There was a regular meeting of the above referenced subcommittee held on Monday, May 16, 2022 at 6:30 p.m. via Zoom remote meeting.

Committee Members present were: Councilor Kenneth McClary, Chair, Deputy Mayor Gregory Davis, Councilors Anthony Harrington and Joseph Merritt

Also present were: Stanley D. Hawthorne, Town Manager, Keri Rowley, Finance Director, Sharon Gentles-Harris, Deputy Finance Director

Absent was: Councilor C.F. Politis

Guest was: Robert Ike, Republican Registrar

The meeting was called to order at 6:30 p.m.

OLD BUSINESS

Discussion and Possible Action/Recommendation regarding the Registrar of Voters Stipend

Ms. Keri Rowley, Finance Director gave a brief overview of her findings soliciting financial information from neighboring towns regarding stipends paid to Registrar of Voters.

Ms. Rowley consulted Town Attorney Marc Needelman regarding action previously recommended by Council leadership, noted stipend amounts of $800.00 for Presidential elections and $500 for Municipal elections. However, the Registrar of Voters also requested $1500.00 stipend amount for all elections.

She commented on comparable figures from the Town of Rocky Hill, budgeted annual salary amount of $26,000 and $235.00 stipend per election. Ms. Rowley is requesting a Council recommendation to set a stipend amount for the Registrar of Voters.

Discussion

Councilor McClary inquired about the fluctuation in stipend amounts, possibly due additional duties to COVID restrictions, mail-in voting, unprecedented mandates, PPE and training of poll workers.

Councilor Merritt noted that the annual salary for Bloomfield of $22,700 is comparable to surrounding towns, Avon, Simsbury and Windsor.

It was moved by Councilor Merritt to increase the annual salary amount to $26,000. The motion failed, no second.
It was moved by Deputy Mayor Davis, seconded by Councilor Merritt and voted unanimously to recommend to the full Council a set stipend amount of $1500.00 for all elections.

NEW BUSINESS

Discussion and Possible Action regarding 4th Quarter Transfers Request

Ms. Rowley gave a brief summary of the 4th Quarter Transfers Requests. The following transfer requests are listed below:

• Town Manager’s Department - $39,500 to full-time salaries and $3,500 to payroll taxes to cover unbudgeted cost of the temporary allocation of the previous Finance Director’s reassignment and the variance between the budgeted and actual cost of the Town Manager’s salary.

• Registrar of Voters – Transfer into full-time salaries of $12,000 and $1,000 into payroll taxes to cover the increase hours of the Deputy Registrar of Voters. The previous budget fiscal year 2022 budget only allocated $2,500 for each deputy but a total of $17,500 has been charged to this account for deputy or clerical support. In addition, $25,000 was requested to fund the election line that is currently over budget due to overages of the primary and municipal election of $7,500 and the cost to cover the unbudgeted Democratic Town Committee April election.

• The total budget modifications approved during the fiscal year 2023 budget process totaled $1,079 million but only included funding for $900,000. The difference of $179,000 was to be funded out of the base budget in the current year. The request of $171,000 is needed to fund: Human Resources request for offsite storage ($1,188), applicant tracking ($13,000), recognition services ($5,000) and UPSEU reclass (partial funding of $5,000), Leisure Services banner replacement ($22,500) and the disparity study ($125,000) in Finance.

• Additional contribution to the Other Post Employment Benefit (OPEB) that will pre-fund the fiscal year 2023 contribution $130,666. This amount is the reduction that was included in the Council approved fiscal year 2023 base budget. This pre-funding would allow all services to remain fully funded while having a minimal impact to each operational budget.

The total transfer request is $383,354 in appropriations within the 2022 budget. The total adopted budget of $96,688,299 remains the same.

It was moved by Councilor Merritt, seconded by Deputy Mayor Davis and voted unanimously to recommend to the full Council approval of the first set of 4th Quarter Transfer requests.

Discussion

Deputy Mayor Davis inquired about the total amount needed for the second 4th Quarter Transfer. Ms. Rowley indicated the need for $80,000 for two part-time EMT positions. In addition, $100,000 needed for the Assistant Purchasing Manager.
Discussion regarding the April 2022 Financials

Mrs. Keri Rowley, Finance Director presented the detailed report on the April 2022 financials.

Revenues

The Revenues and Expenditures through the month ended April 30, 2022 in the 2022 fiscal year. Total revenue received is at 98.7% which is lower than the 101.2% for the same time period a year ago. The Town is trending right in line from 100.8% in fiscal year 2022 and 100.5% in the current year. Ms. Rowley reduced the anticipated tax collection budget amount in the current year by $812,000 to reflect the shortfall in the prior year tax collection.

The second payment of the Educational Cost Sharing grant was received this month for a total of $2.69 million. There are no anticipated State payments that are expected in May and June.

Real Estate Conveyance Tax has surpassed the anticipated budget of $515,000 by $125,000 and collected $640,000 with two months remaining in the fiscal year. The revenue in this account continues to benefit from the housing market, but will likely slow down as the market begins to show sign of leveling out.

Building/Demolitions Permit revenues continues to be strong in the month of April and collected over $111,000. The revenue in this account has surpassed the anticipated budget by $195,000 and collected $995,000 to date. This surplus will help mitigate the shortcomings in the prior year tax collection as described.

Expenditures

Overall, expenditures for the month of April are about 78.6% of the year’s total budget.

Expenditures include $1.32 million in encumbrances, i.e. purchase orders that have been taken out for various accounts but for which funds have not yet been expended. Discounting the encumbrances, we have only actually expended 84% of the budget.

Expenditure projections are left at the amount budgeted. Therefore, as presented, the Town’s fund balance would absorb the variance between budgeted revenue and expenditures, which was anticipated during the budget process to be $2.75 million. If all projected revenues are received, the Town will utilize the $2.75 million to balance the budget on the assigned fund balance. This amount was already budgeted in the FY 2022 budget, with no impact on the unassigned fund balance.

The Town will not surpass the anticipated total revenue budget in the fiscal year 2022, due to the large amount of tax appeal cases settled and the deficit of $1.6 million in prior year taxes. In addition, the budget in the fiscal year 2023 included funding budget modification in the current year and a reduction in the Town operating budget that will be funded with budget savings in the current year. Due to those major factors, the Town will have to use some or all of the $2.75 million that was assigned during fiscal year 2022 budget process. This assignment has already been allocated to the fiscal year 2022 budget and would have no impact on the unassigned fund balance if the entire designation was needed.
Ms. Rowley briefly mentioned the two fourth quarter budget requests to present at the May Finance Subcommittee meeting. The budget surplus in the majority of the transfers requests are due to savings from staffing vacancies in the Town Clerk, Assessors, Information Systems and Technology, and Public Works. In addition, savings in utility costs for the Human Services Building are recognized and will be included as a part of the transfer out request.

**Discussion**

Councilor McClary inquired about the status update regarding the FY 21 Town Audit, timeline for approval. The audit will be completed by June 30, 2022. The delay will not impact the Town’s credit rating, need to maintain the Government Financial Officers Association certificate.

Councilor Merritt requested a different Financial Report presentation to project end of year and year-to-date comparison.

**OTHER BUSINESS**

There was no other business for discussion.

**Public Comments**

There were no public comments.

**Approval of Minutes**

It was moved by Councilor Harrington, seconded by Deputy Mayor Davis and voted unanimously to approve the minutes of April 18, 2022.

**Adjournment**

It was moved by Deputy Mayor Davis, seconded by Councilor Harrington and voted unanimously to adjourn the meeting at 7:20 p.m.