

TOWN OF WINDSOR, CONNECTICUT

Special Meeting Notice



AGENCY: Finance Committee

DATE: June 10, 2021

TIME: 5:00 PM

PLACE: Hybrid meeting - via Zoom and In-person at Town Hall in Council Chambers

Dialing in by Phone Only:

1. Please call: **312 626 6799 or 346 248 7799**
2. When prompted for participant or meeting ID enter: **810 3600 5405**
3. 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/81036005405>

When prompted for participant or meeting ID enter: **810 3600 5405**

1. 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.

AGENDA

1. Call to Order
2. Public Comment
3. *Review of Year End Purchase Orders
4. *Review of Year End Transfers
5. *Review of Enterprise Funds
6. *Review of FY 21 General Fund Year End Financials
7. Staff Reports
8. Approval of Minutes
 - a) *March 22, 2021
9. 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: June 10, 2021

To: Members of the Finance Committee

Prepared by: Jim Bourke, Finance Director

Reviewed by: Peter Souza, Town Manager 

Subject: Approval of FY 21 Year-End General Fund Encumbrances

Background

Below are FY 21 year-end encumbrances as of June 10, 2021 for the Finance Committee's review. 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.

Discussion/Analysis

There are eight FY 21 General Fund open purchase orders as of June 10, 2021 totaling \$237,028 that are expected to be encumbered. They are as follows:

Town of Windsor FY 21 Year-End General Fund Open Purchase Orders As of June 10, 2021				
Department	P.O. #	Vendor Name	Product / Service Description	Open Amount
<i>Administrative Services - Financial Accounting & Reporting/Human Resources</i>				
Other Capital Equipment	21330	Tyler Technologies, Inc.	Munis Tyler Content Manger SE (TCM)	\$32,604
<i>Public Works & Engineering - Administration</i>				
Other Capital Equipment	21298	Traffic Logix Corporation	Speed Display Signs	\$10,846
<i>Public Works & Engineering - Administration</i>				
Contractual Services	21304	BL Companies, Inc.	Day Hill Road Corridor Study	\$30,950
<i>Public Works & Engineering - Facilities</i>				
Repair & Maintenance	21278	Carrier Corporation	Town Hall Refrigerant Repair	\$8,000
<i>Public Works & Engineering - Facilities</i>				
Repair & Maintenance	21287	McKinney Construction, LLC	Public Works Building - Paint Exterior	\$19,980
<i>Safety Services - Police Department</i>				
Vehicles	21189	Northwest Hills Chevrolet Buick GMC	3 Police Vehicles (Chevrolet Tahoe)	\$111,210
<i>Safety Services - Police Department</i>				
Other Capital Equipment	21302/21316	MPH Industries, Inc.	2 Speed Monitor Trailers	\$23,438
General Fund Total				<u>\$237,028</u>

Other Board Action

None

Recommendations

If the Finance Committee is in agreement, the following motion is recommended for approval:

“MOVE that the Finance Committee recommend that the FY 21 General Fund open purchase orders as of June 10, 2021 be submitted and approved by the Town Council until October 18, 2021.”

Attachment


None

Agenda Item Summary

Date: June 10, 2021

To: Members of the Finance Committee

Prepared By: Jim Bourke, Finance Director

Reviewed By: Peter Souza, Town Manager 

Subject: Approval of FY 21 General Fund Year-End Transfers

Background

The Finance Committee and Town Council have traditionally granted the Finance Director the authority to transfer up to \$5,000 between service units (offsetting those that have gone over budget with those that have come in under budget) at the end of the fiscal year. In addition, we are requesting the Town Council to approve the transfer of funds to service units that have gone over the adopted budget by more than \$5,000.

Discussion/Analysis

At this time there are no service units that are projected to need a year-end transfer by the Finance Director or Town Council for FY 21. However, we respectfully request that the Finance Committee recommend to the Town Council that the Finance Director be granted authorization to make year-end transfers of up to \$5,000 in the event a service unit exceeds the original budget authorization.

Other Board Action

None

Recommendations

If the Finance Committee is in agreement, the following motions are recommended for approval:

“MOVE 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.”

Attachments


None

Agenda Item Summary

Date: June 10, 2021

To: Members of the Finance Committee

Prepared By: Cheryl Rosenbaum, Caring Connection Manager

Reviewed By: Peter Souza, Town Manager 

Subject: FY 21 Year-End Projections

Background

As reported during the course of the year, program operations and revenues have been significantly impacted by the COVID-19 pandemic. Various actions have been taken during the course of the year to ensure client and employee safety as well as continued provision of quality services.

Discussion/Analysis

Census driven revenues at the Caring Connection are still being significantly affected by COVID-19 and in the way we do day to day business. FY 21 revenues were budgeted to be \$325,860 and by year end, we anticipate revenues to be \$199,600. Expenditures were budgeted to be \$448,710 and are projected to come in at \$360,600. Every effort was made to mitigate expenditures keeping the known revenue loss due to COVID at the forefront of operations.

The forecasted net loss for FY 21 is \$161,000, which is level with the March 2021 projection. The estimated retained earnings for June 30, 2021 is \$5,976.

During the FY22 budget process, \$140,000 was proposed in General Services funding and during budget deliberations, this amount was decreased by \$20,000. We are now respectively requesting a \$20,000 appropriation from the General Fund Unassigned Fund Balance to provide for a balanced FY 22 budget.

The Caring Connection this past month has begun to see an increase in inquiries and a few new clients have been added to our census. Recent marketing efforts are helping to broaden our customer base and spread the word about the success the Caring Connection has had this past year safely caring for our clients and caregivers.

Other Board Action

None

Recommendations

If the Finance Committee is in agreement, the following motion is recommended for approval:

“MOVE that the Finance Committee recommend to the Town Council approval of a transfer of \$20,000 from the General Fund Unassigned Fund Balance to cover the anticipated FY22 operating loss due to the continued impact of the COVID-19 pandemic.”

Attachments

FY21 Caring Connection Year End Projections

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


	FY 2020 Actual	FY 2021 - Adopted Budget	FY 2021 Monthly Average ~ Adopted budget divided by 12 ~	FY 2021 Eleven Month Actuals & Year End Projections												FY21 Projection vs FY21 Adopted Budget	
				Jul-20 Actual	Aug-20 Actual	Sep-20 Actual	Oct-20 Actual	Nov-20 Actual	Dec-20 Actual	Jan-21 Actual	Feb-21 Actual	Mar-21 Actual	Apr-21 Actual	May-21 Actual	Jun-21 Projection		Total FY 21 YTD
Operating Revenue:																	
Charges For Services	229,474	302,560	25,213	10,155	13,164	18,651	20,491	17,610	15,641	10,402	12,428	15,855	13,915	12,147	14,501	174,960	(127,600)
Other Revenues	16,578	20,000	1,667	-	-	4,866	385	3,540	744		1,161	2,545	2,965	2,662	2,502	21,370	1,370
Total Operating Revenue	246,052	322,560	26,880	10,155	13,164	23,517	20,876	21,150	16,385	10,402	13,589	18,400	16,880	14,809	17,003	196,330	(126,230)
Non-Operating Revenue:																	
Donations	3,225	3,000	250	-	-	1	3,025		-	100	-	-	-	-	4	3,130	130
Interest Income	657	300	25	25	10	20	5	16	14	10	8	18	7	3	4	140	(160)
Total Non-Operating Revenue	3,882	3,300	275	25	10	21	3,030	16	14	110	8	18	7	3	8	3,270	(30)
Total Revenue	249,934	325,860	27,155	10,180	13,174	23,538	23,906	21,166	16,399	10,512	13,597	18,418	16,887	14,812	17,011	199,600	(126,260)
Operating Expenses:																	
Personal Services	215,395	238,130	19,844	14,344	16,014	17,064	17,780	16,614	18,186	16,829	16,160	18,630	18,079	17,783	18,997	206,480	31,650
<i>Payroll Weeks</i>	52.4	52.2														-	
Supplies	11,463	10,650	888	185	1,866	25	1,435	1,099	1,215	1,540	1,116	1,646	3,901	1,150	2,202	17,380	(6,730)
Services	25,837	41,500	3,458	285	313	386	1,158	375	888	547	305	477	673	449	744	6,600	34,900
Marketing Expenses	8,127	6,000	500	652	-	152	730	519	3,139	651	150	310	620	8	409	7,340	(1,340)
Energy & Utility	3,422	3,710	309	289	289	284	266	288	286	276	285	158	404	281	304	3,410	300
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	(4,201)	4,297	4,228	3,818	4,303	49,620	28,830
Other (Bad Debt)	-	1,000	83	-	-	-	-	-	-	-	-	-	-	-	500	500	500
Total Operating Expenses	375,334	448,530	37,378	28,051	30,778	21,616	33,665	31,191	36,010	32,139	19,573	31,276	33,663	29,247	33,211	360,420	88,110
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	33,680	31,206	36,025	32,154	19,588	31,291	33,678	29,262	33,226	360,600	88,110
Annual Income/(Loss)	(127,140)	(122,850)	(10,238)	(17,886)	(17,619)	1,907	(9,774)	(10,040)	(19,626)	(21,642)	(5,991)	(12,873)	(16,791)	(14,450)	(16,215)	(161,000)	(38,150)
Net Position (Deficits), Beginning of Year/Month																	
	4,346	4,346		46,976	149,090	131,471	133,378	123,604	113,564	93,938	72,296	66,305	53,432	36,641	22,191		
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	\$ 123,604	\$ 113,564	\$ 93,938	\$ 72,296	\$ 66,305	\$ 53,432	\$ 36,641	\$ 22,191	\$ 5,976		
Subtract capital assets in Net Position	(188)	0															
Unrestricted Net Position (Deficits)	\$ 46,788	\$ 1,496															

Agenda Item Summary

Date: June 10, 2021

To: Members of the Finance Committee

Prepared By: Laura Casey, Child Development Manager

Reviewed By: Peter Souza, Town Manager 

Subject: FY 21 Year End Projections

Background

As reported during the course of the year, program operations and revenues have been significantly impacted by the COVID-19 pandemic. The licensing regulations of the Office of Early Childhood (OEC), based on CDC requirements, will continue to have an impact in FY 22.

Discussion/Analysis

FY 21 revenues, which were budgeted at \$1,180,380, are now projected to be \$703,250, a loss of \$477,130. The expenses budgeted at \$1,239,950 are now projected to be \$1,064,900, as a result of cost containment measures totaling \$175,050.

The forecasted net loss for FY 21 is now \$361,650 which is \$55,080 less than the March 2021 projection, but \$302,080 more than the adopted FY 21 budget amount of \$59,570. This leaves a retained earnings balance of (\$28,754) on June 30, 2021.

Therefore we are requesting an appropriation of \$225,000 from the General Fund Unassigned Fund Balance to cover the FY 21 negative retained earning position, the \$144,360 projected loss in FY 22 and provide a \$51,886 reserve for FY 22 and beyond.

Several fundraisers have been held to mitigate some of the lost revenue and build awareness of the program. These activities raised some funds and gained exposure in the community. During these events, tours were provided to interested families while the building was empty. We recently embarked on a farm-to-table partnership with Johnny's Roadside Garden Market in Enfield to bring fresh produce to the children and families during the summer months.

Efforts continue on building enrollment for the 2021-2022 school year while navigating forward through these continued challenging times.

Other Board Action

None

Recommendations

If the Finance Committee is in agreement, the following motion is recommended for approval:

“MOVE that the Finance Committee recommend to the Town Council approval of a transfer of \$225,000 from the General Fund Unassigned Fund Balance, to cover the anticipated FY 21 and projected FY 22 operating losses due to the impact the COVID-19 pandemic has on client revenues.”

Attachments

FY 21 Child Development Year End Projections

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


	FY 2020 Actual	FY 2021 - Adopted Budget	FY 2021 Monthly Average ~ Adopted budget divided by 12 ~	FY 2021 Eleven Month Actuals & Year End Projections												FY21 Projection vs FY21 Adopted Budget	
				Jul-20 Actual	Aug-20 Actual	Sep-20 Actual	Oct-20 Actual	Nov-20 Actual	Dec-20 Actual	Jan-21 Actual	Feb-21 Actual	Mar-21 Actual	Apr-21 Actual	May-21 Actual	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	62,654	65,253	60,439	24,139	60,112	60,828	73,015	69,250	37,504	680,000	(495,380)
Other Revenues	10,851	-	-	620	481	9,450	50	4,022	1,764	45	3,825	1,097	-	1,114	432	22,900	22,900
Total Operating Revenue	809,372	1,175,380	97,948	63,843	53,473	60,041	62,704	69,275	62,203	24,184	63,937	61,925	73,015	70,364	37,936	702,900	(472,480)
Non-Operating Revenue:																	
Donations																	
Interest Income	5,455	5,000	417	400	50	(300)	-	35	31	25	18	42	19	16	14	350	(4,650)
Total Non-Operating Revenue	5,455	5,000	417	400	50	(300)	-	35	31	25	18	42	19	16	14	350	(4,650)
Total Revenue	814,827	1,180,380	98,365	64,243	53,523	59,741	62,704	69,310	62,234	24,209	63,955	61,967	73,034	70,380	37,950	703,250	(477,130)
Operating Expenses:																	
Personal Services	847,871	1,015,540	84,628	74,282	71,278	71,602	73,427	71,010	75,026	71,007	67,559	78,468	57,005	72,943	84,393	868,000	147,540
<i>Payroll Weeks</i>	<i>52.4</i>	<i>52.2</i>															
Supplies	16,791	20,600	1,717	894	368	2,713	776	1,777	1,119	464	511	1,608	405	355	7,010	18,000	2,600
Services	46,199	51,090	4,258	1,207	1,298	1,417	3,283	1,725	1,116	2,530	2,407	2,024	1,289	1,481	7,723	27,500	23,590
Marketing Expenses	2,846	8,000	667	11	264	-	95	-	-	-	-	701	511	2,387	1,031	5,000	3,000
Maintenance & Repairs	17,643	10,300	858	-	604	95	2,249	-	(1,088)	-	-	-	107	-	8,033	10,000	300
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Energy & Utility	14,382	12,590	1,049	83	111	83	194	203	10,721	203	195	195	214	204	1,164	13,570	(980)
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	9,903	9,897	118,830	-
Other (Bad Debt)	48	2,000	167	-	-	-	-	-	-	-	-	-	-	-	3,000	3,000	(1,000)
Total Operating Expenses	1,064,610	1,238,950	103,246	86,380	83,826	85,813	89,927	84,618	96,797	84,107	80,575	92,899	69,434	87,273	122,251	1,063,900	175,050
Non-Operating Expenses:																	
Depreciation	1,000	1,000	83	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	83	87	1,000	-
Total Expenses	1,065,610	1,239,950	103,329	86,463	83,909	85,896	90,010	84,701	96,880	84,190	80,658	92,982	69,517	87,356	122,338	1,064,900	175,050
Annual Income/(Loss)	(250,783)	(59,570)	(4,964)	(22,220)	(30,386)	(26,155)	(27,306)	(15,391)	(34,646)	(59,981)	(16,703)	(31,015)	3,517	(16,976)	(84,388)	(361,650)	(302,080)
Net Position (Deficits), Beginning of Year/Month																	
	401,679	328,529		337,897	315,677	285,291	259,136	231,830	216,439	181,793	121,812	105,109	74,094	77,611	60,635		
Transfer In - General Fd Unassigned FE	187,000																
Net Position (Deficits), End of Year/Month	\$ 337,897	\$ 268,959		\$ 315,677	\$ 285,291	\$ 259,136	\$ 231,830	\$ 216,439	\$ 181,793	\$ 121,812	\$ 105,109	\$ 74,094	\$ 77,611	\$ 60,635	\$ (23,754)		
Subtract capital assets in Net Position	(6,000)	(5,000)													(5,000)		
Unrestricted Net Position (Deficits)	\$ 331,897	\$ 263,959													\$ (28,754)		

Agenda Item Summary

Date: June 10, 2021

To: Members of the Finance Committee

Prepared By: Jim Bourke, Finance Director

Reviewed By: Peter Souza, Town Manager 

Subject: FY 21 General Fund Year-End Projections

Background

Attached are unaudited General Fund revenue and expenditure estimates for fiscal year-end 2021. This report is provided for the Finance Committee's review and discussion.

Discussion/Analysis

Revenues are projected to come in with a favorable variance of approximately \$4.1 million. 84% of this positive variance is attributable to:

- Building Permits - \$2.18M (of which \$1.8M is related to Amazon Kennedy Rd)
- Tax Sale - \$520,000
- Land Conveyance & Recording Fees - \$247,000
- General Fund State Aid & COVID Grants - \$480,000

Expenditures, including the Board of Education, are estimated to be approximately \$1.4 million under budget, which is 1.17% of the FY 21 adopted budget. General Government savings are mainly due to vacant positions, employees on disability leave, reduced program costs due to the pandemic and grant funds offsetting the need to use general fund monies. It is anticipated that the Board of Education will be under budget by \$500,000, which is mostly due to transportation savings.

During the course of the year, the Town Council approved appropriations from the General Fund Unassigned Fund Balance totaling \$491,000. These items consisted of \$46,000 for the Railroad Grade Crossing Quiet Study, \$35,000 for Diversity, Equity and Inclusion training, \$15,000 to the Windsor Historical Society for the John Mason statue relocation and \$395,000 for Town Facilities LED Lighting project. \$99,404 was returned to the fund balance as a result of the close-out of the Sage Park LED Lighting Conversion project.

Overall additional revenues, expenditure savings and appropriations from the fund balance are projected to result in an increase to the General Fund budgetary fund balance of approximately \$4.0 million. Please note the FY 22 Budget designates \$2.0 million of the General Fund Balance as Opening Cash. Potential additional appropriation requests totaling \$898,000 from the unassigned fund balance include:

- Discovery Center - \$225,000
- Caring Connection - \$20,000
- Recreation Loss Revenue - \$200,000
- Fire Department Equipment - \$25,000
- Phone System Replacement - \$60,000
- Volunteer Ambulance - \$50,000
- FY 22 Capital Projects - \$368,000

Other Board Action

None

Recommendations

This report is presented for informational purposes only.

Attachment

FY 21 unaudited year-end revenue and expenditure estimates

**TOWN OF WINDSOR
GENERAL FUND
UNAUDITED FINANCIAL STATEMENT
FY 21 PROJECTION**

BUDGETARY BASIS

Service Unit/Department	Original Adopted Budget	Amendments	Final Budget	FY 21 Projection	Variance
Revenues:					
General Property Tax	103,986,430	0	103,986,430	105,270,200	1,283,770
Licenses and Permits	730,710	0	730,710	2,911,430	2,180,720
Fines and Penalties	34,000	0	34,000	25,000	(9,000)
Revenues from Use of Assets	610,000	0	610,000	449,000	(161,000)
State School Aid	12,847,660	0	12,847,660	12,783,130	(64,530)
State Grants in Lieu of Taxes	2,116,240	0	2,116,240	2,516,860	400,620
Other State Grants	40,000	0	40,000	184,240	144,240
Revenues from Other Agencies	118,370	0	118,370	163,690	45,320
Charges for Current Services	744,900	0	744,900	1,039,390	294,490
Other Revenues	20,500	0	20,500	20,000	(500)
Opening Cash	900,000	0	900,000	900,000	0
Total Revenues	122,148,810	0	122,148,810	126,262,940	4,114,130
Expenditures:					
General Government	1,072,220	0	1,072,220	1,054,661	17,559
Safety Services	10,990,950	0	10,990,950	10,698,160	292,790
Recreation & Leisure Services	2,080,890	0	2,080,890	1,974,505	106,385
Human Services	442,160	0	442,160	439,110	3,050
Health Services	534,710	0	534,710	409,650	125,060
Library Services	1,765,470	0	1,765,470	1,705,506	59,964
Development Services	1,402,520	0	1,402,520	1,364,680	37,840
Community Development	102,980	0	102,980	102,750	230
Public Works	6,650,610	0	6,650,610	6,448,254	202,356
Information Services	563,930	0	563,930	557,470	6,460
Administrative Services	2,480,960	0	2,480,960	2,468,333	12,628
General Services	16,233,420	0	16,233,420	16,174,980	58,440
Board of Education	72,551,800	0	72,551,800	72,051,800	500,000
Town Support for Education	5,276,190	0	5,276,190	5,275,860	330
Total Expenditures	122,148,810	0	122,148,810	120,725,718	1,423,092
Surplus/(Deficit)-Gross	0	0	0	5,537,222	5,537,222
BOE Transfer Out				0	
Surplus/(Deficit)-Net				5,537,222	
Budgetary Fund Balance, July 1, 2020				28,957,216	
Use of Fund Balance:					
FY 21 Opening Cash				(900,000)	
Railroad Grade Crossing Quiet Zone Study				(46,000)	
Diversity, Equity and Inclusion Training				(35,000)	
Windsor Historical Society (John Mason statue relocation)				(15,000)	
Town Facilities FY 21 LED Lighting Project				(395,000)	
Transfer to Child Development Center for anticipated FY 21 operating loss				(225,000)	
Sage Park LED Lighting Conversion Project Close-out				99,404	
Total Appropriations				(1,516,596)	
Budgetary Fund Balance, June 30, 2021				32,977,842	



**Town of Windsor
Finance Committee
March 22, 2021
VIRTUAL MEETING**

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; Randy Graff, Town Treasurer

2. PUBLIC COMMENT – None

3. UPDATE ON FISCAL YEAR 2022 BUDGET PREPARATION

Town Manager Souza provided a high-level review of the FY 22 budget. The assessor's grand list has increased 1.85% and the budgetary grand list is increasing 1.95%. This is due to less superior court appeals and motor vehicle certificate of corrections being taken into consideration for the FY 22 budgetary grand list versus what was calculated for the FY 21 budgetary grand list. Non-tax revenues include revenues from the Bradley Airport Development Zone, which was received this year and is being budgeted at \$150,000 in FY 22. Other non-tax revenues including state aid are anticipated to be relatively flat.

Councilor Jepsen asked about the American Rescue Plan funding that was recently enacted by the federal government. He stated that there is approximately \$5 million that the Board of Education is expected to receive and \$2.8 million expected for the town. Town Manager Souza stated that none of those funds are included in the FY 22 budget and that those funds are unrelated and not to be confused with the Elementary and Secondary School Emergency Relief Funds (ESSR).

Councilor Jepsen asked if we could use that funding for the revenues that were not received due to COVID, such as for Recreation programs and the Discovery Center. Town Manager Souza said they can be used for COVID-19 pandemic related loss revenues, including those programs as well as the Caring Connection.

Councilor Bress asked if we could use the funding to bring up day care salaries to help attract people, or if some of those funds can be used for salaries and bonuses. Town Manager Souza said it does include premium pay or bonuses for certain type of positions, but there is no specific detailed guidance currently.

Town Manager Souza went on to discuss FY 22 expenditure highlights. He explained that the pension increase is a result of phasing in new mortality tables and decreasing the rate of

return assumption. The Windsor Volunteer Ambulance is projected to experience a shortfall in FY 21 and FY 22. They've taken steps to be more aggressive in their billing and collections efforts, but reimbursement rates have remained stagnant. There is an incremental increase for OPEB bringing it to the target of \$750,000. Debt service is budgeted to increase 3%. Curbside recycling is anticipated to increase as well, and General Fund pay as you go in the CIP represents an increase of \$110,000.

Councilor Rampulla Bress asked about grants received on behalf of the Board of Education for capital projects impacting town expenditures. Town Manager Souza said that debt service could possibly be reduced as the town would not have to borrow as much.

Councilor Rampulla Bress asked what the spending of the \$5 million federal money might be based on, and would the town have a say. Town Manager Souza said he will be in discussions with the Superintendent and they will bring it to their respective governing boards for resolution. Dr. Hill is open to funding capital items such as the HVAC needs for the schools.

The budget includes a 2.5% increase for the Board of Education. Service delivery needs include a dispatcher position for $\frac{3}{4}$ of the year for the need to fill the mid-night shift; funding for Fire Department rescue equipment; part time hours for unregistered vehicle/junk car enforcement; radar speed signs similar to what is currently on Poquonock Avenue for traffic safety; town council goal for community awareness for anti-littering awareness campaign in the Town Manager's budget; equity and inclusion funding for books at the library and for employee training; \$25,000 for clean and sustainable energy initiatives. The incremental impact of minimum wage increases in the general fund is \$10,000 as well an additional \$40,000 in the enterprise and special revenue funds.

Councilor Rampulla Bress asked if the anti-littering funding includes more trash receptacles in the town center and parks. Town Manager Souza said we would have to consider the costs related to the maintenance of the receptacles.

Councilor Rampulla Bress asked if the user fee increases can offset minimum wage increases, and would COVID funds be able to offer more scholarships for families that can't take part in programs due to the costs. Town Manager Souza said it could help in the short term and could be a possibility.

Councilor Rampulla Bress asked how we stand in terms of fees compared to other towns and are they experiencing the same thing we are. Town Manager Souza said some communities provide more general fund subsidies, but over all, our fees are competitive with other towns. The Town of Windsor covers program costs more from user fees and less from the general fund. Our price guide fees are in the middle of the pack, if not at the top of the range.

Town Manager Souza concluded by stating the FY 22 budget assumptions as stated results in an approximate tax increase of 1.8%.

Councilor Jepsen asked what the town side spending increase is. Town Manager Souza said it's 4.25% which includes the assumptions and budget drivers previously mentioned.

He went on to say that the budget document will be delivered to the Council at the end of this week.

Finance Director Bourke assisted with 'what if' budget scenarios using the five year forecast Excel model. Town Manager Souza explained the various base assumptions in the Excel model and the unknown at this time which is the impact of revaluation that will be seen in FY 25. He explained how residential values may increase, but those increases could be offset by a decline in commercial values.

Deputy Mayor McAuliffe asked about the grand list growth in FY 23. Town Manager Souza said the Amazon on Day Hill Road comes off of abatement and Amazon on Kennedy Road will come on.

Councilor Rampulla Bress said she would like to bring down the mill rate now because this is the year that it will be better received by the community since it's been a rough year. Town Manager Souza said there are two ways to do it. Increase other revenues such as opening cash or reduce expenditures.

Councilor Rampulla Bress also stated that she wants to be in-line with the community's perception, cognitive of business hardships, and how our mill rate change compares to other neighboring towns as long as we can still be fiscally responsible. She went on to say that she is normally conservative of reserving the fund balance, but this year is an anomaly.

Councilor Jepsen thinks we should think about the future, particularly FY 25, and that we are in good fiscal shape because the Council's history of forward thinking and having foresight of what is coming down the road .

The committee went on to explore different scenarios using the Excel budget model involving opening cash and expenditures for community initiatives, as well as the impact of the different scenarios on the general fund unassigned fund balance. The committee members discussed and modeled several different options and asked additional questions of one another and the Town Manager.

Town Manager Souza said he will have a budget informational meeting that participants can attend in person as well as virtual. He asked the committee what their preference is for departmental budget presentations for the April meetings. The committee agreed that the way it was done last year was fine, which was having the larger departments provide brief overviews about big changes and then have all department representatives available to answer questions.

Councilor Jepsen asked if the public is allowed at the budget meetings. Town Manager Souza said they are.

4. STAFF REPORTS – None.

5. APPROVAL OF MINUTES

MOVED by Councilor Rampulla Bress, seconded by Councilor Jepsen to approve the unapproved minutes of the January 25, 2021 meeting as amended.

Motion Passed 3-0-0

6. ADJOURNMENT

MOVED by Councilor Rampulla Bress, seconded by Councilor Jepsen to adjourn the meeting at 7:21 p.m.

Motion Passed 3-0-0

Respectfully submitted by,

Linda Collins
Assistant Finance Director