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**GLASTONBURY BOARD OF FINANCE – NOTICE OF SPECIAL MEETING**

**Friday, March 24, 2023, 9:00 AM**

**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, Kevin Graff, Susan Karp, Robert Lynn, and James Zeller

1. Public Comment Session Pertaining to the Call

2. **Action:** Waiver of Competitive Bid Process for Road Resurfacing Program

3. Communication: Retrospective Borrowing – Capital Projects

4. Communication: Town Council Action – General Fund – Fund Balance Policy

5. Communication: Adopted Budget FY 2023/2024

6. **Action:** Mill Rate Setting

7. Adjournment

**THIS BOARD OF FINANCE SPECIAL 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/85324163122?pwd=bjdXc2JBTHc4YlNWRkswc2tZaGNsUT09>

**Passcode:** 975185

**Join by Phone:**

**Dial:** +1 309 205 3325 **or** +1 312 626 6799

**Webinar ID:** 853 2416 3122

**Passcode:** 975185

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

[www.glastonbury-ct.gov/publiccomment](http://www.glastonbury-ct.gov/publiccomment)

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

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

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

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

**MEMORANDUM**

To: Keri Rowley, Director of Finance & Administrative Services

From: Richard J. Johnson, Town Manager

Date: March 23, 2023

**Re: Waiver of Competitive Bidding Process**

This is a recommendation to waive the competitive bid process for pavement reclamation services over the 2023 construction season. This proposal is consistent with a bid waiver approved for the 2021 and 2022 road pavement program. Summary background information as follows:

- Cities and towns routinely participate in the competitive State bidding process for a variety of goods and services. The buying power of the State and political subdivisions achieves cost efficiencies.
- The State process historically included pavement surfacing, milling and pavement reclamation. However, in 2021 and 2022, the State contract did not include pavement reclamation.
- Competitive pricing offered to area communities (in lieu of the State contract) in 2021 and 2022 indicated unit costs above the pricing Tilcon, Inc. competitively bid in 2019. Tilcon agreed to honor the 2019 pricing over the 2021 and 2022 construction seasons. Glastonbury participated in the favorable pricing offered by Tilcon through a bid waiver to achieve cost savings.
- The State has competitively bid pavement reclamation for 2023, however, the results exceed the 2019 pricing by Tilcon who has agreed to sustain 2019 pricing levels. Preliminary estimates indicate the 2019 pricing vs. most recent State bid would save Glastonbury \$145,000±.

Based on estimated savings of \$145,000±, a bid waiver is recommended in the best interest of the Town.

Please schedule this topic for the Friday, March 24, 2023 Board of Finance special meeting.

RJJ/sal  
Attachment

RECEIVED

2023 MAR 22 PM 12:03

TOWN MANAGER

**MEMORANDUM**

To: Richard J. Johnson, Town Manager  
From: Daniel A. Pennington, Town Engineer/Manager of Physical Services   
Date: March 22, 2023  
Re: Pavement Reclamation Services – Bid waiver request

Over the past several years, the Town has utilized pavement reclamation methodology as a primary tool in its pavement management program. Pavement reclamation processes essentially grind the existing asphalt structure while simultaneously incorporating the ground asphalt into the existing gravel road base material. New asphalt paving layers are then placed upon that base material. This methodology is preferred when the base material is of poor quality and/or the existing pavement is very poor, thereby making simple overlay susceptible to rapid reflective cracking of the new pavement. The 2023 pavement management program is again expected to make extensive use of the pavement reclamation methodology.

In construction seasons 2019 and 2020, the Town used State bid #18PSX0309 for pavement reclamation services. That contract was awarded to Tilcon Connecticut Inc. As is often the case, the Town uses State bids for paving services due to the lower economy of scale pricing structure not available through individual Municipal bid. State bids for pavement reclamation services were not advertised in 2021 or 2022. However, Tilcon Connecticut agreed to hold the pricing stated in bid #18PSX0309 for the Town of Glastonbury. Bid waivers were approved for both years thereby allowing the Town to take advantage of the older but competitively bid pricing for this service.

State bid #18PSX0309 was configured on an hourly rate basis for labor and equipment used in the pavement reclamation process. Attachment 1 lists the mathematical conversion of actual Town costs incurred for included roads from the aggregated hourly rates to a square yard unit price. On average, the Town spent \$4.20 /SY for pavement reclamation services in 2022 under this contract pricing.

In early 2023, the State of Connecticut again advertised for pavement reclamation services. Bids have been opened but award is still pending. Attachment 2 lists the three lowest bids received for the volume and depth range applicable to Town of Glastonbury needs. The low bid price opened but not yet awarded is \$6.00 /SY. Also attached is a March 9, 2023 letter from Tilcon CT indicating their willingness to again observe the contract pricing in bid #18PSX0309 which yielded 2022 actual costs of \$ 4.20/SY. Given the substantive difference between this figure and the lowest possible award unit price from the 2023 solicitation, it is recommended that the Town again consider a bid waiver approval allowing utilization of the 2019 contract pricing outlined as described.

Enclosures

cc: Keri Rowley, Director of Finance and Administrative Services

**MEMORANDUM**

To: Keri Rowley, Director of Finance & Administrative Services

From: Richard J. Johnson, Town Manager

Date: March 22, 2023

**Re: Retrospective Borrowing – Capital Projects**

At a previous budget meeting this year with the Board of Finance, I was asked a question on retrospective borrowing for a capital project. I wanted to clarify my response in this regard. Specifically, there is a protocol for issuing debt service to fund a project previously funded on a cash basis. This requires the Council adopt a resolution declaring its official intent to finance a project on a tax-exempt basis. There are some exceptions for soft costs and the expenditure must be financed (bonds or notes issued) within a specified timeframe after the project is placed in service. There are other requirements that would be reviewed at the time of such action. In the meantime, I did want to correct and clarify my previous response.

Please forward this memorandum with the agenda for the Friday, March 24, 2023 special meeting of the Board of Finance.

RJJ/sal

BOF 3/24/23  
Item # 4

**MEMORANDUM**

To: Keri Rowley, Director of Finance & Administrative Services

From: Richard J. Johnson, Town Manager

Date: March 22, 2023

**Re: Town Council Action – General Fund – Fund Balance Policy**

By action at its special meeting of Tuesday, March 21, 2023, the Council unanimously approved amendment to the above-referenced policy by increasing the minimum General Fund-Unassigned Fund Balance from 12% to a minimum 16%. This is in accordance with the recent favorable Board of Finance recommendation.

Please note your records accordingly and include a copy of this communication with the agenda for the Friday, March 24, 2023 Board meeting.

Should you have any questions, please let me know.

RJJ/sal

**Town Council 2023/2024 Budget Changes**

Description	Annual Town Meeting (ATM)	BOF Adjustment	BOF Submitted	Town Council Adjustment	Town Council Approved
Board of Education	\$ 120,728,065	\$ (460,000)	\$ 120,268,065	\$ -	\$ 120,268,065
General Town Budget	\$ 48,804,244	\$ (200,000)	\$ 48,604,244	\$ 200,000	\$ 48,804,244
Debt & Transfer Budget	\$ 13,632,922	\$ -	\$ 13,632,922	\$ -	\$ 13,632,922
GF Revenues, Transfers & Use of Fund Balance <sup>(A)</sup>	\$ 183,165,231	\$ (660,000)	\$ 182,505,231	\$ 200,000	\$ 182,705,231
Capital Improvement Program	\$ 9,346,217	\$ -	\$ 9,346,217	\$ (1,000,000)	\$ 8,346,217
Capital Reserve Fund	\$ 7,885,000	\$ -	\$ 7,885,000	\$ -	\$ 7,885,000
American Rescue Plan Act (ARPA) <sup>(B)</sup>	\$ 1,000,000	\$ -	\$ 1,000,000	\$ (1,000,000)	\$ -
Town Aid Road	\$ 461,217	\$ -	\$ 461,217	\$ -	\$ 461,217
Sewer Operating Fund	\$ 3,404,662	\$ -	\$ 3,404,662	\$ -	\$ 3,404,662
<hr style="border-top: 1px dotted black;"/>					
<b>Changes to Revenue:</b>					
MV Tax Reimbursement	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000
Total Additional Revenue Sources	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000

**Notes:**

(A) Town Council Increased Motor Vehicle Grant \$200K based on Governor Proposed Budget and restored Town Operation Budget to Town Manager Proposed amount

(B) Elimination of ARPA funding for Williams Memorial/Facilities Study

**MOTION – MARCH 24, 2023 BOARD OF FINANCE SPECIAL MEETING**

The Town Council has adopted the following for the 2023-2024 fiscal year:

- An appropriation of \$48,804,204 for the General Town Budget
- An appropriation of \$120,268,065 for the Education Budget
- An appropriation of \$13,632,922 for the Debt and Transfer Budget
- General Fund Revenues and Transfers in the amount of \$182,705,231
- A Capital Improvement Program in the amount of \$8,346,217 to be funded as follows:
  - \$7,885,000 Capital Reserve Fund
  - \$461,217 Town Aid Road

The Glastonbury Town Charter states:

Sec. 608. - Fixing the tax rate.

Within three (3) business days after the council adopts a budget in accordance with the provisions of section 606, and similarly if a new budget is adopted in accordance with the provisions of section 607, but in any event no later than May 29, the board of finance shall fix the rate of taxation for the ensuing fiscal year on the grand list of the previous October 1 at a rate sufficient in its judgment to meet the requirements of the annual town budget.

(11-2-82; 11-7-89)

BE IT RESOLVED, that the Town Council has adopted a 2023/2024 budget for Town, Education, and Debt/Transfers appropriation of \$182,705,231. Pursuant to the Glastonbury Town Charter, the Board of Finance has determined that this budget appropriation will require from taxation \$165,318,992, and therefore, to finance the 2023/2024 adopted budget, the Board of Finance sets a Real Estate, Personal Property and Motor Vehicle mill rate of \_\_\_\_\_[31.01], calculated at a \_\_\_\_\_[99.15%] collection rate.