

**TOWN OF WINDSOR, CONNECTICUT
Special Meeting Notice**



Zoom instructions

Dialing in by Phone Only:

Please call: **301 715 8592 or 312 626 6799**

1. When prompted for participant or meeting ID enter: **871 5742 5363** then press #
2. You will then enter the meeting muted. During Public Comment if you wish to speak press *9 to raise your hand.

Joining in by Computer:

Please go to the following link: <https://us02web.zoom.us/j/87157425363>

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2. Only if your computer has a microphone for two way communication then during Public Comment if you wish to speak press **Raise Hand** in the webinar control. If you do not have a microphone you will need to call in on a phone in order to speak.

AGENCY: Finance Committee

DATE: October 26, 2020

TIME: 6:30 PM

PLACE: Virtual meeting

AGENDA

1. Call to Order
2. Public Comment
3. *Review of FY 20 Year End Unaudited financials
4. *Review of FY 21 Quarter financials (General Fund, Adult Day Care, Discovery Center)
5. *Recap of COVID impact on Revenues and Expenses
6. Staff Reports
7. Approval of Minutes
 - a) *June 8, 2020
8. Adjournment

*Backup materials


Public Act 75-312 requires notice of Special Meetings to be posted in the Town Clerk's Office not less than 24 hours prior to the time of such meeting. No other business shall be considered at this meeting than that listed on this Agenda.

Agenda Item Summary

Date: October 26, 2020

To: Members of the Finance Committee

Prepared By: Jim Bourke, Finance Director

Reviewed By: Peter Souza, Town Manager 

Subject: FY 20 General Fund Year-End Review

Background

Attached are unaudited General Fund revenues and expenditures for fiscal year-end 2020. This report is provided for the Finance Committee's review and discussion.

Discussion/Analysis

Revenues are favorable to budget by approximately \$2.2 million, including \$900,000 in Opening Cash. Revenue categories that show the most significant positive year-end variances consist of property taxes, building permits, state aid, special education excess costs and conveyance fees.

Expenditures, including the Board of Education, saw a savings of approximately \$1.6 million or 1.4% as compared to the budget. Savings from the Board of Education were mostly due to COVID-19 and contribute approximately \$740,000, or 45%, to the total savings. Partial year position vacancies, military and disability leave across several departments as well as savings in the storm control budget make up the majority of town side savings.

During the course of the year, the Town Council approved a total of \$626,000 in appropriations from the General Fund Unassigned Fund Balance. This consisted of \$346,000 for Sage Park Middle School LED lighting, \$187,000 for a transfer to the Discovery Center, \$130,000 for financial assistance to Windsor Volunteer Ambulance, \$55,000 for a transfer to the Caring Connection and \$25,000 for Roger Wolcott School survey and materials testing.

The additional revenues, expenditure savings and use of fund balance resulted in an increase to the General Fund budgetary fund balance of approximately \$2.1 million. This figure includes the \$900,000 Opening Cash appropriation, which is not needed to balance the budget, as actual revenues exceeded actual expenditures during the year.

Other Board Action

None

Recommendations

This report is presented for informational purposes only.

Attachment

FY20 unaudited year-end revenue and expenditure estimates

**TOWN OF WINDSOR
GENERAL FUND
UNAUDITED FINANCIAL STATEMENT
FY 20 Unaudited Actuals**

BUDGETARY BASIS


Service Unit/Department	Original Adopted Budget	Amendments	Final Budget	FY 20 Unaudited Actuals	Variance
Revenues:					
General Property Tax	100,237,450	0	100,237,450	101,117,016	879,566
Licenses and Permits	629,410	0	629,410	737,717	108,307
Fines and Penalties	36,000	0	36,000	32,815	(3,185)
Revenues from Use of Assets	1,518,830	0	1,518,830	1,501,133	(17,697)
State School Aid	12,847,660	0	12,847,660	13,070,201	222,541
State Grants in Lieu of Taxes	1,728,240	0	1,728,240	2,217,435	489,195
Other State Grants	43,210	0	43,210	38,905	(4,305)
Revenues from Other Agencies	118,370	0	118,370	134,619	16,249
Charges for Current Services	639,370	0	639,370	1,066,438	427,068
Other Revenues	20,500	0	20,500	63,761	43,261
Opening Cash	900,000	0	900,000	900,000	0
Total Revenues	118,719,040	0	118,719,040	120,880,040	2,161,000
Expenditures:					
General Government	1,036,260	0	1,036,260	941,056	95,204
Safety Services	10,764,580	(131,000)	10,633,580	10,349,434	284,146
Recreation & Leisure Services	1,600,390	0	1,600,390	1,600,379	11
Human Services	898,800	0	898,800	834,734	64,066
Health Services	508,150	11,000	519,150	495,297	23,853
Library Services	1,717,780	0	1,717,780	1,650,684	67,096
Development Services	1,344,760	0	1,344,760	1,298,223	46,537
Community Development	103,800	0	103,800	103,731	69
Public Works	6,448,640	0	6,448,640	6,290,902	157,738
Information Services	540,080	0	540,080	531,533	8,547
Administrative Services	2,403,970	120,000	2,523,970	2,504,860	19,110
General Services	14,990,990	0	14,990,990	14,973,937	17,053
Board of Education	70,913,360	0	70,913,360	70,172,059	741,301
Town Support for Education	5,447,480	0	5,447,480	5,360,306	87,174
Total Expenditures	118,719,040	0	118,719,040	117,107,135	1,611,905
Surplus/(Deficit)	0	0	0	3,772,905	3,772,905
Budgetary Fund Balance, July 1, 2019				26,827,311	
Use of Fund Balance:					
FY 20 Opening Cash				(900,000)	
Roger Wolcott School A-2 survey & hazardous materials testing				(25,000)	
Sage Park School LED lighting project				(346,000)	
Windsor Volunteer Ambulance Financial Assistance				(130,000)	
Transfer to Caring Connection for FY 20 Additional Estimated Operating Loss				(55,000)	
Transfer to Child Development for FY 20 Revenue Loss				(187,000)	
Total Appropriations				(1,643,000)	
Budgetary Fund Balance, June 30, 2020				28,957,216	
				2,129,905	

Agenda Item Summary

Date: October 26, 2020

To: Members of the Finance Committee

Prepared By: Jim Bourke, Finance Director

Reviewed By: Peter Souza, Town Manager 

Subject: General Fund Budget Report - First Quarter FY 2021

Background

Attached is the General Fund budget report for the first quarter of FY 21. This report is being provided to the Finance Committee for discussion purposes.

Discussion/Analysis

Overall revenues are 82.3% collected as of the first quarter of the fiscal year vs. 82.9% for the same time period last year.

- The tax payment deferral program adopted by the Town Council that extended the payment deadline was taken advantage of by many taxpayers. The adopted budget for the current levy for FY 21 is \$102,182,330. This amount consists of the total of real estate, personal property and motor vehicle taxes due and payable for FY 21. As of September 30th, we collected approximately 96.0% of the current levy budgeted amount, as compared to 98.4% for the same time period last year.

We experienced solid collections through October 20th and when those funds are included, the *percentage collected increases to 98.4% of the budget*. There is approximately \$1.6 million left to be collected in order to achieve the full budgeted amount. Our prior year trend average for collections during the November to June time period has been approximately \$1.7 million. At this time, it is difficult to predict what the effects of the pandemic on the economy and work force will be, however, we are cautiously optimistic that the impact of COVID-19 will have only a minimal impact on our tax collections.

- Licenses and Permits are 211.4% collected for the first quarter of this year as compared to 25.6% collected for the same period last year. This is due to building permit revenues collected from the Amazon project on Kennedy Road.
- Revenues from Use of Assets are 20.8% collected for the first quarter of this year versus 33.6% collected for the same period last year. The difference is due to interest income, which is coming in under budget for the first quarter of the fiscal year due to lower interest rates.
- Charges for Current Services is 35.0% collected this year as compared to 44.6% last year. This is due to conveyance fees that were received in July of 2019 from a large corporate property sale.

- State Grants in Lieu of Taxes reflect collections for the first quarter of 7.1% vs. 0.0% in the previous fiscal year. The difference is due to \$150,000 we received from the Airport Development Zone program which we did not anticipate receiving and did not budget for.

FY 21 expenditures are comparable to the first quarter of FY 20, with a 0.9% difference between the two fiscal years (24.6% spent for FY 20 vs. 23.7% for FY 21). Most of the differences relate to the timing of expenditures and when purchase orders are entered into the accounting system. Notable changes in expenditures between the two fiscal years are as follows:

- Information Services reflects 29.5% expended for the first quarter of the fiscal year versus 37.8% spent for the same time period last year. This is due to the timing of certain purchase orders associated with the creation and printing of the town's "There's a Lot to Do in Windsor" magazine.
- General Government reflects 49.2% expended in the first quarter of the fiscal year versus 46.9% for the same time period last year. This is due to the vacancy in the Town Manager's office being filled as well as expenditures in the Elections budget associated with the August 2020 state primary.
- Recreation and Leisure Services reflects 38.7% expended in the first quarter vs. 47.9% last year, and Human Services reflects 22.0% expended in the first quarter vs. 24.2% for the same time period last year. It is more important to highlight the increase to the FY 21 budget for Recreation and Leisure Services in the amount of \$480,000 and the decrease in the FY 21 Human Services budget of \$456,000. These budget changes and expenditure variances are due to the realignment of the Transportation and Senior Services departments from Human Services to Recreation and Leisure Services that was made effective for the 2021 fiscal year.

Other Board Action

None

Recommendations

None

Attachment

FY 21 First Quarter General Fund Budget Report

July 1, 2020 - September 30, 2020

REVENUE	FY 2020 - through Sept			FY 2021 - through Sept		
	Adopted Budget	FY20 1st Qtr Actual	Percent Received	Adopted Budget	FY20 1st Qtr Actual	Percent Received
910 GENERAL PROPERTY TAX	100,237,450	97,271,662	97.0%	103,986,430	98,164,113	94.4%
915 LICENSES AND PERMITS	629,410	161,437	25.6%	730,710	1,544,721	211.4%
920 FINES AND PENALTIES	36,000	625	1.7%	34,000	1,000	2.9%
925 REVENUES FROM USE OF ASSETS	1,518,830	510,118	33.6%	610,000	127,092	20.8%
930 STATE SCHOOL AID	12,847,660	-	0.0%	12,847,660		0.0%
935 STATE GRANTS IN LIEU	1,728,240	-	0.0%	2,116,240	150,380	7.1%
940 OTHER STATE GRANTS	43,210	-	0.0%	40,000		0.0%
950 REVENUES FROM OTHER AGENCIES	118,370	-	0.0%	118,370		0.0%
955 CHARGES FOR CURRENT SERVICES	639,370	285,308	44.6%	744,900	260,930	35.0%
960 OTHER REVENUES	20,500	10,703	52.2%	20,500	3,779	18.4%
965 OPENING CASH	900,000	225,000	25.0%	900,000	225,000	25.0%
TOTAL REVENUES	118,719,040	98,464,854	82.9%	122,148,810	100,477,015	82.3%

EXPENDITURES	FY 2020 - through Sept			FY 2021 - through Sept		
	Adopted Budget	FY20 1st Qtr Actual	Percent Expended	Adopted Budget	FY20 1st Qtr Actual	Percent Expended
10 INFORMATION SERVICES	540,080	204,312	37.8%	563,930	166,191	29.5%
11 ADMINISTRATIVE SERVICES	2,403,970	632,566	26.3%	2,480,960	653,188	26.3%
12 DEVELOPMENT SERVICES	1,344,760	322,916	24.0%	1,402,520	335,041	23.9%
13 GENERAL GOVERNMENT	1,036,260	485,488	46.9%	1,072,220	527,291	49.2%
18 COMMUNITY DEVELOPMENT	103,800	25,950	25.0%	102,980	30,114	29.2%
20 RECREATION & LEISURE SERVICES	1,600,390	766,722	47.9%	2,080,890	805,235	38.7%
25 LIBRARY SERVICES	1,717,780	429,318	25.0%	1,765,470	422,026	23.9%
35 HUMAN SERVICES	898,800	217,518	24.2%	442,160	97,107	22.0%
38 HEALTH SERVICES	508,150	136,867	26.9%	534,710	137,017	25.6%
40 PUBLIC WORKS	6,448,640	1,874,124	29.1%	6,650,610	1,852,540	27.9%
50 TOWN SUPPORT FOR EDUCATION	5,447,480	1,304,912	24.0%	5,276,190	1,175,173	22.3%
52 BOARD OF EDUCATION	70,913,360	14,519,058	20.5%	72,551,800	13,985,506	19.3%
60 SAFETY SERVICES	10,764,580	2,374,973	22.1%	10,990,950	2,228,503	20.3%
90 GENERAL SERVICES	14,990,990	5,914,754	39.5%	16,233,420	6,512,455	40.1%
TOTAL EXPENDITURES	118,719,040	29,209,478	24.6%	122,148,810	28,927,389	23.7%

Adult Day Care

INTEROFFICE MEMORANDUM

TO: Peter Souza, Town Manager
FROM: Cheryl Rosenbaum, Caring Connection Manager
SUBJECT: FY 20 Unaudited Year End & FY 21 1st Quarter Review with Fiscal Year Projections
DATE: October 26, 2020

FY 20 Year End Review (unaudited)

The town budgeted for the Caring Connection to experience an \$114,770 operating loss in FY 20. The enterprise fund ended FY 20 with an \$127,140 unaudited loss which resulted in a net position of \$46,976 as of June 30, 2020. This includes the \$114,770 transfer from the General Fund-General Services adopted budget and the \$55,000 transfer from the General Fund Fund Balance that the Town Council appropriated on April 6, 2020.

All Caring Connection part-time team members were furloughed until August 3 following the closing of the facility due to COVID-19. Since then, staff has been brought back gradually as the program phased-in its re-opening. The team continues to provide our clients and their families with a high level of care and concern during this challenging time utilizing an interdisciplinary crafted mitigation plan. A part-time administrative aide returned to work in mid September. The Therapeutic Recreation component of the program continues to be managed by the combined efforts of the program coordinator, nursing, and program assistants. COVID-19 requires staff to be on the floor and attuned to our clients every moment of the day to be in compliance with mask wearing and the safe distancing protocol.

1st Quarter Revenues & Fiscal Year Projections

In the first three months of the FY 21 fiscal year, revenues were \$46,892. The FY 20 first quarter revenues totaled \$70,530. Therefore, revenues are trending \$23,638 lower than the same time period last year. We do not anticipate at this point to meet our budgeted revenue projections due to the census changes and the impact of COVID-19. In our first re-opened month, our average daily census has increased from approximately six to ten a day.

1st Quarter Expenses & Fiscal Year Projections

The Caring Connection expenditures for FY 21 are \$19,377 less than the 1st quarter of FY 20. The main reasons attributable to the decrease are salary savings as a result of furloughed part-time staff in addition to reduced transportation costs due to the census level and the August 5th in-person program re-opening.

Projections for overall FY 21 expenditures have been adjusted downward by \$33,590 to reflect lower census levels.

Overall FY 21 Projection

COVID-19 requires the program to operate at a six-foot socially distanced model. Square footage of the space dictates the number of clients we can safely serve directly affecting revenues.

At this time, we anticipate \$100,065 less than budgeted revenues offset by the projected expenditure savings of \$33,590 as noted above. We project an end of fiscal year loss of \$189,325. That loss would be \$66,475 more than the \$122,850 loss projected in the FY 21 adopted budget.

Marketing Efforts

Our marketing efforts for first quarter FY 21 include:

- participation in the Town of Windsor Flu Shot Drive-thru clinic
- participation in the Bloomfield Community Drive-thru health fair
- advertising in senior center bulletins in Windsor, Windsor Locks, and the St. Gabriel's Church bulletin
- continued use of social media and town website to promote program
- creation of a Caring Connection logo
- featured on "Chat on Win – TV" with Jane Garibay talking about the Caring Connection re-opening during the pandemic.

Attachments

FY 20 Year End Unaudited Actuals

FY 21 First Quarter Financials

TOWN OF WINDSOR
CARING CONNECTION ENTERPRISE FUND
STATEMENT OF REVENUES AND EXPENSES

	FY 2019		FY 2020		
	Budget	Actual	Budget	FY 20 Estimate (FY 21 budget document page S-10)	Actual
<u>Operating Revenue:</u>					
Charges For Services	383,000	295,352	334,000	251,000	229,474
Permits & Other Revenues	27,000	19,917	26,000	20,000	16,578
Total Operating Revenue	410,000	315,269	360,000	271,000	246,052
<u>Non-Operating Revenue:</u>					
Donations	2,500	3,525	2,000	3,250	3,225
Interest Income	300	356	300	500	657
Total Non-Operating Revenue	2,800	3,881	2,300	3,750	3,882
Total Revenue	412,800	319,151	362,300	274,750	249,934
<u>Operating Expenses:</u>					
Personal Services *	277,170	249,813	263,210	236,640	215,395
Supplies	14,550	10,342	12,650	10,350	11,463
Services	44,200	36,037	41,700	44,700	25,837
Marketing	10,000	9,455	8,000	8,000	8,127
Energy & Utility	3,500	3,337	3,600	3,600	3,422
Administrative Overhead	-	-	-	-	-
Rent	69,090	69,090	69,090	69,090	69,090
Transfer Payment to GF Transportation Unit	77,580	71,680	76,080	69,400	42,000
Other	1,000	3,641	1,000	1,000	-
Total Operating Expenses	497,090	453,395	475,330	442,780	375,334
<u>Non-Operating Expenses:</u>					
Depreciation	2,200	2,199	1,740	1,740	1,740
Total Non-Operating Expenses	2,200	2,199	1,740	1,740	1,740
Total Expenses	499,290	455,594	477,070	444,520	377,074
Annual Income/(Loss)	(86,490)	(136,443)	(114,770)	(169,770)	(127,140)
Net Assets (Retained Earnings), Beginning of Year	32,414	64,289	-	4,346	4,346
Transfer In - General Fund, General Services	60,000	76,500	114,770	114,770	114,770
Transfer In - General Fund Unassigned Fund Balance	-	-	-	55,000	55,000
Net Assets (Retained Earnings), End of Year *	5,924	4,346	-	4,346	46,976
Subtract capital assets in Net Position		(1,929)			(188)
Unrestricted Net Position (Deficits)		2,417			46,788

TOWN OF WINDSOR
CARING CONNECTION ENTERPRISE FUND
STATEMENT OF REVENUES AND EXPENSES

	FY 2020 Actual Unaudited	FY 2021 - Adopted Budget	FY 2021 Monthly Average ~ Adopted budget divided by 12 ~	FY 2021 First Quarter Actuals & Year End Projections													FY21 Projection vs FY21 Adopted Budget
				Jul-20 Actual	Aug-20 Actual	Sep-20 Actual	Oct-20 Projection	Nov-20 Projection	Dec-20 Projection	Jan-21 Projection	Feb-21 Projection	Mar-21 Projection	Apr-21 Projection	May-21 Projection	Jun-21 Projection	Total FY 21 YTD	
Operating Revenue:																	
Charges For Services	229,474	302,560	25,213	10,155	13,164	18,651	18,530	16,670	18,230	16,580	16,580	20,180	19,300	18,900	20,620	207,560	(95,000)
Other Revenues	16,578	20,000	1,667	-	-	4,866	1,130	1,130	1,130	1,130	1,130	1,130	1,130	1,130	1,094	15,000	(5,000)
Total Operating Revenue	246,052	322,560	26,880	10,155	13,164	23,517	19,660	17,800	19,360	17,710	17,710	21,310	20,430	20,030	21,714	222,560	(100,000)
Non-Operating Revenue:																	
Donations	3,225	3,000	250	-	-	1	340	340	340	340	340	340	340	340	279	3,000	-
Interest Income	657	300	25	25	10	20	20	20	20	20	20	20	20	20	20	235	(65)
Total Non-Operating Revenue	3,882	3,300	275	25	10	21	360	360	360	360	360	360	360	360	299	3,235	(65)
Total Revenue	249,934	325,860	27,155	10,180	13,174	23,538	20,020	18,160	19,720	18,070	18,070	21,670	20,790	20,390	22,013	225,795	(100,065)
Operating Expenses:																	
Personal Services	215,395	238,130	19,844	14,344	16,014	17,064	18,400	18,400	18,400	18,400	18,400	18,400	18,400	18,400	18,508	213,130	25,000
Payroll Weeks	52.4	52.2														-	
Supplies	11,463	10,650	888	185	1,866	25	1,620	1,620	1,620	1,620	1,620	1,620	1,620	1,620	1,614	16,650	(6,000)
Services	25,837	41,500	3,458	285	313	386	3,840	3,840	3,840	3,840	3,840	3,840	3,840	3,840	3,796	35,500	6,000
Marketing Expenses	8,127	6,000	500	652	-	152	580	580	580	580	580	580	580	580	556	6,000	-
Energy & Utility	3,422	3,710	309	289	289	284	320	320	320	320	320	320	320	320	288	3,710	-
Administrative Overhead	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Rent	69,090	69,090	5,758	5,758	5,758	5,758	5,758	5,758	5,758	5,758	5,758	5,758	5,758	5,758	5,752	69,090	-
Transfer Payment to GF Transportation U	42,000	78,450	6,538	6,538	6,538	(2,053)	6,538	6,538	6,538	6,538	6,538	6,538	6,538	6,538	6,533	69,860	8,590
Other (Bad Debt)	-	1,000	83	-	-	-	-	-	-	-	-	-	-	-	1,000	1,000	-
Total Operating Expenses	375,334	448,530	37,378	28,051	30,778	21,616	37,056	37,056	37,056	37,056	37,056	37,056	37,056	37,056	38,047	414,940	33,590
Non-Operating Expenses:																	
Depreciation	1,740	180	15	15	15	15	15	15	15	15	15	15	15	15	15	180	-
Total Non-Operating Expenses	1,740	180	15	15	15	15	15	15	15	15	15	15	15	15	15	180	-
Total Expenses	377,074	448,710	37,393	28,066	30,793	21,631	37,071	37,071	37,071	37,071	37,071	37,071	37,071	37,071	38,062	415,120	33,590
Annual Income/(Loss)	(127,140)	(122,850)	(10,238)	(17,886)	(17,619)	1,907	(17,051)	(18,911)	(17,351)	(19,001)	(19,001)	(15,401)	(16,281)	(16,681)	(16,049)	(189,325)	(66,475)
Net Position (Deficits), Beginning of Year/Month	4,346	4,346		46,976	149,090	131,471	133,378	116,327	97,416	80,065	61,064	42,063	26,662	10,381	(6,300)		
Transfer In - Gen Fund General Services	114,770	120,000		120,000													
Transfer In - Gen Fund Unassigned Fd Ba	55,000	-		-													
Net Position (Deficits), End of Year/Month	\$ 46,976	\$ 1,496		\$ 149,090	\$ 131,471	\$ 133,378	\$ 116,327	\$ 97,416	\$ 80,065	\$ 61,064	\$ 42,063	\$ 26,662	\$ 10,381	\$ (6,300)	\$ (22,349)		
Subtract capital assets in Net Position	(188)	0				0									0		
Unrestricted Net Position (Deficits)	\$ 46,788	\$ 1,496				\$ 133,378									\$ (22,349)		

Child Day Care

INTEROFFICE MEMORANDUM

TO: Peter Souza, Town Manager
FROM: Laura Casey, Early Childhood Manager
SUBJECT: FY 20 Unaudited Year End & FY 21 1st Quarter Review with Fiscal Year Projections
DATE: October 26, 2020

FY 20 Year End Review (unaudited)

The town budgeted for the Discovery Center to experience a \$74,150 operating loss in FY 20. The enterprise fund ended FY 20 with a \$250,782 unaudited loss which resulted in a net position of \$337,897 at June 30, 2020. This includes the \$187,000 transfer from the General Fund that the Town Council appropriated in June 2020. The loss is primarily a result of decreases in customer revenues as a result of COVID-19 offset by savings in most operating expense lines, the most significant of which is payroll cost savings as a result of the program closure during the pandemic.

1st Quarter Revenues & Fiscal Year Projections

The first three months of the FY 21 fiscal year revenues were \$177,507. The FY 20 first quarter revenues totaled \$282,383. Therefore revenues are trending \$104,876 lower than the same time period last year. We anticipate at this point in time to be under our budgeted revenue projections by \$477,890. This is due to the continued impact of COVID-19.

The summer program began on 6/22/20 with a total of 22 students in the building across all programs. At the end of the nine week program, we had 46 enrollees.

Enrollment at the end of the quarter was as follows:

Program	# of Students Allowed	Revised Ratio State Regulation	# of Students Enrolled end of 1 st quarter	VACANCIES	Revenue Impact assuming FT tuition
Infants and Toddlers	8	8 (no Change)	4	4	-\$17,580 (July-Sept)
Toddlers	16	16 (no change)	10	6	-\$6,951 SY
Primary Montessori	60	48	27	21	-\$23,608 SY (21) -\$ 7,458 * (12)
Elementary	20	16	3 (all withdrew by 10-1-20)	13	-\$7,480 SY -\$1,980* (4)
Hybrid Learning (new Program)	16		8	2	\$4,800 to the positive

- SY (School Year) does not include summer loss/loss due to current enrollment
- *Loss due to state reduction in ratio

We started the school year with 46 total vacancies, 21 of which were in the primary program; 4 infant toddlers; 6 montessori toddlers; and 13 elementary students. The infant toddler program suffered significant loss due to the lack of staffing for June/July/August. An employee did not return to work on

6/22/20 when the center reopened. This resulted in a \$17,580 loss in revenue as we were unable to enroll infants to the maximum ratio allowed by the state. We successfully recruited a new hire for the infant room on 9/21/20 and started to fill the remaining four spaces.

The elementary program usually has 20 students enrolled in the before and after school program, but due to the pandemic we started the school year with 3 enrollees. Unfortunately, all 3 students withdrew since the parents were able to accommodate the bus schedule while working from home. When the distance learning (DL) model was announced, we created a program to accommodate students on their DL days. We currently have 8 students enrolled. The return to school will have a significant impact on this program that is uncertain at this time. We may or may not retain the students in the distance learning program for before/after school care.

In regards to staffing, as you know, seasoned and highly qualified staff have always been a trademark of the Discovery Center. Attracting qualified staff has been extremely challenging. Recruiting and hiring qualified individuals moving forward will come at a higher cost due to the increase in minimum wage and competition with other centers in the region as well as a shrinking pool of qualified applicants.

1st Quarter Expenses & Fiscal Year Projections

The Child Enterprise Fund expenditures for FY 21 are \$39,346 less than the 1st quarter of FY 20 or a 13.3% decrease. This is due primarily to decreased personnel costs and savings in contractual services as a result of field trip and bus service savings.

Overall FY 21 Projection

At this time, we project an end of fiscal year loss of \$403,210 for FY 21. The projected loss would leave the Child Enterprise Fund with a negative net position of \$65,314 at the end of the FY 21.

Marketing Efforts

Our marketing efforts for the first quarter included:

- created Hybrid Learning model for the elementary program
- put new flag/sign at the side of the road announcing enrollment
- called all families on waiting list to offer available spaces
- working with Public Works to enhance the curb appeal of the building
- purchased new software to ensure contactless drop-off/pick-up/realtime reports/contactless tuition payments

Attachments

FY 20 Year End Unaudited Actuals

FY 21 First Quarter Actuals & Year End Projections

**TOWN OF WINDSOR
CHILD DEVELOPMENT ENTERPRISE FUND
STATEMENT OF REVENUES AND EXPENSES**

	FY 2019		FY 2020		
				FY 20 Estimate (FY 21 budget document page S-21)	
	Budget	Actual	Budget		Actual
Operating Revenue:					
Charges For Services	1,095,640	1,110,238	1,114,190	1,104,190	798,521
Permits & Other Revenues	300	823	5,120	14,070	10,851
Total Operating Revenue	1,095,940	1,111,060	1,119,310	1,118,260	809,372
Non-Operating Revenue:					
Interest Income	4,000	8,351	4,400	4,400	5,455
Total Non-Operating Revenue	4,000	8,351	4,400	4,400	5,455
Total Revenue	1,099,940	1,119,411	1,123,710	1,122,660	814,827
Operating Expenses:					
Personal Services	915,420	897,886	949,520	949,520	847,871
Supplies	19,550	18,907	19,600	19,600	16,790
Services	52,000	36,761	56,820	55,770	46,199
Marketing	10,750	7,446	8,000	8,000	2,846
Maintenance & Repairs	17,900	11,105	18,500	18,500	17,643
Capital Outlay	-	904	-	-	-
Energy & Utility	20,750	16,340	22,590	22,590	14,382
Administrative Overhead	-	-	-	-	-
Rent	118,830	118,830	118,830	118,830	118,830
Other (bad debt)	3,000	6,905	3,000	2,000	48
Total Operating Expenses	1,158,200	1,115,084	1,196,860	1,194,810	1,064,609
Non-Operating Expenses:					
Depreciation	1,000	1,000	1,000	1,000	1,000
Total Non-Operating Expenses	1,000	1,000	1,000	1,000	1,000
Total Expenses	1,159,200	1,116,084	1,197,860	1,195,810	1,065,609
Annual Income/(Loss)	(59,260)	3,327	(74,150)	(73,150)	(250,782)
Net Assets (Retained Earnings), Beginning of Year	343,892	398,352	343,942	401,679	401,679
Transfer In - General Fund Unassigned Fund Balance					187,000
Net Assets (Retained Earnings), End of Year	284,632	401,679	269,792	328,529	337,897
Subtract capital assets in Net Position		(7,000)			(6,000)
Unrestricted Net Position (Deficits)		394,679			331,897

TOWN OF WINDSOR
CHILD DEVELOPMENT ENTERPRISE FUND
STATEMENT OF REVENUES AND EXPENSES


	FY 2020 Actual Unaudited	FY 2021 Monthly Average ~ Adopted budget divided by 12 ~	FY 2021 First Quarter Actuals & Year End Projections													FY21 Projection vs FY21 Adopted Budget
			Jul-20 Actual	Aug-20 Actual	Sep-20 Actual	Oct-20 Projection	Nov-20 Projection	Dec-20 Projection	Jan-21 Projection	Feb-21 Projection	Mar-21 Projection	Apr-21 Projection	May-21 Projection	Jun-21 Projection	Total FY 21 YTD	
Operating Revenue:																
Charges For Services	798,521	1,175,380	97,948	63,223	52,992	50,591	62,000	59,400	59,300	59,300	69,800	59,300	59,300	36,774	691,280	(484,100)
Other Revenues	10,851	-	-	620	481	9,450	50	-	-	-	-	-	-	9	10,610	10,610
Total Operating Revenue	809,372	1,175,380	97,948	63,843	53,473	60,041	62,050	59,400	59,300	59,300	69,800	59,300	59,300	36,783	701,890	(473,490)
Non-Operating Revenue:																
Interest Income	5,455	5,000	417	400	50	(300)	50	50	50	50	50	50	50	50	600	(4,400)
Total Non-Operating Revenue	5,455	5,000	417	400	50	(300)	50	50	50	50	50	50	50	50	600	(4,400)
Total Revenue	814,827	1,180,380	98,365	64,243	53,523	59,741	62,100	59,450	59,350	59,350	69,850	59,350	59,350	36,833	702,490	(477,890)
Operating Expenses:																
Personal Services	847,871	1,015,540	84,628	74,282	71,278	71,602	75,000	75,000	75,000	75,000	75,000	75,000	75,000	78,378	895,540	120,000
Payroll Weeks	52.4	52.2														
Supplies	16,791	20,600	1,717	894	368	2,713	1,850	1,850	1,850	1,850	1,850	1,850	1,850	1,825	20,600	-
Services	46,199	51,090	4,258	1,207	1,298	1,417	4,130	4,130	4,130	4,130	4,130	4,130	4,130	4,128	41,090	10,000
Marketing Expenses	2,846	8,000	667	11	264	-	500	500	500	500	500	500	500	725	5,000	3,000
Maintenance & Repairs	17,643	10,300	858	-	604	95	1,060	1,060	1,060	1,060	1,060	1,060	1,060	1,121	10,300	-
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Energy & Utility	14,382	12,590	1,049	83	111	83	1,370	1,370	1,370	1,370	1,370	1,370	1,370	1,353	12,590	-
Administrative Overhead	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Rent	118,830	118,830	9,903	9,903	9,903	9,903	9,903	9,903	9,903	9,903	9,903	9,903	9,903	9,897	118,830	-
Other (Bad Debt)	48	2,000	167	-	-	-	-	-	-	-	-	-	-	750	750	1,250
Total Operating Expenses	1,064,609	1,238,950	103,246	86,380	83,826	85,813	93,813	93,813	93,813	93,813	93,813	93,813	93,813	98,177	1,104,700	134,250
Non-Operating Expenses:																
Depreciation	1,000	1,000	83	83	83	83	83	83	83	83	83	83	83	87	1,000	-
Total Non-Operating Expenses	1,000	1,000	83	83	83	83	83	83	83	83	83	83	83	87	1,000	-
Total Expenses	1,065,609	1,239,950	103,329	86,463	83,909	85,896	93,896	93,896	93,896	93,896	93,896	93,896	93,896	98,264	1,105,700	134,250
Annual Income/(Loss)	(250,782)	(59,570)	(4,964)	(22,220)	(30,386)	(26,155)	(31,796)	(34,446)	(34,546)	(34,546)	(24,046)	(34,546)	(34,546)	(61,431)	(403,210)	(343,640)
Net Position (Deficits), Beginning of Year/Month	401,679	328,529		337,897	315,677	285,291	259,136	227,340	192,894	158,348	123,802	89,256	65,210	30,664	(3,883)	
Transfer In - General Fd Unassigned FB	187,000															
Net Position (Deficits), End of Year/Month	\$ 337,897	\$ 268,959		\$ 315,677	\$ 285,291	\$ 259,136	\$ 227,340	\$ 192,894	\$ 158,348	\$ 123,802	\$ 89,256	\$ 65,210	\$ 30,664	\$ (3,883)	\$ (65,314)	
Subtract capital assets in Net Position	(6,000)	(5,000)				(5,000)									(5,000)	
Unrestricted Net Position (Deficits)	\$ 331,897	\$ 263,959				\$ 254,136									\$ (70,314)	

Agenda Item Summary

Date: October 26, 2020

To: Members of the Finance Committee

Prepared By: Jim Bourke, Finance Director

Reviewed By: Peter Souza, Town Manager 

Subject: COVID-19 Financial Review and Summary

Background

The impact of the COVID-19 pandemic has impacted user fee revenues for a number of programs and increased expenses. There also are several grant initiatives that will help provide some financial relief. The purpose of this agenda item is to provide a high-level overview and context relative to revenue impacts and several grant activities that have occurred over the course of the last several months.

Discussion/Analysis

Recreation Programs

Similar to the Caring Connection and Discovery Center, our youth summer programs through Recreation, Youth Services Bureau and Northwest Park also saw declines in revenue as a result of restrictions related to the pandemic. Summer programs and camps limited the number of participants to 14 per group, and put a cap on the number of participants allowed at any facility at 40 in accord with the Governor's executive orders and associated requirements. At the same time, staffing levels needed to be maintained at the same level as in previous years in order to ensure participant safety. The number of participants in these programs could be upwards to 300 children per day in prior years before the pandemic.

At this time, the combined loss of revenue in these programs is estimated at approximately \$170,000. Later this fiscal year I anticipate asking the Town Council to consider a supplemental appropriation to replenish the various special revenue accounts.

Grants Summary

Town staff has submitted a grant application to FEMA for reimbursement of expenditures related to such items as personal protective equipment, cleaning agents and sanitizers, information technology equipment, signage and barriers. The amount of the grant submission is approximately \$160,000 and a 75% FEMA reimbursement would be \$112,000 if all costs are deemed eligible by FEMA. Our application is still under review at this time. The State of Connecticut has made funds available to municipalities under the Coronavirus Relief Act, and it is our intention to apply for reimbursement from this State program for costs that may be deemed ineligible by FEMA. Those costs would be 100% reimbursable under the State program.

The Health Department has been awarded almost \$60,000 in grants to date. These funds are intended to reimburse costs associated with contact tracing, as well as staff overtime, materials

and supplies related to the mobilization and response efforts. The Discovery Center was the recipient of approximately \$9,000 in state grant funds.

The Town Clerk's office has been granted approximately \$26,000 in funds to assist with offsetting costs associated with the August primary as well as the upcoming general election. At this time it is projected that this dollar amount will cover a majority of direct expenses related to extra staffing, printing and mailing of absentee ballots.

I anticipate asking the Town Council for approval to accept and expend the grants associated with the Health Department, Town Clerk's Office and Discovery Center at one of the November Council meetings.

Unemployment Summary

Approximately 70 employees were placed in a furlough status during the spring of 2020 in response to certain programs being scaled back. These individuals were predominantly part-time employees from the Recreation department, Senior Transportation and the Discovery Center. The Coronavirus Aid, Relief and Economic Security Act (CARES) made several important changes to unemployment benefits including claimants being allowed to collect up to \$600 weekly. Under the CARES the town is eligible to receive up to a 50% reimbursement on unemployment claims between March and December 2020.

Approximately \$80,000 in unemployment claims were incurred prior to the end of FY 2020. The town has received the 50% reimbursement in the form of a credit toward future unemployment claims (COVID or non-COVID related claims). At this time there are no employees furloughed.



**TOWN OF WINDSOR
FINANCE COMMITTEE
VIRTUAL MEETING
June 8, 2020**

UNAPPROVED MINUTES

1. CALL TO ORDER

Deputy Mayor Joseph McAuliffe, Chair of the Finance Committee, called the meeting to order at 5:30 p.m. with Councilor Lisa Bress and Councilor Donald Jepsen present.

Staff Present: Peter Souza, Town Manager; Scott Colby, Assistant Town Manager; Jim Bourke, Finance Director; Linda Collins, Assistant Finance Director; Kelly Barrett, Budget Analyst; Cheryl Rosenbaum, Caring Connection Manager; Laura Casey, Discovery Center & Montessori School Director; Enita Jubrey, Assistant to Town Manager; Jim Burke, Economic Development Director

2. PUBLIC COMMENT

Eric Weiner of 76 Palisado Avenue spoke about the Amazon fulfillment center's revenues in the northeast. He went on to say that the abatement is worth more to the Town of Windsor versus what it is worth to Amazon.

Sally Grossman of 106 Niles Road spoke against the abatement for Amazon. She said there are too many questions that still need to be answered. The town needs to provide more information before they go through with the abatement.

Susan Miller of 10 Ethan Drive spoke against the abatement for Amazon. She also suggested that Amazon should be required to run with clean renewable energy which will benefit the town.

George Slate of 74 Ethan Drive spoke for the Amazon abatement in regards to how much revenue will be lost if we don't allow it. He explained the impact that the Walgreens abatement has had in terms of added tax revenue and that the current top 5 tax payers have all received abatement deals.

3. REVIEW OF POSSIBLE FIXED ASSESSMENT AGREEMENT WITH AMAZON

Since this topic was discussed in detail at the last Town Council meeting, Town Manager Peter Souza summarized the Amazon agreement as follows:

The Amazon.com project qualifies for consideration under the town's economic incentive policies as a Significant Fiscal Impact Project. The total capital investment in taxable personal property and real property improvements planned by the company exceeds \$230 million. The threshold for a Significant Fiscal Impact Project is \$60 million.

The company's request for a seven-year, 100% abatement as contained in their application is allowed under the town's abatement policy. However, it has been the Town Council's practice not to approve either so long a term or so high an abatement. Recently approved projects have had terms of three to four years and abatements of 50% or less. As a result, the staff and Company have discussed alternative terms for this project. The staff proposal is for a three-year term with a declining abatement schedule (70% in year 1, 50% in year 2 and 30% in year 3.) This provides an average 50% abatement over the term. In lieu of a longer abatement period, a 50% reduction of the upfront building permit fee is proposed. The building permit, with no fee reduction, is estimated to be \$2.6 million.

Amazon has also proposed hiring Windsor area staff and would hold physical job fairs. The town examined the abatement package and decided it was reasonable. The current Amazon facility in town received a 60% abatement that ends at the end of FY 22.

Jim Burke, the town's Economic Development Director, and Brad Griggs from Amazon were present to answer questions.

Deputy Mayor McAuliffe asked about what type of benefits employees receive. Mr. Griggs said benefits include health and retirement, long term disability, employee assistant program, an emphasis on work life balance, financial counseling, career advancement, and career expansion.

Councilor Bress asked if the benefits are available for all associates. Mr. Griggs said they are available for all full-time employees. He also added that full-time hourly associates start at \$15 per hour and full-time managers start at \$60,000 a year.

Councilor Bress asked if there are going to be 950 associates and 50 managers. How many will be part-time and full-time. Mr. Griggs responded that the number is correct and that they are all full-time positions.

Councilor Bress wanted to know what the cost of the benefits package is. Mr. Griggs said it is \$6,000-\$9,000 per year.

Councilor Bress wanted to know what the incentives are to retain associates. Mr. Griggs said employees are continuously reviewed for advancement and that the company believes in investing in their employees, which ultimately benefits the customers.

Councilor Bress asked what the employee annual review is like. Mr. Griggs said there is an annual employee review that includes performance feedback as well as wage increases.

Deputy Mayor McAuliffe asked if stock options are offered to employees. Mr. Griggs said

they are.

Deputy Mayor McAuliffe asked if green energy is in the plans for the building. Mr. Griggs said they evaluate those options during the project design. Since the design is still under development the extent of green energy has not been determined yet.

Councilor Jepsen asked if this sight was going to include solar power. Mr. Griggs responded with the same message in the previous question.

Councilor Jepsen asked what the sewer line is going to cost. Mr. Griggs will have to get back to the councilor with specifics on this.

Councilor Bress stated that the councilors are receiving emails from residents as to what Amazon provides in terms of community engagement programs. Mr. Griggs said Amazon has donated 12,800 items to the community including the Lions Club, CT Kids, and community shelter, to name a few. A few examples of the items include toys, household items, and school supplies. Every year Amazon enhances the engagement and works hard to build a good relationship with the community.

Deputy Mayor McAuliffe asked about the source for cardboard. Mr. Griggs said he was not exactly sure about this and would have to look into it.

Councilor Bress asked about the solar decision for future options for the facility. Mr. Griggs said it can't be answered until the site is approved to evaluate the situation. The decision would coincide with the construction time-line, within 6 months to a year.

Councilor Bress asked if there is anything the community can do to support Amazon using solar. Mr. Griggs said the solar implementation evaluation process does get sped up with community involvement.

The committee agreed to take this topic back to the Town Council at their next meeting.

4. REVIEW OF FY 20 GENERAL FUND YEAR END FINANCIALS

Town Manager Peter Souza stated that during the year the fund balance has been used for multiple purposes including \$900,000 for opening cash to help mitigate the mill rate.

Finance Director James Bourke stated revenues are projected to come in with a favorable variance of approximately \$1.9 million, which includes the use of opening cash as a revenue. Revenue items that show substantial positive year-end variances as compared to budget consist of property taxes, special education excess-cost funds, state aid, planning and zoning fees and conveyance fees.

Expenditures, including the Board of Education, are estimated to come in approximately \$1.2 million under budget, which is just over 1% of the FY 20 adopted budget. Of this

amount, the General Government portion is approximately \$542,000 and the Board of Education is \$700,000. The Board of Education savings are primarily due to salary and transportation cost savings. General Government savings are due to vacant positions, military and disability leave and lower storm control expenses due to the mild winter.

During the course of the year, the Town Council approved appropriations from the General Fund Unassigned Fund Balance totaling \$556,000. These items consisted of \$25,000 for the Roger Wolcott School survey and materials testing, \$346,000 for Sage Park Middle School LED lighting, \$130,000 for financial support to Windsor Volunteer Ambulance and \$55,000 to the Caring Connection. If the Council approves the \$187,000 year end appropriation for Discovery Center the use of General Fund Unassigned Fund Balance will be \$743,000.

Councilor Jepsen asked what the fund balance percent is. Mr. Bourke responded that it is 23%.

5. REVIEW OF YEAR END PURCHASE ORDERS

Town Manager Peter Souza stated when goods and services are received and paid for in the next fiscal year, a purchase order must be opened to encumber the funds. By encumbering the funds, the Town Council is formally extending budgetary authority into the next fiscal year for that line item. There are thirteen FY 20 General Fund open purchase orders as of June 8, 2020 totaling \$485,737 that are expected to be encumbered.

Councilor Bress asked if this is unusual circumstances to have year-end encumbrances. Town Manager Peter Souza said that this is an annual process and encumbrances at year end have ranged from one to a few. This year some are related to timing issues due to COVID with the exception of the dump truck which is being purchased with some of this year's budget savings to replace a 26 year old truck.

Councilor Jepsen asked if the Police Department ones are for the new station or for business as usual. Town Manager Peter Souza said mostly for business as usual to enhance technology capabilities.

Councilor Jepsen asked if we sell the old trucks. Town Manager Peter Souza said that yes we do at auction and that the proceeds are put into a capital project to fund new equipment.

Councilor Bress asked if the sexual harassment training included all employees such as the public works and police department staff. Town Manager Peter Souza said that it includes all full and part-time employees and is required to be completed by October.

Councilor Bress asked what the leadership training entails. Town Manager Peter Souza said it's a continuation of a program that started two years ago and included emotional intelligence to facilitate supervisors to improve in this area as well as implicit biased and inclusiveness awareness training for all full-timers.

Councilor Bress asked about the employee engagement survey. Town Manager Peter Souza stated that the Town Council charged him with this in his performance goals. He went on to describe the service as an online survey to gage the level of engagement staff feels they receive.

MOVED by Councilor Bress, and seconded by Councilor Jepsen, that the Finance Committee recommend that the FY 20 General Fund open purchase orders as of June 8, 2020 be submitted and approved by the Town Council until October 19, 2020.

Motion Passed 3-0-0

6. REVIEW OF YEAR END TRANSFERS

Finance Director James Bourke explained the year-end transfer process and stated there are two service units, Administrative Services and Health Services that are projected to go over budget by amounts greater than \$5,000 for FY 20.

He went on to discuss that this year Administrative Services is projected to be over budget by \$120,000, which brings the FY 20 General Fund funding to the service unit to \$2,523,970 versus the adopted budget of \$2,403,970. This overage is due to anticipated unemployment costs for furloughed employees due to COVID-19, and technology purchases and upgrades related to improving network reliability, remote work capabilities, and data storage.

Health Services is projected to be over budget by \$11,000, which brings the FY 20 General Fund funding to the service unit to \$519,150 versus the adopted budget of \$508,150. This is due to projected expenses for contact tracing functions related to COVID-19.

It is recommended that a transfer of \$131,000 be made from the FY 20 Safety Services budget for these two items, as this budget is projected to have a \$230,000 year-end surplus.

Deputy Mayor McAuliffe asked if the \$5,000 for the Finance Director authority was enough. Mr. Bourke said that it is.

Councilor Bress asked if it is known how much reimbursement is expected from the state for COVID related expenses. Town Manager Peter Souza said it is unknown at this time.

MOVED by Councilor Bress, seconded by Councilor Jepsen, that the Finance Committee recommend to the Town Council that the Director of Finance be granted authority to make year-end transfers in the General Fund of not more than \$5,000 per Service Unit.

Motion Passed 3-0-0

MOVED by Councilor Bress, seconded by Councilor Jepsen, that the Finance Committee recommend to the Town Council approval of a transfer of \$131,000 from Safety Services, of which \$120,000 will be transferred to Administrative Services and \$11,000 transferred to Health Services, to fund the projected year end deficits in those service units.

Motion Passed 3-0-0

7. REVIEW OF ENTERPRISE FUNDS

Child Development

Town Manager Peter Souza stated that the FY 20 adopted budget for the Child Development Fund anticipated a loss of \$74,150. Based on current projections and taking into consideration COVID-19, we estimate the loss to be \$260,650. Therefore he is requesting an appropriation of \$186,500 to cover the loss above what was expected for FY 20.

COVID-19 had a significant impact on the operations of the Child Development Enterprise Fund. Revenues which were budgeted at \$1,123,710 are now projected to be \$819,160, a loss of \$304,550. The loss is due to the closure of the facility mid-March with an anticipated opening date of June 15 for some of the programs. The expenses budgeted at \$1,197,860 are now projected to be \$1,078,810 as a result of trying to mitigate the revenue loss as much as possible. The cost containment measures of \$118,050 were achieved through the furlough of staff, utility savings, bus service savings, as well as supply savings due to the facility closure.

It is projected that the retained earnings balance will be \$141,000 as of June 30, 2020. Therefore at this time we are requesting a transfer of funding due to the COVID-19 pandemic. It is recommended that the transfer of \$187,000 be made from the General Fund Unassigned Fund Balance. This would provide a projected retained earning balance of approximately \$328,000 as of the end of FY 2020.

Councilor Bress asked if there is going to be summer school and/or a trial period. Laura Casey said that there is a lot of safety measures being put in place. 23 families are willing to return and two families are willing to pay but not attend. It's going to take the family's and staff's part to transition to the new normal. Her plan is to move on and create a calm in the Child Development community.

Councilor Bress asked if the state has offered anything else besides guidance. Laura Casey stated that she is confident that they are ready and that she is confident the staff will ensure that all protocols are met.

Councilor Jepsen stated that Laura is doing the right thing in moving forward and that she may receive more business based on other facilities being closed.

Deputy Mayor McAuliffe agreed with both councilors and mentioned what a great resource the program is to the town.

Councilor Jepsen asked if the revenue losses due to COVID will be reimbursable at some point. Town Manager Peter Souza said that it is unknown at this time, but it seems like the current information says no.

MOVED by Councilor Bress, seconded by Councilor Jepsen, that the Finance Committee recommend to the Town Council approval of a transfer of \$187,000 from the General Fund Unassigned Fund Balance to cover the anticipated FY 20 additional operating loss due to the impact of the COVID-19 pandemic.

Motion Passed 3-0-0

Adult Day Care

Town Manager Peter Souza stated that Cheryl Rosenbaum and Judy Hannon have been creative in keeping connected with the clients, including providing virtual services and delivering meals. He added that Cheryl is working hard to determine when she can have in person services and that it seems at this time that FY 21 may be impacted as well as a result.

He went on to explain that the FY 20 adopted budget included \$114,770 in General Services funding for the Caring Connection. On April 6, 2020, the Town Council approved the transfer of \$55,000 from the General Fund Unassigned Fund Balance to cover a projected additional operating loss. The Caring Connection projects that the FY 20 end of year loss to be approximately \$145,700.

The revenues at the Caring Connection are census driven and COVID-19 had a significant impact on its operations as in-person programs were closed starting March 19, 2020. Revenues for the year are projected to be \$126,980 under budget. The revenue loss due to the Caring Connection's closure was mitigated by revenue received from CCCI clients who are being serviced through wellness checks and meal delivery. Expenditures are forecast to be \$96,050 less than budget. These savings are primarily a result of furloughing part-time staff, a partial reassignment of the nursing position to the Health Department to assist in COVID-19 response and reduced transportation costs. The net effect of the revenue loss offset by the expenditure savings resulted in a projected additional loss of \$30,930 for FY 20. No additional transfers are needed at this time due to the previous transfer in April.

Councilor Bress thanked Cheryl for all she is doing and asked how the clients are doing. Cheryl Rosenbaum said that she sees 8 of the clients when delivering meals and that they all seem fine. Once a week they also talk to all of the client's family. They offer the clients any requested guidance that the Caring Connection staff can provide. They also Zoom with the clients and they seem to enjoy that thoroughly. In addition to contact with clients, through her associations, she has reached out to colleagues with similar adult day care programs to see how they are handling things.

Councilor Jepsen asked that since the clients are in a COVID 'most at risk' population, have any been lost. Cheryl Rosenbaum said that no one has died and that the pandemic may bring more clients on due to the adverse effect and results that long term care facilities have experienced.

Landfill

Transfer Station

Town Manager Peter Souza said both the transfer station has seen a little increase over the last few months due to people being home and cleaning, but everything for both the transfer station and landfill are on track as planned.

Councilor Jepsen asked for an Otis rail update. Town Manager Peter Souza said that several options are being researched including a compactor that provides a small chute. They are also surveying customers and may need two chutes. Having a compactor would be more financially attractive to lessen transfer costs.

8. STAFF REPORTS

Town Manager Peter Souza congratulated Jim Bourke who worked on reestablishing the town's triple A bond rating.

Based on the COVID crisis, Town Manager Peter Souza said the General Fund revenues are stable. However, enterprise and special revenue accounts have been impacted. There are less expenditures as well with an approximate bottom line loss of \$60,000. More concerning is the summer programs coming up based on state guidance and increased cost for staff ratios and protective material and supplies. Some expenses should be recoverable, but the revenue loss won't be as far as we know of today.

There have been \$130,000 in expenses directly related to COVID. These include sanitizing supplies, information technology, signage, floor markings, and acrylic barriers at customer service areas. Also included in that number is police overtime. Not included in that number is unemployment claims which could be as high as \$65,000, but we won't see those bills until late summer.

Councilor Bress asked if the town is liable if someone gets COVID while attending town programs. Town Manager Peter Souza said as long as we follow the protocols we should be covered. But it is an open question.

Councilor Bress asked if we could have participants sign a waiver. Town Manager Peter Souza said that we do that but it's only as good as the paper it's written on.

9. APPROVAL OF MINUTES

MOVED by Councilor Bress, seconded by Councilor Jepsen, to approve the unapproved minutes of the March 23, 2020 meeting as presented.

Motion Passed 3-0-0

10. ADJOURNMENT

MOVED by Councilor Bress, seconded by Councilor Jepsen, to adjourn the meeting at 7:15 p.m.

Motion Passed 3-0-0

Respectfully submitted by,

Linda Collins
Assistant Finance Director