

The Finance Department reports its activities for the month of *April 2021* as follows:

PROJECT UPDATES

Finance Director

Corona Relief Grant first report of actual expenditures (Mar 17 – June 30) due Sept 25. 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. Total reimbursement received to date \$590,823. Filing deadline has been extended through March 5, 2021. Expenditures calculated to date are now approx. \$1.30 million leaving approximately \$95K remaining to be spent through the end of calendar 2021 Reconciled and submitted 3rd quarter Covid Expense report for CARES Act reimbursement of \$464,602. Total reimbursements requested to date \$1,055,425 of the \$1,395,430 grant

Awaiting guidelines from the State Offices of Administration and Finance on American Rescue Plan (ARP) \$4,595,273 million allotment for the Town of Longmeadow. Funds expected to be available for expenditure through FY 2024; cover loss revenue; and water, sewer and broadband infrastructure. I highly recommend that TM and new FD set a budget up for the annual use of ARP funds

Planning late FY 2021 multi authorization bond issue to put projects on an exact payment schedule as opposed to juggling BANs, which can be confusing to staff (new Finance Director and new Treasurer / Collector). Will do this also to take advantage of very low interest rates. Bond sale date June 16 / bonds dated June 28. **SB vote scheduled for June 21** *Provided Financial Advisor with FY 22 debt service budgets in impacted funds, current debt service schedules and recommendations on how the future debt service for the upcoming issue should fit to minimize impact on rates (water, sewer, stormwater) within each fund. (SEE ATTACHED PROJECTION – “Breakout of ...”) Standard & Poors conference call scheduled for June 2.*

UB billing / 5-month winter averaging – zero use months replaced with town-wide average # / with quarterly billing. Still waiting Munis to identify capabilities of current UB software version.

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 19. Reached out to Munis to discuss the Town’s situation and seek advice for improved Munis utilization. Discussion between Lyn Simmons, Tom Mazza, Erica Gelinas, 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

New Treasurer Collector familiarizing self with office practices & procedures looking to discover areas where efficiencies can be achieved

WORK ACTIVITIES

Finance Director

With coordination from the Town Manager’s office, the FY 2022 Budget Message, Finance Committee Report, FY 2022 Budget documents and Warrant sent to the printer in a timely manner. Distribution to Town residents was on April 22.

Volunteered and appointed to serve on the Hampden County Regional Retirement Board’s Audit Committee. First meeting held. *First meeting held April 14 – draft minutes attached. Next meetings 5/20 & May 20 6/24 Participated on the hiring panel for the new DPW Director and the new Finance Director*

WORK ACTIVITIES – Continued

Accounting

*Completed 2021 Q1 federal and state tax reports and state unemployment reports
Continued preparing FY 2022 GFOA Budget document*

Assessors

*Recorded personal exemptions received from 3/18 - 4/1- these did not print on the Q4 property tax bills because of their late arrival to the office.
42 Motor Vehicle Excise Tax abatements granted in April totaling \$5,357
15 Property tax abatement granted in April totaling 22,359
Continued review, inspections and recommendations for abatement applications
Measure & List revaluation for precinct C originally scheduled to for last spring, *will resume in late spring**

Human Resources

*New Hires: Treasurer Collector = Erica Brunell, SB / TM Administrative Assistant = Mike Barbieri
Recruiting: Finance Director, DPW Director, Public Health Nurse, various Recreation seasonal help,
Library Assistants (3), Firefighter, Police Officer
Other: Prep for May open enrollment period
Prep for FVH mediation / arbitration
Prep and attendance at Unemployment Hearings (3)*

Purchasing

*Bids on Hold:
Bids in Development: Sale of Land (various small unbuildable parcels, Town Hall Boiler Replacement, Furniture, Fixtures and Equipment for COA, Auction Daycare and COA surplus
Bids out not due; *Skate park Feasibility Study (May 7), Sidewalk leveling (May 12), Converse Street Sewer Project (May 21), Greenwood Center Door Replacement (May 19), Pool & Splash Pad opening (May 13)*
Bid under Review: *Vehicle Maintenance and Shop Equipment, School Lunch Cleaning,*
Bids Awarded: *Community House Door Replacement (Morais Construction), Storrs Library Roof Repair (Greenwood Industries), Sidewalk Replacement (Campora Construction), Street Paving (Markings, Inc.) Glenbrook Irrigation (Omasta Landscaping)*
Rejected Bids: *Catch Basin Cleaning (Only 1 bid and it was over budget)**

Town Clerk

*Town census forms continue to arrive and are being processed
Tracked phone calls for 17 days in the month of April – averaged just over 21.5 a day of which 14 a day were directly related to Town Clerk matters. Others were referred to other departments
March 31st was the deadline to register dogs. *About 800 reminder notices were sent to owners of unlicensed dogs. Residents have been calling to rectify the matter (payment or notification of the dog no longer living in town). Of the 2,147 dogs in the Town's database, 1,650 have been registered
681 Recycling stickers sold in April. Mail in and online stickers continue to be coming in strong and do take a few days to process because of the volume*
Visitors to the Town Clerk's satellite office: *April 316, March 285, February 135, and January 152
Continued planning for the May Annual Town Meeting**

Treasurer / Collector

*New Treasurer starting April 27 = Eric Brunell
Visitors to satellite office in, October = 129, November = 69 (25 on November 2nd – property taxes due date), December = 27 (8 on 12/30), January 103, Feb, *March 105*
*March lockbox collections \$798,872, on-line collections \$570,545**

NOTABLE MATTERS / GRANTS

The Town's FY 2021 Estimated Receipts Report for *April* is attached. Comments currently include

*Motor Vehicle Excise has fallen behind last year's collections through *April by \$127K*. 2021 MVET #1 \$1.87 million, \$122K less than last year's MVET #1. Commitment #2 was delayed making forecasting difficult at this point. *Commitment #2 is expected to be combined with Commitment #3 and is expected to arrive in mid-May.*

*Penalties and Interest is ahead of last year by *\$69K* because of late FY 2020 due dates on Property taxes. *FY 2021 actuals exceed the estimate by almost \$50K*

**Rental have now exceeded last year's pace by \$22K because of a \$25K deposit / bonus from the new cell tower adjacent to the tennis courts. Budget estimate exceeded by \$4K*

* *Other Dept'l Revenue up \$46K from prior year. End of year surplus of \$40K anticipated*

**Licenses and Permits are now ahead of last year's YTD receipts by \$31K, big slow down last FY due to Covid 19*

*Recurring Investment income way down because of fallen interest rates *Year-end projection -\$10K*

*Third quarter meals tax encouraging given the pandemic and our drop in anticipated FY 2021 revenues. We are \$300 below the FY estimate with a strong quarter anticipated. Should easily be plus \$25K

*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 because 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. Received \$53,840 of FY 19 dollars owed should put the final actual amounts greater than the estimated

Ambulance revenues are down substantially (-\$106K*) and need to be monitored. FY 21 results will also influence the FY 2022 revenue estimate. *May be possible to supplement the revenue with American Rescue Plan \$*

*Water and Sewer revenues got a big boost from the dry summer. Revenues up *37% and 20%* respectively through *April* over last year. The second water and sewer billing went out in early March and was nearly \$1.70 million and \$940K respectively. ***This should equate to approximately \$600K in water and \$230K in sewer excess actual revenues over the budgeted amounts.***

Finance Director –

Assessors – Due to "garaging" errors, the State could not produce 2021 MVET Commitment #2. Commitments #2 and #3 will be combined and available in May

Human Resource

Town Clerk – Completed the State Auditor's survey regarding state mandated additional costs associated with the 2020 Sept Preliminary election. Filed for \$7,313 in reimbursable costs. *Funds received April 27*

Treasurer / Collector

PERFORMANCE MEASURE / HIGHLIGHTS

Tolland Solar / NuGen Capital - Total Net Metering Credits (NMCs) since November 2014 are *\$276,114*
Fiscal Year 2019 credits were \$48,143 Fiscal Year 2020 credits were \$47,561; FY 2021 credits are *\$26,459* - see most recent report attached.

LSPD 11 LLC / Lakeshore Development – Total Net Metering Credits since January 2018 are *\$93,551* per billing information. Fiscal Year 2019 credits were \$30,191. Fiscal Year 2020 credits are \$29,699; FY 21 credits are *\$22,093*

The Town has received *\$369,665* in net metering credits since participation began in November 2014

NEXT MONTH

Continue the process to bond multiple bonding authorizations. Includes Water, Sewer and Stormwater authorizations.

General Liability, Police, Police and Fire Injury-on-Duty and School Board Insurance renewal applications

Coordinate completion of Preliminary Official Statement for June bond issue

Accounting

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

Continue preparing GFOA FY 22 budget document

Calendar 2021 Q1 Federal and State reports

Finalize review of FY 2021 Property Tax Abatement applications

Prepare FY 2022 preliminary bill file for printing of Q1 FY 22 property tax bills

Complete DOR report (MDM-1) for reimbursements on certain property tax exemptions

Inspection of building permits and the 9-year measure-and-list revaluation are to begin in the next month or two

Human Resources

Transition one 457-plan provider to an existing plan – still in process

Never ending maze of coronavirus employment issues – employee / employer

Recruitment: Seasonal P&R staff, *Finance Director, DPW Director, and Assistant Town Manager*, other as noted above

May is the open enrollment period. Employees and retirees have the opportunity to change certain benefit selections during the open enrollment period.

Purchasing

See “Work Activities” section above

Town Clerk

Update census data as info comes in

Town Meeting May 17

Preparation for the June Town Election

Treasurer / Collector

Subsequent taxes will be added to delinquent TT files to bring matters up to date

Tailings process to begin. Will be reaching out to individuals with uncashed payroll checks to see if replacements are needed. This will help in monthly reconciliations by reducing the number of outstanding checks

Postponing sending FY 2019 Property Tax delinquencies into Tax Title – approximately xx accounts totaling \$85,818

Attachments:

Estimated Receipts Report *April*

HCRRB Audit Committee minutes 4-14-21

Breakout of Estimate for Each Funding Source

Monthly Report Finance Dept. *2021April*