

The Finance Department

Activities for the Month of *February 2022*

PROJECT UPDATES

Finance Director

- Prepared/ Present Recommended Budget
- Oversee Westcomm Financials
- Prepare Town Warrent

Accounting

Assessors

- KRT's inspector continues to work in Longmeadow, Measure and List for Precinct C is complete. Jason has now moved on to Precinct D.

Purchasing

Treasurer / Collector

- Implementing ACH Positive Pay and ACH Check Pay on our primary accounts for additional security.
- Continuing research and collaboration with other departments on an auction of town owned properties to take place in the spring.
- Negotiating with Tyler Technologies to bring down the price of a new online payment platform.

WORK ACTIVITIES

Finance Director

- FY23 Budget Recommendations
- FY23 Budget message and presentation
- FC Meetings preparation
- HCRB
- Westcomm
- Scantic Valley
- Administering Assessors Office during vacancy.

Accounting

- Submitted vendor payment history request to Smart procure for public records request
- Completed financial reports and salary history to be included in annual report
- Created new donation account for LACCF, donated amounts from COA for additional employee.
- Transferred OPEB amount from General Fund over to OPEB trust acct, \$590,495
- Transferred \$10,426 from senior center building donation acct over to senior center capital acct for EV charging station
- Library reimbursement for property insurance for \$4,692.32 sent to Storrs library board for payment

Assessors

- Motor Vehicle Excise Abatements, total abatements for January 34 and \$2,675.14 in refunds,
- Deed ownership records updated from January 1-31, 2022 is 19.
 - Sent 19“New Owner” packets of information with property record card for January 1-31.
- KRT has been inspecting all properties that have requested an abatement. All abatement inspections have been completed to date.
- KRT has been writing up abatement recommendations to be presented to the Board of Assessors at their next meeting.
- KRT updated the Board of Assessors segment for the town report.
- Continuing to received Income and Expense forms as well as Personal Property applications.

Purchasing

IFB/RFP Scheduled

On Call Trade Person bids:

IFB – On Call Roofing Services (3/14/22 – 3/13/23)

Bid being reviewed – low bid DP Carney Construction, \$83.65/hr, \$102/hr Eve/wknd, \$10% markup
Other higher bid JD Rivet & Co, \$86.25/hr, \$105hr Eve/wknd, 10% markup

IFB – On Call Electrician

Award = Marc’s Electric, \$62/hr, 0% markup

IFB – On Call Plumber

Award –Rene L. Cote Sons, Inc, \$110/hr, \$165/hr Eve/Wknd, 30% Markup

IFWR- Fire Station Kitchen Renovations;

IFB- Swimming Pool Routine Maintenance & Supply

Award category 1: Swimming Pool Maintenance with Supply:

Award category 2: Swimming Pool Supply:

IFB – Highway & Grounds Supply Contract (3/23/22 – 3/22/23)

IFB- Water Main Improvement Project (Birch Rd, Fairview St, & Farmington Ave)

RFP- Cellular Lease on Academy Drive Water Tower (TMobile lease is ending)

IFB – Center School Boiler Replacement

IFB- Center School Door

IFB/RFP In development

RFQ- Roadside Boom Mowing

Cleaning Svc Quotes, Storrs Library (Effective March, 2022)

IFB – Tree Service & Removal (contract ends 6/23/22)

IFB – Traffic Signal Maintenance contract (contract term to be 7/1/2022- 12/4/24) & Street Light Maintenance (12/5/22- 12/4/24) Joining these so they phase together as one award.

RFQ- Street Sweeping
RFQ- Catch Basin Cleaning & On-Call Service
RFQ- Catch Basin Repair Service

IFB/RFP AWARDS:

WESTCOMM OPM

Treasurer / Collector

- The office is busy with collections as real estate and personal property taxes were due February 1, 2022, water/sewer bills are due March 7, 2022 and the 2022 commitment 1 for excise taxes are due March 3, 2022.

NOTABLE MATTERS / GRANTS

Finance Director

- Deciding on whether to fill the Assessor or Assistant Assessor position the Town Assessor Assistant position. A Temp has been added to the department.

Accounting

- 1099 IRS file approved by IRS

Assessors

- Continuing to receive personal exemption applications until April 1. Applications received to date are applied to the 4th quarter tax bills.

Purchasing

Treasurer / Collector

- Stephanie Cummings left her employment on February 24, 2022. We are beginning the process of hiring a new Collections Specialist.

PERFORMANCE MEASURE / HIGHLIGHTS

Finance Director

- FY23 Budget recommendations

Accounting

Assessors

Purchasing

Treasurer / Collector

- We've continued our diligent efforts towards collecting on Tax Title accounts with a few more significant payoffs and many payments per payment agreements. During the month of February

our office collected \$44,475.25 in tax title delinquent real estate bills. With the strong collections push we have brought down our outstanding Tax Title balance from \$334,821.37 to \$290,346.12. We've also brought in a significant portion of our outstanding non-tax title delinquencies, with only 11 taxpayers remaining on that list, all of which are in payment agreements.

- We continue to enter into payment agreements and escalate collection remedies for outstanding bills with the goal of substantially reducing all delinquencies by the end of the fiscal year.