

**To:** Board of Finance & Board of Selectmen  
**From:** Natasha Nau, Finance Manager  
**Cc:** Erin Schwarz, Assistant to the Finance Manager  
**Date:** October 6, 2021  
**Subject:** September Monthly Report – Finance Department

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**GENERAL:**

- **Financial Policy Manual:** thank you for your hard work over the last few months reviewing the myriad revisions! It was posted on the town website after our September meeting.
- **Financial Accounting Software:** we are learning the reports that are available in FlexiBill. A few are attached for your perusal. We can now provide these as a part of the monthly reporting if you desire or quarterly. Departmental Purchasing customization still ensures. Working on signature areas, required fields, printing/formatting issues, etc. Working with Novus on VPN access issues for satellite locations. The error in the AsseTrax depreciation schedule is being worked on and then we need to crosswalk the 1990 and earlier non-descript assets.
- **Streetlogix:** the balance of the roadwork completed after the interns still remains. We hope to get to this soon and then have Streetscan update the algorithm.
- **FY21 Annual Town Audit:** the firm returns the week of Thanksgiving and we will be spending quite a bit of time in the next 4 weeks prepping.
- **WC Annual Audit:** occurred on September 14<sup>th</sup>. All went well. We will receive the report in the coming months, which will allude to any premium changes.
- **OPEB Actuarial Valuation:** provider is still in the process of completing the report.
- **Employment:** librarian and public works maintainer hired and on-boarded.
- **Escrow Agreement:** drafted agreement and sent to Land Use Administrative Assistant for digestion by the boards and discussion/comments before it goes to attorney.

**PROCUREMENT:**

- **RFQs/RFPs/ITBs:**
  - **ITB 21-3:** Cook Lane Storm Drainage Improvements – 3 submissions received. 6 staff/consultants/volunteers graded. Gerber awarded with a grade of 95.61. Bonfire executive summary report attached. Please advise if you would like a copy of the exhaustive report.
    - B&W Paving & Landscaping LLC - \$474,725
    - Gerber Construction Inc – \$320,770
    - Xenelis Construction - \$738,392.85
  - **RFQ 21-4:** Professional Engineering Services - 9 submissions received. Grading is nearing completion. 5 staff/consultants graded. Behind schedule. Award will most likely be made before the end of October.
  - **ITB 21-5:** SCBA Air Compressor System – opened on 9/17. Questions were due 10/1. None received. Submissions due 10/15.
  - **Two new opportunities** are currently being drafted. Waiting on grant permissions.
- **Contracts:**
  - **Paving:** BOS approved renewal. Revised contract is with vendor for signature.

- **BV Rd:** Construction start-date delayed due to errors located on survey performed by prior engineer.
- **SOWs:** Athletic Court Project almost complete. Progress made on fencing but still incomplete. Wiring delivered damaged. Hoping before end of October.

#### **BUDGET/PAYABLES/RECEIVABLES:**

- **FY21 “Final” Unaudited Year-End Revenue and Expenditure Summary:** We will have audited figures (I.e. a concrete undesignated fund balance) in the coming months.
- **September FY22 Revenue and Expenditure Summary:**
  - **Revenue:** 43.80% collected or \$10.3M realized YTD. \$363K in September. The notable receipts received this month was a tiered PILOT payment, sewer assessments, and other tax payments.
    - In the coming months, we expect to deposit \$25K from a local vendor for mining due to P&Z regulations.
  - **Expenditures:** 33.7% committed (\$2.1M expended in September; \$6.9M YTD; \$910K outstanding encumbrances; \$15.5M unencumbered).
- **Transfers: 1 transfer** to create a new capital project for the fire department.
- **FY21 Capital Projects:**
  - **DPW:** In discussion currently about how we wish to move forward.
  - **WWTP:** Progress made with vendors on digester. Change order(s) forthcoming soon. Electrical upgrade project still with engineer but should be close to advertisement.
  - **Excavator trailer:** not delivered yet.
- **FY22 Capital Projects:**
  - **Mathies Island House:** vendor is working with DPW to get out there soon.
  - **Pistols:** ordered by PD – should be delivered within a few weeks.
  - **Tasers:** ordered by PD. Financing agreement increased in Years 2-5 by about \$3k to get a higher quality model than originally specified.
  - **Fire:** same comment above on generator as DPW’s FY21 project.
- **American Rescue Plan Act:** The spending plan that was approved by the BOS goes to town meeting vote on 10/6/21.

#### **GRANTS:**

- **FEMA AFG & FPS:** see above 21-5 ITB for update on progress with AFG app. We received a turn-down notice on 10/6/21 for FP&S. We will try again next year. The next grant cycles for these programs are rumored to open in Nov-Jan. Began working with BHC on AFG research.
- **Public Assistance (PA) FEMA:** we received the Reimbursement Notice for Cat B in the amount of \$7,643.25. This is 75% of eligible expenditures. Cat A should be coming shortly. Category Z on Isais and Tornado will be addressed soon.
- **CT Recreational Trails Program:** a member of the Parks and Recreation Commission who was not present at the meeting to vote wants to pursue. Will work together to submit by 11/1 for about \$7k-\$10k.
- **STEAP:** Cook Lane paperwork processed with DOT and CHRO.
- **LOTICIP:** engineer working quickly to complete final designs for the grantor’s approval before we are allowed to advertise.

**Attachments:**

- September- Actual & Estimated Revenue report
- September- Expenditures, Encumbrances & Appropriations report
- September- Transfer with back-up
- Flexibill Private Duty Aging Reports
- ITB 21-3 Cook Lane Executive Summary Report