to the trade recommendations, (p) providing or relying upon information for the preparation, issuance, delivery, security or completeness of such instructions related to the trade recommendations, (q) providing or relying upon information for the preparation, issuance, delivery, security or completeness of such instructions related to the trade recommendations, (r) providing or relying upon information for the preparation, issuance, delivery, security or completeness of such instructions related to the trade recommendations, (s) providing or relying upon information for the preparation, issuance, delivery, security or completeness of such instructions related to the trade recommendations, (t) providing or relying upon information for the preparation, issuance, delivery, security or completeness of such instructions related to the trade recommendations, (u) providing or relying upon information for the preparation, issuance, delivery, security or completeness of such instructions related to the trade recommendations, (v) providing or relying upon information for the preparation, issuance, delivery, security or completeness of such instructions related to the trade recommendations, (w) providing or relying upon information for the preparation, issuance, delivery, security or completeness of such instructions related to the trade recommendations, (x) providing or relying upon information for the preparation, issuance, delivery, security or completeness of such instructions related to the trade recommendations, (y) providing or relying upon information for the preparation, issuance, delivery, security or completeness of such instructions related to the trade recommendations, (z) providing or relying upon information for the preparation, issuance, delivery, security or completeness of such instructions related to the trade recommendations.

Signature _____ Date _____

MEMORANDUM

To: Board of Finance
From: Richard J. Johnson, Town Manager
Date: July 14, 2022
Re: **Pension Investments**

To date I have received the following requests from Board Members Lynn and Soper. I have discussed with Chris Kachmar and he is preparing accordingly.

- Risk profile within each fund relative to its benchmark including applicable ratios as compared to its peer group. Goal to reduce risk while achieving equal or better returns than benchmark. Board to receive Executive Summary showing risk return ratio for funds comprising pension portfolio.
- Fact sheet that shows equity holdings and investment strategy for funds where information is limited on the internet. Examples include Earnest Partners, SMID Cap Value, Cape Ann Global Developing Markets, and BaringsCore Property Fund.

Please let me know if Board members have other questions. At this point, Chris Kachmar is scheduled to attend the September meeting to review all matters. If a special meeting before the September 21st meeting is desired, this can be scheduled.

Finally, concerning the pension, I expect to receive a flash report for the period ending June 30th. This will be forwarded upon receipt.

RJJ/sal

DEPARTMENT OF FINANCE & ADMINISTRATIVE SERVICES

June 21, 2022

BOF 7/20/22
Item # 5

TO: Board of Finance & Richard J. Johnson, Town Manager
 FROM: *MD* Melissa Dionne, Budget/Finance Analyst
 RE: Pension Investment Review – **May 2022**

As of May 31, 2022 the pension asset value is \$192,052,848, a net decrease of \$15,397,277 from July 1, 2021. Through the month of May, the fund experienced an unrealized loss of \$26,385,859, which is indicative of the current market and there were realized gains of \$5,893,867. Investment income through May totaled \$3,173,179.

July 1, 2020 Balance	\$	207,450,125
Revenues:		
Employer Contributions	\$	10,762,848
Employee Contributions	\$	2,018,999
Total Contributions	\$	12,781,847
Investment Income	\$	3,173,179
Realized Gains/Losses	\$	5,893,867
Unrealized Gains/Losses	\$	(26,385,859)
Total Revenues	\$	(4,536,966)
Expenditures:		
Benefit Payments	\$	10,654,134
Administrative Fees	\$	71,407
Investment Management Fees	\$	134,770
Total Expenditures	\$	10,860,311
Net Increase/Decrease	\$	(15,397,277)
Ending Balance May 31, 2022	\$	192,052,848

Assuming a 6.25% long-term return on the plan's investments, the July 1, 2021 Unfunded Accrued Liability is \$70.1 million and the corresponding funded ratio is 72.2%. The Town's policy for paying off the unfunded liability is such that there are 12 years remaining in our amortization schedule.

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

Town of Glastonbury

Administrative Services
Accounting Division

June 10, 2022

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 May 31, 2022 were \$95,054,000. As of month-end, the investment balances for all funds combined were as follows:

Type of Investment	Amount	Rate	
STIF	\$59,685,316	0.84	
Citizens Bank	1,225,172	0.10	
Northern Capital Investment Account	13,825,558	0.15-3.40	Est. current accrued interest \$24,201
Northern Capital Sewer Funds	9,544,674	0.25-3.15	Est. current accrued interest \$8,236
People’s United Investments	1,201,016	0.10	
Liberty Bank Investments	4,073,368	0.15	
TD Bank Investments	498,896	0.10	
TD Bank CD	<u>5,000,000</u>	0.95	Matures 8/16/22
Total	<u>\$95,054,000</u>		

General Fund Earnings

- The General Fund portion of pooled investments at May 31 was \$58.0 million.
- As of May 31, the General Fund has realized investment earnings of \$175,131.
- As of May 31, Sewer Sinking funds totaling \$9,482,000 were invested in fully-insured CDs with terms varying from 6 months to seven years, with current-year realized investment earnings of \$82,404.

Comparative information concerning General Fund earnings follows.

Fiscal Year	Budget	Realized Investment	
		Earnings July-May	Percent of Budget
2021	\$838,000	196,964	23.50 %
2022	195,000	175,131	89.81

cc: Julie B. Twilley, Director of Finance

TOWN OF GLASTONBURY
ADMINISTRATIVE SERVICES - Financial Administration

BOF 7/20/22
Item # 7

July 13, 2022

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

FROM: *MD* Melissa Dionne, Budget/Finance Analyst

RE: Financial Summary for the Twelve Months Ended June 30, 2022 (FY 2021/22)

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

Preliminary results for the twelve months ended June 30, 2022 suggest a modest gain on operations.

The following summary provides financial results for FY2022, as of the first week in July 2022. The fiscal year will not close for another few weeks to allow for the booking of revenue related to FY22, the receipt of invoices for services performed in FY22, auditor adjustments, etc. In prior years, such entries / adjustments have impacted net results by ~\$3m to \$5m.

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	Revised Budget	Actual Through June	Actual % of Budget Collected	Category as % of Total Town Budget
Tax Revenues				
2020/2021	157,985,075	157,839,752	100%	92%
2021/2022	160,940,802	161,807,230	101%	92%
Licenses & Permits				
2020/2021	1,280,600	1,613,885	126%	1%
2021/2022	1,313,100	1,711,592	130%	1%
Intergovernmental				
2020/2021	8,320,378	8,501,592	102%	5%
2021/2022	8,448,216	8,822,963	104%	5%
Charges for Services				
2020/2021	1,441,663	1,641,501	114%	1%
2021/2022	1,402,114	1,665,387	119%	1%
Other Revenues				
2020/2021	1,843,251	1,959,566	106%	1%
2021/2022	1,148,867	1,274,176	111%	1%

**The above chart excludes the General Fund Appropriation from Fund Balance of \$975k in FY2022 and the \$400k Transfer In reimbursement for Fire Department Self-Contained Breathing Apparatus.*

To finance the 2021/22 revised budget, a revenue budget of \$174.2m was established and comprised of revenues, transfers and an appropriation from Fund Balance. Actual collections booked thus far total \$175.7m, or \$1.5m above budget. The biggest drivers of the variance include:

- Tax revenues: \$0.9m above budget (largely Current Levy & Auto Supplemental).

cc: Karen Bonfiglio, Finance Manager
Narae McManus, Controller

- Licenses & Permits: \$0.4m above budget (largely Building Inspection Fees).
- Intergovernmental: \$0.4m above budget due to State Grants, primarily FEMA reimbursement for Storm Isaias.
- Transfer In: \$0.4m to reimburse the General Fund for the Fire Department Self-Contained Breathing Apparatus.
- Charges for Services: \$0.3m above budget (Town Clerk Recording Fees +\$80k, Conveyance Fee +\$350).
- Other Revenues: \$0.1m above budget (miscellaneous)
- The above favorable variances to budget are somewhat offset by the Budgeted General Fund Appropriation from Fund Balance of \$975k, which has not yet booked.

At the end of the fourth quarter, the Town collected \$175.7m in revenues, which represents an increase of \$4.1m 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 \$4.0m higher than the prior year. The majority of this increase was on the Current Levy and Auto Supplemental.
- Licenses & Permits were \$0.1m higher largely due to Building Inspection Fees.
- Intergovernmental revenues were \$0.3m higher due to ECS Cost Sharing, Special Education Excess/Agency and State Grants.
- A Transfer In of \$0.4m was reimbursed to the General Fund for the Fire Department Self-Contained Breathing Apparatus.
- The above favorable variances to Prior Year were partially offset by Other Revenues, which were \$0.7m lower than the prior year, driven by \$1.0m state grant received in FY21 for land acquisition.

Expenditure Summary:

Through June 30, 2022, encumbrances total \$4.6m and expenditures total \$168.9m. Combined, this represents 99% (\$173.5m) of the Town's revised general fund budget of \$175.2m. This compares to \$5.0m and \$164.9m respectively, or 98%, for the same period in the prior year.

As of the first week in July, expenditures for services rendered towards the end of the fiscal year, such as wages, legal fees, unemployment claims, etc. have not yet been received/booked. In addition, transfers and carry forward requests will be forthcoming and have not yet been booked. This includes large bookings such as the \$107k transfer for Debt Sewers and the annual supplemental funding of the Health Self Insurance Account.

The expenditure increase of \$3.9m is driven by the Town (+\$1.0m) and BOE (+\$3.9m), offset by a reduction in Debt/Transfers of \$1.0m. 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 expenditures by the Town and BOE is summer programming that was held in 2021, but not in 2020, as well as general wage increases. Typically, the year-over-year increase for the Town by June is larger than +\$1.0m. However, in April 2021, a supplemental contribution of \$1.0m was made to the pension plan, thereby reducing the year-over-year comparison of expenditures for the Town. The reduction in Debt/Transfers is driven by the reduction in the Capital Transfer from \$5.75m in FY2021 to \$5.25m in FY2022.

Actual expenditures and encumbrances are \$1.7m below budget, but as mentioned above, do not yet include all expenditures and transfers incurred during the fiscal year.

cc: Karen Bonfiglio, Finance Manager
Narae McManus, Controller

Below is an Expenditure & Transfer summary report through June 30, 2022.

FINANCIAL COMPARISONS

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

Fiscal Year	Amend/Budget	Expended	Encumbered	Comit %
<u>2020/2021</u>				
Town	\$ 46,784,716	\$ 41,878,208	\$ 1,442,347	93%
Education	\$ 113,168,864	\$ 108,918,814	\$ 3,583,250	99%
Debt/Transfers	\$ 14,331,799	\$ 14,118,947	\$ -	99%
<u>2021/2022</u>				
Town	\$ 46,731,394	\$ 42,846,387	\$ 1,829,074	96%
Education	\$ 115,157,332	\$ 112,846,654	\$ 2,755,860	100%
Debt/Transfers	\$ 13,280,742	\$ 13,167,396	\$ 2,250	99%

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

	2020/2021	%	2021/2022	%
ADMIN SERVICES	\$ 6,861,899	88%	\$ 5,691,987	89%
PUBLIC SAFETY	\$ 14,685,419	94%	\$ 15,138,941	94%
PHYSICAL SERVICES	\$ 6,922,436	93%	\$ 6,919,489	93%

cc: Karen Bonfiglio, Finance Manager
Narae McManus, Controller

TOWN OF GLASTONBURY
CURRENT YEAR EXPENDITURES BY DIVISION
FY 2022 THROUGH JUNE 30 2022

FUND 010 - GENERAL FUND

Description	2022 ORIGINAL BUDGET	2022 REVISED BUDGET	FY2022 THRU JUNE	2022 ENCUMB	AVAILABLE BALANCE	2022 % USED
GENERAL GOVERNMENT						
TOWN COUNCIL	149,007	153,232	138,009	4,293	10,930	92.9%
CUSTOMER SERVICE	63,659	63,659	61,800	197	1,662	97.4%
TOWN MANAGER	710,745	756,108	706,242	34,309	15,557	97.9%
HUMAN RESOURCES	702,268	702,268	614,409	17,850	70,009	90.0%
FACILITIES MAINTENANCE	1,936,856	1,938,489	1,750,199	42,798	145,491	92.5%
TOTAL GENERAL GOVERNMENT	3,562,535	3,613,756	3,270,660	99,447	243,649	93.3%
COMMUNITY DEVELOPMENT						
COMMUNITY DEVELOPMENT	700,343	761,543	786,092	51,607	(76,156)	110.0%
BUILDING INSPECTION	633,127	669,747	644,069	74,082	(48,404)	107.2%
FIRE MARSHAL	376,333	376,333	339,572	30,471	6,289	98.3%
HEALTH	796,843	796,843	752,748	16,094	28,001	96.5%
TOTAL COMMUNITY DEVELOPMENT	2,506,646	2,604,466	2,522,482	172,254	(90,270)	103.5%
ADMINISTRATIVE SERVICES						
FINANCIAL ADMINISTRATION	746,119	773,765	776,184	17,004	(19,423)	102.5%
INFORMATION TECHNOLOGY	916,190	991,126	946,370	34,701	10,055	99.0%
ACCOUNTING	506,666	486,666	458,903	11,009	16,754	96.6%
PROPERTY ASSESSMENT	650,837	650,837	615,240	11,312	24,285	96.3%
REVENUE COLLECTION	517,508	517,508	446,742	23,418	47,347	90.9%
TOWN CLERK	547,806	546,306	521,941	10,332	14,033	97.4%
VOTER REGISTRATION	176,863	176,863	129,399	1,830	45,633	74.2%
LEGAL SERVICES	300,000	300,000	186,738	740	112,522	62.5%
PROBATE SERVICES	24,800	24,800	13,742	7,038	4,021	83.8%
INSURANCE/PENSIONS	1,968,268	1,952,018	1,596,729	17,932	337,357	82.7%
TOTAL ADMINISTRATIVE SERVICES	6,355,057	6,419,889	5,691,987	135,317	592,585	90.8%
PUBLIC SAFETY						
POLICE	14,659,602	14,820,076	14,001,427	395,518	423,131	97.1%
VOLUNTEER AMBULANCE	2,500	2,500	2,501	-	(1)	100.0%
FIRE	1,319,854	1,325,389	1,104,889	86,358	134,142	89.9%
CIVIL PREPAREDNESS	32,762	32,762	30,124	119	2,519	92.3%
TOTAL PUBLIC SAFETY	16,014,718	16,180,727	15,138,941	481,994	559,792	96.5%
PHYSICAL SERVICES						
ENGINEERING	1,792,824	1,798,835	1,638,941	109,060	50,834	97.2%
HIGHWAY	4,428,930	4,419,980	4,199,923	214,973	5,084	99.9%
FLEET MAINTENANCE	1,224,959	1,229,909	1,080,625	79,986	69,298	94.4%
TOTAL PHYSICAL SERVICES	7,446,713	7,448,724	6,919,489	404,019	125,216	98.3%

TOWN OF GLASTONBURY
CURRENT YEAR EXPENDITURES BY DIVISION
FY 2022 THROUGH JUNE 30 2022

FUND 010 - GENERAL FUND

Description	2022 ORIGINAL BUDGET	2022 REVISED BUDGET	FY2022 THRU JUNE	2022 ENCUMB	AVAILABLE BALANCE	2022 % USED
SANITATION						
REFUSE DISPOSAL	906,340	993,672	893,685	63,092	36,895	96.3%
TOTAL SANITATION	906,340	993,672	893,685	63,092	36,895	96.3%
HUMAN SERVICES						
CONTRIBUTORY GRANTS	34,077	34,077	34,077	-	-	100.0%
YOUTH/FAMILY SERVICES	1,576,528	1,576,528	1,465,512	35,432	75,583	95.2%
SENIOR & COMMUNITY SERVICES	1,529,020	1,540,724	1,281,847	92,883	165,994	89.2%
TOTAL HUMAN SERVICES	3,139,625	3,151,329	2,781,436	128,315	241,577	92.3%
LEISURE/CULTURE						
PARKS/RECREATION	4,284,254	4,432,707	3,936,926	296,903	198,877	95.5%
WELLES TURNER LIBRARY	1,869,016	1,871,125	1,675,780	47,732	147,612	92.1%
SOUTH GLASTONBURY LIBRARY	7,500	7,500	7,500	-	-	100.0%
EAST GLASTONBURY LIBRARY	7,500	7,500	7,500	-	-	100.0%
TOTAL LEISURE/CULTURE	6,168,270	6,318,832	5,627,706	344,636	346,490	94.5%
OTHER:Debt & Transfers						
DEBT SERVICE	7,036,742	6,663,042	6,551,033	2,250	109,759	98.4%
TRANSFERS	6,037,000	6,617,700	6,616,363	-	1,337	100.0%
TOTAL OTHER:Debt & Transfers	13,073,742	13,280,742	13,167,396	2,250	111,096	99.2%
EDUCATION						
EDUCATION	113,549,684	117,527,230	112,821,937	375	4,704,918	96.0%
TOTAL EDUCATION	113,549,684	117,527,230	112,821,937	375	4,704,918	96.0%
TOTAL 010 - GENERAL FUND	172,723,330	177,539,366	168,835,720	1,831,699	6,871,947	96.1%

TOWN OF GLASTONBURY

ADMINISTRATIVE SERVICES - Financial Administration

July 7, 2022

TO: Board of Finance
FROM: *MD* Melissa Dionne, Budget/Finance Analyst
RE: Capital Projects Fund Expenditures Report
For the Period Ended June 30, 2022 (FY 2021/2022)

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 June 30, 2022 report is **\$90.0 m.**

Expenditures for current projects since inception through June 30, 2022 total **\$74.4m.** Encumbrances outstanding total **\$2.4m.** The most significant encumbrances are for Sidewalk Construction Townwide (\$0.4m), Welles Turner Library Renovation (\$0.4m), Town Aid Improved Roads (\$0.3m), GHS Fieldhouse (\$0.2m), and Bridge Replacement/Rehabilitation (\$0.2m).

Capital expenditures through the month of June totaled **\$11.1m** and were for the Welles Turner Library Renovation, Land Acquisitions, GHS Field House, Road Overlay, Heavy Equipment, Smith Middle School Gym Floor, Town Aid Roads 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 2022 THROUGH JUNE 30 2022**

Description	REVISED BUDGET	EXPENDITURES INCEPTION TO DATE	FY2022 THRU JUNE	2022 ENCUMB	AVAILABLE BALANCE
FUND 301 - CAPITAL RESERVE PROJECTS					
GenGovt/Public Safety (31006)					
51827 Town Buildings Security	774,000	574,781	31,775	70,025	129,194
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	304,056	16,370	25,150	181,754
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	28,626	38,954
51873 Land Acquisition	1,261,639	1,210,568	40,000	-	51,071
51875 Town Facilities Shop/Storage	1,195,000	1,186,547	139,086	9,917	(1,463)
51888 Property Revaluation	1,981,500	1,716,533	134,911	-	264,967
51892 Document Management System	460,000	390,516	59,155	53,538	15,946
51912 Tn Hall Improvements	1,718,849	1,716,676	2,526	155	2,018
51914 Townwide Roof Replacement	830,000	672,858	-	-	157,142
51915 Clean Renewable Energy In	1,487,044	1,406,321	78,233	67,058	13,665
51918 Design Guidelines	125,000	-	-	-	125,000
Total GenGovt/Public Safety	14,782,492	12,292,994	509,366	311,386	2,178,112
PhyServices Sanitation (31007)					
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	4,662,519	76,126	178,415	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	653,454	23,140	14,921	751,625
52871 Parking/Access Drive Improvmnt	1,000,000	825,045	228,155	-	174,955
52872 Hebron Avenue Resurfacing	1,276,806	1,134,807	61,812	-	141,999
52879 Sidewalk Construction Townwide ()	494,045	-	-	378,974	115,071
52882 Sidewalk Repair and Maintenanc	600,000	580,734	231,091	-	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 ()	1,609,639	1,261,381	1,261,381	117,557	230,701
52949 Gen Bicycle/pedestrian Imprvmt	164,262	-	-	101,000	63,262
52951 Heavy Equipment	649,021	630,678	466,976	-	18,343
52958 Glastonbury Blvd Paving	2,200,000	1,982,777	89,289	4,602	212,620
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	232,901	10,900	-	42,099

**TOWN OF GLASTONBURY
CAPITAL PROJECTS FUND
FY 2022 THROUGH JUNE 30 2022**

Description	REVISED BUDGET	EXPENDITURES INCEPTION TO DATE	FY2022 THRU JUNE	2022 ENCUMB	AVAILABLE BALANCE
52963 Hebron Ave/House St Improvemen	1,975,000	1,610,474	94,608	2,843	361,684
52964 Public Water Service - Uranium	50,000	32,805	6,265	2,195	15,000
52965 Mill St Bridge Replacement	180,000	-	-	-	180,000
Total PhyServices Sanitation	22,809,447	15,424,894	2,644,749	802,591	6,581,963
Culture/Parks &Recreation (31008)					
53825 Addison Park Renovations	295,000	46,807	37,426	63,043	185,150
53832 Aquatics Facility	125,000	112,896	-	-	12,104
53837 Minnechaug Golf Improvements	512,500	389,601	-	50	122,849
53838 Library Exterior Renovations	94,624	-	-	-	94,624
53839 Multi-Use Trail	1,228,000	1,100,232	56,464	13,253	114,515
53841 Splash Pad	550,013	456,439	260,627	93,543	31
53842 PICKLEBALL COURTS	80,000	4,800	4,800	13,200	62,000
53843 Riverfront Park and Boathouse	119,000	31,668	31,668	86,860	472
53856 Parks Facility Renov/Expansion	1,038,500	1,037,722	31,391	-	778
53857 Riverfront Park Extension	803,973	777,023	-	-	26,950
53860 Library Upgrade/Redesign	412,000	247,561	-	-	164,439
53873 Grange Pool	344,572	344,572	-	-	-
53874 Tree Management	503,205	427,622	184,135	61,964	13,618
53875 Cider Mill	80,000	39,926	-	-	40,074
53920 Open Space Access	540,000	354,351	16,490	6,458	179,192
53921 Winter Hill	235,000	146,323	30,555	31,650	57,027
Total Culture/Parks &Recreation	6,961,387	5,517,545	653,556	370,021	1,073,821
Education (31009)					
55836 HVAC/Boilers (CAP RES-GID WEL)	1,414,178	1,400,861	8,585	13,227	90
55839 Energy Audit--All Schools	260,500	241,491	188	-	19,009
55847 GHS Fieldhouse	2,328,004	2,291,987	1,562,027	192,851	(156,833)
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	213,198	213,198	18,603	228,200
55872 Gideon Welles Design-Roof Repl	50,000	18,603	18,603	16,748	14,650
55873 EDU-Feasibility Analysis/Cost	100,000	-	-	-	100,000
55874 Naubuc School Open Space Reno	-	149	149	-	(149)
Total Education	7,324,346	6,817,724	2,114,428	241,428	265,194
TOTAL 301 - CAPITAL RESERVE PROJECTS	51,877,672	40,053,157	5,922,100	1,725,425	10,099,090

FUND 302 - SEWER SINKING PROJECTS

PhySer Sewer Sinking (32007)

52887 Eastbury Pump Statn Generator	75,000	-	-	-	75,000
52888 WPC Emergency Power	202,500	154,104	-	-	48,396

**TOWN OF GLASTONBURY
CAPITAL PROJECTS FUND
FY 2022 THROUGH JUNE 30 2022**

Description	REVISED BUDGET	EXPENDITURES INCEPTION TO DATE	FY2022 THRU JUNE	2022 ENCUMB	AVAILABLE BALANCE
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
52938 WPC Roofs	290,000	-	-	-	290,000
Total PhySer Sewer Sinking	2,823,500	1,917,043	-	12,021	894,435
TOTAL 302 - SEWER SINKING PROJECTS	2,823,500	1,917,043	-	12,021	894,435
FUND 303 - LAND ACQUISITION					
Land / Open Space (33157)					
78830 Land 2017	4,000,000	4,000,000	194,753	-	-
78831 Land 2020	3,000,000	1,753,270	1,753,270	-	1,246,730
Total Land / Open Space	7,000,000	5,753,270	1,948,023	-	1,246,730
TOTAL 303 - LAND ACQUISITION	7,000,000	5,753,270	1,948,023	-	1,246,730
FUND 304 - TOWN AID					
PhySer Conn Grant (33207)					
52942 Town Aid Improved Rds ()	866,886	552,294	552,294	256,117	58,474
52943 Town Aid Unimproved Rds ()	25,314	10,778	10,778	-	14,536
Total PhySer Conn Grant	892,200	563,072	563,072	256,117	73,011
TOTAL 304 - TOWN AID	892,200	563,072	563,072	256,117	73,011
FUND 314 - RIVERFRONT PARK					
Riverfront Park - Phase I (34560)					
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	-	-	-	-	-
Total Riverfront Park - Phase I	4,250,000	4,249,998	-	-	2
RIVERFRONT PARK - PHASE II (34561)					
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
Total RIVERFRONT PARK - PHASE II	15,610,000	15,605,220	-	74	4,706
TOTAL 314 - RIVERFRONT PARK	19,860,000	19,855,218	-	74	4,708
FUND 316 - GATEWAY PROJECT					
Gateway Corporate Park (35357)					
52845 Gateway Corp. Park	888,541	869,410	-	-	19,131

TOWN OF GLASTONBURY
CAPITAL PROJECTS FUND
FY 2022 THROUGH JUNE 30 2022

Description	REVISED BUDGET	EXPENDITURES INCEPTION TO DATE	FY2022 THRU JUNE	2022 ENCUMB	AVAILABLE BALANCE
Total Gateway Corporate Park	888,541	869,410	-	-	19,131
TOTAL 316 - GATEWAY PROJECT	888,541	869,410	-	-	19,131
FUND 318 - LIBRARY RENOVATION					
Welles Turner Library Renov (34509)					
66805 Administrative	110,515	140,759	78,441	3,157	(33,400)
66810 Engineering	500,000	469,864	50,558	22,763	7,374
66824 Machinery & Equipment	550,000	420,656	420,656	179,038	(49,694)
66825 Construction	5,000,000	4,340,897	2,160,383	197,698	461,405
66829 Contingency	350,000	-	-	-	350,000
Total Welles Turner Library Renov	6,510,515	5,372,176	2,710,038	402,655	735,684
TOTAL 318 - LIBRARY RENOVATION	6,510,515	5,372,176	2,710,038	402,655	735,684
FUND 319 - BULKY WASTE CLOSURE FUND					
BULKY WASTE CLOSURE FUND (34519)					
66829 Contingency	160,000	-	-	-	160,000
Total BULKY WASTE CLOSURE FUND	160,000	-	-	-	160,000
TOTAL 319 - BULKY WASTE CLOSURE FUND	160,000	-	-	-	160,000
GRAND TOTAL	90,012,428	74,383,345	11,143,232	2,396,292	13,232,790

TOWN OF GLASTONBURY

MEMORANDUM

DEPARTMENT OF ADMINISTRATIVE SERVICES

FINANCIAL ADMINISTRATION

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

FROM: *MD* Melissa Dionne, Finance/Budget Analyst

DATE: July 7, 2022

SUBJECT: Self Insurance Reserve Update June 2022

The attached report summarizes the Self Insurance Reserve fund through June 30, 2022. The total reserve is \$16,068,076 allocated \$3,989,503 and \$12,078,573 between Town and Board of Education, respectively. As of June the fund is experiencing a \$1,589,321 gain for the fiscal year.

There are 20 large loss claims which are defined as any claims that exceed \$50,000. BOE has 13 while the Town has 7 large loss claims. There are 3, 2 for BOE and 1 for the Town, that have exceeded the individual Stop Loss limit. The Individual Stop Loss limit is \$200,000 for BOE and \$150,000 for the Town.

As of June 30, we are expecting to receive reimbursement of \$85,623 from CT Prime for FY2022 large loss claims (\$36,852 for BOE and \$48,771 for the Town). This balance due is not reflected in the financial summary.

Enc.

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

SELF INSURANCE RESERVE FUND

YTD Balances As of: June 30, 2022

	Town	Education	Total
Contributions			
Employer	\$4,872,345	\$13,824,749	\$18,697,094
Employee	1,326,876	3,584,327	4,911,203
Stop Loss Reimbursement	63,056	90,043	153,099
Total Revenues	\$6,262,277	\$17,499,118	\$23,761,396
Expenditures			
Anthem			
ASO Fees	\$122,014	\$465,343	\$587,356
Claims	3,802,571	15,415,650	19,218,221
	\$3,924,585	\$15,880,992	\$19,805,577
CTCare			
ASO Fees	-	-	-
Claims	24,052	239,252	263,303
	24,051.96	\$239,252	\$263,303
Delta Dental			
ASO Fees	\$17,037	-	\$17,037
Claims	178,993	-	178,993
	\$196,030	-	\$196,030
Bank Fees/PCORI Fee	\$1,168	\$3,815	\$4,983
CT Prime	471,796	1,340,385	\$1,812,181
OneDigital Consultant Fees	18,000	72,000	90,000
	\$490,964	\$1,416,200	\$1,907,164
Total Expenditures	\$4,635,631	\$17,536,444	\$22,172,075
Current Year Revenues Less Expenses	\$1,626,646	(\$37,325)	\$1,589,321
Reserve July 1, 2021	\$2,362,857	\$12,115,899	\$14,478,755
Reserve at end of month	\$3,989,503	\$12,078,573	\$16,068,076

	Town	BOE	Total
Reserve at end of month	\$ 3,989,503	\$ 12,078,573	\$ 16,068,076
Recommended Minimum Reserve ^A	\$ 1,223,700	\$ 4,116,956	\$ 5,340,656
Variance Over/(Under) Reserved	\$ 2,765,803	\$ 7,961,617	\$ 10,727,420

A. As of May 2022. The next update will be provided in August 2022.

Memorandum

To: Richard Johnson, Town Manager
From: Nicole Lintereur, Assessor
Date: 6/23/2022
Re: Elderly homeowners tax credit update

The state and local homeowner's tax credit applications have been processed for the 2021 Grand List and applied to each resident's tax account. The Assessor's Office, with assistance from the staff at the Senior Center at the RCC, handled over 430 applications of the biennial program for elderly homeowners.

The income limit for the state program was \$46,400 while the income limit for Glastonbury's local program was \$60,520. Those who qualify for the elderly state tax credit automatically qualify for the local tax credit.

Of the 612 approved applicants on the 2021 Grand List the tax credits were processed as follows:

APPLICATION YEAR GRAND LIST	STATE APPLICANTS	STATE BENEFIT GRANTED	LOCAL APPLICANTS	LOCAL BENEFIT GRANTED
2021	115	\$67,158.67	204	\$301,544.15
2020	107	\$61,242.19	186	\$276,381.56
TOTAL	222	\$128,400.86	390	\$577,925.71

In addition, the local homeowner's residency bonus tax credit of \$100 to the residents who qualify for the local program and have been residents for at least 20 years was granted to 277 accounts for an additional \$26,459. The Town grants a total of **\$604,384.71** in additional credits to the State of Connecticut Homeowner's Program.

The residents should be pleased to have such a model, progressive program in their town.

TOWN OF GLASTONBURY
BUDGET TRANSFERS AND AMENDMENTS

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

REASON FOR TRANSFER

Increase in recruitments for Police Department, with large pre-employment costs, as well as increase in advertising for management postings.

TRANSFER FROM	ACCOUNT CODE	AMOUNT
GENERAL FUND		
Human Resources – Training and Dues	01114-42580	\$4,000.00

TRANSFER TO	ACCOUNT CODE	AMOUNT
GENERAL FUND		
Human Resources - Recruitment	01114-43675	\$4,000.00

Date

6-23-2022

Town Manager

BOF 7/20/22
Item # 11b

**TOWN OF GLASTONBURY
REQUEST FOR TRANSFER OF FUNDS**

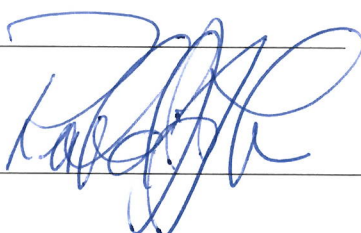
FUND	GENERAL FUND
SOURCE OF FUNDS	GENERAL FUND – INTRA DEPARTMENT
ACTION REQUIRED	TOWN MANAGER

REASON FOR TRANSFER

Software Renewals for Video software components for Public Video Broadcast system – Cablecast Front door system which provides streaming, Video on Demand for the video files, and Haivision system that does the Encoding of the video signal for consumption by the Cablecast system. They were first purchased last year as part of the Video PEGPETIA Grant in 2021 by the Facilities Department and now need first year renewals.

TRANSFER FROM	ACCOUNT CODE	AMOUNT
Facilities Maintenance - Part time Wages	05082-40430	\$4,300

TRANSFER TO	ACCOUNT CODE	AMOUNT
Facilities Maintenance - Data Processing	05082-43635	\$4,300

Date 6-18-2022 Town Manager 

TOWN OF GLASTONBURY
TRANSFER OF FUNDS

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

REASON FOR TRANSFER

Transfer required for independent arborist report on protection of Copper Beech tree at Welles Turner Memorial Library.

TRANSFER FROM	ACCOUNT CODE	AMOUNT
Town Council Contributory Grant	01111-43620	\$500.00

TRANSFER TO	ACCOUNT CODE	AMOUNT
Town Council Professional Services	01111-43660	\$500.00

6-23-2022
Date


Town Manager

MEMORANDUM

To: Board of Finance
From: Richard J. Johnson, Town Manager
Date: July 13, 2022
Re: **Bond Authorization – Reserve for Land Acquisition and Preservation**

At its meeting of Tuesday, June 28, 2022, the Council introduced a Bond Resolution for a potential referendum this November per the Reserve for Land Acquisition and Preservation. A \$3M Bond Authorization is proposed. When introducing the Resolution, the Council referred the matter to the Board of Finance for a report and recommendation.

The Reserve was established in the late 1980s. Over the years, 2,200± acres have been acquired by the Town with authorizations approved at 12 separate referenda. Land purchases now under review could exceed the estimated \$770,000 bond authorization now available.

Approval at referendum authorizes borrowing for land acquisitions as may be approved by the Town Council with referrals to the Board of Finance and Town Plan and Zoning Commission. This includes a public hearing.

This matter is scheduled for the Board's Wednesday, July 20th meeting. I have attached a copy of the proposed action and Bond Resolution.

RJJ/sal
Attachment

DRAFT - PORTION OF BOARD OF FINANCE MINUTES

Minutes should indicate the following:

1. That they are minutes of the Board of Finance of the Town.
2. Date, time and place of meeting.
3. Names of members present and absent.
4. Action as follows:

Item .

M introduced the following resolution, which was seconded by M :

RESOLVED, that the Board of Finance recommends to the Town Council the adoption of the following entitled resolution, the full text of which is attached to the copy of these minutes:

“RESOLUTION APPROPRIATING [**\$X,000,000**] FOR THE PURCHASE OF DEVELOPMENT RIGHTS AND ACQUISITION OF LAND PURSUANT TO THE ORDINANCE ESTABLISHING THE TOWN’S RESERVE FOR LAND ACQUISITION AND AUTHORIZING THE ISSUE OF [**\$X,000,000**] BONDS AND NOTES TO FINANCE SAID APPROPRIATION.”

The resolution was approved by _____ votes in favor and _____ votes opposed.

* * * * *

The meeting adjourned at _____ P.M.

Clerk
Board of Finance

Bond Resolution Attached

RESOLUTION APPROPRIATING \$3,000,000 FOR THE PURCHASE OF DEVELOPMENT RIGHTS AND ACQUISITION OF LAND PURSUANT TO THE ORDINANCE ESTABLISHING THE TOWN'S RESERVE FOR LAND ACQUISITION AND AUTHORIZING THE ISSUE OF \$3,000,000 BONDS AND NOTES TO FINANCE SAID APPROPRIATION

RESOLVED,

(a) That the Town of Glastonbury appropriate THREE MILLION DOLLARS (\$3,000,000) for the purchase of development rights and the acquisition of land pursuant to the Town's Ordinance establishing a Reserve for Land Acquisition, as it may hereafter be amended from time to time. Such funds shall be used for the purchase of development rights and/or the acquisition of land but only after referral of the proposed purchase or acquisition to the Town Plan and Zoning Commission and after public hearing as required by said ordinance and approval by the Town Council. The appropriation may be spent for survey fees, feasibility and planning studies related to any potential acquisition, legal fees, net interest on borrowings and other financing costs, and other expenses related to the project and its financing.

(b) That the Town issue bonds or notes in an amount not to exceed THREE MILLION DOLLARS (\$3,000,000) to finance the appropriation for the project. The amount of bonds or notes authorized to be issued shall be reduced by the amount of grants received by the Town for the project unless the Town approves an additional appropriation to spend such grants. The bonds or notes shall be issued pursuant to Section 7-369 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds or notes shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town.

(c) That the Town issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes for the project. The amount of the notes outstanding at any time shall not exceed THREE MILLION DOLLARS (\$3,000,000). The notes shall be issued pursuant to Section 7-378 of the General Statutes of Connecticut, Revision of 1958, as amended. The notes shall be general obligations of the Town and shall be secured by the irrevocable pledge of the full faith and credit of the Town. The Town shall comply with the provisions of Section 7-378a of the General Statutes if the notes do not mature within the time permitted by said Section 7-378.

(d) That the Town Manager and the Treasurer of the Town shall sign any bonds or notes by their manual or facsimile signatures. The Town Manager and the Treasurer are authorized to determine the amounts, dates, interest rates, maturities, redemption provisions, form and other details of the bonds or notes; to designate one or more banks or trust companies to be certifying bank, registrar, transfer agent and paying agent for the bonds or notes; to provide for the keeping of a record of the bonds or notes; to designate a financial advisor to the Town in connection with the sale of the bonds or notes; to sell the bonds or notes at public or private sale; to deliver the bonds or notes; and to perform all other acts which are necessary or appropriate to issue the bonds or notes.

(e) That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs may be paid from temporary advances of available funds and that (except to the extent reimbursed from grant moneys) the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the project. The Town Manager and the Treasurer are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

(f) That the Town Manager and the Treasurer are authorized to make representations and enter into written agreements for the benefit of holders of the bonds or notes to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds or notes.

(g) That the Town Manager, on behalf of the Town, is authorized to apply for and accept federal and state grants to help finance the appropriation for the project, and to enter into any grant agreement necessary to obtain such grants. Any grant proceeds may be used to pay project costs or principal and interest on bonds, notes or temporary notes.

(h) That the Town Manager or his designee shall administer and supervise the project. The Town Manager, the Treasurer and other proper officers of the Town are authorized to take all other action which is necessary or desirable to complete the project and to issue bonds, notes or other obligations to finance the aforesaid appropriation.

(i) That this resolution shall not become effective until approved at referendum pursuant to Section 312 of the Town Charter. The wording of the question for the referendum ballot shall be:

“SHALL THE TOWN OF GLASTONBURY APPROPRIATE \$3,000,000 FOR THE PURCHASE OF DEVELOPMENT RIGHTS AND ACQUISITION OF LAND PURSUANT TO THE ORDINANCE ESTABLISHING THE TOWN’S RESERVE FOR LAND ACQUISITION AND AUTHORIZE THE ISSUE OF BONDS AND NOTES IN THE SAME AMOUNT TO FINANCE SAID APPROPRIATION?”