

AGENDA

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GLASTONBURY BOARD OF FINANCE - REGULAR MEETING

Wednesday, November 15, 2023 – 4:00PM

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: Comments pertaining to the call
2. **Action:** Election of Officers
3. Communication: Minutes of October 18, 2023 Regular Meeting
4. Communication:
 - a. Flash Report – November 2023 (to be provided prior to meeting)
 - b. Pension Report – October 2023
5. Communication: Month End Investments – September 2023
6. Communication: Financial Summary (Expenditures) for 4 months - October 2023
7. Communication: Capital Projects – October 2023
8. Communication: Self Insurance Reserve Fund – October 2023
9. **Action:** Establish 2024 and January 2025 Regular Meeting Schedule
10. Communication: Transfers Approved by the Town Manager since last meeting
 - a. Community Development – Overtime wages for Building Inspection (\$5,000)
11. Communication: Handout of “Code of Conduct” as requested at October 18, 2023 meeting
12. Board of Finance Committee Reports, comments and remarks (no action to be taken)
13. 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/89921090369?pwd=dnZ1aINFVvc4amRwc3IPMUhoN3YwUT09>

Passcode: 405868

Join by Phone:

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

Webinar ID: 899 2109 0369

Passcode: 405868

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, OCTOBER 18, 2023**

The Glastonbury Board of Finance, along with Finance Director, Keri Rowley, and Town Manager, Jonathan Luiz, held a regular meeting at 4:00 p.m. in the Council Chambers of Town Hall at 2155 Main Street with an option for Zoom video conferencing. The video was broadcast in real time and via a live video stream.

Roll Call

Members

- Mr. Constantine "Gus" Constantine, Chairman
- Mr. Jared Soper, Vice Chairman
- Mr. Kevin Graff
- Ms. Susan Karp
- Mr. Robert Lynn
- Mr. James Zeller

1. Public Comment Session: Comments pertaining to the call

A written comment from Ms. Sarah Dzialo in South Glastonbury was read out. Ms. Dzialo asked the Board to advance efforts to cut the budget as much as possible to lower the property tax burden on Glastonbury citizens.

2. Communication:

- a. **Minutes of September 13, 2023 Special Meeting-** Accepted as presented.
- b. **Minutes of September 20, 2023 Regular Meeting-** Accepted as presented.

3. Communication:

a. Flash Report - September 2023 (Chris Kachmar, Fiducient Advisors)

Mr. Kachmar directed the Board to page 2 of the report. He stated that, from start to finish, it was a positive year for equities. Mr. Kachmar noted that the pension trust held up pretty well. He directed the Board to turn to the pension dashboard section of the report. Mr. Kachmar noted that the calendar year to date portfolio is up about 5 percent ahead of the benchmark. Mr. Kachmar noted that the allocations are in good working order. He stated that there are no action items for the Board. Mr. Kachmar directed the Board to the portfolio dashboard new hires plan section. He explained that they have started to implement a plan to change 60 percent fixed income and 40 percent equity to 65 percent equity and 35 percent fixed income. Mr. Kachmar stated that the next change is scheduled for November 1 and added that it is up by 8.3 percent. He offered to answer any questions on the schematic break down of the report. There were no questions.

b. Pension Report - August 2023 – (none)

3. Presentation, Discussion and Possible Action on Pension Plan Experience Study with Milliman– Scott Lindberg and Becky Sielman

Ms. Becky Sielman, FSA, introduced herself and Mr. Lindberg for the record. The slide presentation on Experience Study was put up on the screen. Ms. Sielman noted that it is her recommendation that this study is done every five years. She explained that the liability will be assessed and adjustments can be made. The first slide detailed the objectives- bring actuarial assumptions in line with recent experience that reflect emerging long-term trends. The Experience study will focus on the economic assumptions: inflation, interest rate, pay increases, administrative expenses. The study also details demographic assumptions: mortality, turnover, retirement, disability, sick/vacation day exchange, OPEB election rates. The study also looks into funding method: cost method, amortization method, asset smoothing method. Ms. Sielman put up a slide on the sources of data: Census data from 2018-2022 valuations, Social Security Administration annual trustees report and Milliman's Capital Market assumptions.

Ms. Sielman went over a slide on Economic Assumption and inflation. A graph detailing historical CPI-U through 2022 was put up on the screen. Current assumption: 2.75 percent- Social Security Administration studies long-term inflation trends and projection on an annual basis. In the 2023 Trustees report, the projected annual inflation for 2024 and thereafter under the immediate cost assumptions was 2.40 percent. Ms. Sielman stated that they propose an assumption of 2.50 percent. The next slide was on Economic Assumptions- Interest rate- Non-Hybrid plan- current assumption 6.25 percent. Ms. Sielman noted that they propose no change. She directed the Board to review the side by side long term analysis shown. Using Milliman's June 30, 2021 capital market assumptions and the current 2.75 percent inflation rate, the expected long-term return for the target asset allocation (without margin for manager alpha) is 6.30 percent. The expected long-term return using Milliman's June 30, 2022 capital market assumption is 6.84 percent. With the proposed 2.50 percent inflation rate, the results would be 6.05 percent and 6.59 percent, respectively.

Ms. Sielman continued to go through the presentation that was included in the submitted packet. The next slide was the Economic Assumptions Pay Increases. She explained that they looked into whether age is the best predictor or length of service. Ms. Sielman explained that there is a clear difference with the Police and other departments. She noted that the Town and BOE are lumped together and the criteria is service based rather than aged based. A slide on the current assumption was read out: graded by age from 6.50 percent to 3.00 percent for Police and 6.25 percent to 3.00 percent for all others. The proposed assumption: graded by service from 15 percent to 2.75 percent for police and 5.50 percent to 2.75 percent for all others. An additional inflationary increase is assumed in the first year. Mr. Zeller noted that the BOE is disproportionately on the legacy plan. Ms. Sielman explained that how much someone is paid does not depend on which pension plan they are on. Mr. Zeller wanted to confirm that it is not a factor. Ms. Sielman replied yes and added that they are presenting the conclusion of their number crunching. She added that they can explain the process in more detail if the Board prefers. The next slide was on the Economic Assumption Administrative expenses with no

change proposed. Ms. Sielman continued to go through the slides. There was no change in the mortality section. Ms. Sielman explained that turnover is very town specific. The current assumption: decreasing rates based on age. None for police. Proposed assumption: change to group specific, service based rates with gender-specific rates for other Town and BOE employees. Ms. Sielman directed the Board to several pages of graphs and went over the analysis process.

The next slide Demographic Assumptions retirement. Current assumption: Town and BOE employees: rates based on age with low rates prior to age 65, 50 percent at age 65, and 30 percent after that. 100 percent are assumed to retire by age 70. Police: rates based on service with 100 percent assumed to retire by 30 years of service or age 60. Police hired after January 1, 2013 have different rates based on their eligibility provisions. Proposed assumption: increase rates at younger ages for CILU, AFSCME and Police. For all others, decrease rates from age 65 to 70 and extend rates beyond age 70. Ms. Sielman directed the Board to several pages of graphs and went over the analysis process. The Next slides provided an overview on the Demographic Assumptions for Disability and Sick/Vacation Day Exchange. Ms. Sielman explained that they overestimated the current OPEB Election Rates. New assumption: 10 percent of Teachers and Administrators, 5 percent of other BOE employees, 45 percent of police, and 50 percent of all other Town employees are assumed to elect coverage in retirement. Ms. Sielman stated that there are no changes in funding method. She moved on to the Current Amortization Method-level percent over a closed period of 14 years starting July 1, 2019 with an amortization growth rate of 3.50 percent. She explained that the Town can switch over to a layered amortization basis once 10 years is met. Ms. Sielman stated that she will go over this at the next presentation. Ms. Sielman noted that the proposed method is to lower amortization rate to 0.00 percent. There are no changes proposed in Asset Smoothing Method section. Ms. Sielman moved on to Impact of proposed changes on valuation results. Mr. Soaper asked about the current mortality assumptions. Ms. Sielman directed the Board to family of tables PUB 2010, went over data and fields. She also directed the Board to MP2021 Ultimate Scale, which is the most recent.

Ms. Sielman directed the Board to the total pension numbers section of the report. She went over the columns and the data analysis that was included in packet. Mr. Lynn remarked that, based on actuarial information, the Town is in a hole. Ms. Sielman noted that they have been asking the Town to agree to an Experience Study. Mr. Lynn noted that the Town is only 74 percent funded and in a hole due to the advice given by the actuaries. He remarked that it is just his observation. Ms. Sielman explained that additional assets going in reduces unfunded accrued liability. She noted that the impact on the contribution depends on whether the amortizing rate selected is 3.5 percent or 0.00 percent. Ms. Sielman noted that Mr. Lindberg provided Ms. Rowley with the analysis of both scenarios. Mr. Lynn wanted to confirm that the proposed amortization plans would get the Town out of the hole. Ms. Sielman stated that, if the future unfolds according to the assumptions, the Town will be fully funded at the end of 11 years. Mr. Soper noted that he thought an Experience Study was done 10 to 15 years ago. Ms. Sielman explained that they were the Town's actuary since 2007 and added that they have tried to convince the Town to do an Experience Study. Chairman Constantine asked Ms. Rowley to briefly detail the different options for the amortization rate. Ms. Rowley noted that an amortization rate of 3.5 percent with a million-dollar contribution would be \$120,000. An amortization rate of 0.00 percent would be \$137,000. There was discussion on proceeding with

the entire plan as presented. Mr. Soper made a motion to accept the adopted plan. Mr. Zeller stated that he would second the motion for the sake of discussion.

Motion by: Mr. Soper

Seconded by: Mr. Zeller

BE IT RESOLVED that the Glastonbury Board of Finance adopts the Pension Plan Experience Study with Milliman-Scott Lindberg and Becky Sielman.

Discussion:

Ms. Karp stated that she trusts the analysis and noted that she is trying to understand the Asset Smoothing method vs 3.5 percent. She remarked that she would welcome a discussion on that. Ms. Sielman explained that paying off unfunded accrued liability is just like paying off a mortgage. She noted that mortgage level payments are typically the same amount every year. Ms. Sielman stated that a pension plan is different with one option to have payments go up 3.5 percent each year. She explained that a conservative approach is to pay a higher amount earlier which is easier on the budget. Ms. Sielman provided scenarios of communities with a declining tax base which would benefit with level payments versus a Sun Belt community that doubles in size every 5 years and would benefit from increased payments. Ms. Sielman noted that Glastonbury is none of these and suggested meeting in the middle if the Board is not comfortable with 3.5 percent or 0.00 percent. The Board discussed the amortization rate options. Ms. Sielman offered the Board to adopt the majority of the plan and leave the last column for a later date. Mr. Lynn reiterated his points that, with the advice of their actuaries, the Town is in the hole and only 74 percent funded. Mr. Luiz wanted to note that the Town did not steer the actuaries in any direction and added that they came up with the assumptions on their own. Mr. Soper asked if any other towns do 5-year Experience Studies. Ms. Sielman remarked that the studies cost money and added that they have had a hard time talking clients into it. She noted that the Town of Bristol does an Experience Study every 5 years like clockwork. She remarked that the experience studies are not as common as they would like them to be. The Board continued to discuss the proposal. Chairman Constantine asked for the Board to vote for the motion as presented. The Board voted unanimously to adopt the plan as presented.

Result: Motion passed unanimously (6-0-0).

5. Communication: Month End Investments – August 2023

Ms. Rowley briefed the Board on the Month End Investments. She noted that the end of August investment balance is \$145.7 million, the General Fund portion is \$110 million. Ms. Rowley summed up that for 2 months of the fiscal year the Town had realized investment earnings of \$266,000. Ms. Rowley briefed the Board on Town activity from August to the present resulting in issuing a CB for 7 million at 5.62 percent. She noted that the STIF rate is currently at 5.41 percent. Mr. Zeller noted that the rates are good and added that it looks like the Town is on shorter terms. He asked Ms. Rowley if it makes sense to go with a longer-term plan. Ms. Rowley noted that Mr. Luiz instructed them to look into longer terms because the interest rates are good. She explained that they have an investment policy and do have laddered CDs that go out every 3-5 years and will look into longer term options. Mr. Lynn asked about Liberty and

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TD Bank, the rate showing 2.99 percent and asked if it was a checking account. He suggested the Town look into higher earning interest accounts. Ms. Rowley noted that, per policy, the Town cannot have everything in one type of account. She noted that it is a good idea and they will look into reducing the amounts and transferring funds to higher interest accounts.

6. Communication: Financial Summary (Expenditures) for 3 months - September 2023

Ms. Rowley provided a summary of the Expenditures. She noted that the month of September is looking pretty good, the Town collecting \$97 million in revenue in the first quarter. Ms. Rowley noted that it is a \$3.3 million increase from last year. She explained that this increase is due to intergovernmental revenues that were \$603K higher due to ST/CT Motor Vehicle Grant increase from \$1.79 million to \$2.40 million. Tax revenues collected were approximately \$1.99 million higher than the prior year. Ms. Rowley explained that this increase was largely driven by the Current Levy. She noted that licenses and permits were \$0.2 million lower due to lower Building Inspection fees for FY23. She noted that other revenues were \$722K higher than the prior year, driven by a large settlement that was payment of prior year expenditures (FY 2022 and prior) and an increase on investment income. Ms. Rowley noted that the Town is trending on point.

7. Communication: Capital Projects – September 2023

Ms. Rowley briefed the Board on the Capital Projects. She noted that, through September, \$120.3 million was appropriated. Ms. Rowley reported that \$4.87 million was expended in the current fiscal year. She explained that the increase of \$688,000 is due to some large payments, which include the underground fuel storage tank, road overlay, Gateway Corp Park, bike pedestrian project, fire code renovations, and code compliant upgrades. Ms. Rowley reported \$7.3 million in encumbrances, driven mostly by Naubuc School, the Gideon Welles boiler, and Fire Department fire rescue project.

8. Communication: Self Insurance Reserve Fund – September 2023

Ms. Rowley summed up that the Self Insurance Reserve Fund for the end of September is \$12.3 million. In August, it was \$11.93 million- \$7.02 million of that is for the BOE, \$5.28 million for the Town. Ms. Rowley explained that there is a loss of \$2.69 million due to the BOE not getting July and August contributions from staff. She explained that this loss will level out further into the year. Ms. Rowley noted that there are no large lost claims.

9. Discussion and Possible Action on Unassigned Fund Balance

There was discussion on whether or not the Board should take action. Mr. Soper put a motion on the floor to move from the Unassigned Fund Balance \$750,000 to the Capital Reserve fund. \$910,000 to pay off the 2012 bond that matures in May of 2025, and \$2.140 million to the Pension for a total of \$3.8 million. Mr. Zeller seconded the motion. Ms. Karp brought up procedural considerations and suggested making a recommendation instead of a transfer. Mr. Soper noted that he is not making a recommendation and the motion is to approve. He explained that the Town Council will vote to approve this. Mr. Soper noted that he feels that they have

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discussed this a number of times, it is a reasonable approach, he knows about the short-term interest rates and how they change and added that Ms. Rowley provided an excellent analysis report. Ms. Karp remarked that the Town is in an incredibly fortunate position to have these funds and suggested an incremental approach, passing a recommendation along to the Town Council. She explained that in the past there have been disagreements with larger numbers to start with and suggested a compromise. Mr. Soper noted that, when he suggested a smaller amount, there was no agreement and the item was tabled. He asked the Board members to provide alternative numbers. Ms. Karp explained that the Town cannot lose with added money in Capital and suggested to move from Unassigned Fund Balance \$600,000 to Capital Reserve Fund, \$900,000 to pay off 2012 bond that matures in May of 2025, and \$1 million to Pension for a total of \$2.5 million. Mr. Zeller noted that not enough is going into Pension and suggested increasing the amount to \$1.5 million. Ms. Karp suggested meeting in the middle at \$1.25 million.

Mr. Graff asked if the Council is obligated to approve all three amounts or vote separately for each. Mr. Luiz noted that he does not have the answer. Ms. Karp noted that the Council might make three separate motions. Mr. Zeller asked if the Board is making a recommendation or a transfer. Ms. Karp noted that she is in favor of a recommendation. Mr. Luiz explained that the goal is to have the Capital Reserve in excess of what the Town needs. He noted that, in case grant money does not come through or any deficit happens, it is good to have Capital funds in excess. Ms. Rowley explained that FY23 ended in a deficit of \$3.4 million. She noted that they have already received grant payments and are on track to receive the next ones. Mr. Luiz asked Ms. Rowley how much is needed to have a million in reserve. Ms. Rowley noted that currently there is \$650,000 and \$350,000 would be needed. Mr. Soper suggested going over the minimum. Board members agreed with the suggestion. Mr. Soper withdrew the motion that was on the floor. Mr. Zeller withdrew seconding the earlier motion. After further discussion, the Board agreed to proceed with the newly agreed numbers.

Motion by: Mr. Soper

Seconded by: Mr. Lynn

BE IT RESOLVED, that the Glastonbury Board of Finance approves to move from the Unassigned fund balance: \$600,000 to Capital Reserve Fund, \$910,000 to pay off 2012 bond that matures in May of 2025, and \$1,240,000 to Pension for a total of \$2,750,000 from Unassigned Fund Balance.

Result: Motion passed unanimously (6-0-0).

10. Consideration and action on reallocating \$40,000 of American Rescue Plan Act (ARPA) grant funding and allocation \$180,000 of ARPA funding for a proposed Farm Assistance Program

Mr. Luiz provided an overview of the proposed Farm Assistance Program. He noted that the majority of the Town Council wants to help farmers and explained that the Agricultural Advisory Committee, along with the Assessor's office, projected the cost to be \$220,000. Mr. Luiz

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explained that they did an analysis on the farms that would qualify and the grant amount each farm could receive is up to \$10,000. The Board discussed the wording in the motion that was provided in the packet. Mr. Zeller noted that he wants to get the money to the farmers and pointed out that there is some concern about the wording. He explained that there is another legal opinion and he does not want to accidentally abrogate the authority of the BOF as written in the charter. The Board discussed the wording and agreed to proceed with a new motion.

Motion by: Mr. Soper

Seconded by: Mr. Zeller

BE IT RESOLVED, that the Glastonbury Board of Finance approves the Town Council's proposed appropriations of \$220,000 in the American Rescue Plan Act (ARPA) funds for a Farm Assistance Program consistent with the U.S. Treasury guidelines and the Town of Glastonbury Charter.

Result: Motion passed unanimously (6-0-0).

11. Discussion and Possible Action on adding to Board of Finance Meeting Procedures a minimum four vote requirement for an affirmative vote (Tabled)

Mr. Soper directed the Board to Section 2-47 of the Town's Code of Ordinance, which is part of the Town Charter. He also directed them to passages of the ordinance and read off procedures. Ms. Karp suggested to table the item until the Board reviews this and asked for copies of the documentation to be distributed. She also noted that members of the public might be interested in viewing this. Mr. Graff noted that this might be in conflict with State law. Mr. Luiz noted that he had discussions with the Town Attorney and explained that it can be argued both ways. Mr. Luiz suggested staying with the current language. The Board discussed the matter and agreed to table the agenda item.

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

13. Adjournment

Motion by: Ms. Karp

Seconded by: Mr. Graff

BE IT RESOLVED, that the Glastonbury Board of Finance hereby adjourns at 5:56 p.m.

Result: Motion passed unanimously (6-0-0).

Respectfully submitted,

Nadya Yuskaev
Recording Secretary

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Recording Secretary-NY
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BOF 11/15/23 Item # 4b

DEPARTMENT OF FINANCE & ADMINISTRATIVE SERVICES

October 24, 2023

TO: Board of Finance & Jonathan Luiz, Town Manager
 FROM: Keri Rowley, Director of Finance & Administrative Services *KJR*
 RE: Pension Investment Review – September 2023

As of September 30, 2023 the pension asset value is \$195,356,474, a net increase of \$457,625 from July 1, 2023. Through the month of September, the fund experienced an unrealized loss of \$7,952,071, which is indicative of the current market and there was a realized gain of \$42,783. Investment income through September totaled \$1,056,590.

Beginning Balance July 1, 2023	\$ 194,898,849
Revenues:	
Employer Contributions	\$ 10,346,485
Employee Contributions	\$ 547,224
Total Contributions	\$ 10,893,709
Investment Income	\$ 1,056,590
Realized Gains/Losses	\$ 42,783
Unrealized Gains/Losses	\$ (7,952,071)
Total Revenues	\$ 4,041,011
Expenditures:	
Benefit Payments	\$ 3,525,579
Administrative Fees	\$ 17,224
Investment Management Fees	\$ 40,582
Total Expenditures	\$ 3,583,385
Net Increase/Decrease	\$ 457,625
Ending Balance September 30, 2023	\$ 195,356,474

Assuming a 6.25% long-term return on the plan’s investments, the July 1, 2022 Unfunded Accrued Liability is \$66.7 million and the corresponding funded ratio is 74.5%. The Town’s policy for paying off the unfunded liability is such that there are 11 years remaining in our amortization schedule.

cc: Controller
 Karen Bonfiglio, Business Manager, Glastonbury Public Schools

Town of Glastonbury

Administrative Services
Accounting Division

November 15, 2023

To: Board of Finance
Jonathan Luiz, Town Manager

From: Christopher Liebel, Controller

Subject: Monthly Investment Status

Pooled Investments

The Town’s pooled cash investment balances at September 30, 2023 were \$44,825,351. As of month-end, the investment balances for all funds combined were as follows:

<u>Type of Investment</u>	<u>Amount</u>	<u>Rate</u>	
STIF	64,476,515	5.38	
Citizens Bank	5,323	0.10	
Northern Capital Investment Account	14,092,279	0.20-5.28	Est. current accrued interest \$22,931
Northern Capital Sewer Funds	9,683,202	0.25-4.45	Est. current accrued interest \$11,895
Treasury Bills – M&T Financial Services	27,579,141	5.23-5.43	Matures Dec 2023-March 2024
M&T Bank Investments	1,051,957	3.75	
Liberty Bank Investments	278,600	2.99	
TD Bank Investments	507,614	1.56	
TD Bank CD	7,000,000	5.62	Matures 10/26/23
TD Bank CD	5,169,043	5.34	Matures 2/8/24
TD Bank CD	5,077,167	5.35	Matures 11/22/23
Total	<u><u>\$134,920,840</u></u>		

General Fund Earnings

- The General Fund portion of pooled investments at September 30 was \$89.5 million.
- As of September 30, the General Fund has realized investment earnings of \$800,421.
- As of September 30, Sewer Sinking funds totaling \$9,480,000 were invested in fully-insured CDs with terms varying from two years to seven years, with current-year realized investment earnings of \$30,611.

Comparative information concerning General Fund earnings follows.

Fiscal Year	Budget	Realized Investment	
		Earnings July-Sept	Percent of Budget
2023	620,000	314,803	50.77%
2024	1,500,000	800,421	53.36%

TOWN OF GLASTONBURY
ADMINISTRATIVE SERVICES - Financial Administration

November 8, 2023

TO: Board of Finance and
Jonathan Luiz, Town Manager

FROM: Keri Rowley, Director of Finance and Administration *KWR*

RE: Financial Summary – period ending October 31st, 2023 (FY 2023/2024)

Expenditure Summary:

Through October 31, 2023, encumbrances total \$72.8m and expenditures total \$62.6m. Combined, this represents 74% of the Town’s revised general fund budget of \$183.3m. This compares to \$71.2m and \$60.1m respectively, or 73%, for the same period in the prior year.

The expenditure increase of \$2.53m is allocated \$2.1m to BOE, \$317K to Debt/Transfers and \$118K to Town Operations. BOE expenditures are trending higher in the current fiscal year due to timing of a large payment for bus services, Special Education staff and tuition, and fringe benefit costs. The net Town expenditure increase of \$118K over prior year is attributed to budgeted wage increases, vacancies of department head positions in prior year and an increase in general liability insurance. This total increase is offset by Public Safety trending about \$275K less in FY 2024 than FY 2023 due to one-time capital outlay purchases in prior year and lower medical/pension costs. The Debt and Transfer variance over prior year is due mainly to an increase in the capital contribution from the General Fund of \$200k

Below is an Expenditure & Transfer summary report through October 31st, 2023.

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>2022/2023*</u>				
Town	\$ 48,112,592	\$ 19,873,657	\$ 15,231,976	73%
Education	116,937,381	\$ 31,158,386	\$ 56,001,546	75%
Debt/Transfers	13,882,486	\$ 9,032,991	\$ -	65%
TOTAL	178,932,459	60,065,034	71,233,522	73%
<u>2023/2024</u>				
Town	\$ 49,410,210	\$ 19,991,867	\$ 16,491,826	74%
Education	\$ 120,268,065	\$ 33,254,597	\$ 56,343,232	74%
Debt/Transfers	\$ 13,632,922	\$ 9,350,386	\$ -	69%
TOTAL	\$ 183,311,197	\$ 62,596,850	\$ 72,835,058	74%

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

	2022/2023	%	2023/2024	%
ADMIN SERVICES	\$ 3,278,528	46%	\$ 3,433,793	46%
PUBLIC SAFETY	\$ 7,510,635	38%	\$ 7,234,847	37%
PHYSICAL SERVICES	\$ 2,486,887	26%	\$ 2,532,079	25%

cc: Karen Bonfiglio, Finance Manager; Chris Liebel Controller

TOWN OF GLASTONBURY
COMPARISON OF CURRENT AND PRIOR YEAR EXPENDITURES
FY 2024 THROUGH OCTOBER 31 2023

FUND 010 - GENERAL FUND

Description	FY2023 THRU OCTOBER	FY2024 THRU OCTOBER	2024 REVISED BUDGET	2024 ENCUMB	AVAILABLE BALANCE	2024 % USED
GENERAL GOVERNMENT						
TOWN COUNCIL (01111)						
WAGES PART-TIME	2,929	3,897	30,000	-	26,103	13.0%
OFFICE SUPPLIES	518	48	4,000	-	3,952	1.2%
OPERATING SUPPLIES	393	393	3,000	533	2,074	30.9%
TRAINING & DUES	-	-	675	305	370	45.1%
CONTRIBUTORY GRANTS	61,978	46,715	70,976	-	24,261	65.8%
PENSIONS	224	298	1,841	-	1,543	16.2%
DATA PROCESSING	-	-	200	-	200	0.0%
LEGAL / ADVERTISING	454	984	6,500	4,016	1,500	76.9%
PRINTING/ REPRODUCTION	-	-	13,000	-	13,000	0.0%
PROFESSIONAL SERVICES	19,250	-	35,000	-	35,000	0.0%
TOWN COUNCIL	85,745	52,334	165,192	4,854	108,004	34.6%
CUSTOMER SERVICE (01112)						
WAGES FULL-TIME	-	17,475	54,191	36,716	-	100.0%
WAGES PART-TIME	20,327	-	-	-	-	0.0%
WAGES OTHER	21	-	-	-	-	0.0%
OFFICE SUPPLIES	1,045	745	2,850	960	1,145	59.8%
TRAINING & DUES	70	90	250	-	160	36.0%
EMPLOYEE RELATED INS	124	3,069	1,518	-	(1,551)	202.2%
PENSIONS	1,565	19,065	21,599	-	2,534	88.3%
PROGRAMS	-	-	100	-	100	0.0%
CUSTOMER SERVICE	23,152	40,443	80,508	37,676	2,389	97.0%
TOWN MANAGER (01113)						
WAGES FULL-TIME	115,075	121,250	380,015	259,000	(234)	100.1%
WAGES PART-TIME	13,859	14,165	25,000	-	10,835	56.7%
WAGES OTHER	1,869	1,651	10,000	-	8,349	16.5%
OFFICE SUPPLIES	2,653	1,972	7,500	3,690	1,838	75.5%
OPERATING SUPPLIES	-	-	104,550	11,900	92,650	11.4%
TRAINING & DUES	1,550	-	7,860	419	7,441	5.3%
EMPLOYEE RELATED INS	20,137	21,723	61,356	-	39,633	35.4%
PENSIONS	135,715	142,612	164,491	-	21,879	86.7%
TECHNOLOGY USE CHARGES	687	481	2,825	201	2,143	24.2%
VEHICLE MAINTENANCE	193	-	2,437	-	2,437	0.0%
EQUIPMENT MAINTENANCE	-	-	800	-	800	0.0%
LEGAL / ADVERTISING	-	-	8,000	-	8,000	0.0%
PRINTING/ REPRODUCTION	87	-	15,000	-	15,000	0.0%
PROFESSIONAL SERVICES	175	1,724	54,950	22,950	30,276	44.9%
OFFICE EQUIP/FURNITURE	-	875	1,900	-	1,025	46.1%
TOWN MANAGER	292,000	306,452	846,684	298,160	242,072	71.4%

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FUND 010 - GENERAL FUND

Description	FY2023 THRU OCTOBER	FY2024 THRU OCTOBER	2024 REVISED BUDGET	2024 ENCUMB	AVAILABLE BALANCE	2024 % USED
HUMAN RESOURCES (01114)						
WAGES FULL-TIME	90,071	118,391	374,738	257,262	(915)	100.2%
WAGES OTHER	1,186	362	5,000	-	4,638	7.2%
OFFICE SUPPLIES	693	481	5,000	-	4,519	9.6%
TRAINING & DUES	2,265	1,019	11,700	-	10,681	8.7%
EMPLOYEE RELATED INS	12,777	13,185	39,539	-	26,354	33.3%
PENSIONS	102,183	131,267	210,218	-	78,951	62.4%
DATA PROCESSING	47,952	50,784	153,000	-	102,216	33.2%
TECHNOLOGY USE CHARGES	993	722	3,072	301	2,049	33.3%
EQUIPMENT MAINTENANCE	-	-	500	-	500	0.0%
LEGAL / ADVERTISING	-	-	1,000	-	1,000	0.0%
PRINTING/ REPRODUCTION	-	97	1,000	-	903	9.7%
PROFESSIONAL SERVICES	-	2,236	27,500	-	25,265	8.1%
PROGRAMS	7,080	7,841	50,450	-	42,609	15.5%
RECRUITMENT	11,601	4,812	38,500	7,896	25,791	33.0%
OFFICE EQUIP/FURNITURE	-	-	6,750	-	6,750	0.0%
HUMAN RESOURCES	276,801	331,198	927,967	265,460	331,309	64.3%
FACILITIES MAINTENANCE (05082)						
WAGES FULL-TIME	248,659	240,233	837,208	582,839	14,136	98.3%
WAGES PART-TIME	38,367	48,333	144,620	-	96,287	33.4%
WAGES OTHER	19,511	30,249	60,000	-	29,751	50.4%
OFFICE SUPPLIES	532	1,206	4,500	481	2,812	37.5%
OPERATING SUPPLIES	6,057	2,831	9,300	-	6,469	30.4%
TRAINING & DUES	290	903	5,400	-	4,497	16.7%
CONTRACTUAL SERVICES	2,350	150	4,250	1,600	2,500	41.2%
EMPLOYEE RELATED INS	63,855	56,734	237,267	-	180,533	23.9%
PENSIONS	178,544	129,714	209,450	-	79,736	61.9%
DATA PROCESSING	3,600	10	8,500	2,410	6,080	28.5%
TECHNOLOGY USE CHARGES	776	842	9,187	352	7,993	13.0%
VEHICLE MAINTENANCE	3,907	1,810	12,538	-	10,728	14.4%
EQUIPMENT MAINTENANCE	231	634	3,000	-	2,366	21.1%
FACILITIES MAINTENANCE	32,464	15,065	171,551	25,763	130,723	23.8%
PRINTING/ REPRODUCTION	-	-	350	-	350	0.0%
UNIFORMS	4,821	6,671	10,000	3,105	224	97.8%
UTILITIES/COMMUNICATIONS	37,655	43,781	178,050	-	134,269	24.6%
OFFICE EQUIP/FURNITURE	-	-	4,000	-	4,000	0.0%
VEHICLES & TRUCKS	7,200	-	40,000	38,080	1,920	95.2%
MACHINERY & EQUIPMENT	-	-	25,000	-	25,000	0.0%
IMPROVEMENTS (LAND&BLDG.)	-	3,615	7,500	1,900	1,985	73.5%

TOWN OF GLASTONBURY
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FUND 010 - GENERAL FUND

Description	FY2023 THRU OCTOBER	FY2024 THRU OCTOBER	2024 REVISED BUDGET	2024 ENCUMB	AVAILABLE BALANCE	2024 % USED
FACILITIES MAINTENANCE	648,818	582,779	1,981,671	656,531	742,361	62.5%
GENERAL GOVERNMENT	1,326,517	1,313,206	4,002,022	1,262,681	1,426,135	64.4%
COMMUNITY DEVELOPMENT						
COMMUNITY DEVELOPMENT (01215)						
WAGES FULL-TIME	89,109	136,569	421,648	285,617	(538)	100.1%
WAGES PART-TIME	18,616	18,560	43,748	-	25,188	42.4%
OFFICE SUPPLIES	1,359	1,228	3,950	766	1,955	50.5%
TRAINING & DUES	352	35	5,900	-	5,865	0.6%
EMPLOYEE RELATED INS	15,680	20,310	84,145	-	63,835	24.1%
PENSIONS	141,659	148,817	181,472	-	32,655	82.0%
DATA PROCESSING	-	-	400	-	400	0.0%
TECHNOLOGY USE CHARGES	533	602	2,071	251	1,218	41.2%
VEHICLE MAINTENANCE	243	195	1,978	-	1,783	9.9%
LEGAL / ADVERTISING	456	1,126	8,500	-	7,374	13.3%
PROFESSIONAL SERVICES	14,237	-	20,000	3,799	16,201	19.0%
COMMUNITY DEVELOPMENT	282,245	327,443	773,812	290,433	155,936	79.8%
BUILDING INSPECTION (01217)						
WAGES FULL-TIME	104,743	118,412	378,738	261,055	(728)	100.2%
WAGES PART-TIME	915	1,350	2,560	-	1,210	52.7%
WAGES OTHER	354	6,440	-	-	(6,440)	0.0%
OFFICE SUPPLIES	1,070	1,659	6,420	1,287	3,474	45.9%
TRAINING & DUES	397	1,684	3,500	300	1,516	56.7%
EMPLOYEE RELATED INS	25,670	28,855	95,495	-	66,640	30.2%
PENSIONS	117,175	133,427	158,661	-	25,234	84.1%
DATA PROCESSING	21,527	21,053	29,938	3,421	5,465	81.7%
TECHNOLOGY USE CHARGES	501	481	2,071	201	1,389	32.9%
VEHICLE MAINTENANCE	2,215	829	2,490	-	1,661	33.3%
LEGAL / ADVERTISING	385	484	2,600	2,015	101	96.1%
PRINTING/ REPRODUCTION	-	305	500	-	195	61.0%
UNIFORMS	-	129	1,000	-	871	12.9%
OFFICE EQUIP/FURNITURE	-	-	1,700	-	1,700	0.0%
VEHICLES & TRUCKS	-	23,777	23,677	-	(100)	100.4%
BUILDING INSPECTION	274,952	338,883	709,351	268,278	102,189	85.6%
FIRE MARSHAL (01240)						
WAGES FULL-TIME	108,177	61,635	187,880	126,595	(350)	100.2%
WAGES PART-TIME	7,176	9,284	29,190	-	19,906	31.8%
WAGES OTHER	1,756	7,168	8,500	-	1,332	84.3%

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FUND 010 - GENERAL FUND

Description	FY2023 THRU OCTOBER	FY2024 THRU OCTOBER	2024 REVISED BUDGET	2024 ENCUMB	AVAILABLE BALANCE	2024 % USED
OFFICE SUPPLIES	604	311	3,100	-	2,789	10.0%
OPERATING SUPPLIES	82	1,549	3,025	333	1,142	62.2%
TRAINING & DUES	150	103	2,650	-	2,547	3.9%
EMPLOYEE RELATED INS	13,868	7,102	48,026	-	40,924	14.8%
PENSIONS	72,019	66,961	80,689	-	13,728	83.0%
TECHNOLOGY USE CHARGES	320	361	1,243	151	731	41.2%
VEHICLE MAINTENANCE	585	1,785	4,686	-	2,902	38.1%
EQUIPMENT MAINTENANCE	-	-	300	-	300	0.0%
UNIFORMS	-	510	2,000	-	1,490	25.5%
UTILITIES/COMMUNICATIONS	502	456	1,100	-	644	41.4%
FIRE MARSHAL	205,238	157,224	372,389	127,078	88,086	76.3%
HEALTH (01257)						
WAGES FULL-TIME	136,016	140,357	446,381	307,477	(1,453)	100.3%
WAGES PART-TIME	15,169	15,655	47,330	-	31,675	33.1%
OFFICE SUPPLIES	1,864	359	4,618	787	3,471	24.8%
OPERATING SUPPLIES	144	452	1,500	-	1,048	30.1%
TRAINING & DUES	841	1,123	3,065	-	1,942	36.6%
EMPLOYEE RELATED INS	27,902	26,868	90,402	-	63,534	29.7%
PENSIONS	154,463	156,426	185,981	-	29,555	84.1%
DATA PROCESSING	8,328	8,328	8,328	-	-	100.0%
TECHNOLOGY USE CHARGES	864	722	3,263	301	2,240	31.4%
VEHICLE MAINTENANCE	106	24	1,200	-	1,176	2.0%
EQUIPMENT MAINTENANCE	-	-	2,875	-	2,875	0.0%
PRINTING/ REPRODUCTION	35	147	600	-	453	24.5%
PROFESSIONAL SERVICES	48	-	6,800	-	6,800	0.0%
PROGRAMS	108	-	835	-	835	0.0%
UTILITIES/COMMUNICATIONS	-	-	900	-	900	0.0%
HEALTH	345,888	350,461	804,078	308,566	145,051	82.0%
COMMUNITY DEVELOPMENT	1,108,324	1,174,011	2,659,629	994,355	491,263	81.5%
ADMINISTRATIVE SERVICES						
FINANCIAL ADMINISTRATION (01519)						
WAGES FULL TIME	94,990	143,454	464,621	321,409	(242)	100.1%
WAGES PART-TIME	4,291	1,246	5,000	-	3,754	24.9%
WAGES OTHER	2,558	41	3,000	-	2,959	1.4%
OFFICE SUPPLIES	1,294	872	8,350	1,187	6,291	24.7%
TRAINING & DUES	501	1,940	13,695	-	11,755	14.2%
EMPLOYEE RELATED INS	10,302	12,436	40,129	-	27,693	31.0%
PENSIONS	158,237	161,375	198,388	-	37,013	81.3%
DATA PROCESSING	-	-	13,005	-	13,005	0.0%

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FUND 010 - GENERAL FUND

Description	FY2023 THRU OCTOBER	FY2024 THRU OCTOBER	2024 REVISED BUDGET	2024 ENCUMB	AVAILABLE BALANCE	2024 % USED
TECHNOLOGY USE CHARGES	5,812	10,627	16,946	315	6,004	64.6%
LEGAL / ADVERTISING	1,237	328	6,000	4,672	1,000	83.3%
PRINTING/ REPRODUCTION	542	-	2,500	-	2,500	0.0%
PROFESSIONAL SERVICES	445	-	1,500	-	1,500	0.0%
UTILITIES/COMMUNICATIONS	436	-	-	-	-	0.0%
FINANCIAL ADMINISTRATION	280,644	332,320	773,134	327,582	113,232	85.4%
INFORMATION TECHNOLOGY (01520)						
WAGES FULL-TIME	114,477	116,332	373,082	258,499	(1,749)	100.5%
WAGES PART-TIME	6,598	10,074	45,970	-	35,896	21.9%
WAGES OTHER	662	193	6,000	-	5,807	3.2%
OPERATING SUPPLIES	420	330	5,000	-	4,670	6.6%
TRAINING & DUES	135	162	8,310	3,195	4,953	40.4%
EMPLOYEE RELATED INS	33,700	33,299	103,933	-	70,634	32.0%
PENSIONS	128,402	129,684	153,421	-	23,737	84.5%
DATA PROCESSING	123,791	233,417	330,104	13,556	83,131	74.8%
TECHNOLOGY USE CHARGES	26,096	33,948	53,631	2,675	17,008	68.3%
EQUIPMENT MAINTENANCE	2,998	8,651	51,000	4,056	38,293	24.9%
UTILITIES/COMMUNICATIONS	-	399	1,700	-	1,301	23.5%
OFFICE EQUIP/FURNITURE	9,955	13,818	167,000	1,033	152,149	8.9%
IMPROVEMENTS (LAND&BLDG.)	-	-	1,793	1,793	-	100.0%
INFORMATION TECHNOLOGY	447,235	580,308	1,300,944	284,808	435,829	66.5%
ACCOUNTING (01521)						
WAGES FULL-TIME	81,563	64,199	244,692	180,842	(350)	100.1%
WAGES PART-TIME	12,358	12,849	38,710	-	25,861	33.2%
WAGES OTHER	60	183	3,000	-	2,817	6.1%
OFFICE SUPPLIES	3,004	3,614	8,000	-	4,386	45.2%
TRAINING & DUES	65	405	4,500	-	4,095	9.0%
CONTRACTUAL SERVICES	716	698	7,200	1,952	4,550	36.8%
EMPLOYEE RELATED INS	16,555	11,001	45,106	-	34,105	24.4%
PENSIONS	107,043	85,482	107,182	-	21,700	79.8%
DATA PROCESSING	-	-	1,000	-	1,000	0.0%
TECHNOLOGY USE CHARGES	629	481	3,075	201	2,393	22.2%
OFFICE EQUIP & FURN	-	446	6,750	1,033	5,271	21.9%
ACCOUNTING	221,992	179,358	469,215	184,029	105,828	77.4%
PROPERTY ASSESSMENT (01523)						
WAGES FULL-TIME	104,340	114,380	366,161	253,244	(1,463)	100.4%
WAGES PART-TIME	10,346	-	-	-	-	0.0%
WAGES OTHER	-	600	2,000	-	1,400	30.0%
OFFICE SUPPLIES	3,776	4,622	9,435	627	4,185	55.6%
TRAINING & DUES	820	587	6,000	-	5,413	9.8%

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FUND 010 - GENERAL FUND

Description	FY2023 THRU OCTOBER	FY2024 THRU OCTOBER	2024 REVISED BUDGET	2024 ENCUMB	AVAILABLE BALANCE	2024 % USED
EMPLOYEE RELATED INS	28,747	24,469	104,941	-	80,472	23.3%
PENSIONS	116,868	126,700	146,848	-	20,148	86.3%
DATA PROCESSING	13,841	14,829	26,936	-	12,107	55.1%
TECHNOLOGY USE CHARGES	588	602	2,314	251	1,461	36.9%
PRINTING & REPRODUCTION	1,045	1,043	2,900	-	1,857	36.0%
PROFESSIONAL SERVICES	-	-	12,000	-	12,000	0.0%
PROPERTY ASSESSMENT	280,372	287,832	679,535	254,122	137,580	79.8%
REVENUE COLLECTION (01525)						
WAGES FULL-TIME	72,464	75,654	255,756	180,846	(744)	100.3%
WAGES OTHER	-	861	-	-	(861)	0.0%
OFFICE SUPPLIES	13,328	2,077	32,505	13,955	16,472	49.3%
TRAINING & DUES	350	410	3,211	65	2,736	14.8%
CONTRACTUAL SERVICES	487	484	1,490	-	1,007	32.4%
EMPLOYEE RELATED INS	2,182	3,837	18,764	-	14,927	20.5%
PENSIONS	96,162	89,074	105,946	-	16,872	84.1%
DATA PROCESSING	10,171	10,476	10,620	-	144	98.6%
TECHNOLOGY USE CHARGES	625	481	2,692	201	2,010	25.3%
EQUIPMENT MAINTENANCE	478	492	700	-	208	70.3%
PRINTING/ REPRODUCTION	1,886	2,268	23,650	20,912	470	98.0%
TAX REFUNDS	15,903	29,881	-	-	(29,881)	0.0%
REVENUE COLLECTION	214,035	215,996	455,334	215,979	23,358	94.9%
TOWN CLERK (01527)						
WAGES FULL-TIME	90,600	86,754	281,302	195,087	(538)	100.2%
WAGES PART-TIME	-	-	5,000	-	5,000	0.0%
WAGES OTHER	3,237	129	3,000	-	2,871	4.3%
OFFICE SUPPLIES	2,173	2,174	20,610	1,161	17,275	16.2%
TRAINING & DUES	455	1,302	5,800	300	4,198	27.6%
CONTRACTUAL SERVICES	-	-	7,500	-	7,500	0.0%
EMPLOYEE RELATED INS	14,061	18,947	60,685	-	41,738	31.2%
PENSIONS	102,678	98,243	117,190	-	18,947	83.8%
DATA PROCESSING	16,787	8,988	79,915	44,541	26,386	67.0%
TECHNOLOGY USE CHARGES	686	481	3,003	201	2,321	22.7%
EQUIPMENT MAINTENANCE	4,403	510	7,370	1,140	5,720	22.4%
PRINTING/REPRODUCTION	7,485	1,798	8,650	-	6,853	20.8%
PROFESSIONAL SERVICES	700	-	7,400	840	6,560	11.4%
OFFICE EQUIP/FURNITURE	-	-	2,640	-	2,640	0.0%
TOWN CLERK	243,264	219,325	610,065	243,269	147,471	75.8%
VOTER REGISTRATION (01529)						
WAGES PART-TIME	31,038	25,474	134,000	-	108,526	19.0%
WAGES OTHER	18,569	366	42,200	-	41,834	0.9%

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FUND 010 - GENERAL FUND

Description	FY2023 THRU OCTOBER	FY2024 THRU OCTOBER	2024 REVISED BUDGET	2024 ENCUMB	AVAILABLE BALANCE	2024 % USED
OFFICE SUPPLIES	7,997	1,508	12,000	-	10,492	12.6%
TRAINING & DUES	3,869	1,274	7,480	-	6,206	17.0%
PENSIONS	2,674	1,977	13,400	-	11,423	14.8%
TECHNOLOGY USE CHARGES	480	481	2,413	201	1,731	28.3%
EQUIPMENT MAINTENANCE	6,870	5,000	10,600	-	5,600	47.2%
PRINTING/ REPRODUCTION	4,104	1,022	14,500	4,977	8,501	41.4%
OFFICE EQUIP/FURNITURE	86	-	-	-	-	0.0%
VOTER REGISTRATION	75,687	37,103	236,593	5,178	194,312	17.9%
LEGAL SERVICES (01531)						
TNATTY PRYR ALTERNATE	462	(7,654)	40,000	-	47,654	-19.1%
TN ATTY PRIMARY	39,780	42,351	219,500	270	176,879	19.4%
TN ATTY LABOR	3,958	7,238	40,500	-	33,263	17.9%
LEGAL SERVICES	44,201	41,935	300,000	270	257,795	14.1%
PROBATE SERVICES (01533)						
OFFICE SUPPLIES	3,150	3,886	14,000	4,966	5,148	63.2%
OPERATING SUPPLIES	-	-	6,600	6,500	100	98.5%
DATA PROCESSING	751	815	3,700	1,285	1,600	56.8%
EQUIPMENT MAINTENANCE	-	-	500	310	190	62.1%
PROBATE SERVICES	3,901	4,702	24,800	13,061	7,037	71.6%
INSURANCE/PENSIONS (01535)						
TRAINING & DUES	-	-	2,700	-	2,700	0.0%
CASUALTY INSURANCE	670,311	739,068	776,668	-	37,600	95.2%
EMPLOYEE RELATED INS	774,474	805,251	998,150	196,267	(3,368)	100.3%
PENSIONS	-	-	47,130	-	47,130	0.0%
CLAIMS SERV & RETRO CHGS	6,093	(33,651)	68,900	10,248	92,303	-34.0%
PROFESSIONAL SERVICES	16,321	24,245	53,025	687	28,093	47.0%
PROGRAMS	-	-	11,897	5,397	6,500	45.4%
INSURANCE/PENSIONS	1,467,199	1,534,914	1,958,470	212,599	210,957	89.2%
ADMINISTRATIVE SERVICES	3,278,528	3,433,793	6,808,090	1,740,898	1,633,400	76.0%
PUBLIC SAFETY						
POLICE (02037)						
WAGES FULL-TIME	2,121,828	2,167,951	7,807,156	5,668,872	(29,667)	100.4%
WAGES PART-TIME	1,654	2,248	4,910	-	2,662	45.8%
WAGES OTHER	292,758	251,373	620,000	-	368,627	40.5%
OFFICE SUPPLIES	3,586	5,755	14,370	3,895	4,720	67.2%
OPERATING SUPPLIES	27,841	10,569	75,435	25,963	38,902	48.4%
TRAINING & DUES	47,022	22,620	78,500	17,739	38,140	51.4%
CONTRACTUAL SERVICES	15,035	39,501	163,926	9,876	114,549	30.1%

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FY 2024 THROUGH OCTOBER 31 2023

FUND 010 - GENERAL FUND

Description	FY2023 THRU OCTOBER	FY2024 THRU OCTOBER	2024 REVISED BUDGET	2024 ENCUMB	AVAILABLE BALANCE	2024 % USED
EMPLOYEE RELATED INS	380,163	311,593	1,387,890	-	1,076,297	22.5%
PENSIONS	3,687,339	3,624,768	4,107,307	-	482,539	88.3%
DATA PROCESSING	47,725	46,673	76,625	23,262	6,689	91.3%
TECHNOLOGY USE CHARGES	9,794	9,505	40,511	3,969	27,037	33.3%
VEHICLE MAINTENANCE	37,935	23,162	184,250	1,385	159,703	13.3%
EQUIPMENT MAINTENANCE	18,773	18,578	72,403	31,886	21,939	69.7%
FACILITIES MAINTENANCE	11,525	14,258	53,055	22,993	15,804	70.2%
PRINTING/ REPRODUCTION	3,078	2,405	5,000	-	2,596	48.1%
UNIFORMS	30,686	14,549	94,779	31,560	48,670	48.6%
UTILITIES/COMMUNICATIONS	32,220	29,256	109,850	-	80,594	26.6%
OFFICE EQUIP/FURNITURE	-	1,387	105,700	61,962	42,351	59.9%
VEHICLES & TRUCKS	139,520	-	262,253	47,253	215,000	18.0%
MACHINERY & EQUIPMENT	4,120	21,579	47,000	5,162	20,259	56.9%
IMPROVEMENTS LAND & BLDGS	-	3,998	12,013	-	8,015	33.3%
POLICE	6,912,601	6,621,729	15,322,934	5,955,777	2,745,428	82.1%
VOLUNTEER AMBULANCE (02038)						
FACILITIES MAINTENANCE	-	226	700	-	474	32.3%
UTILITIES/COMMUNICATIONS	539	715	-	-	(715)	0.0%
VOLUNTEER AMBULANCE	539	941	700	-	(241)	134.5%
FIRE (02039)						
WAGES FULL-TIME	60,547	61,630	198,189	136,801	(242)	100.1%
WAGES PART-TIME	27,226	25,075	194,839	-	169,764	12.9%
WAGES UNITS	115,609	179,318	210,000	-	30,682	85.4%
WAGES OTHER	70	89	1,560	-	1,471	5.7%
OFFICE SUPPLIES	132	666	3,550	-	2,884	18.8%
OPERATING SUPPLIES	26,251	16,467	81,602	15,963	49,173	39.7%
TRAINING & DUES	6,568	5,389	19,675	8,490	5,796	70.5%
CONTRACTUAL SERVICES	4,512	400	37,905	30,000	7,505	80.2%
CONTRACTUAL - FIRE WATCH	200	1,860	5,320	-	3,460	35.0%
EMPLOYEE RELATED INS	11,146	8,785	34,932	-	26,147	25.1%
PENSIONS	80,109	84,617	92,205	-	7,588	91.8%
DATA PROCESSING	1,715	7,220	8,200	-	980	88.0%
TECHNOLOGY USE CHARGES	464	361	2,377	151	1,865	21.5%
VEHICLE MAINTENANCE	17,179	19,579	93,221	1,494	72,148	22.6%
EQUIPMENT MAINTENANCE	26,596	8,225	53,987	23,524	22,239	58.8%
FACILITIES MAINTENANCE	6,384	7,623	53,300	16,318	29,359	44.9%
PRINTING/ REPRODUCTION	-	233	250	-	17	93.2%
UNIFORMS	1,017	4,363	7,371	-	3,009	59.2%
UTILITIES/COMMUNICATIONS	163,392	167,904	233,050	-	65,146	72.0%
OFFICE EQUIP/FURNITURE	-	5,976	16,220	-	10,244	36.8%
VEHICLES & TRUCKS	-	-	37,500	-	37,500	0.0%

TOWN OF GLASTONBURY
COMPARISON OF CURRENT AND PRIOR YEAR EXPENDITURES
FY 2024 THROUGH OCTOBER 31 2023

FUND 010 - GENERAL FUND

Description	FY2023 THRU OCTOBER	FY2024 THRU OCTOBER	2024 REVISED BUDGET	2024 ENCUMB	AVAILABLE BALANCE	2024 % USED
MACHINERY & EQUIPMENT	41,706	-	87,594	15,881	71,714	18.1%
FIRE	590,823	605,780	1,472,847	248,620	618,447	58.0%
CIVIL PREPAREDNESS (02041)						
WAGES PART-TIME	5,095	5,095	22,000	-	16,905	23.2%
OFFICE SUPPLIES	-	-	235	-	235	0.0%
PENSIONS	390	390	1,694	-	1,304	23.0%
TECHNOLOGY USE CHARGES	329	361	1,268	151	756	40.4%
VEHICLE MAINTENANCE	-	-	1,090	-	1,090	0.0%
PROGRAMS	84	-	1,300	-	1,300	0.0%
UTILITIES/COMMUNICATIONS	773	551	4,400	-	3,849	12.5%
OFFICE EQUIP/FURNITURE	-	-	1,200	-	1,200	0.0%
CIVIL PREPAREDNESS	6,672	6,397	33,187	151	26,639	19.7%
PUBLIC SAFETY	7,510,635	7,234,847	16,829,668	6,204,548	3,390,273	79.9%
PHYSICAL SERVICES						
ENGINEERING (03043)						
WAGES FULL-TIME	312,210	333,214	1,012,467	682,321	(3,068)	100.3%
WAGES OTHER	1,811	3,663	7,000	-	3,337	52.3%
OFFICE SUPPLIES	2,130	614	5,000	1,570	2,816	43.7%
OPERATING SUPPLIES	1,590	588	4,500	126	3,787	15.9%
TRAINING & DUES	1,435	2,912	9,000	-	6,088	32.4%
EMPLOYEE RELATED INS	54,346	56,052	183,915	-	127,863	30.5%
PENSIONS	349,757	332,904	399,817	-	66,913	83.3%
DATA PROCESSING	40,207	40,526	65,492	17,108	7,859	88.0%
TECHNOLOGY USE CHARGES	1,279	1,444	4,971	603	2,924	41.2%
VEHICLE MAINTENANCE	2,869	1,643	9,310	-	7,667	17.6%
EQUIPMENT MAINTENANCE	1,646	5,782	8,700	1,920	998	88.5%
PRINTING/ REPRODUCTION	-	-	700	-	700	0.0%
PROFESSIONAL SERVICES	6,218	-	20,000	11,595	8,405	58.0%
UNIFORMS	-	150	1,200	-	1,050	12.5%
OFFICE EQUIP/FURNITURE	3,060	-	4,185	-	4,185	0.0%
ENGINEERING	778,557	779,490	1,736,257	715,243	241,524	86.1%
HIGHWAY (03045)						
WAGES FULL-TIME	494,649	496,234	1,701,283	1,213,715	(8,666)	100.5%
WAGES PART-TIME	9,230	7,331	32,660	-	25,329	22.4%
WAGES OTHER	45,667	58,754	280,000	-	221,246	21.0%
DRAINAGE MATERIALS	7,397	41,359	59,700	16,176	2,165	96.4%
GROUNDS/ROADSIDE MATERIAL	6,224	3,103	29,000	6,159	19,737	31.9%
HIGHWAY MATERIALS	102,724	6,671	140,000	33,390	99,939	28.6%
OFFICE SUPPLIES	717	316	2,690	1,184	1,190	55.8%

TOWN OF GLASTONBURY
COMPARISON OF CURRENT AND PRIOR YEAR EXPENDITURES
FY 2024 THROUGH OCTOBER 31 2023

FUND 010 - GENERAL FUND

Description	FY2023 THRU OCTOBER	FY2024 THRU OCTOBER	2024 REVISED BUDGET	2024 ENCUMB	AVAILABLE BALANCE	2024 % USED
OPERATING SUPPLIES	6,125	6,477	19,020	9,938	2,604	86.3%
SNOW/ ICE MATERIALS	3,900	920	380,000	4,080	375,000	1.3%
TRAFFIC CONTROL SUPPLIES	16,224	3,439	49,000	27,185	18,376	62.5%
TRAINING & DUES	300	1,592	6,000	-	4,408	26.5%
CONTRACTUAL SERVICES	62,825	79,569	241,000	6,770	154,661	35.8%
EMPLOYEE RELATED INS	108,116	107,600	378,400	-	270,800	28.4%
PENSIONS	362,069	319,258	467,008	-	147,750	68.4%
TECHNOLOGY USE CHARGES	693	722	9,478	301	8,455	10.8%
VEHICLE MAINTENANCE	76,252	71,299	367,150	-	295,851	19.4%
EQUIPMENT MAINTENANCE	2,919	-	3,200	-	3,200	0.0%
PRINTING/ REPRODUCTION	-	-	750	-	750	0.0%
UNIFORMS	4,179	4,069	15,000	8,889	2,042	86.4%
UTILITIES/COMMUNICATIONS	36,218	36,049	170,200	-	134,151	21.2%
VEHICLES & TRUCKS	-	135,080	379,854	9,606	235,168	38.1%
MACHINERY & EQUIPMENT	-	-	58,000	45,339	12,661	78.2%
IMPROVEMENTS LAND & BLDGS	-	7,737	20,000	-	12,263	38.7%
HIGHWAY	1,346,429	1,387,581	4,809,393	1,382,733	2,039,080	57.6%
FLEET MAINTENANCE (03047)						
WAGES FULL-TIME	141,797	146,083	472,500	328,516	(2,099)	100.4%
WAGES PART-TIME	30,429	31,543	105,000	-	73,457	30.0%
WAGES OTHER	5,268	2,342	35,000	-	32,658	6.7%
OFFICE SUPPLIES	52	61	1,460	644	755	48.3%
OPERATING SUPPLIES	1,946	823	7,225	4,769	1,632	77.4%
TRAINING & DUES	-	30	3,475	-	3,445	0.9%
CONTRACTUAL SERVICES	33,736	26,506	255,675	176,678	52,491	79.5%
EMPLOYEE RELATED INS	32,755	32,353	123,807	-	91,454	26.1%
PENSIONS	97,256	99,132	142,084	-	42,952	69.8%
DATA PROCESSING	2,995	2,995	12,450	234	9,221	25.9%
TECHNOLOGY USE CHARGES	346	361	4,257	151	3,745	12.0%
VEHICLE MAINTENANCE	3,418	2,915	11,608	-	8,693	25.1%
EQUIPMENT MAINTENANCE	3,070	5,831	13,254	4,644	2,779	79.0%
FACILITIES MAINTENANCE	2,202	2,200	23,115	5,588	15,327	33.7%
PRINTING/ REPRODUCTION	-	-	500	-	500	0.0%
UNIFORMS	537	2,772	7,700	3,993	936	87.8%
UTILITIES/COMMUNICATIONS	6,093	6,802	44,150	-	37,348	15.4%
OFFICE EQUIP/FURNITURE	-	-	3,135	-	3,135	0.0%
IMPROVEMENTS (LAND&BLDG.)	-	2,258	35,000	2,488	30,254	13.6%
FLEET MAINTENANCE	361,900	365,008	1,301,395	527,703	408,684	68.6%
PHYSICAL SERVICES	2,486,887	2,532,079	7,847,045	2,625,678	2,689,288	65.7%

TOWN OF GLASTONBURY
COMPARISON OF CURRENT AND PRIOR YEAR EXPENDITURES
FY 2024 THROUGH OCTOBER 31 2023

FUND 010 - GENERAL FUND

Description	FY2023 THRU OCTOBER	FY2024 THRU OCTOBER	2024 REVISED BUDGET	2024 ENCUMB	AVAILABLE BALANCE	2024 % USED
SANITATION						
REFUSE DISPOSAL (03253)						
WAGES FULL-TIME	51,423	49,245	167,387	118,932	(790)	100.5%
WAGES PART-TIME	58,253	59,700	176,664	-	116,964	33.8%
WAGES OTHER	4,271	6,335	12,000	-	5,665	52.8%
OFFICE SUPPLIES	13	776	1,600	873	(49)	103.0%
OPERATING SUPPLIES	270	959	1,800	756	85	95.3%
REPAIR&MAINTENANCE SUPPLY	-	100	550	100	350	36.4%
TRAINING & DUES	803	2,581	700	-	(1,881)	368.8%
CONTRACTUAL SERVICES	63,833	77,593	367,850	271,209	19,048	94.8%
EMPLOYEE RELATED INS	16,799	18,878	51,887	-	33,009	36.4%
PENSIONS	61,864	62,518	81,259	-	18,741	76.9%
DATA PROCESSING	500	234	1,500	500	766	48.9%
TECHNOLOGY USE CHARGES	286	241	4,926	100	4,585	6.9%
VEHICLE MAINTENANCE	17,724	9,294	48,498	-	39,204	19.2%
EQUIPMENT MAINTENANCE	3,536	1,011	3,500	989	1,500	57.1%
FACILITIES MAINTENANCE	833	518	4,725	384	3,823	19.1%
PRINTING/ REPRODUCTION	-	-	3,050	-	3,050	0.0%
UNIFORMS	1,840	2,400	5,150	2,042	707	86.3%
UTILITIES/COMMUNICATIONS	1,821	1,652	9,950	345	7,953	20.1%
OFFICE EQUIP/FURNITURE	838	-	-	-	-	0.0%
MACHINERY & EQUIPMENT	-	-	15,000	15,441	(441)	102.9%
REFUSE DISPOSAL	284,907	294,034	957,996	411,672	252,290	73.7%
SANITATION	284,907	294,034	957,996	411,672	252,290	73.7%
HUMAN SERVICES						
CONTRIBUTORY GRANTS (04061)						
CONTRIBUTORY GRANTS	19,000	32,000	36,000	-	4,000	88.9%
CONTRIBUTORY GRANTS	19,000	32,000	36,000	-	4,000	88.9%
YOUTH/FAMILY SERVICES (04065)						
WAGES FULL-TIME	263,067	302,208	1,091,358	793,974	(4,823)	100.4%
WAGES PART-TIME	53,448	56,629	125,260	-	68,631	45.2%
OFFICE SUPPLIES	3,062	2,804	9,500	2,062	4,634	51.2%
OPERATING SUPPLIES	550	-	750	-	750	0.0%
TRAINING & DUES	2,788	1,000	9,500	-	8,500	10.5%
EMPLOYEE RELATED INS	45,320	39,837	233,647	-	193,810	17.1%
PENSIONS	302,976	376,951	457,597	-	80,646	82.4%
TECHNOLOGY USE CHARGES	1,919	2,045	7,115	854	4,216	40.8%

TOWN OF GLASTONBURY
COMPARISON OF CURRENT AND PRIOR YEAR EXPENDITURES
FY 2024 THROUGH OCTOBER 31 2023

FUND 010 - GENERAL FUND

Description	FY2023 THRU OCTOBER	FY2024 THRU OCTOBER	2024 REVISED BUDGET	2024 ENCUMB	AVAILABLE BALANCE	2024 % USED
VEHICLE MAINTENANCE	201	645	2,385	-	1,740	27.0%
EQUIPMENT MAINTENANCE	-	-	1,400	-	1,400	0.0%
FACILITIES MAINTENANCE	984	2,934	9,460	2,394	4,132	56.3%
PRINTING/ REPRODUCTION	519	767	1,500	-	733	51.1%
PROFESSIONAL SERVICES	1,275	1,250	8,400	4,750	2,400	71.4%
PROGRAMS	13,931	16,960	49,000	4,686	27,354	44.2%
UTILITIES/COMMUNICATIONS	3,254	2,903	16,030	-	13,127	18.1%
OFFICE EQUIP/FURNITURE	580	-	2,640	-	2,640	0.0%
YOUTH/FAMILY SERVICES	693,873	806,934	2,025,542	808,720	409,889	79.8%
SENIOR & COMMUNITY SERVICES (04067)						
WAGES FULL-TIME	139,600	120,338	445,457	327,800	(2,681)	100.6%
WAGES PART-TIME	108,082	120,726	413,640	-	292,914	29.2%
WAGES OTHER	724	1,392	1,000	-	(392)	139.2%
OFFICE SUPPLIES	6,809	4,285	12,000	5,419	2,296	80.9%
TRAINING & DUES	461	1,114	5,000	100	3,786	24.3%
CONTRACTUAL SERVICES	2,160	2,160	4,320	2,152	8	99.8%
EMPLOYEE RELATED INS	36,568	32,074	135,679	-	103,605	23.6%
PENSIONS	163,308	161,716	211,813	-	50,097	76.3%
DATA PROCESSING	3,190	3,498	9,120	-	5,622	38.4%
TECHNOLOGY USE CHARGES	1,989	2,045	7,151	854	4,252	40.5%
VEHICLE MAINTENANCE	14,823	4,319	38,350	-	34,031	11.3%
EQUIPMENT MAINTENANCE	-	320	12,000	-	11,680	2.7%
FACILITIES MAINTENANCE	7,229	7,775	25,450	16,889	786	96.9%
PRINTING/ REPRODUCTION	18	620	2,800	-	2,180	22.1%
PROGRAMS	22,691	33,981	129,578	61,245	34,352	73.5%
UTILITIES/COMMUNICATIONS	20,068	14,565	96,500	-	81,935	15.1%
OFFICE EQUIP/FURNITURE	-	911	1,931	-	1,020	47.2%
MACHINERY & EQUIPMENT	12,437	-	-	-	-	0.0%
IMPROVEMENTS (LAND&BLDG.)	13,967	-	25,000	1,865	23,136	7.5%
SENIOR & COMMUNITY SERVICES	554,125	511,839	1,576,789	416,324	648,626	58.9%
HUMAN SERVICES	1,266,998	1,350,773	3,638,331	1,225,043	1,062,514	70.8%
LEISURE/CULTURE						
PARKS/RECREATION (05073)						
WAGES FULL-TIME	526,446	531,014	1,709,489	1,183,816	(5,342)	100.3%
WAGES PART-TIME	240,929	260,180	558,587	-	298,407	46.6%
WAGES OTHER	23,140	25,777	95,000	-	69,223	27.1%
GROUNDS/ROADSIDE MATERIAL	61,144	69,203	125,000	27,288	28,509	77.2%
OFFICE SUPPLIES	2,388	3,068	11,500	3,285	5,147	55.2%
OPERATING SUPPLIES	541	670	850	15	164	80.7%

TOWN OF GLASTONBURY
COMPARISON OF CURRENT AND PRIOR YEAR EXPENDITURES
FY 2024 THROUGH OCTOBER 31 2023

FUND 010 - GENERAL FUND

Description	FY2023 THRU OCTOBER	FY2024 THRU OCTOBER	2024 REVISED BUDGET	2024 ENCUMB	AVAILABLE BALANCE	2024 % USED
REPAIR&MAINTENANCE SUPPLY	16,827	13,926	56,520	25,746	16,848	70.2%
TRAINING & DUES	1,399	4,689	13,000	-	8,311	36.1%
CONTRACTUAL SERVICES	38,539	81,578	194,500	43,100	69,822	64.1%
EMPLOYEE RELATED INS	92,650	86,894	291,938	-	205,044	29.8%
PENSIONS	612,516	618,520	746,764	-	128,244	82.8%
DATA PROCESSING	10,222	13,266	13,738	938	(466)	103.4%
TECHNOLOGY USE CHARGES	2,204	1,805	10,664	754	8,106	24.0%
VEHICLE MAINTENANCE	56,176	19,555	131,458	1,774	110,129	16.2%
EQUIPMENT MAINTENANCE	-	-	500	-	500	0.0%
FACILITIES MAINTENANCE	2,509	3,666	13,980	5,412	4,902	64.9%
LEGAL / ADVERTISING	119	245	500	-	255	49.0%
PRINTING/ REPRODUCTION	-	-	600	-	600	0.0%
PROGRAMS	4,165	6,483	27,150	1,019	19,647	27.6%
UNIFORMS	6,071	6,867	21,230	7,203	7,161	66.3%
UTILITIES/COMMUNICATIONS	90,688	102,208	210,780	-	108,572	48.5%
OFFICE EQUIP/FURNITURE	6,704	1,400	12,152	-	10,752	11.5%
VEHICLES & TRUCKS	-	-	193,917	20,667	173,250	10.7%
MACHINERY & EQUIPMENT	-	-	115,300	-	115,300	0.0%
IMPROVEMENTS (LAND&BLDG.)	6,661	3,815	135,290	13,600	117,875	12.9%
PARKS/RECREATION	1,802,038	1,854,828	4,690,407	1,334,617	1,500,961	68.0%
WELLES TURNER LIBRARY (05077)						
WAGES FULL-TIME	215,778	221,759	708,561	488,659	(1,857)	100.3%
WAGES PART-TIME	85,643	89,737	297,000	-	207,263	30.2%
WAGES OTHER	84	-	1,000	-	1,000	0.0%
OFFICE SUPPLIES	3,448	1,020	5,700	1,938	2,741	51.9%
OPERATING SUPPLIES	1,714	1,281	9,000	2,247	5,472	39.2%
TRAINING & DUES	-	82	3,540	860	2,598	26.6%
BOOKS/MEDIA	95,625	79,467	270,438	168,916	22,055	91.8%
EMPLOYEE RELATED INS	35,035	37,923	129,308	-	91,385	29.3%
PENSIONS	250,569	255,927	318,474	-	62,547	80.4%
DATA PROCESSING	65,757	65,848	71,709	570	5,291	92.6%
TECHNOLOGY USE CHARGES	3,333	3,489	10,026	1,457	5,080	49.3%
EQUIPMENT MAINTENANCE	-	179	2,900	350	2,371	18.3%
FACILITIES MAINTENANCE	10,120	3,201	26,275	12,691	10,382	60.5%
PRINTING/ REPRODUCTION	-	2,001	10,740	5,799	2,940	72.6%
PROGRAMS	5,390	4,622	12,500	3,565	4,313	65.5%
UTILITIES/COMMUNICATIONS	18,330	17,759	76,800	5,280	53,761	30.0%
OFFICE EQUIP/FURNITURE	-	-	3,050	-	3,050	0.0%
WELLES TURNER LIBRARY	790,825	784,296	1,957,021	692,333	480,392	75.5%
SOUTH GLASTONBURY LIBRARY (05079)						
CONTRIBUTORY GRANTS	7,500	10,000	10,000	-	-	100.0%

TOWN OF GLASTONBURY
COMPARISON OF CURRENT AND PRIOR YEAR EXPENDITURES
FY 2024 THROUGH OCTOBER 31 2023

FUND 010 - GENERAL FUND

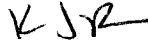
Description	FY2023 THRU OCTOBER	FY2024 THRU OCTOBER	2024 REVISED BUDGET	2024 ENCUMB	AVAILABLE BALANCE	2024 % USED
SOUTH GLASTONBURY LIBRARY	7,500	10,000	10,000	-	-	100.0%
EAST GLASTONBURY LIBRARY (05081)						
CONTRIBUTORY GRANTS	7,500	10,000	10,000	-	-	100.0%
EAST GLASTONBURY LIBRARY	7,500	10,000	10,000	-	-	100.0%
LEISURE/CULTURE	2,607,863	2,659,123	6,667,428	2,026,951	1,981,354	70.3%
OTHER:Debt & Transfers						
DEBT SERVICE (06085)						
DEBT GENERAL TOWN	2,063,013	2,182,816	3,681,507	-	1,498,691	59.3%
DEBT EDUCATION	238,933	631,118	3,002,963	-	2,371,845	21.0%
DEBT SEWERS	-	-	107,000	-	107,000	0.0%
DEBT TEMPORARY NOTES	-	-	240,000	-	240,000	0.0%
DEBT ADMIN COSTS	-	-	65,000	-	65,000	0.0%
DEBT SERVICE	2,301,946	2,813,934	7,096,470	-	4,282,536	39.7%
TRANSFERS (06089)						
TO CAPITAL RESERVE FUND	5,650,000	5,850,000	5,850,000	-	-	100.0%
TO CAPITAL PROJECTS FUND	500,000	-	-	-	-	0.0%
TO DOG FUND	45,000	45,000	45,000	-	-	100.0%
TO OPEB TRUST	539,045	641,452	641,452	-	-	100.0%
TRANSFERS	6,734,045	6,536,452	6,536,452	-	-	100.0%
OTHER:Debt & Transfers	9,035,991	9,350,386	13,632,922	-	4,282,536	68.6%
EDUCATION						
EDUCATION (06587)						
CASUALTY INSURANCE	555,056	596,873	-	-	(596,873)	0.0%
EMPLOYEE RELATED INS	291,051	312,627	-	-	(312,627)	0.0%
PENSIONS	2,739,111	2,794,085	-	-	(2,794,085)	0.0%
EDUCATIONAL SERVICES	28,020,266	30,004,386	120,268,065	675	90,263,004	24.9%
EDUCATION	31,605,484	33,707,971	120,268,065	675	86,559,419	28.0%
EDUCATION	31,605,484	33,707,971	120,268,065	675	86,559,419	28.0%
TOTAL 010 - GENERAL FUND	60,512,132	63,050,224	183,311,197	16,492,501	103,768,472	43.4%

TOWN OF GLASTONBURY

ADMINISTRATIVE SERVICES - Financial Administration

November 8, 2023

TO: Board of Finance

FROM: Keri Rowley, Director of Finance & Administration 

RE: Capital Projects Fund Expenditures Report
For the Period Ended October 31, 2023 (FY 2024)

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 2023 report is **\$120.5m**, \$9.02m of which is through ARPA funding. At the October 24th Town Council meeting, an appropriation of \$220K in ARPA funds was allocated for a Farm Assistance Grant Program using a combination of \$40K in re-appropriated funds from the Small Business Grant Program and \$180K in unallocated ARPA funds.

Expenditures for current projects since inception through October total \$90.5m and encumbrances outstanding total \$7.2m. Encumbrances decreased in the Gateway Corp Park Bicycle Pedestrian project (\$150K) and the Gideon Wells Boiler Project (\$100K). Offsetting these decreases were encumbrances issued for the Fire Company Renovations (+\$25K), Town wide Roof Replacement (+\$20K), Road Overlay (+\$15K), and Town Aid Road (+\$20K).

Expenditures increased \$1.38m in October with large expenditures in Road Overlay Program (\$1.1m) Gateway Corp Park Bicycle Pedestrian project (\$140K) and the Gideon Wells Boiler (\$100K).

Attachment

Cc: Jonathan Luiz, Town Manager
Karen Bonfiglio, Finance Manager, Board of Education

TOWN OF GLASTONBURY

CAPITAL PROJECTS FUND

Description	Original Budget Date	Original Budget	REVISED BUDGET	EXPENDITURES INCEPTION TO DATE	FY2024 THRU October	2024 ENCUMB	AVAILABLE BALANCE
FUND 301 - CAPITAL RESERVE PROJECTS							
GenGovt/Public Safety (31006)							
51827	Town Buildings Security	7/1/2013 \$ 150,000	\$ 949,000	\$ 690,870	\$ 20,308	\$ 121,599	\$ 136,531
51828	Open Space Woodland Mgmt Plan	7/1/2020 \$ 70,000	\$ 91,500	\$ 33,036	\$ 20,868	\$ 58,423	\$ 41
51829	Williams Memorial	7/1/2022 \$ 150,000	\$ 150,000	\$ 58,902	\$ 413	\$ 1,890	\$ 89,208
51833	Disaster Prep/Recovery Resourc	7/1/2013 \$ 250,000	\$ 1,134,000	\$ 886,137	\$ -	\$ 247,862	\$ 1
51835	Fire Co Renovations/Code Compl	7/1/2018 \$ 200,000	\$ 705,960	\$ 576,566	\$ 6,910	\$ 70,403	\$ 58,991
51836	Self Containd Breath Apparatus	7/1/2020 \$ 120,000	\$ 520,000	\$ 520,788	\$ -	\$ -	\$ (788)
51838	Animal Control Shelter	7/1/2022 \$ 50,000	\$ 105,000	\$ 68,015	\$ -	\$ 2,285	\$ 34,700
51840	FIRE TRAINING FACILITY	7/1/2023 \$ 350,000	\$ 350,000	\$ -	\$ -	\$ 112,900	\$ 237,101
51849	Public Safety Communications	7/1/2017 \$ 460,000	\$ 2,030,000	\$ 413,802	\$ 8,273	\$ -	\$ 1,616,198
51854	Police Bld Windows/ Site Reno	7/1/2017 \$ 127,500	\$ 202,500	\$ 88,739	\$ -	\$ -	\$ 113,761
51854	Police Building Windows (Pol Bthrm Ren)	7/1/2019 \$ 60,000	\$ 110,000	\$ 99,249	\$ -	\$ -	\$ 10,751
51855	Fiber Optic Network-School/Twn	7/1/2005 \$ 50,000	\$ 1,192,000	\$ 1,183,916	\$ -	\$ -	\$ 8,084
51873	Land Acquisition	7/23/2004 \$ 127,389	\$ 1,361,639	\$ 1,266,505	\$ 4,073	\$ -	\$ 95,134
51875	Town Facilities Shop/Storage	7/1/2013 \$ 50,000	\$ 1,195,000	\$ 1,191,699	\$ 1,158	\$ 1,966	\$ 1,335
51888	Property Revaluation	7/1/2005 \$ 150,000	\$ 2,211,500	\$ 1,961,291	\$ 49,014	\$ -	\$ 250,209
51892	Document Management System	7/1/2015 \$ 50,000	\$ 460,000	\$ 410,590	\$ -	\$ 35,494	\$ 13,916
51912	Tn Hall Improvements	7/1/2005 \$ 125,000	\$ 1,717,349	\$ 1,716,676	\$ -	\$ -	\$ 673
51914	Townwide Roof Replacement	7/1/2008 \$ 62,500	\$ 935,000	\$ 716,851	\$ 71	\$ 45,460	\$ 172,689
51915	Clean Renewable Energy In	7/1/2006 \$ 75,000	\$ 1,642,044	\$ 1,531,144	\$ 15,974	\$ 792	\$ 110,108
51918	Design Guidelines	7/1/2022 \$ 125,000	\$ 125,000	\$ 97,978	\$ 11,700	\$ 1,786	\$ 25,236
51919	EV Charging Stations	7/1/2023 \$ 215,000	\$ 215,000	\$ -	\$ -	\$ -	\$ 215,000
Total GenGovt/Public Safety		\$ 3,017,389	\$ 17,402,492	\$ 13,512,754	\$ 138,762	\$ 700,859	\$ 3,188,878
PhyServices Sanitation (31007)							
52828	Main Street Reconstruction	7/1/2021 \$ 1,860,600	\$ 2,076,600	\$ -	\$ -	\$ -	\$ 2,076,600
52829	Gateway Corp Park Bicyc Pedst	7/1/2021 \$ 940,700	\$ 1,013,800	\$ 271,303	\$ 270,871	\$ 647,668	\$ 94,829
52830	Bridge Replacement/Rehabil	7/1/2013 \$ 100,000	\$ 5,150,000	\$ 4,672,922	\$ 1,216	\$ 168,013	\$ 309,065
52831	Undergrd Fuel Strg Tank Replac	7/1/2022 \$ 375,000	\$ 375,000	\$ 313,489	\$ 127,197	\$ 16,434	\$ 45,077
52832	Pedestrian Bridge Repair	7/1/2023 \$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	\$ 250,000
52833	Bridge Repair	7/1/2023 \$ 35,000	\$ 35,000	\$ -	\$ -	\$ -	\$ 35,000
52847	Douglas/Sycamore Str Alignment	7/1/2018 \$ 35,000	\$ 235,000	\$ 28,811	\$ -	\$ -	\$ 206,189
52848	Main Street Sidewalks Phase 3	9/12/2018 \$ 75,000	\$ 1,570,000	\$ 665,782	\$ -	\$ -	\$ 904,218
52871	Parking/Access Drive Improvmnt	10/31/2016 \$ 200,000	\$ 1,350,000	\$ 1,093,649	\$ -	\$ -	\$ 256,351
52872	Hebron Avenue Resurfacing	7/1/2017 \$ 1,250,000	\$ 1,276,806	\$ 1,134,807	\$ -	\$ -	\$ 141,999
52879	Sidewalk Construction Townwide ()	7/1/2022 \$ 494,045	\$ 494,045	\$ 424,734	\$ 824	\$ -	\$ 69,311
52882	Sidewalk Repair and Maintenanc	7/1/2019 \$ 175,000	\$ 1,100,000	\$ 865,406	\$ 75,575	\$ 153,460	\$ 81,134

TOWN OF GLASTONBURY

CAPITAL PROJECTS FUND

Description	Original Budget Date	Original Budget	REVISED BUDGET	EXPENDITURES INCEPTION TO DATE	FY2024 THRU October	2024 ENCUMB	AVAILABLE BALANCE
52883 Townwide Drainage Solutions	7/1/2019	\$ 100,000	\$ 400,000	\$ 213,082	\$ -	\$ -	\$ 186,918
52884 Town Center Streetscape Improv	7/1/2020	\$ 200,000	\$ 206,186	\$ -	\$ -	\$ -	\$ 206,186
52886 Old Maids Lane-Public Water	7/1/2018	\$ 175,000	\$ 175,000	\$ -	\$ -	\$ -	\$ 175,000
52939 Bell Street Sidewalks	7/1/2022	\$ 900,000	\$ 900,000	\$ 940	\$ -	\$ -	\$ 899,060
52946 Road Overlay ()	7/1/2021	\$ 1,600,000	\$ 1,261,381	\$ 1,261,381	\$ -	\$ -	\$ -
52946 Road Overlay ()	7/1/2022	\$ 1,800,000	\$ 2,148,258	\$ 2,389,238	\$ 460,886	\$ 0	\$ (240,980)
52946 Road Overlay ()	7/12/2023	\$ 2,000,000	\$ 2,000,000	\$ 1,407,384	\$ 1,407,384	\$ 45,486	\$ 547,130
52949 Gen Bicycle/pedestrian Imprvmt	7/1/2020	\$ 75,000	\$ 199,262	\$ 108,421	\$ -	\$ -	\$ 90,841
52951 Heavy Equipment	7/1/2018	\$ 70,000	\$ 1,354,021	\$ 682,028	\$ -	\$ 97,752	\$ 574,240
52951 Heavy Equipment () - Fire Extraction Tool	7/1/2023	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000
52952 Traffic Signal Upgrades	7/1/2023	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000
52958 Glastonbury Blvd Paving	7/1/2019	\$ 1,800,000	\$ 2,200,000	\$ 1,987,777	\$ -	\$ -	\$ 212,223
52959 Traffic Calming	7/1/2019	\$ 100,000	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000
52960 Renovation andSite Restoration	7/1/2008	\$ 150,000	\$ 1,663,189	\$ 1,577,408	\$ -	\$ -	\$ 85,781
52960 Renovation andSite Restoration (Slocumb Dam)	7/1/2019	\$ 50,000	\$ 275,000	\$ 232,901	\$ -	\$ -	\$ 42,099
52963 Hebron Ave/House St Improvemen	2/2/2016	\$ 275,000	\$ 1,975,000	\$ 1,613,516	\$ -	\$ -	\$ 361,484
52964 Public Water Service - Uranium	6/30/2020	\$ 50,000	\$ 50,000	\$ 32,805	\$ -	\$ 2,195	\$ 15,000
52965 Mill St Bridge Replacement	7/1/2020	\$ 180,000	\$ 180,000	\$ -	\$ -	\$ -	\$ 180,000
Total PhyServices Sanitation		\$ 15,515,345	\$ 30,263,547	\$ 20,977,782	\$ 2,343,953	\$ 1,131,008	\$ 8,154,755
Culture/Parks & Recreation (31008)							
53825 Addison Park Renovations	7/1/2020	\$ 225,000	\$ 550,000	\$ 113,177	\$ 1,833	\$ -	\$ 436,823
53832 Aquatics Facility	7/1/2016	\$ 75,000	\$ 125,000	\$ 112,896	\$ -	\$ -	\$ 12,104
53837 Minnechaug Golf Improvements	7/1/2016	\$ 137,500	\$ 937,500	\$ 418,733	\$ 10,274	\$ 1,763	\$ 517,004
53838 Library Exterior Renovations	7/1/2018	\$ 90,000	\$ 94,624	\$ -	\$ -	\$ -	\$ 94,624
53839 Multi-Use Trail	7/1/2017	\$ 850,000	\$ 1,228,000	\$ 1,110,804	\$ -	\$ 1,353	\$ 115,843
53841 Splash Pad	7/1/2020	\$ 500,000	\$ 550,013	\$ 549,073	\$ -	\$ -	\$ 940
53842 PICKLEBALL COURTS	7/1/2021	\$ 80,000	\$ 140,000	\$ 113,532	\$ 5,544	\$ 21,945	\$ 4,523
53843 Riverfront Park and Boathouse	7/1/2021	\$ 90,000	\$ 169,000	\$ 137,227	\$ -	\$ 6,850	\$ 24,923
53844 GHS Synthetic Turf Field	7/1/2023	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000
53856 Parks Facility Renov/Expansion	7/1/2013	\$ 367,500	\$ 1,038,500	\$ 1,039,150	\$ -	\$ -	\$ (650)
53857 Riverfront Park Extension	8/6/2003	\$ 367,500	\$ 803,973	\$ 777,023	\$ -	\$ -	\$ 26,950
53860 Library Upgrade/Redesign	7/1/2016	\$ 100,000	\$ 332,000	\$ 247,561	\$ -	\$ -	\$ 84,439
53873 Grange Pool	3/27/2019	\$ 350,000	\$ 589,572	\$ 344,572	\$ -	\$ -	\$ 245,000
53874 Tree Management	7/1/2019	\$ 1,250,000	\$ 728,205	\$ 627,319	\$ 33,594	\$ 62,404	\$ 38,482
53875 Cider Mill	7/1/2008	\$ 80,000	\$ 80,000	\$ 80,803	\$ 383	\$ -	\$ (803)
53876 Center Green Renovations	7/1/2022	\$ 100,000	\$ 135,000	\$ -	\$ -	\$ -	\$ 135,000
53878 Town Property Conversion	7/1/2022	\$ 40,000	\$ 40,000	\$ 8,733	\$ 753	\$ 4,517	\$ 26,750

TOWN OF GLASTONBURY
CAPITAL PROJECTS FUND

Description	Original Budget Date	Original Budget	REVISED BUDGET	EXPENDITURES INCEPTION TO DATE	FY2024 THRU October	2024 ENCUMB	AVAILABLE BALANCE
53879 AGE FRIENDLY COMMUNITY	7/1/2023	\$ 500,000	\$ 500,000	\$ -	\$ -	\$ -	\$ 500,000
53920 Open Space Access	7/1/2006	\$ 50,000	\$ 540,000	\$ 409,887	\$ -	\$ -	\$ 130,113
53921 Winter Hill	7/1/2011	\$ 100,000	\$ 510,000	\$ 341,207	\$ 4,917	\$ 3,538	\$ 165,255
Total Culture/Parks & Recreation		\$ 5,402,500	\$ 9,141,387	\$ 6,431,697	\$ 57,297	\$ 102,370	\$ 2,607,320
Education (31009)							
55836 HVAC/Boilers (CAP RES-GID WEL)	7/8/2015	\$ 64,178	\$ 1,414,178	\$ 1,412,040	\$ 1,100	\$ 2,527	\$ (389)
55839 Energy Audit--All Schools	7/1/2013	\$ 112,500	\$ 241,492	\$ 241,491	\$ -	\$ -	\$ 1
55847 GHS Fieldhouse	7/7/2015	\$ 35,000	\$ 2,613,004	\$ 2,597,607	\$ -	\$ 13,946	\$ 1,451
55860 GHS Kitchen Upgrades	7/5/2016	\$ 50,000	\$ 1,649,689	\$ 1,649,688	\$ -	\$ -	\$ 1
55863 GHS Parking and Access Drives	7/1/2018	\$ 365,000	\$ 365,000	\$ 365,616	\$ -	\$ -	\$ (616)
55868 Smith Middle School Gym Floor	7/1/2014	\$ 300,000	\$ 621,664	\$ 621,343	\$ -	\$ -	\$ 321
55870 School Roofs	7/1/2018	\$ 50,000	\$ 50,000	\$ 14,788	\$ -	\$ -	\$ 35,212
55871 Multi-School Locker Replacemnt	7/1/2021	\$ 460,000	\$ 239,319	\$ 235,802	\$ -	\$ -	\$ 3,517
55872 Gideon Welles Design-Roof Repl	7/1/2021	\$ 50,000	\$ 550,000	\$ 50,224	\$ 25,350	\$ 28,921	\$ 470,855
55874 Naubuc School Open Space Reno	7/1/2022	\$ 3,200,000	\$ 3,200,000	\$ 416,593	\$ 305,017	\$ -	\$ 2,783,407
55875 Gideon Welles Boiler	5/19/2023	\$ 80,000	\$ 880,000	\$ 609,572	\$ 609,572	\$ 2,783,292	\$ (2,512,864)
55877 Naubuc School Boiler	7/1/2023	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ 254,091	\$ (204,091)
55878 GWS Air Handling & Exhaust	7/1/2023	\$ 500,000	\$ 500,000	\$ -	\$ -	\$ -	\$ 500,000
Total Education		\$ 5,316,678	\$ 12,374,346	\$ 8,214,766	\$ 941,039	\$ 3,082,777	\$ 1,076,803
TOTAL 301 - CAPITAL RESERVE PROJECTS		\$ 29,251,912	\$ 69,181,772	\$ 49,136,999	\$ 3,481,051	\$ 5,017,015	\$ 15,027,758

FUND 302 - SEWER SINKING PROJECTS

PhySer Sewer Sinking (32007)

52887 Eastbury Pump Statn Generator	7/1/2021	\$ 75,000	\$ 75,000	\$ 20,269	\$ -	\$ 27,950	\$ 26,781
52888 WPC Emergency Power	2/9/2018	\$ 202,500	\$ 202,500	\$ 154,104	\$ -	\$ -	\$ 48,396
52889 WPC Energy Conservation Prog	3/24/2017	\$ 315,000	\$ 315,000	\$ 92,247	\$ -	\$ 12,021	\$ 210,731
52893 Cider Mill Pump Station	7/1/2016	\$ 50,000	\$ 1,791,000	\$ 1,670,692	\$ -	\$ -	\$ 120,308
52937 Sewer System Force Main Evalua	7/2/2021	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000
52938 WPC Roofs	5/19/2022	\$ 290,000	\$ 520,000	\$ 334,420	\$ 4,048	\$ 57,771	\$ 127,810
52953 Parker Terrace Stn Force Main	7/1/2022	\$ 75,000	\$ 90,000	\$ 49,140	\$ 28,665	\$ 32,760	\$ 8,100
TOTAL 302 - SEWER SINKING PROJECTS		\$ 1,157,500	\$ 3,143,500	\$ 2,320,872	\$ 32,713	\$ 130,502	\$ 692,126

FUND 303 - LAND ACQUISITION

Land / Open Space (33157)

78830 Land 2017	11/29/2017	\$ 3,000,000	\$ 4,000,000	\$ 4,000,000	\$ -	\$ -	\$ -
78831 Land 2020	6/4/2021	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000	\$ -	\$ -	\$ 0
78832 Land 2022	1/31/2023	\$ 3,000,000	\$ 3,000,000	\$ 908,270	\$ -	\$ -	\$ 2,091,730

TOWN OF GLASTONBURY
CAPITAL PROJECTS FUND

Description	Original Budget Date	Original Budget	REVISED BUDGET	EXPENDITURES INCEPTION TO DATE	FY2024 THRU October	2024 ENCUMB	AVAILABLE BALANCE
TOTAL 303 - LAND ACQUISITION		\$ 9,000,000	\$ 10,000,000	\$ 7,908,270	\$ -	\$ -	\$ 2,091,730
FUND 304 - TOWN AID							
PhySer Conn Grant (33207)							
52942 Town Aid Improved Rds ()	7/1/2021	\$ 448,780	\$ 558,773	\$ 558,773	\$ -	\$ -	\$ -
52942 Town Aid Improved Rds ()	7/1/2022	\$ 448,780	\$ 756,893	\$ 561,881	\$ -	\$ 23,559	\$ 171,453
52942 Town Aid Improved Rds ()	7/1/2023	\$ 225,338	\$ 225,338	\$ 49,200	\$ 49,200	\$ 30,800	\$ 145,338
52943 Town Aid Unimproved Rds ()	7/1/2021	\$ 12,437	\$ 10,778	\$ 10,778	\$ -	\$ -	\$ -
52943 Town Aid Unimproved Rds ()	7/1/2022	\$ 12,437	\$ 26,973	\$ 10,895	\$ -	\$ 2,610	\$ 13,468
52943 Town Aid Unimproved Rds ()	7/1/2023	\$ 6,219	\$ 6,219	\$ -	\$ -	\$ -	\$ 6,219
TOTAL 304 - TOWN AID		\$ 1,153,991	\$ 1,584,974	\$ 1,191,527	\$ 49,200	\$ 56,969	\$ 336,478
FUND 314 - RIVERFRONT PARK							
Riverfront Park - Phase I (34560)							
66805 Administrative	6/2/2006	\$ 153,000	\$ 147,738	\$ 147,737	\$ -	\$ -	\$ 1
66810 Engineering	6/2/2006	\$ 140,000	\$ 121,418	\$ 121,417	\$ -	\$ -	\$ 1
66824 Machinery & Equipment	6/2/2006	\$ 125,000	\$ 196,373	\$ 196,373	\$ -	\$ -	\$ 0
66825 Construction	6/2/2006	\$ 3,555,000	\$ 3,784,471	\$ 3,784,470	\$ -	\$ -	\$ 1
Total Riverfront Park - Phase I		\$ 3,973,000	\$ 4,250,000	\$ 4,249,998	\$ -	\$ -	\$ 2
RIVERFRONT PARK - PHASE II (34561)							
66805 Administrative	12/17/2012	\$ 350,000	\$ 18,000	\$ 17,962	\$ -	\$ -	\$ 38
66810 Engineering	12/17/2012	\$ 700,000	\$ 863,500	\$ 844,120	\$ -	\$ -	\$ 19,380
66825 Construction	12/17/2012	\$ 10,950,000	\$ 14,680,000	\$ 14,712,305	\$ -	\$ -	\$ (32,305)
66829 Contingency	12/17/2012	\$ 50,000	\$ 48,500	\$ 30,833	\$ -	\$ -	\$ 17,668
Total RIVERFRONT PARK - PHASE II		\$ 12,050,000	\$ 15,610,000	\$ 15,605,220	\$ -	\$ -	\$ 4,780
TOTAL 314 - RIVERFRONT PARK		\$ 16,023,000	\$ 19,860,000	\$ 19,855,218	\$ -	\$ -	\$ 4,782
FUND 316 - GATEWAY PROJECT							
Gateway Corporate Park (35357)							
52845 Gateway Corp. Park	5/14/2002	\$ 104,051	\$ 888,541	\$ 869,410	\$ -	\$ -	\$ 19,131
TOTAL 316 - GATEWAY PROJECT		\$ 104,051	\$ 888,541	\$ 869,410	\$ -	\$ -	\$ 19,131
FUND 318 - LIBRARY RENOVATION							
Welles Turner Library Renov (34509)							
66805 Administrative	6/30/2019	\$ 50,000	\$ 150,515	\$ 143,693	\$ -	\$ 1,750	\$ 5,072
66810 Engineering	6/30/2019	\$ 500,000	\$ 500,000	\$ 477,622	\$ -	\$ 9,566	\$ 12,812
66824 Machinery & Equipment	8/31/2021	\$ 550,000	\$ 621,000	\$ 613,122	\$ 1,874	\$ 40,730	\$ (32,852)
66825 Construction	11/23/2020	\$ 5,000,000	\$ 5,000,000	\$ 4,645,027	\$ 575	\$ 7,243	\$ 347,730

TOWN OF GLASTONBURY

CAPITAL PROJECTS FUND

Description	Original Budget Date	Original Budget	REVISED BUDGET	EXPENDITURES INCEPTION TO DATE	FY2024 THRU October	2024 ENCUMB	AVAILABLE BALANCE
66829 Contingency	6/30/2019	\$ 239,000	\$ 239,000	\$ -	\$ -	\$ -	\$ 239,000
TOTAL 318 - LIBRARY RENOVATION		\$ 6,339,000	\$ 6,510,515	\$ 5,879,465	\$ 2,449	\$ 59,289	\$ 571,761

FUND 319 - BULKY WASTE CLOSURE FUND

BULKY WASTE CLOSURE FUND (34519)

66829 Contingency	7/1/2021	\$ 160,000	\$ 130,000	\$ -	\$ -	\$ -	\$ 130,000
TOTAL 319 - BULKY WASTE CLOSURE FUND		\$ 160,000	\$ 130,000	\$ -	\$ -	\$ -	\$ 130,000

FUND 320 - AMERICAN RESCUE PLAN ACT

AMERICAN RESCUE PLAN ACT FUND (34520)

42555 Other Expenditures (WTM LIBRARY)	9/16/2021	\$ 18,444	\$ 18,444	\$ 18,444	\$ -	\$ -	\$ -
43670 Programs	1/27/2023	\$ 155,000	\$ 115,000	\$ 115,000	\$ -	\$ -	\$ -
43671 Farm Assistance Program	10/24/2023	\$ 220,000	\$ 220,000	\$ -	\$ -	\$ -	\$ 220,000
44730 Machinery & Equipment ()	5/13/2022	\$ 14,500	\$ 14,500	\$ -	\$ -	\$ -	\$ 14,500
44740 Improvements (Land&Bldg.) ()	5/13/2022	\$ 34,000	\$ 34,000	\$ -	\$ -	\$ -	\$ 34,000
44740 Improvements (Land&Bldg.) ()	5/13/2022	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	\$ -	\$ -
51829 Williams Memorial	9/1/2022	\$ 1,250,000	\$ 1,250,000	\$ -	\$ -	\$ -	\$ 1,250,000
51833 Disaster Prep/Recovery Resourc	7/1/2022	\$ 200,000	\$ 200,000	\$ 55,953	\$ -	\$ 5,570	\$ 138,477
51835 Fire Co Renovations/Code Compl	7/1/2022	\$ 475,000	\$ 475,000	\$ 221,029	\$ 111,547	\$ 233,631	\$ 20,340
51838 Animal Control Shelter	7/1/2022	\$ 950,000	\$ 950,000	\$ 26,309	\$ 2,353	\$ 31,232	\$ 892,459
51839 Fire_Rescue Pumpers	7/1/2022	\$ 1,600,000	\$ 1,600,000	\$ -	\$ -	\$ 1,598,000	\$ 2,000
51873 Land Acquisition	3/17/2023	\$ 200,000	\$ 3,150,000	\$ 2,775,521	\$ 2,575,521	\$ -	\$ 374,479
51915 Clean Renewable Energy In	7/1/2022	\$ 80,000	\$ 80,000	\$ -	\$ -	\$ -	\$ 80,000
52952 Traffic Signal Upgrades	7/1/2022	\$ 450,000	\$ 450,000	\$ -	\$ -	\$ -	\$ 450,000
53842 PICKLEBALL COURTS	7/1/2022	\$ 145,000	\$ 145,000	\$ 145,000	\$ -	\$ -	\$ -
53843 Riverfront Park and Boathouse	7/1/2022	\$ 150,000	\$ 150,000	\$ 9,600	\$ -	\$ -	\$ 140,400
53873 Grange Pool	7/1/2022	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000
53877 Riverfront Comm. Ctr Upgrades	7/1/2022	\$ 80,000	\$ 80,000	\$ -	\$ -	\$ -	\$ 80,000
53879 AGE FRIENDLY COMMUNITY	7/1/2022	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ 75,358	\$ 74,642
TOTAL 320 - AMERICAN RESCUE PLAN ACT		\$ 6,286,944	\$ 9,196,944	\$ 3,381,856	\$ 2,689,421	\$ 1,943,791	\$ 3,871,297
GRAND TOTAL		\$ 69,476,398	\$ 120,496,246	\$ 90,543,616	\$ 6,254,834	\$ 7,207,566	\$ 22,745,064

\$ 22,565,064

TOWN OF GLASTONBURY

MEMORANDUM

DEPARTMENT OF ADMINISTRATIVE SERVICES

FINANCIAL ADMINISTRATION

TO: Board of Finance
Jonathan Luiz, Town Manager

FROM: Keri Rowley, Director of Finance & Administrative Services *KJR*

DATE: November 7, 2023

SUBJECT: Self Insurance Reserve Update October 2023

The attached report summarizes the Self Insurance Reserve fund through October 2023. The total reserve is \$12,802,599 allocated \$5,304,587 and \$7,498,012 between Town and Board of Education, respectively. As of October the fund is experiencing a \$2,183,826 loss for the fiscal year.

As of October 31st, we are expecting to receive reimbursement of \$420,171 from CT Prime for FY2023 large loss claims (\$381,623 for BOE and \$38,548 for the Town). This balance due is not reflected in the financial summary.

There are currently no large loss claims for FY2023/2024, which are defined as any claims that exceed \$50,000.

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

SELF INSURANCE RESERVE FUND

YTD Balances As of: October 31, 2023

	Town	Education	Total
Contributions			
Employer	\$1,328,846	\$2,719,209	\$4,048,055
Employee	446,742	888,822	1,335,564
Stop Loss Reimbursement	-	10,015	10,015
Total Revenues	\$1,775,588	\$3,618,046	\$5,393,634
Expenditures			
Anthem			
ASO Fees	\$40,552	\$158,707	\$199,259
Claims	1,257,350	4,923,841	6,181,191
	\$1,297,902	\$5,082,548	\$6,380,450
Delta Dental			
ASO Fees	\$5,966	-	\$5,966
Claims	60,379	-	60,379
	\$66,345	-	\$66,345
Bank Fees/PCORI Fee	\$0	\$0	\$0
CT Prime	278,258	807,407	\$1,085,665
OneDigital Consultant Fees	9,000	36,000	45,000
	\$287,258	\$843,407	\$1,130,665
Total Expenditures	\$1,651,505	\$5,925,955	\$7,577,460
Current Year Revenues Less Expenses	\$124,083	(\$2,307,909)	(\$2,183,826)
Reserve July 1, 2023	\$5,180,504	\$9,805,921	\$14,986,425
Reserve at end of month	\$5,304,587	\$7,498,012	\$12,802,599

	Town		BOE		Total
Reserve at end of month	\$ 5,304,587	\$	7,498,012	\$	12,802,599
Recommended Minimum Reserve ^A	\$ 1,138,958	\$	4,042,780	\$	5,181,738
Variance Over/(Under) Reserved	\$ 4,165,629	\$	3,455,232	\$	7,620,861

A. As of November 2023. The next update will be provided in February 2024.

TOWN OF GLASTONBURY
MEMORANDUM

DEPARTMENT OF ADMINISTRATIVE SERVICES
Financial Administration

TO: BOARD OF FINANCE
FROM: Keri Rowley, Director of Finance & Administrative Services *KJR*
DATE: November 9, 2023
SUBJECT: JANUARY 1, 2024 THROUGH JANUARY 31, 2025 MEETING SCHEDULE

JANUARY 18, 2024*	REGULAR MEETING
FEBRUARY 21, 2024	REGULAR MEETING
MARCH 20, 2024	REGULAR MEETING
APRIL 17, 2024	REGULAR MEETING
MAY 15, 2024	REGULAR MEETING
JUNE 19, 2024	REGULAR MEETING
JULY 17, 2024	REGULAR MEETING
AUGUST 2024	No Regular Meeting
SEPTEMBER 18, 2024	REGULAR MEETING
OCTOBER 16, 2024	REGULAR MEETING
NOVEMBER 20, 2024	REGULAR MEETING
DECEMBER 11, 2024	REGULAR MEETING
JANUARY 16, 2025*	REGULAR MEETING

All meetings held in Town Hall Meeting Room A or Council Chambers, both on the second level, and/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:
_____ 860-652-7587 _____

**TOWN OF GLASTONBURY
BUDGET TRANSFERS AND AMENDMENTS**

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

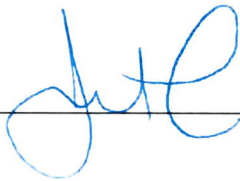
REASON FOR TRANSFER

Due to an unexpected increase in building permit activity, Building Inspection staff have been authorized to work occasional overtime to reduce permit wait times and maintain a high level of customer service. To date in FY24, Building has expended 47 hours and \$1,912.34 in overtime. It is projected that the division will spend up to \$5,737.02 in total for overtime in FY24. There are unspent funds in Community Development’s Professional Services fund, which currently has a balance of \$20,000. After the transfer, there will be adequate funding remaining to cover the minimal professional services required in FY24. Therefore, a portion of these funds is available for Building division use.

TRANSFER FROM	ACCOUNT CODE	AMOUNT
GENERAL FUND		
Community Development – Professional Services	01215-43660	\$5,000

TRANSFER TO	ACCOUNT CODE	AMOUNT
GENERAL FUND		
Building Inspection – Wages Other	00217-40440	\$5,000

Date 11/3/23

Town Manager 

CODE OF CONDUCT

NOTE REVISSED CODE
4/11/83 2-41 TO 2-47
PAGES 242 TO 246

Section

- 141. Conduct
- 142. Attendance
- 143. Conflict of Interest
- 144. Notification of Changes
- 145. Resignation
- 146. Removal
- 147. Procedures for Appointive Boards, Commissions and Committees

BOF 11/15/23
Item # 11

141. CONDUCT

Each member of a board, commission or committee shall faithfully perform the duties of his office and shall make a significant contribution to the work of his board, commission or committee. No member shall permit his personal interests or prejudices to affect his actions or decisions in the service of the Town.

142. ATTENDANCE

Members of each board, commission and committee shall regularly attend meetings. If a member should fail to attend a majority of meetings in a year or should have three consecutive absences not excused by the chairman of the board, commission, or committee, he shall be asked to resign by said chairman. If said member should fail to submit his resignation, said chairman shall notify the Town Council.

Alternate members shall attend meetings according to the rules of the committee or as directed by the chairman. Attendance requirements for alternate members shall be established by the committee.

143. CONFLICT OF INTEREST

The conduct of boards, commissions or committees shall be governed by the conflict of interest provisions incorporated in Sec. 1101 of the Town Charter and Sec. 176 of the Town Code.

144. NOTIFICATION OF CHANGES

Within five days, each member of a board, commission or committee shall notify, in writing, the chairman of such board, commission or committee and the chairman of the Town Council when either of the following occurs:

- (a) Change of residence from the Town of Glastonbury.
- (b) Enrollment in or change of political party registration.

145. RESIGNATION

The chairman of the board, commission or committee and the chairman of the Town Council shall be given written notification of resignation no less than fourteen (14) days before the effective date of resignation.

146. REMOVAL

The occurrence of any of the following events or conditions shall be sufficient cause for appropriate action by the Town Council to remove from office any member of a board, commission or committee:

- (a) Conduct by a member when in the discretion of the Town Council such conduct is determined to be clearly detrimental to the best interests of the town.

(b) Any action by a member which is disruptive to the proper conduct of meetings or other proceedings of the board, commission or committee.

(c) Failure by a member to maintain his principal residence within the Town of Glastonbury at any time during his term of office.

(d) Change in the political party registration of a member during his term of office which thereby causes the membership of such board, commission or committee to conflict with the minority representation provisions of the Town Charter or the General Statutes.

The chairman of the board, commission or committee shall notify the chairman of the Town Council whenever any of the above occurs.

147. PROCEDURES

(a) Organization. (1) The conduct of each board, commission and committee shall be governed by the Town Charter, Town Council rules, Robert's Rules of Order and this ordinance.

(2) By January 15th following each regular municipal election, each board, commission and committee shall hold an organizational meeting and shall elect a chairman, vice-chairman and secretary and such other officers as may be considered appropriate.

(b) Meetings. (1) At the organization meeting, dates of meetings to be held during the next calendar year shall be established and appropriate notice shall be filed with the town clerk as required by the General Statutes.

(2) Meetings shall be held no less frequently than once each three months, except as otherwise directed by the Town Council.

(3) The chairman or his designee shall give reasonable notice of board, commission or committee meetings to all members and alternate members.

(4) The chairman shall be responsible for filing notice of each calendar year's meetings with the Town Clerk as required by the General Statutes

(c) Quorum and Voting. (1) A majority of the total number of regular members shall constitute a quorum.

(2) No action shall be taken by a board, commission or committee unless a quorum is present and voting.

(3) No action, except a vote to adjourn or to fix the time and place of its next meeting, shall be taken by any board, commission or committee except upon an affirmative vote equal in number to at least a majority of the regular members of such board, commission or committee; provided, however, that the Town Council can by resolution provide that a particular board, commission or committee may act by an affirmative vote of a lesser number of members.

Adopted 10-14-69

Effective 10-27-69