

**To:** Board of Finance  
**From:** Natasha Nau, Finance Manager  
**Cc:** Board of Selectmen  
Erin Schwarz, Assistant to the Finance Manager  
**Date:** March 7, 2024  
**Subject:** February Monthly Report – Finance Department

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#### GENERAL:

- **Financial Accounting/Asset Software:** Photo visits to Pent Rd Park and Matthies Park will occur in spring. Maintenance data entry is making some great progress! SlatePages integration project to occur in April.
- **Streetlogix:** Intern concluded entire backlog of data entry for roadwork. Degradation model will now be updated and software will be ready for finance, public works, and first selectman to strategize for the next bond.
- **Investment Policy:** Treasurer will be working on this and March.
- **Audit:** Presentation was made last month and the BOF must vote to officially accept the audit.
- **Escrow:** policy to be discussed further at staff meetings. Land Use working with IWWC and P&Z to determine best (and legal) course of action.

#### PROCUREMENT:

- **RFQs/RFPs/ITBs:**
  - Opportunities being drafted.
- **Contracts:**
  - 24-2 WWTP/WPCF Electrical Upgrade: Contractor has provided all submittals and paperwork and work is underway.
- **SOWs:**
  - Entering into agreement for elevator repair under an “extension of use” under state contract. Delays have been encountered due to the vendor including indemnification language that the town was unwilling to agree to. There were also leadership changes in the company. Negotiated contract is expected to be signed very soon and the repair work will commence in the coming weeks.

#### BUDGET/PAYABLES/RECEIVABLES:

- **February FY24 Revenue and Expenditure Summary:**
  - **Revenue:** 89.26% collected YTD or \$21.724M. \$5.78M realized this month. \$2.61M is unrealized. The most notable receipts this month are Taxes.
  - **Expenditures:** 89.66% committed YTD. \$1.7M expended this month and \$16.58M YTD. \$5.25M encumbered and \$2.5M unencumbered.
- **Transfers & Lines to Monitor:** 3 transfers & 24 lines to monitor.
- **FY22 Outstanding Capital Projects:**
  - **Fire generator:** Project completed!
  - **Rimmon Hill Schoolhouse Relocation:** Consultant will be seeking historic preservation grant for Town soon (services paid for by Historical Society).
- **FY23 Outstanding Capital Projects:**
  - **Fire & EMS - Cutter/Spreader/Rams + Vehicle Stabilization Kits:** Only the reimbursement request remains and then the project will be fully complete.

- **Land Use - Plan of Conservation & Development (POCD):** Planning and Land Use is in the midst of conducting one on one interviews with department heads and commission chairs. They will also soon be filing the formal notice of extension with the state very soon.
- **Police – Generator:** Project complete!
- **PW - 2001 Plow Truck Replacement Plan:** Delivery continues to be delayed. The town hopes to receive the truck in the spring.
- **PW - Beacon Valley Road Bridge:** Full reimbursement received from the state, the next step in the process is that finance must participate in an audit and provide requested supporting documentation.
- **PW - Beacon Valley Road (East Side):** estimated timeline below (subject to change):
  - D.C.C.I. will commence drainage instillation on March 18<sup>th</sup> and continue for approximately one month.
  - 4/15-6/15/24: D.C.C.I. to perform roadway excavation, grading and paving.
  - 6/15-8/3/24: Guiderail installation, D.C.C.I. to perform miscellaneous contract work.
- **PW - Burton Road & Wall:** remaining punch list of items to fix/add will be completed in spring after winter shut down. First Selectman decided with the NVCOG that it was unnecessary the backside painting of the wall and only install additional signage.
- **PW - Street Master Plan: Preventative/Rehabilitation/Reconstruction:** Will resume in spring with a new on-call paving provider.
- **Senior/Health Services - Replacement of Windows & Flooring:** Flooring will occur in March after the LoCip budget transfer is approved.
- **Town Hall/Townwide - Main St. Improvement:** first segment to be advertised soon.
- **Town Hall/Townwide - Switch Replacement** – Project completed!
- **WWTP - Electrical & Generator:** see contract notes above.
- **FY24 Outstanding Capital Projects:**
  - **Assessor – Workplace Counter:** will pursue this soon.
  - **EMD – Multiband Radio:** will pursue this soon.
  - **Library – Storage Solution & Safety Update:** will pursue this soon.
  - **PD – Patrol Car Replacement:** Car was delivered February 15<sup>th</sup> and Corporal is registering and putting in service momentarily.
  - **Public Works/Parks - Pent Road Walking Path:** PO liquidated. Needs to be bid. Spring project.
  - **Public Works/Parks - DPW Garage:** might pursue in the spring or it might become a larger scope project in FY25.

## GRANTS:

- **FEMA AFG:** Submitting an application for 1 RIT pack and 6 days of NFPA 1407 training for \$17,030. The town 5% match equates to \$810.96.

- **State EV grant:** Final version of grant contract received today and First Selectman is signing. Purchasing and install will occur in Spring.
- **Connectivity:** Feldspar Ave to Bethany Road (R42) South Main St project will be our application in next round in July 2024.
- **STEAP:** Church Street final design plans sent to state and approved. Advertisement commencing soon. West Road rehabilitation for full \$500,000 (project cost is \$2.6M) awarded October 2.
- **Community Investment Fund (CIF) Round 4:** Still awaiting application decision from DCED.
- **USDOJ BVP:** 5 Vests were delivered on or near February 20<sup>th</sup> and paid for. Total cost was \$4,905 and finance will be pursuing it's \$2,452 reimbursement shortly – then we can submit the reimbursement request. Vendor is backlogged.
- **CT State Library Construction Grant:** we will apply in October 2024 for library floor IF CIF Round 4 is partially awarded.

**Attachments:**

- Feb Actual and Estimated Revenue Report
- Feb Expenditures, Encumbrances & Appropriations Report
- FY24 Transfers/Lines to Monitor Report