

The Finance Department reports its activities for the month of *December, 2020* as follows:

PROJECT UPDATES

Finance Director

Corona Relief Grant first report of actual expenditures (Mar 17 – June 30) due Sept 25th. Report #2 (expenditures July 1 – Sept 30th) due Oct 30th, report #3 (expenditures Oct 1 – Dec 30th) due Jan 29, 2021 Application for anticipated expenditures July 1 – Sept 30 submitted by Oct 31 deadline. Reimbursement requested \$179,376 - funds received in early November. *Expenditure deadline for the CvRF expenditures has been extended through 12/31/21. This will provide ample time to spend the remaining (approx. \$500K) of remaining grant funds*

FY 2020 Longmeadow Audit Report will be delayed as Town's independent auditors wait for the calendar 2019 audit report of the Hampden County Regional Retirement System. This will hold up the GFOA CAFR submission. An extension to file the FY 2020 Longmeadow CAFR will be sought. *An extension was sought and granted through 1/31/21. The HCRRB 2019 audit was received on 12/30/21 and forwarded to the auditors (Melanson). We are on track to have the financial statements submitted to the SB on 1/19/21 and the CAFR sent to the GFOA by 1/31/21*

Accounting

Assessors

Human Resources

Trying to keep up with all the benefit allowances and myriad of the interaction of various Federal and State laws as they relate to Covid 19 guidelines

Review of third party Payroll / HR software (Harpers) on going – Demo presented to HR and business officials on Nov 19th. Reached out to Munis to discuss the Town's situation and seek advice for improved Munis utilization. Discussion between Lyn Simmons, Tom Mazza, Erica Gelinis and myself resulted in a plan for a review by Munis followed by potential additional training in areas of need.

Purchasing

Town Clerk

Treasurer / Collector

Reviewing small parcels with outstanding taxes to see if feasible to foreclose on the properties.

Working with IT to improve online payment process to be more user friendly

WORK ACTIVITIES

Finance Director

Town Meeting held at 8am on 12/9. All forms for setting the FY 21 tax rate were sent to the DOR by early afternoon on 12/9. DOR set the tax rate on 12/11 allowing files to be sent to the printer for the printing of the tax bills in a timely manner. Tax bills were mailed from the printer on 12/29.

FY 2021 Tax Rate = \$24.74 of which \$2.38 is related to the Town's debt exclusions. It is very likely that the FY 2022 Tax Rate will exceed \$25.00

With TM met with nearly all Departments regarding the 1st draft of their FY 22 budget proposal Began to summarize FY 2022 budget requests to identify proximity to a balanced budget.

FY 2022 Retirement assessment came is \$52K less than FY 2021's assessment. Mainly attributable to regional dispatch and ceasing of Day Care and After School programs.

Re advertise for the Treasurer / Collector position

Accounting

Town's FY 20 Schedule A approved by the DOR. The required report identifies all revenues, expenditures and changes in fund balance of the Town's accounts

Posted entries originating from the FY 2021 Tax Recap entries

Assessors

Prepared info for and presented info for the Tax Classification Hearing held by the SB on 12/7. A single tax rate was approved.

26 MVET abatements granted totaling \$1,259

Extracted Vision valuation files and converted them into Munis files to send to the printer. Committed values to Collector for actual billing

Measure & List revaluation for precinct C originally scheduled to be done last spring, still undetermined when it will start up again

28 MVET Abatements totaling \$2,715

Human Resources

New Hires:

Recruiting: Health Director, Public Health Nurse, Treasurer Collector

Notify Hampden County and the MA Teachers Retirement System of rate changes for Medicare Supplemented plans and changes in retiree coverages

Purchasing

Bids on Hold:

Bids in Development: Sale of Land (various small unbuildable parcels), Community House Door Replacement, Storrs Library Roof Repair, Town Hall Boiler Replacement, Community House Door Replacement, Storrs Library Roof Replacement, *WESTCOMM Feasibility Study and Design Services, Furniture, Fixtures and Equipment for COA, Auction Daycare and COA surplus*

Bids out not due: *Farmland Lease and Leaf Tilling (due 2/22), Annual Highway & Grounds Supply (due 2/4), Annual Tradesmen (due 2/11)*

Bids Awarded:

Rejected Bids:

Town Clerk

Calendar 2021 Recycling Stick sales began 12/15

60 total visitors at the Clerks Satellite Office with many coming at month end for Recycling Stickers

Began working with vendor on the 2021 census. Forms to be mailed before 2/1/21

137 notices were sent to individual's who were going to be removed from the voter registration list. Only one responded asking to be reinstated. Those removed were likely to have moved out of Town or passed away.

The Secretary of State sent Longmeadow \$2,809 to cover additional postage costs associated with November election. These funds were not anticipated.

Working on identifying other precautionary Covid costs associated with the November election for reimbursement.

Treasurer / Collector

Amy Nelson was appointed Interim Treasurer / Collector and Stephanie Cummings Interim Asst Town Treasurer / Collector upon the retirement of former Treasurer / Collector Cheryl Cudnik. Both having served in the Treasurer / Collector's office for years.

Lock box collections for the month of November = \$36,649

2021 Q3 Property Tax bills mailed 12/29

Visitors to satellite office in, October = 129, November = 69 (25 on November 2nd – property taxes due date), December = 27 (8 on 12/30)

NOTABLE MATTERS / GRANTS

The Town's FY 2021 Estimated Receipts Report for *December* is attached. It is a bit too early to make any type of meaningful projection. Comments at this time include

*Motor Vehicle Excise is running slightly ahead of last year which is encouraging. *Information regarding the biggest commitment (2021 Commitment #1) will be available in late January)*

*Penalties and Interest is ahead of last year as a result of late FY 2020 due dates on Property taxes. *FY 2021 estimate is almost met already*

*Licenses and Permits are down more than likely pandemic related. *However, a reduced estimate has this category relatively on track*

*Recurring Investment income way down as a result of fallen interest rates

**Second* quarter meals tax encouraging given the pandemic and our drop in anticipated FY 2021 revenues.

Appears estimate will easily be met.

**State Aid estimates are final. The final FY 2021 net Cherry Sheet amount is down from the previous FY 2021 estimate by \$42,746 mainly as a result of the increased assessment for “School Choice Sending Assessment”. Final amounts were certainly down from the original Governor’s numbers received in January 2020 but not down as much as the amount used in the FY 2021 budget passed in June 2020. The final FY 2021 net Cherry Sheet amount was \$8,355 greater than the FY 2020 amount*

**Water and Sewer revenues got a big boost from the dry summer. Revenues up 45% and 34% respectively through December of last year. 2nd billing anticipated to be favorable. Will go out in early March*

Finance Director

Accounting

Assessors

Human Resource

Purchasing

Town Clerk

Treasurer / Collector

PERFORMANCE MEASURE / HIGHLIGHTS

Tolland Solar / NuGen Capital - Total Net Metering Credits (NMCs) since November 2014 are \$272,060 Fiscal Year 2019 credits were \$48,143 Fiscal Year 2020 credits were \$47,561, FY 2021 credits are \$22,405 - see most recent report attached.

LSPD 11 LLC / Lakeshore Development – Total Net Metering Credits since January 2018 are \$85.456 per billing information. Fiscal Year 2019 credits were \$30,191. Fiscal Year 2020 credits are \$29,699; FY 21 credits are \$13,997

The Town has received \$357,516 in net metering credits since participation began in November 2014

NEXT MONTH

Finance Director

*Continue work on FY 2022 budget. Governor’s State Aid estimates out at the end of January
Prepare initial estimates of FY 22 Water and Sewer rates along with the FY 22 Stormwater Fee based upon the FY 2022 anticipated budgets for each Enterprise Fund
Treasurer / Collector recruitment.*

Accounting

CvRF possible “desk audits” by MA Office of Administration & Finance

Assessor

*FY 2021 Property Tax abatements come in during January (actually due Feb 1st). Fielding many phone calls regarding the 3rd quarter bills.
Set up satellite office hours in the Community House on Wednesdays from 10-1 and Fridays from 9 – noon January 13th through 29th and also on Monday Feb 1st from 10-1. Appointments are suggested in order that the Principal Assessor has the relative information to answer questions.
Zoom meeting can also be set up on Tuesdays and Thursdays with the Principal Assessor through the month of January.*

Human Resources

Transition one 457 plan provider to an existing plan – still in process
Never ending maze of coronavirus employment issues – employee / employer
Recruitment. Health Director, Public Health Nurse Treasurer/Collector

Purchasing

See “Work Activities” section above

Town Clerk

Continue to clean up census file before sending it the vendor who will process mailing the census in January

Treasurer / Collector

Postponing sending FY 2019 Property Tax delinquencies into Tax Title – approximately 24 accounts totaling \$105,556

Attachments:

Estimated Receipts Report *Dec*

Most Recent Net Metering Credit Report

Monthly Report Finance Dept. *Dec 2020*