

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

## **PROJECT UPDATES**

### **Finance Director**

Streetlight Conversion – began working with Mark Gold and Marc Strange on fitting all the info previously gathered into next steps on the streetlight conversion. Had a teleconference with Tanko regarding having them take over next steps as outlined in the MAPC proposals. Sent letter to Eversource indicating the Town’s desire to purchase streetlights.

Put spring of 2020 bond issue on Financial Advisors radar. Issue to include \$2.00 million for Phase II of Tina Lane / Birnie Rd Landfill closure, \$1.345 million and \$1.30 million for DPW, \$1.54 million for Wolf Swamp Fields and advanced refunding of second LHS bond issue. Option effective Feb 2020

### **Accounting**

Finalizing FY 2020 budget information for presentation to GFOA for achievement award consideration. Final product due in early August. FY 2020 GFOA Budget submitted 8/12 *Distinguished Budget Presentation Award received from the national Government Finance Officer Association for the Town’s FY 2020 budget presentation.*

### **Assessors**

Preparing an informational presentation regarding eligibility for personal exemptions. The presentation will be done at the Council on Aging with a targeted audience of the elderly and veterans. The session, hopefully to be done in early March (applications for personal exemption due 4/1), will review the personal exemptions available to Longmeadow taxpayers and will outline the eligibility limits (age, income, assets, etc...). Presentation was not done this year but will be reconsidered for March of 2020 *This was actually done in the fall when the applications were first available.*

### **Human Resources**

### **Purchasing**

### **Town Clerk**

The Police Department is working with the Town Clerk and Treasurer / Collector on the installation of security cameras for their offices and lobby. Installation date yet to be determined. This project will become part of a larger scale town-wide proposal being developed for the next round of capital projects. Spoke to new Facilities Director, Nick Georgantas, about the purchase of the security system with MIIA Grant Funds,

### **Treasurer / Collector**

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

## **WORK ACTIVITIES**

### **Finance Director**

*Summarizing / reviewing FY 2021 budget requests to make certain recommendations to Town Manager on achieving a balanced budget and meeting Select Board’s initiatives as much as possible. Updated budget projections to include FY 2020 new growth certified (a positive impact on assumptions), the FY 2021 retirement assessment (a negative impact from assumptions) and the FY 2021 estimated State Aid based on the Governor’s proposed FY 2021 budget (a negative from assumptions). The Town received the minimum \$30 / pupil in CH 70 aid in the Governor’s proposal.*

*Began to list warrant articles proposed for the May 2020 Annual Town Meeting warrant  
Attended meeting IT Administrative Code, Glenbrook / William building walk through. Trash & Recycling proposals, MVP projects, LED implementation and commercial valuation*

*Reviewed and revised or wrote policies concerning: OPEB Funding, Sewer Enterprise, Water Enterprise, Stormwater Enterprise, Ambulance Fund, Budget Policies of the Select Board, Capital Improvement Budget, Capital Improvement, and Capital Stabilization Fund.*

*Prepared financial update for Select Board in preparation of the FY 2021 budget process. Info also sent to Finance Committee*

## **Accounting**

*Filed all quarterly and annual tax reports. W-2 and 1099 employee / contractor tax forms distributed in a timely manner*

*Preliminary input of budget data into GFOA format*

### **Assessors**

*2019 Commitment #7 = \$4481, # 8 = \$9,957. 2019 commitments approximately \$25 K higher than 2018*

*2020 Commitment #1 \$1,993,747, approximately \$28K higher than 2019 counterpart*

*10 MVET Abatements totaling \$1,086*

*Completed Annual Town Report*

*Prepared and mailed FY 2021 Form of List notices and Expenses notices*

*Property tax abatements were due Feb 3<sup>rd</sup>, 81 FY 2020 abatements to be addressed by the Board of Assessors as compared to 115 last years. Principal Assessor began to schedule inspections as part of Abatement review process*

*Worked with Vision software to create FY 20 “static” database and solve ongoing valuation software issues*

## **Human Resources.**

*New Hires: Ann Marie Ried, Asst. Town Clerk start 1/13/20*

*Open enrollment for Medicare plans (effective 1/2/2020)*

*Working on Affordable Care reporting requirements due in early March.*

*Trouble shooting problems with School encumbrances and Teachers Retirement reporting*

*Upgrades to Munis and upgrade to Tax Tables.*

*Research new W-4 forms now required by Federal Government*

*Research materials for DPW grievance*

*Scanned prior DPW grievances for easier future reference*

## **Purchasing**

*Bids on Hold:*

*Bids in Development: Sale of Land (various small unbuildable parcel)*

*Bids out not due: P&R Seasonal Printing (due 2/18, Landfill Closure Phase II (due 2/27), Solid Waste and Recycling pickup (2/25)*

*Bids under Review: Morningside Dr. Culvert,*

*Bids Awarded: Onsite soil relocation (Saltmarsh), Billing & Mailing Service (Globe Direct), Solid Waste Disposal (Community Eco Power)*

*Rejected Bids:*

## **Town Clerk**

*Town Clerk 's Clerk AnnMarie Reed started Jan 13<sup>th</sup>*

*Census data started to come back to the Town Clerk's office along with an uptick in Recycling sticker rates. Automatic voter registration began January 1 also requiring additional data review & entry. January is one of, if not the busiest months for the Town Clerk. The Senior Tax Abatement helper has been very helpful but a special thanks needs to out to the Treasurer / Collector's staff for assisting the Town Clerk whenever / wherever they could.*

*Town Clerk was re-certified by the MA Town Clerk's Assoc.*

*The State Auditor will again seek State funding to cover costs of the early voting mandate set by the State.*

## **Treasurer / Collector**

*Interest rates on Town's investment's continue to decline.*

*\$600K+ transferred to the State Retiree Benefits Trust Fund. Remaining (\$32K+) amount (from FY 19 assessments to fee based services) will be sent in February. The Town's balance will increase to approximately \$3.4 million, pending investment results, by the end of February.*

*Property Tax Collections for third quarter billing nearly \$10.97 million. Another \$1.42 million collected on Feb 3 – the due date*

## **NOTABLE MATTERS / GRANTS**

Through January of FY 20 the local estimated receipts appear to be in a good position. *Our first 2020 MVET commitment was \$1.99 million, an increase of approximately \$28K over last year's MVET #1.* Interest revenue continues to go strong and again is outpacing prior year dollars. Interest revenue from Bond Proceeds, while not re-occurring per se, will add to the end of year anticipated revenue surplus. Rental (cell tower) income will take a hit as the annual payment from Crown Castle was less this FY by approximately \$20K. Certain telephone cell carriers have either merged or simply taken their antennas off the DPW cell tower. The rental loss will be absorbed in other categorical surpluses. Overall, the Town should end FY 2020 with approximately \$468,000+ in surplus General Fund receipts. Detailed report attached

*Ambulance revenues are ahead of last year's amounts through January of the fiscal year by over \$40K.* Calendar 2019 run volume exceeded prior years and continues to increase fairly steadily. It appears that Ambulance revenues will exceed \$1 million in FY 20 and be in excess of \$150k over the FY 20 estimated amount. *The Ambulance Fund Balance is \$425K with about \$340K currently anticipated in appropriations (new Ambulance and OT) from the account at the annual Town meeting. The fiscal year 2020 year-end ambulance fund balance should near \$235K. A healthy balance given that funds will be appropriated for a new ambulance.*

Water receipts may not be hitting projection even with FY 20 5% increase in rates. Early March commitment would be earliest this could be determined. Water Reserves are low and this will be watched closely

### **Finance Director**

#### **Accounting**

#### **Assessors –**

#### **Human Resource**

#### **Purchasing**

#### **Town Clerk**

*The Presidential Primary will be held March 3, 2020. Early voting will be held in the Community House Auditorium from Feb 24 – 28, 2020*

#### **Treasurer / Collector**

## **PERFORMANCE MEASURE / HIGHLIGHTS**

Tolland Solar / NuGen Capital - Total Net Metering Credits (NMCs) since November 2014 are \$228,122.45, Fiscal Year 2018 credits were \$44,740 Fiscal Year 2019 credits were \$48,143, FY 2020 credits are \$26,027.77- see most recent report attached.

LSPD 11 LLC / Lakeshore Development – Total Net Metering Credits since January 2018 are \$58,205.91 per billing information. Fiscal Year 2019 credits were \$30,191. Fiscal Year 2020 credits are \$16,448.55

The Town has received \$286,328.36 in net metering credits since participation began in November 2014

## **NEXT MONTH**

### **Finance Director**

*Assist TM in her FY 2021 budget proposal. Begin draft numeric date for written budget message*

*Begin to write Town Meeting warrant articles,*

*Contact Financial Advisor to begin discussion on Spring bond issue*

*Already providing DPW documents for Atty. Quinn. Certain vendors were not responding timely to him regarding asbestos costs associated with the new DPW site*

### **Accounting**

*Complete Annual Town Report material*

*Assist Finance Director with budget documents*

**Assessor**

*Abatement applications are due through Feb 3, 2020*

*Begin abatement review process*

**Human Resources**

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

Pay Equity Law review by Sullivan, Hayes & Quinn with unused FY 2018 retainer hours

*Police Chief recruitment*

**Purchasing**

See “Work Activities” section above

**Town Clerk**

*Early voting Feb 24 – Feb 28*

*Prep for Presidential Primary March 3*

**Treasurer / Collector**

*Prepare list of outstanding checks to begin process of unclaimed check*

*Final 3<sup>rd</sup> quarter property tax collections, begin to collect 2020 MVET 1<sup>st</sup> commitment*

Attachments:

Estimated Receipts Report *January*

Most Recent Net Metering Credit Report

Monthly Report Finance Dept. *Jan 2020*