



**THE TOWN OF WOODBRIDGE
BOARD OF FINANCE
MONTHLY MEETING
THURSDAY, OCTOBER 15, 2020**

**MATERIALS FOR THIS MEETING MAY BE VIEWED ON-LINE:
<https://www.woodbridgect.org/252/Board-of-Finance>**

NOTE: IN ACCORDANCE WITH GOVERNOR LAMONT'S EXECUTIVE ORDER #7b. SECTION 1, WHICH SUSPENDS THE OPEN MEETING REQUIREMENTS OF IN-PERSON PARTICIPATION, AUDIO AND VIDEO OF THIS REGULAR MEETING WILL BE SIMULTANEOUSLY TELEVISED ON CHANNEL 79 AND YOUTUBE@WGATV79 IN ORDER TO ALLOW THE PUBLIC TO VIEW AND LISTEN TO THE MEETING. IN PERSON ATTENDANCE WILL NOT BE PERMITTED. COMMENTS FOR THE 6:00 PM PUBLIC COMMENTS SEGMENT MAY BE E-MAILED TO kcrosby@woodbridgect.org UNTIL 3:00 PM THE DAY OF THE MEETING.

Chair: Matthew Giglietti **DATE/TIME FILED WITH TOWN CLERK**

Facilitator: Anthony Genovese
Administrative Officer/Director of Finance

AGENDA **TIMES ARE APPROXIMATE**

1. Public Comments 6:00 pm
2. Election of Chairman and Vice Chairman
3. Administrative Officer / Director of Finance Report
 - a. Monthly Financial Report
 - b. FY20 Audit Status
 - c. WBOE Financial Report
 - d. Other
4. Funding Requests
5. Approval of FY2022 Budget Meeting Dates
6. Approval of Minutes – September 17, 2020
7. First Selectman's Report
8. Designation of Liaisons
9. Liaison Reports
10. Adjournment 7:00 pm



TOWN OF WOODBRIDGE
DEPARTMENT OF FINANCE
11 MEETINGHOUSE LANE
WOODBRIDGE, CONNECTICUT 06525

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ANTHONY F. GENOVESE
ADMINISTRATIVE OFFICER
DIRECTOR OF FINANCE

MEMORANDUM

To: Board of Selectmen
Board of Finance

From: Anthony Genovese, Finance Director 

Re: September 2020 Monthly Report and Year End Projection

Date: October 7, 2020

The monthly report consists of actual revenues and expenditures through September 2020 and projected year-end budgetary deficit of \$243,025. Our projected fund balance at 6/30/2020 is \$5.87M or 11.69% of the annual projected expenses at the end of the year.

Revenues

Taxes – Current tax collections are trending slightly higher than the last few years with 54.9% of the budget collected through September 30. This is slightly higher than 54.5% collected in the first quarter of FY20 and 54.6% in the first quarter of FY19. The Town has collected all but 1 real estate and a few motor vehicle accounts deferred from July 1st to October 1st. Also, the Town has collected on several large back tax accounts.

Investment Income – Investment income is projected to experience a deficit of \$90,000 at the end of the year. Rates have fallen from .49% in May to .08% in September.

FEMA Grant Applications – The Town applied for reimbursement from FEMA for expenses related to COVID -19 through June 30, 2020 totaling \$122,000. We are waiting to receive award confirmation. Additionally, the Town is awaiting a FEMA designation on storm Isaias in hopes of recovering a portion of storm related expenditures including police and public works overtime, debris cleanup, fire department costs, and related equipment and benefit costs totaling \$167,000. This estimate does not include debris removal.

Charge for Services – Department charges are projected to experience a deficit of \$60,000 due to an anticipated shortfall in transfer station fees. The transfer station fee budget anticipated a bulky waste per ton fee which has not been adopted. I am hopeful this will be offset by other charges trending at or in excess of budget estimates including town clerk fees, conveyance taxes, and building permits.

Expenses

Most of our departmental budgets seem to be coming in close to budget as it is too early in the year to predict any large variances. Department heads whose budgets were reduced due to COVID-19 related service cuts including the library, human services and recreation, have done an excellent job keeping within budget and monitoring expenses.

Election Expenses – A deficit is anticipated in election related expenses in both the town clerk and registrar totaling approximately \$42,000. The Town has received grants totaling \$12,000 to offset election related expenses and will continue to monitor the situation. Additional costs are related to poll set-up, covid-19 safety precautions, absentee ballot preparation, absentee ballot counting, and other election related work not included or anticipated in the original budget request. We are planning for a contingency transfer in November.

Benefits – Benefits are expected to generate a surplus of \$43,500 due to a lower than anticipated workers compensation premium.

WBOE – The Woodbridge Board of Education is reporting a year end projected deficit of \$136,525.

**Town of Woodbridge
Finance Department
Year End Summary
7/20 to 9/20**

	<u>2019-20</u>	<u>2020-21</u>	<u>2020-21</u>	<u>2020-21</u>	
<u>Revenues</u>	<u>Actual(1)</u>	<u>Am. Budget</u>	<u>Actual(2)</u>	<u>Projected</u>	<u>variance</u>
Current & Prior Year Taxes	47,006,509	46,769,272	25,658,871	46,769,272	-
Intergovernmental	1,147,856	959,839	139,067	959,839	-
Charges for Services	813,354	939,377	129,632	879,377	(60,000)
Investment Income	234,121	160,000	4,968	70,000	(90,000)
Other Revenues	311,267	1,114,830	730	1,114,830	-
Other Financing Sources	214,500	164,787	-	164,787	-
Subtotal Revenue	49,727,607	50,108,105	25,933,268	49,958,105	(150,000)
<u>Expenditures</u>					
Board of Selectman	648,445	626,233	263,686	626,233	-
Probate	9,479	9,500	9,500	9,500	-
Town Clerk	210,954	227,932	72,536	227,932	-
Registrar of Voters	20,074	71,664	19,107	71,664	-
GATVOC	26,814	31,529	10,752	31,529	-
General Administration	256,446	255,700	189,841	255,700	-
Information Systems	142,487	147,508	129,693	147,508	-
Finance	259,860	262,809	55,123	262,809	-
Tax Collector	153,950	159,089	30,999	159,089	-
Assessor	173,360	178,379	40,420	178,379	-
Board of Assessment	2,264	2,000	-	2,000	-
Board of Finance	43,290	172,145	34,545	172,145	-
Planning & Zoning	35,211	42,050	7,677	42,050	-
Zoning Board of Appeals	985	3,650	-	3,650	-
The Center	87,164	81,000	15,279	81,000	-
Former Fire Station	9,201	7,800	1,504	7,800	-
Country Club of Woodbridge	11,516	-	-	-	-
Police Department	2,981,633	3,085,057	809,436	3,085,057	-
Fire Department	855,320	986,674	415,346	986,674	-
EMS	317,619	318,248	297,402	318,248	-
Animal Control	115,490	112,487	-	112,487	-
Building Official	127,466	139,166	22,639	139,166	-
Public Works	1,355,905	1,408,357	373,157	1,408,357	-
Waste Management	556,351	574,553	177,778	574,553	-
Building Maintenance	431,497	435,143	118,700	435,143	-
Human Services	403,425	443,185	135,526	443,185	-
Recreation	469,470	331,427	54,655	331,427	-
Pool & Gym	80,047	73,927	20,701	73,927	-
Parks Department	256,872	218,758	70,157	218,758	-
Darling House	7,074	7,585	188	7,585	-
Library	732,445	657,924	220,504	657,924	-
Conservation Commission	362	400	-	400	-
Economic Development	235	2,250	-	2,250	-
Inland Wetland Commission	38,373	54,024	7,609	54,024	-
Benefits	4,525,034	4,474,258	1,663,009	4,430,758	(43,500)
Debt Service	2,818,482	2,843,611	2,530,343	2,843,611	-
WBOE	15,095,044	15,201,954	-	15,338,479	136,525
Amity Regional	14,965,743	15,756,256	4,606,720	15,756,256	-
Transfers Out	1,402,885	703,873	-	703,873	-
Subtotal Expenditures	49,628,268	50,108,105	12,404,531	50,201,130	93,025
<u>Net Operations</u>				(243,025)	
Unassigned Fund Balance @ 6/30/20				6,513,766	
Net Budgetary Operations				(243,025)	
Fund Balance Use in Budget				(400,000)	
Projected Unassigned Fund Balance @ 6/30/21				5,870,741	
<i>Unreserved Fund Balance as % of Adopted Annual Budget</i>				11.69%	

Note: (1) From year end unaudited financial statements
(2) Revenues, expenses and encumbrances through 9/30/2020

FOR 2021 03

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>1-2-1100 State Grants</u>							
1-2-1100 42600 MISCELLANEOUS GR	-29,920	-14,411	-44,331	-18,919.43	.00	-25,411.57	42.7%*
1-2-1100 42610 MUNICIPAL STABIL	-120,477	0	-120,477	.00	.00	-120,477.00	.0%*
TOTAL State Grants	-150,397	-14,411	-164,808	-18,919.43	.00	-145,888.57	11.5%
<u>1-2-1600 State Grants</u>							
1-2-1600 42311 TAX GRANT - VETE	-5,600	0	-5,600	.00	.00	-5,600.00	.0%*
TOTAL State Grants	-5,600	0	-5,600	.00	.00	-5,600.00	.0%
<u>1-2-2100 State Grants</u>							
1-2-2100 42600 CITATIONS GRANT	-7,500	0	-7,500	.00	.00	-7,500.00	.0%*
TOTAL State Grants	-7,500	0	-7,500	.00	.00	-7,500.00	.0%
<u>1-2-3100 State Grants</u>							
1-2-3100 42510 TOWN AID - IMPRO	-240,356	0	-240,356	-120,147.19	.00	-120,208.81	50.0%*
TOTAL State Grants	-240,356	0	-240,356	-120,147.19	.00	-120,208.81	50.0%
<u>1-2-9200 State Grants</u>							
1-2-9200 42100 STATE GRANTS - E	-471,575	0	-471,575	.00	.00	-471,575.00	.0%*
1-2-9200 42120 SPECIAL EDUCATIO	-70,000	0	-70,000	.00	.00	-70,000.00	.0%*
TOTAL State Grants	-541,575	0	-541,575	.00	.00	-541,575.00	.0%
<u>1-4-1500 Investment Income</u>							
1-4-1500 44100 INVESTMENT INCOM	-160,000	0	-160,000	-4,968.21	.00	-155,031.79	3.1%*

FOR 2021 03

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL Investment Income	-160,000	0	-160,000	-4,968.21	.00	-155,031.79	3.1%
<u>1-5-1250 Departmental Revenues</u>							
1-5-1250 45110 TOWN CLERK - CON	-210,000	0	-210,000	-38,410.82	.00	-171,589.18	18.3%*
1-5-1250 45120 TOWN CLERK - FEE	-85,000	0	-85,000	-16,998.00	.00	-68,002.00	20.0%*
TOTAL Departmental Revenues	-295,000	0	-295,000	-55,408.82	.00	-239,591.18	18.8%
<u>1-5-1800 Departmental Revenues</u>							
1-5-1800 45410 ZONING PERMITS	-2,500	0	-2,500	.00	.00	-2,500.00	.0%*
TOTAL Departmental Revenues	-2,500	0	-2,500	.00	.00	-2,500.00	.0%
<u>1-5-1850 Departmental Revenues</u>							
1-5-1850 45420 ZONING HEARINGS	-5,000	0	-5,000	.00	.00	-5,000.00	.0%*
TOTAL Departmental Revenues	-5,000	0	-5,000	.00	.00	-5,000.00	.0%
<u>1-5-2100 Departmental Revenues</u>							
1-5-2100 45300 SCHOOL RESOURCE	-106,606	0	-106,606	.00	.00	-106,606.00	.0%*
1-5-2100 45310 PUBLIC SAFETY -	-7,500	0	-7,500	-7,052.10	.00	-447.90	94.0%*
1-5-2100 45320 BURLAR ALARM FEE	-1,800	0	-1,800	-645.00	.00	-1,155.00	35.8%*
TOTAL Departmental Revenues	-115,906	0	-115,906	-7,697.10	.00	-108,208.90	6.6%
<u>1-5-2700 Departmental Revenues</u>							
1-5-2700 45500 BUILDING PERMITS	-240,000	0	-240,000	-45,942.34	.00	-194,057.66	19.1%*
TOTAL Departmental Revenues	-240,000	0	-240,000	-45,942.34	.00	-194,057.66	19.1%

FOR 2021 03

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>1-5-3100 Public Works</u>							
1-5-3100 45540 STREET EXCAVATIO	0	0	0	-10.00	.00	10.00	100.0%
TOTAL Public Works	0	0	0	-10.00	.00	10.00	100.0%
<u>1-5-3500 Departmental Revenues</u>							
1-5-3500 45600 TRANSFER STATION	-150,000	0	-150,000	-8,686.56	.00	-141,313.44	5.8%*
TOTAL Departmental Revenues	-150,000	0	-150,000	-8,686.56	.00	-141,313.44	5.8%
<u>1-5-4100 Departmental Revenues</u>							
1-5-4100 45900 SENIOR PROGRAM F	-2,500	0	-2,500	-276.00	.00	-2,224.00	11.0%*
TOTAL Departmental Revenues	-2,500	0	-2,500	-276.00	.00	-2,224.00	11.0%
<u>1-5-5100 Departmental Revenues</u>							
1-5-5100 45210 RECREATION FEES	-46,238	0	-46,238	.00	.00	-46,238.00	.0%*
1-5-5100 45230 RENTALS - POOL	-6,250	0	-6,250	-5,354.00	.00	-896.00	85.7%*
1-5-5100 45240 RENTALS - CENTER	-62,733	0	-62,733	-6,122.00	.00	-56,611.00	9.8%*
1-5-5100 45241 RENTALS - CENTER	-5,500	0	-5,500	.00	.00	-5,500.00	.0%*
1-5-5100 45250 FIELD RENTALS	-1,750	0	-1,750	.00	.00	-1,750.00	.0%*
TOTAL Departmental Revenues	-122,471	0	-122,471	-11,476.00	.00	-110,995.00	9.4%
<u>1-5-5500 Departmental Revenues</u>							
1-5-5500 45800 LIBRARY FEES AND	-6,000	0	-6,000	-135.18	.00	-5,864.82	2.3%*
TOTAL Departmental Revenues	-6,000	0	-6,000	-135.18	.00	-5,864.82	2.3%
<u>1-6-1100 Other Revenues</u>							
1-6-1100 46100 TELEPHONE ACCESS	-20,454	0	-20,454	.00	.00	-20,454.00	.0%*

FOR 2021 03

ACCOUNTS 100	FOR: GENERAL FUND		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1-6-1100	46150	GNH REGIONAL SEW	-5,300	0	-5,300	.00	.00	-5,300.00	.0%*
1-6-1100	46200	REPLACEMENTS/MIS	-10,000	0	-10,000	-730.39	.00	-9,269.61	7.3%*
TOTAL Other Revenues			-35,754	0	-35,754	-730.39	.00	-35,023.61	2.0%
<u>1-6-1500 Other Revenues</u>									
1-6-1500	46900	FUND BALANCE APP	-400,000	0	-400,000	.00	.00	-400,000.00	.0%*
1-6-1500	46910	AMITY SURPLUS AP	-671,460	0	-671,460	.00	.00	-671,460.00	.0%*
TOTAL Other Revenues			-1,071,460	0	-1,071,460	.00	.00	-1,071,460.00	.0%
<u>1-6-5400 Other Revenues</u>									
1-6-5400	46400	ANTICIPATED GIFT	-7,616	0	-7,616	.00	.00	-7,616.00	.0%*
TOTAL Other Revenues			-7,616	0	-7,616	.00	.00	-7,616.00	.0%
<u>1-8-9520 Other Financing Sources</u>									
1-8-9520	48209	TRANSFER IN PRIV	-155,000	0	-155,000	.00	.00	-155,000.00	.0%*
1-8-9520	48302	TRANSFER IN CAPIT	0	-9,787	-9,787	.00	.00	-9,787.00	.0%*
TOTAL Other Financing Sources			-155,000	-9,787	-164,787	.00	.00	-164,787.00	.0%
<u>100 General Fund</u>									
100	41100	CURRENT TAX - REAL ES	-46,474,272	0	-46,474,272	-20,607,000.21	.00	-25,867,271.79	44.3%*
100	41110	CURRENT TAX-PERSONAL	0	0	0	-1,193,112.78	.00	1,193,112.78	100.0%
100	41120	CURRENT TAX - MOTOR V	0	0	0	-3,254,093.03	.00	3,254,093.03	100.0%
100	41200	PRIOR YEAR TAX - REAL	-150,000	0	-150,000	-75,751.02	.00	-74,248.98	50.5%*
100	41210	PRIOR YEAR TAX - PERS	0	0	0	-8,330.03	.00	8,330.03	100.0%
100	41220	PRIOR YEAR TAX - MOTO	0	0	0	-3,186.27	.00	3,186.27	100.0%
100	41230	PRIOR YEAR TAX - MV S	0	0	0	-9,252.41	.00	9,252.41	100.0%
100	41280	Suspense Collections	0	0	0	-5,391.55	.00	5,391.55	100.0%
100	41400	DELINQUENT INTEREST	-140,000	0	-140,000	-47,635.30	.00	-92,364.70	34.0%*

FOR 2021 03

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 41410 DELINQUENT LIEN FEES	-5,000	0	-5,000	-1,996.00	.00	-3,004.00	39.9%*
100 41800 SCCRWA - PILOT PAYMEN	0	0	0	-453,122.16	.00	453,122.16	100.0%
TOTAL General Fund	-46,769,272	0	-46,769,272	-25,658,870.76	.00	-21,110,401.24	54.9%
TOTAL GENERAL FUND	-50,083,907	-24,198	-50,108,105	-25,933,267.98	.00	-24,174,837.02	51.8%
TOTAL REVENUES	-50,083,907	-24,198	-50,108,105	-25,933,267.98	.00	-24,174,837.02	

FOR 2021 03

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>1110-00 Board of Selectmen</u>							
1110-00 50100 FIRST SELECTMAN	85,526	0	85,526	19,078.81	.00	66,447.19	22.3%
1110-00 50101 ADMINISTRATIVE OF	148,316	0	148,316	33,086.44	.00	115,229.56	22.3%
1110-00 50215 CLERICAL	124,720	0	124,720	25,851.83	.00	98,868.17	20.7%
1110-00 50420 OVERTIME CLERICAL	0	0	0	282.16	.00	-282.16	100.0%*
1110-00 50700 BUY BACK SICK	10,333	0	10,333	.00	.00	10,333.00	.0%
1110-00 52100 GENERAL PROFESSIO	13,150	0	13,150	2,307.50	1,312.50	9,530.00	27.5%
1110-00 52120 PROF. TOWN COUNSE	85,000	0	85,000	28,336.00	56,664.00	.00	100.0%
1110-00 52130 LEGAL FEES - LITI	45,000	0	45,000	15,997.37	.00	29,002.63	35.5%
1110-00 52140 LABOR NEGOTIATION	42,980	0	42,980	14,326.68	28,653.32	.00	100.0%
1110-00 5221 CENSUS	6,000	0	6,000	1,500.00	.00	4,500.00	25.0%
1110-00 52220 VOLUNTEER FIRE DE	1	0	1	.00	.00	1.00	.0%
1110-00 52300 REGIONAL SERVICES	25,599	0	25,599	11,363.50	9,000.00	5,235.50	79.5%
1110-00 54310 ADVERTISING - LEG	1,500	0	1,500	.00	.00	1,500.00	.0%
1110-00 54400 PRINTING AND BIND	7,350	0	7,350	-5,143.32	20,341.52	-7,848.20	206.8%*
1110-00 54500 CAR ALLOWANCE	400	0	400	.00	.00	400.00	.0%
1110-00 54610 PROF. DEVELOPMENT	600	0	600	.00	.00	600.00	.0%
1110-00 54700 OTHER PURCHASED S	17,500	0	17,500	629.35	.00	16,870.65	3.6%
1110-00 55112 MEETING SUPPLIES	1,600	0	1,600	.00	.00	1,600.00	.0%
1110-00 55115 TOWN MEETING EXPE	9,000	0	9,000	.00	.00	9,000.00	.0%
1110-00 55300 BOOKS & PERIODICA	1,658	0	1,658	98.20	.00	1,559.80	5.9%
TOTAL Board of Selectmen	626,233	0	626,233	147,714.52	115,971.34	362,547.14	42.1%
<u>1120-00 Probate Court</u>							
1120-00 52300 REGIONAL SERVICES	9,500	0	9,500	.00	9,500.00	.00	100.0%
TOTAL Probate Court	9,500	0	9,500	.00	9,500.00	.00	100.0%
<u>1125-00 Town Clerk</u>							
1125-00 50105 TOWN CLERK	75,599	0	75,599	16,864.70	.00	58,734.30	22.3%
1125-00 50210 REGULAR ASSISTANT	86,683	0	86,683	22,738.89	.00	63,944.11	26.2%
1125-00 50700 BUY BACK SICK	4,000	0	4,000	.00	.00	4,000.00	.0%
1125-00 52100 GENERAL PROFESSIO	12,000	0	12,000	.00	.00	12,000.00	.0%
1125-00 52212 LAND RECORDS - TE	20,000	0	20,000	.00	20,000.00	.00	100.0%

FOR 2021 03

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1125-00 52310 SECURITY SERVICES	0	0	0	425.64	425.64	-851.28	100.0%*
1125-00 53510 REPAIR & MAINT -	4,500	0	4,500	1,057.80	3,577.09	-134.89	103.0%*
1125-00 54210 COMMUNICATIONS -	1,600	0	1,600	235.14	.00	1,364.86	14.7%
1125-00 54250 COMMUNICATIONS -	2,000	0	2,000	.00	.00	2,000.00	.0%
1125-00 54310 ADVERTISING - LEG	2,000	0	2,000	.00	.00	2,000.00	.0%
1125-00 54400 PRINTING AND BIND	2,000	0	2,000	.00	.00	2,000.00	.0%
1125-00 54610 PROF. DEVELOPMENT	2,200	0	2,200	.00	.00	2,200.00	.0%
1125-00 54620 PROF. DEVELOPMENT	450	0	450	.00	.00	450.00	.0%
1125-00 54640 PROF. DEV. SUBSCR	300	0	300	.00	.00	300.00	.0%
1125-00 54700 OTHER PURCHASED S	300	0	300	95.00	.00	205.00	31.7%
1125-00 55110 OFFICE	3,800	0	3,800	1,366.63	.00	2,433.37	36.0%
1125-00 55113 ELECTION SUPPLIES	10,500	0	10,500	5,749.18	.00	4,750.82	54.8%
TOTAL Town Clerk	227,932	0	227,932	48,532.98	24,002.73	155,396.29	31.8%
<u>1130-00 Registrar of Voters</u>							
1130-00 50350 PART-TIME ALL OTH	47,063	0	47,063	9,759.88	.00	37,303.12	20.7%
1130-00 50355 Election workers	15,000	0	15,000	6,870.84	.00	8,129.16	45.8%
1130-00 52210 DATA PROCESSING	1,000	0	1,000	.00	.00	1,000.00	.0%
1130-00 53510 REPAIR & MAINT -	500	0	500	.00	.00	500.00	.0%
1130-00 54210 COMMUNICATIONS -	500	0	500	110.01	.00	389.99	22.0%
1130-00 54250 POSTAGE	500	0	500	240.00	.00	260.00	48.0%
1130-00 54310 ADVERTISING - LEG	1	0	1	.00	.00	1.00	.0%
1130-00 54610 PROF. DEVELOPMENT	2,000	0	2,000	90.00	.00	1,910.00	4.5%
1130-00 54630 PROF DEVELOPMENT	1,000	0	1,000	.00	.00	1,000.00	.0%
1130-00 55110 OFFICE	1,600	0	1,600	302.00	.00	1,298.00	18.9%
1130-00 55120 TECHNICAL	2,500	0	2,500	1,134.03	600.00	765.97	69.4%
TOTAL Registrar of Voters	71,664	0	71,664	18,506.76	600.00	52,557.24	26.7%
<u>1135-00 Government Access Television</u>							
1135-00 50350 PART-TIME ALL OTH	18,557	0	18,557	4,256.62	.00	14,300.38	22.9%
1135-00 52100 GENERAL PROFESSIO	4,512	0	4,512	630.53	.00	3,881.47	14.0%
1135-00 54610 PROF. DEVELOPMENT	950	0	950	95.00	.00	855.00	10.0%
1135-00 55110 OFFICE SUPPLIES	60	0	60	.00	.00	60.00	.0%
1135-00 55120 TECHNICAL	1,950	5,500	7,450	4,274.75	1,495.00	1,680.25	77.4%
TOTAL Government Access Television	26,029	5,500	31,529	9,256.90	1,495.00	20,777.10	34.1%
<u>1140-00 General Administration</u>							

FOR 2021 03

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1140-00 53510 REPAIR & MAINT -	2,000	0	2,000	170.58	.00	1,829.42	8.5%
1140-00 53610 RENTALS - EQUIPME	4,200	0	4,200	3,674.40	1,888.20	-1,362.60	132.4%*
1140-00 54110 INSURANCE LIABILI	201,000	0	201,000	87,093.18	75,115.02	38,791.80	80.7%
1140-00 54210 COMMUNICATIONS -	2,800	0	2,800	580.41	.00	2,219.59	20.7%
1140-00 54250 POSTAGE	3,500	0	3,500	6,900.00	.00	-3,400.00	197.1%*
1140-00 55110 OFFICE	10,000	0	10,000	2,468.89	5,467.98	2,063.13	79.4%
1140-00 55221 ELECTRIC BUILDING	25,000	0	25,000	5,561.17	.00	19,438.83	22.2%
1140-00 55222 NATURAL GAS	6,000	0	6,000	172.57	.00	5,827.43	2.9%
1140-00 55240 WATER	1,200	0	1,200	749.09	.00	450.91	62.4%
TOTAL General Administration	255,700	0	255,700	107,370.29	82,471.20	65,858.51	74.2%
1145-00 Information Systems							
1145-00 52210 DATA PROCESSING	30,000	0	30,000	.00	30,000.00	.00	100.0%
1145-00 53510 REPAIR & MAINT -	1,000	0	1,000	.00	.00	1,000.00	.0%
1145-00 53540 SOFTWARE MAINTENA	84,999	0	84,999	73,241.95	7,400.00	4,357.05	94.9%
1145-00 53541 SOFTWARE UPGRADES	0	9,787	9,787	.00	9,786.41	.59	100.0%
1145-00 54210 TELEPHONE	15,922	0	15,922	3,376.78	.00	12,545.22	21.2%
1145-00 54630 PROF DEVELOPMENT	1,000	-1,000	0	.00	.00	.00	.0%
1145-00 55111 COMPUTER	4,800	1,000	5,800	.00	5,887.78	-87.78	101.5%*
TOTAL Information Systems	137,721	9,787	147,508	76,618.73	53,074.19	17,815.08	87.9%
1150-00 Finance Department							
1150-00 50102 DIRECTOR OF FINAN	78,696	0	78,696	17,555.29	.00	61,140.71	22.3%
1150-00 50210 REGULAR ASSISTANT	86,039	0	86,039	19,964.93	.00	66,074.07	23.2%
1150-00 50215 REGULAR CLERICAL	62,733	0	62,733	14,686.52	.00	48,046.48	23.4%
1150-00 50420 OVERTIME CLERICAL	770	0	770	135.72	.00	634.28	17.6%
1150-00 50700 BUY BACK SICK	9,186	0	9,186	.00	.00	9,186.00	.0%
1150-00 52160 BANKING	16,000	0	16,000	.00	.00	16,000.00	.0%
1150-00 54210 COMMUNICATIONS -	1,125	0	1,125	195.95	.00	929.05	17.4%
1150-00 54250 COMMUNICATIONS -	2,100	0	2,100	.00	.00	2,100.00	.0%
1150-00 54500 CAR ALLOWANCE	600	0	600	.00	.00	600.00	.0%
1150-00 54610 PROF. DEVELOPMENT	360	0	360	100.00	.00	260.00	27.8%
1150-00 54620 PROF. DEVELOPMENT	370	0	370	275.00	.00	95.00	74.3%
1150-00 54640 PROF. DEV. SUBSCR	330	0	330	345.00	.00	-15.00	104.5%*
1150-00 55110 OFFICE	1,500	0	1,500	224.04	.00	1,275.96	14.9%

FOR 2021 03

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1150-00 55120 TECHNICAL	3,000	0	3,000	1,640.82	.00	1,359.18	54.7%
TOTAL Finance Department	262,809	0	262,809	55,123.27	.00	207,685.73	21.0%
<u>1155-00 Tax Collector</u>							
1155-00 50103 TAX COLLECTOR	73,190	0	73,190	16,327.24	.00	56,862.76	22.3%
1155-00 50210 REGULAR ASSISTANT	59,218	0	59,218	13,210.08	.00	46,007.92	22.3%
1155-00 50700 BUY BACK SICK	5,346	0	5,346	.00	.00	5,346.00	.0%
1155-00 52100 GENERAL PROFESSIO	1,000	0	1,000	250.00	.00	750.00	25.0%
1155-00 54210 COMMUNICATIONS -	500	0	500	78.37	.00	421.63	15.7%
1155-00 54250 COMMUNICATIONS -	7,700	0	7,700	.00	.00	7,700.00	.0%
1155-00 54310 ADVERTISING - LEG	1,800	0	1,800	.00	.00	1,800.00	.0%
1155-00 54400 PRINTING AND BIND	6,900	0	6,900	505.00	.00	6,395.00	7.3%
1155-00 54500 CAR ALLOWANCE	1,800	0	1,800	278.87	.00	1,521.13	15.5%
1155-00 54610 PROF. DEVELOPMENT	400	0	400	.00	.00	400.00	.0%
1155-00 54620 PROF. DEVELOPMENT	335	0	335	.00	.00	335.00	.0%
1155-00 55110 OFFICE	900	0	900	349.69	.00	550.31	38.9%
TOTAL Tax Collector	159,089	0	159,089	30,999.25	.00	128,089.75	19.5%
<u>1160-00 Tax Assessor</u>							
1160-00 50104 ASSESSOR	93,618	0	93,618	20,884.09	.00	72,733.91	22.3%
1160-00 50117 REVALUATION SUPPL	12,000	0	12,000	3,000.00	.00	9,000.00	25.0%
1160-00 50215 REGULAR CLERICAL	52,166	0	52,166	11,637.12	.00	40,528.88	22.3%
1160-00 50410 OVERTIME REGULAR	200	0	200	.00	.00	200.00	.0%
1160-00 50700 BUY BACK SICK	4,415	0	4,415	.00	.00	4,415.00	.0%
1160-00 52100 GENERAL PROFESSIO	3,000	0	3,000	3,000.00	.00	.00	100.0%
1160-00 54210 COMMUNICATIONS -	480	0	480	158.39	.00	321.61	33.0%
1160-00 54250 COMMUNICATIONS -	1,500	0	1,500	.00	.00	1,500.00	.0%
1160-00 54310 ADVERTISING - LEG	200	0	200	.00	.00	200.00	.0%
1160-00 54400 PRINTING AND BIND	2,750	0	2,750	630.64	.00	2,119.36	22.9%
1160-00 54500 CAR ALLOWANCE	2,750	0	2,750	435.85	.00	2,314.15	15.8%
1160-00 54610 PROF. DEVELOPMENT	2,000	0	2,000	355.00	.00	1,645.00	17.8%
1160-00 54620 PROF. DEVELOPMENT	450	0	450	.00	.00	450.00	.0%
1160-00 54640 PROF. DEV. SUBSCR	650	0	650	.00	.00	650.00	.0%
1160-00 55110 OFFICE	2,200	0	2,200	319.14	.00	1,880.86	14.5%
TOTAL Tax Assessor	178,379	0	178,379	40,420.23	.00	137,958.77	22.7%
<u>1165-00 Board of Assessment Appeals</u>							

FOR 2021 03

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1165-00 50240 REGULAR ALL OTHER	1,000	0	1,000	.00	.00	1,000.00	.0%
1165-00 50310 PART-TIME CLERICA	500	0	500	.00	.00	500.00	.0%
1165-00 54250 POSTAGE	200	0	200	.00	.00	200.00	.0%
1165-00 54310 ADVERTISING - LEG	200	0	200	.00	.00	200.00	.0%
1165-00 55112 MEETING SUPPLIES	100	0	100	.00	.00	100.00	.0%
TOTAL Board of Assessment Appeals	2,000	0	2,000	.00	.00	2,000.00	.0%
<u>1170-00 Board of Finance</u>							
1170-00 50310 PART-TIME CLERICA	3,445	0	3,445	.00	.00	3,445.00	.0%
1170-00 52110 PROFESSIONAL AUDI	38,000	0	38,000	11,900.00	22,645.00	3,455.00	90.9%
1170-00 54310 ADVERTISING - LEG	200	0	200	.00	.00	200.00	.0%
1170-00 54400 PRINTING AND BIND	5,000	0	5,000	.00	.00	5,000.00	.0%
1170-00 55112 MEETING SUPPLIES	500	0	500	.00	.00	500.00	.0%
1170-00 56800 CONTINGENCY	175,000	-50,000	125,000	.00	.00	125,000.00	.0%
TOTAL Board of Finance	222,145	-50,000	172,145	11,900.00	22,645.00	137,600.00	20.1%
<u>1180-00 Town Plan & Zoning</u>							
1180-00 50215 REGULAR CLERICAL	33,214	0	33,214	7,409.47	.00	25,804.53	22.3%
1180-00 50700 BUY BACK SICK	1,341	0	1,341	.00	.00	1,341.00	.0%
1180-00 52150 ENGINEERING	1,500	0	1,500	.00	.00	1,500.00	.0%
1180-00 52211 COURT STENOGRAPHE	500	0	500	.00	.00	500.00	.0%
1180-00 54210 COMMUNICATIONS -	500	0	500	78.37	.00	421.63	15.7%
1180-00 54250 POSTAGE	500	0	500	.00	.00	500.00	.0%
1180-00 54310 ADVERTISING - LEG	2,500	0	2,500	.00	.00	2,500.00	.0%
1180-00 54400 PRINTING AND BIND	500	0	500	.00	.00	500.00	.0%
1180-00 54500 CAR ALLOWANCE	1,000	0	1,000	.00	.00	1,000.00	.0%
1180-00 54620 PROF. DEVELOPMENT	95	0	95	.00	.00	95.00	.0%
1180-00 55110 OFFICE	400	0	400	189.18	.00	210.82	47.3%
TOTAL Town Plan & Zoning	42,050	0	42,050	7,677.02	.00	34,372.98	18.3%
<u>1185-00 Zoning Board of Appeals</u>							
1185-00 52211 COURT STENOGRAPHE	500	0	500	.00	.00	500.00	.0%

FOR 2021 03

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1185-00 54250 POSTAGE	350	0	350	.00	.00	350.00	.0%
1185-00 54310 ADVERTISING - LEG	2,500	0	2,500	.00	.00	2,500.00	.0%
1185-00 54610 PROF. DEVELOPMENT	100	0	100	.00	.00	100.00	.0%
1185-00 55110 OFFICE	200	0	200	.00	.00	200.00	.0%
TOTAL Zoning Board of Appeals	3,650	0	3,650	.00	.00	3,650.00	.0%
<u>1190-00 The Center</u>							
1190-00 54210 COMMUNICATIONS -	250	0	250	39.18	.00	210.82	15.7%
1190-00 55221 ELECTRIC BUILDING	52,000	0	52,000	13,525.47	.00	38,474.53	26.0%
1190-00 55222 NATURAL GAS	26,000	0	26,000	1,714.17	.00	24,285.83	6.6%
1190-00 55240 WATER	2,750	0	2,750	.00	.00	2,750.00	.0%
TOTAL The Center	81,000	0	81,000	15,278.82	.00	65,721.18	18.9%
<u>1191-00 Former Fire Station</u>							
1191-00 54260 COMMUNICATIONS -	400	0	400	392.00	.00	8.00	98.0%
1191-00 55221 ELECTRIC BUILDING	2,000	0	2,000	927.49	.00	1,072.51	46.4%
1191-00 55222 NATURAL GAS	5,000	0	5,000	184.75	.00	4,815.25	3.7%
1191-00 55240 WATER	400	0	400	.00	.00	400.00	.0%
TOTAL Former Fire Station	7,800	0	7,800	1,504.24	.00	6,295.76	19.3%
<u>1210-00 Police Department</u>							
1210-00 50106 POLICE CHIEF	122,597	0	122,597	26,976.98	.00	95,620.02	22.0%
1210-00 50107 DEPUTY POLICE CHI	111,652	0	111,652	24,489.63	.00	87,162.37	21.9%
1210-00 50215 REGULAR CLERICAL	110,135	0	110,135	24,145.20	.00	85,989.80	21.9%
1210-00 50220 POLICE OFFICERS	1,486,014	0	1,486,014	345,607.67	.00	1,140,406.33	23.3%
1210-00 50225 DISPATCHERS	332,322	0	332,322	66,159.14	.00	266,162.86	19.9%
1210-00 50330 PART-TIME MAINTEN	15,125	0	15,125	4,597.66	.00	10,527.34	30.4%
1210-00 50420 OVERTIME CLERICAL	4,000	0	4,000	716.95	.00	3,283.05	17.9%
1210-00 50430 OVERTIME - POLICE	125,000	0	125,000	40,747.52	.00	84,252.48	32.6%
1210-00 50431 OVERTIME - INVEST	15,000	0	15,000	241.78	.00	14,758.22	1.6%
1210-00 50435 Training - O/T	42,000	0	42,000	8,413.87	.00	33,586.13	20.0%
1210-00 50440 OVERTIME - DISPAT	20,000	0	20,000	14,277.97	.00	5,722.03	71.4%

FOR 2021 03

ACCOUNTS FOR: 100	GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
1210-00	50450	SHIFT DIFFERENTIA	15,000	0	15,000	2,800.20	.00	12,199.80	18.7%
1210-00	50460	HOLIDAY PAY	114,863	0	114,863	5,268.86	.00	109,594.14	4.6%
1210-00	50500	LONGEVITY	129,314	0	129,314	30,174.47	.00	99,139.53	23.3%
1210-00	50600	COLLEGE INCENTIVE	83,141	0	83,141	18,259.82	.00	64,881.18	22.0%
1210-00	50700	BUY BACK SICK	15,000	0	15,000	1,621.20	.00	13,378.80	10.8%
1210-00	50800	DEFIBRILLATOR CER	9,500	0	9,500	4,200.00	.00	5,300.00	44.2%
1210-00	51800	UNIFORM ALLOWANCE	39,700	0	39,700	15,632.20	.00	24,067.80	39.4%
1210-00	52140	LABOR NEGOTIATION	23,144	0	23,144	7,714.68	15,429.32	.00	100.0%
1210-00	52170	MEDICAL EXPENSE	3,500	0	3,500	.00	.00	3,500.00	.0%
1210-00	52210	DATA PROCESSING	81,000	0	81,000	24,848.00	49,346.40	6,805.60	91.6%
1210-00	52300	REGIONAL SERVICES	13,500	0	13,500	12,900.00	.00	600.00	95.6%
1210-00	53510	REPAIR & MAINT -	22,250	0	22,250	7,608.80	4,397.00	10,244.20	54.0%
1210-00	53520	REPAIR & MAINTENA	14,000	0	14,000	3,314.01	4,754.08	5,931.91	57.6%
1210-00	53530	REPAIR & MAINTENA	4,900	0	4,900	1,134.29	.00	3,765.71	23.1%
1210-00	53610	RENTALS - EQUIPME	3,000	0	3,000	326.00	.00	2,674.00	10.9%
1210-00	54210	COMMUNICATIONS -	22,500	0	22,500	3,617.50	.00	18,882.50	16.1%
1210-00	54220	COMMUNICATIONS -	8,500	0	8,500	1,191.34	.00	7,308.66	14.0%
1210-00	54250	COMMUNICATIONS -	1,200	0	1,200	.00	.00	1,200.00	.0%
1210-00	54320	ADVERTISING - OTH	1,000	0	1,000	.00	.00	1,000.00	.0%
1210-00	54500	CAR ALLOWANCE	400	0	400	.00	.00	400.00	.0%
1210-00	54610	PROF. DEVELOPMENT	2,500	0	2,500	.00	.00	2,500.00	.0%
1210-00	54620	PROF. DEVELOPMENT	2,200	0	2,200	1,065.00	.00	1,135.00	48.4%
1210-00	54630	PROF DEVELOPMENT	17,500	0	17,500	6,669.12	4,965.70	5,865.18	66.5%
1210-00	54640	PROF. DEV. SUBSCR	2,000	0	2,000	.00	1,113.15	886.85	55.7%
1210-00	55110	OFFICE	9,000	0	9,000	1,941.21	4,501.67	2,557.12	71.6%
1210-00	55112	MEETING SUPPLIES	2,700	0	2,700	149.43	1,500.00	1,050.57	61.1%
1210-00	55120	TECHNICAL	3,300	0	3,300	703.73	2,057.34	538.93	83.7%
1210-00	55121	D.A.R.E	3,000	0	3,000	.00	.00	3,000.00	.0%
1210-00	55140	EQUIPMENT PARTS	1,500	0	1,500	.00	.00	1,500.00	.0%
1210-00	55145	TIRES, OIL, & GAS	45,000	0	45,000	6,885.10	6,470.86	31,644.04	29.7%
1210-00	55150	VEHICLE PARTS	5,000	0	5,000	.00	.00	5,000.00	.0%
1210-00	55223	ELECTRIC STREET &	2,100	0	2,100	501.48	.00	1,598.52	23.9%
TOTAL Police Department		3,085,057	0	3,085,057	714,900.81	94,535.52	2,275,620.67	26.2%	
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1230-00 Fire Commission									
1230-00	50109	FIRE CHIEF	28,992	0	28,992	9,664.00	.00	19,328.00	33.3%
1230-00	50110	FIRE MARSHAL	49,045	0	49,045	10,642.88	.00	38,402.12	21.7%
1230-00	50116	ASSISTANT FIRE CH	13,916	0	13,916	4,638.64	.00	9,277.36	33.3%
1230-00	50215	REGULAR CLERICAL	57,779	0	57,779	13,292.28	.00	44,486.72	23.0%
1230-00	50330	PART-TIME MAINTEN	0	8,911	8,911	3,732.57	.00	5,178.43	41.9%

FOR 2021 03

ACCOUNTS FOR: 100	GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
1230-00	50350	PART-TIME ALL OTH	12,000	0	12,000	2,632.00	.00	9,368.00	21.9%
1230-00	50420	OVERTIME CLERICAL	2,500	0	2,500	604.19	.00	1,895.81	24.2%
1230-00	50700	BUY BACK SICK	2,864	0	2,864	.00	.00	2,864.00	.0%
1230-00	52170	MEDICAL EXPENSE	33,000	0	33,000	3,204.50	11,795.50	18,000.00	45.5%
1230-00	52210	DATA PROCESSING	23,000	0	23,000	9,362.74	4,054.52	9,582.74	58.3%
1230-00	52225	VOLUNTEER INCENTI	70,000	0	70,000	.00	70,000.00	.00	100.0%
1230-00	53100	CLEANING/ CUSTODI	16,000	0	16,000	5,942.80	3,298.41	6,758.79	57.8%
1230-00	53510	REP & MAINT - MAC	75,000	0	75,000	15,425.72	24,846.99	34,727.29	53.7%
1230-00	53520	REP & MAINT - TES	29,000	0	29,000	1,874.00	.00	27,126.00	6.5%
1230-00	53530	REP & MAINT - BUI	33,000	0	33,000	6,063.64	8,721.41	18,214.95	44.8%
1230-00	53540	SOFTWARE MAINTENA	25,000	0	25,000	4,481.10	3,029.69	17,489.21	30.0%
1230-00	53610	RENTALS - EQUIPME	18,000	0	18,000	4,424.67	6,145.36	7,429.97	58.7%
1230-00	54210	COMM - TELEPHONE	9,500	0	9,500	6,246.94	.00	3,253.06	65.8%
1230-00	54220	COMM - CELLULAR P	12,500	0	12,500	2,061.62	.00	10,438.38	16.5%
1230-00	54230	COMM - PAGERS	3,000	0	3,000	1,574.00	.00	1,426.00	52.5%
1230-00	54240	COMM - RADIO	164,510	0	164,510	19,549.64	13,490.28	131,470.08	20.1%
1230-00	54250	POSTAGE	600	0	600	18.03	.00	581.97	3.0%
1230-00	54260	COMM - SECURITY S	3,600	0	3,600	.00	.00	3,600.00	.0%
1230-00	54320	ADVERTISING - OTH	100	0	100	.00	.00	100.00	.0%
1230-00	54610	PROF. DEVELOPMENT	2,000	0	2,000	290.47	.00	1,709.53	14.5%
1230-00	54620	PROF. DEVELOPMENT	3,000	0	3,000	3,144.00	.00	-144.00	104.8%*
1230-00	54630	PROF DEVELOPMENT	30,000	0	30,000	3,376.92	.00	26,623.08	11.3%
1230-00	54640	PROF. DEV. SUBSCR	600	0	600	430.00	.00	170.00	71.7%
1230-00	54710	Programs and Publ	5,000	0	5,000	.00	.00	5,000.00	.0%
1230-00	55110	OFFICE	2,300	0	2,300	.00	.00	2,300.00	.0%
1230-00	55111	COMPUTER	10,000	0	10,000	289.89	.00	9,710.11	2.9%
1230-00	55112	MEETING SUPPLIES	1,200	0	1,200	.00	.00	1,200.00	.0%
1230-00	55120	TECHNICAL	42,000	0	42,000	13,264.34	6,421.67	22,313.99	46.9%
1230-00	55122	FIRE MARSHAL EXPE	3,500	0	3,500	.00	.00	3,500.00	.0%
1230-00	55125	GEAR REPLACEMENT	30,000	0	30,000	179.46	.00	29,820.54	.6%
1230-00	55145	TIRES	7,000	0	7,000	1,568.91	1,576.00	3,855.09	44.9%
1230-00	55210	GAS	12,500	0	12,500	2,073.56	.00	10,426.44	16.6%
1230-00	55221	ELECTRIC BUILDING	36,000	0	36,000	13,448.27	.00	22,551.73	37.4%
1230-00	55222	NATURAL GAS	15,000	0	15,000	336.71	.00	14,663.29	2.2%
1230-00	55240	WATER	1,000	0	1,000	.00	.00	1,000.00	.0%
1230-00	55245	Hydrants	93,757	0	93,757	3,054.19	95,073.16	-4,370.35	104.7%*
TOTAL Fire Commission		977,763	8,911	986,674	166,892.68	248,452.99	571,328.33	42.1%	
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1240-00 Medical Services									
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1240-00	50310	PART-TIME CLERICA	750	0	750	.00	.00	750.00	.0%

FOR 2021 03

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1240-00 52100 GENERAL PROFESSIO	309,798	0	309,798	51,632.98	245,408.30	12,756.72	95.9%
1240-00 52300 REGIONAL SERVICES	6,700	0	6,700	.00	.00	6,700.00	.0%
1240-00 55110 OFFICE SUPPLIES	1,000	0	1,000	360.57	.00	639.43	36.1%
TOTAL Medical Services	318,248	0	318,248	51,993.55	245,408.30	20,846.15	93.4%
<u>1250-00 Animal Control</u>							
1250-00 52300 REGIONAL SERVICES	112,487	0	112,487	.00	.00	112,487.00	.0%
TOTAL Animal Control	112,487	0	112,487	.00	.00	112,487.00	.0%
<u>1270-00 Building Department</u>							
1270-00 50112 BUILDING OFFICIAL	66,625	0	66,625	10,301.25	.00	56,323.75	15.5%
1270-00 50215 REGULAR CLERICAL	52,166	0	52,166	11,637.12	.00	40,528.88	22.3%
1270-00 50700 BUY BACK SICK	2,500	0	2,500	.00	.00	2,500.00	.0%
1270-00 52100 GENERAL PROFESSIO	5,000	0	5,000	.00	.00	5,000.00	.0%
1270-00 53510 REPAIR & MAINT -	2,500	0	2,500	238.50	.00	2,261.50	9.5%
1270-00 54210 COMMUNICATIONS -	1,000	0	1,000	156.77	.00	843.23	15.7%
1270-00 54250 COMMUNICATIONS -	775	0	775	.00	.00	775.00	.0%
1270-00 54400 PRINTING AND BIND	800	0	800	.00	.00	800.00	.0%
1270-00 54500 CAR ALLOWANCE	2,000	0	2,000	277.76	.00	1,722.24	13.9%
1270-00 54610 PROF. DEVELOPMENT	1,500	0	1,500	.00	.00	1,500.00	.0%
1270-00 54620 PROF. DEVELOPMENT	1,000	0	1,000	.00	.00	1,000.00	.0%
1270-00 54640 PROF. DEV. SUBSCR	1,500	0	1,500	.00	.00	1,500.00	.0%
1270-00 55110 OFFICE	1,800	0	1,800	27.98	.00	1,772.02	1.6%
TOTAL Building Department	139,166	0	139,166	22,639.38	.00	116,526.62	16.3%
<u>1310-00 Public Works</u>							
1310-00 50111 DIRECTOR OF PUBLI	96,945	0	96,945	21,626.24	.00	75,318.76	22.3%
1310-00 50215 REGULAR CLERICAL	113,903	0	113,903	25,406.59	.00	88,496.41	22.3%
1310-00 50230 HIGHWAY	562,171	0	562,171	107,898.86	.00	454,272.14	19.2%
1310-00 50320 PART-TIME SEASONA	0	0	0	123.00	.00	-123.00	100.0%*
1310-00 50410 OVERTIME REGULAR	50,000	0	50,000	25,102.17	.00	24,897.83	50.2%
1310-00 50700 BUY BACK SICK	31,218	0	31,218	.00	.00	31,218.00	.0%

FOR 2021 03

ACCOUNTS FOR: 100	GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1310-00	51800	6,500	0	6,500	387.63	.00	6,112.37	6.0%
1310-00	51810	1,400	0	1,400	.00	.00	1,400.00	.0%
1310-00	52150	6,000	0	6,000	.00	.00	6,000.00	.0%
1310-00	52170	1,272	0	1,272	138.00	.00	1,134.00	10.8%
1310-00	53610	195,993	50,000	245,993	109,123.80	15,800.00	121,069.20	50.8%
1310-00	54210	2,000	0	2,000	680.37	.00	1,319.63	34.0%
1310-00	54240	1,700	0	1,700	.00	.00	1,700.00	.0%
1310-00	54250	500	0	500	.00	.00	500.00	.0%
1310-00	54310	1,800	0	1,800	.00	.00	1,800.00	.0%
1310-00	54620	300	0	300	.00	.00	300.00	.0%
1310-00	54630	2,000	0	2,000	.00	.00	2,000.00	.0%
1310-00	55110	1,500	0	1,500	232.83	.00	1,267.17	15.5%
1310-00	55130	10,500	0	10,500	1,465.06	.00	9,034.94	14.0%
1310-00	55140	20,000	0	20,000	7,191.45	6,106.26	6,702.29	66.5%
1310-00	55150	25,000	0	25,000	2,612.51	12,805.09	9,582.40	61.7%
1310-00	55160	81,055	0	81,055	2,611.03	.00	78,443.97	3.2%
1310-00	55170	38,600	0	38,600	941.86	2,800.00	34,858.14	9.7%
1310-00	55210	37,000	0	37,000	13,947.12	2,431.42	20,621.46	44.3%
1310-00	55221	23,000	0	23,000	5,101.29	.00	17,898.71	22.2%
1310-00	55222	10,000	0	10,000	576.96	.00	9,423.04	5.8%
1310-00	55223	33,000	0	33,000	8,047.06	.00	24,952.94	24.4%
1310-00	55240	5,000	0	5,000	.00	.00	5,000.00	.0%
TOTAL Public works		1,358,357	50,000	1,408,357	333,213.83	39,942.77	1,035,200.40	26.5%
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1350-00 Waste Management								
1350-00	50240	135,990	0	135,990	18,829.44	.00	117,160.56	13.8%
1350-00	50410	7,500	0	7,500	1,042.00	.00	6,458.00	13.9%
1350-00	50700	5,492	0	5,492	.00	.00	5,492.00	.0%
1350-00	51800	900	0	900	.00	.00	900.00	.0%
1350-00	52100	20,000	0	20,000	250.00	.00	19,750.00	1.3%
1350-00	52170	500	0	500	.00	.00	500.00	.0%
1350-00	52300	15,000	0	15,000	3,356.42	.00	11,643.58	22.4%
1350-00	53201	208,062	0	208,062	24,734.41	21,619.56	161,708.03	22.3%
1350-00	53204	70,000	0	70,000	14,576.71	47,185.48	8,237.81	88.2%
1350-00	53300	99,429	0	99,429	23,823.00	17,286.33	58,319.67	41.3%
1350-00	53510	3,500	0	3,500	2,136.46	595.00	768.54	78.0%
1350-00	54210	580	0	580	301.19	.00	278.81	51.9%
1350-00	55210	2,500	0	2,500	328.97	.00	2,171.03	13.2%
1350-00	55221	5,100	0	5,100	1,712.65	.00	3,387.35	33.6%
TOTAL Waste Management		574,553	0	574,553	91,091.25	86,686.37	396,775.38	30.9%

FOR 2021 03

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>1370-00 Building Maintenance</u>							
1370-00 50240 REGULAR ALL OTHER	221,919	0	221,919	44,642.02	.00	177,276.98	20.1%
1370-00 50330 PART-TIME MAINTEN	44,046	0	44,046	7,273.58	.00	36,772.42	16.5%
1370-00 50410 OVERTIME REGULAR	18,000	0	18,000	4,316.83	.00	13,683.17	24.0%
1370-00 50700 BUY BACK SICK	9,378	0	9,378	.00	.00	9,378.00	.0%
1370-00 51800 UNIFORM ALLOWANCE	500	0	500	.00	.00	500.00	.0%
1370-00 52100 GENERAL PROFESSIO	52,500	0	52,500	16,133.78	21,612.11	14,754.11	71.9%
1370-00 53520 REPAIR & MAINTENA	600	0	600	642.73	565.38	-608.11	201.4%*
1370-00 53530 REPAIR & MAINTENA	50,000	0	50,000	5,651.40	4,154.27	40,194.33	19.6%
1370-00 54220 COMMUNICATIONS -	2,300	0	2,300	306.47	.00	1,993.53	13.3%
1370-00 55110 OFFICE SUPPLIES	1,400	0	1,400	288.58	.00	1,111.42	20.6%
1370-00 55130 MAINTENANCE SUPPL	15,000	0	15,000	6,355.83	2,273.08	6,371.09	57.5%
1370-00 55140 EQUIPMENT PARTS	17,500	0	17,500	3,908.82	.00	13,591.18	22.3%
1370-00 55210 GAS	2,000	0	2,000	575.33	.00	1,424.67	28.8%
TOTAL Building Maintenance	435,143	0	435,143	90,095.37	28,604.84	316,442.79	27.3%
<u>1410-00 Human Services</u>							
1410-00 50115 HUMAN SERVICES DI	80,928	0	80,928	16,463.02	.00	64,464.98	20.3%
1410-00 50210 REGULAR ASSISTANT	27,609	0	27,609	.00	.00	27,609.00	.0%
1410-00 50215 REGULAR CLERICAL	46,158	0	46,158	10,295.96	.00	35,862.04	22.3%
1410-00 50310 PART-TIME CLERICA	32,176	0	32,176	6,747.07	.00	25,428.93	21.0%
1410-00 50350 PART-TIME ALL OTH	76,175	0	76,175	10,440.60	.00	65,734.40	13.7%
1410-00 50700 BUY BACK SICK	9,490	0	9,490	.00	.00	9,490.00	.0%
1410-00 52100 GENERAL PROFESSIO	16,190	0	16,190	720.00	15,630.00	-160.00	101.0%*
1410-00 52300 REGIONAL SERVICES	68,356	0	68,356	19,221.96	49,134.00	.04	100.0%
1410-00 53510 REPAIR & MAINT -	1,900	0	1,900	139.31	.00	1,760.69	7.3%
1410-00 53520 REPAIR & MAINTENA	5,400	0	5,400	691.08	.00	4,708.92	12.8%
1410-00 53610 RENTALS - EQUIPME	3,400	0	3,400	511.00	1,540.00	1,349.00	60.3%
1410-00 54210 COMMUNICATIONS -	2,560	0	2,560	451.39	.00	2,108.61	17.6%
1410-00 54220 COMMUNICATIONS -	450	0	450	71.86	.00	378.14	16.0%
1410-00 54250 COMMUNICATIONS -	1,000	0	1,000	.00	.00	1,000.00	.0%
1410-00 54260 COMMUNICATIONS -	0	590	590	146.07	443.93	.00	100.0%
1410-00 54310 ADVERTISING - LEG	500	0	500	.00	.00	500.00	.0%
1410-00 54500 CAR ALLOWANCE	1,000	0	1,000	.00	.00	1,000.00	.0%
1410-00 54610 PROF. DEVELOPMENT	1,800	0	1,800	.00	.00	1,800.00	.0%
1410-00 54620 PROF. DEVELOPMENT	1,000	0	1,000	382.25	.00	617.75	38.2%
1410-00 54710 Programs and Publ	12,572	0	12,572	1,265.39	865.88	10,440.73	17.0%

FOR 2021 03

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1410-00 54750 General Assistanc	500	0	500	.00	.00	500.00	.0%
1410-00 55110 OFFICE	3,200	0	3,200	68.29	.00	3,131.71	2.1%
1410-00 55210 GAS	4,000	0	4,000	296.67	.00	3,703.33	7.4%
1410-00 58212 TRANS. OUT-YOUTH	46,231	0	46,231	.00	.00	46,231.00	.0%
TOTAL Human Services	442,595	590	443,185	67,911.92	67,613.81	307,659.27	30.6%
<u>1510-00 Recreation Department</u>							
1510-00 50114 RECREATION DIRECT	48,707	0	48,707	11,049.33	.00	37,657.67	22.7%
1510-00 50210 REGULAR ASSISTANT	18,360	0	18,360	4,066.37	.00	14,293.63	22.1%
1510-00 50215 REGULAR CLERICAL	52,170	0	52,170	11,637.12	.00	40,532.88	22.3%
1510-00 50320 PART-TIME SEASONA	172,666	0	172,666	18,877.84	.00	153,788.16	10.9%
1510-00 50330 PART-TIME MAINTEN	4,605	0	4,605	493.48	.00	4,111.52	10.7%
1510-00 50420 OVERTIME CLERICAL	0	0	0	28.22	.00	-28.22	100.0%*
1510-00 50700 BUY BACK SICK	2,050	0	2,050	.00	.00	2,050.00	.0%
1510-00 52160 BANKING	2,000	0	2,000	215.98	.00	1,784.02	10.8%
1510-00 54210 COMMUNICATIONS -	1,000	0	1,000	117.56	.00	882.44	11.8%
1510-00 54500 CAR ALLOWANCE	1,275	0	1,275	242.32	.00	1,032.68	19.0%
1510-00 54620 PROF. DEVELOPMENT	350	0	350	105.00	.00	245.00	30.0%
1510-00 54710 Programs and Publ	6,190	0	6,190	11.67	.00	6,178.33	.2%
1510-00 55110 OFFICE	5,528	0	5,528	540.66	1,074.58	3,912.76	29.2%
1510-00 55120 TECHNICAL	13,026	0	13,026	2,738.48	925.70	9,361.82	28.1%
1510-00 55130 MAINTENANCE	3,500	0	3,500	632.76	1,898.28	968.96	72.3%
TOTAL Recreation Department	331,427	0	331,427	50,756.79	3,898.56	276,771.65	16.5%
<u>1515-00 Pool & Gym Expense</u>							
1515-00 50240 REGULAR ALL OTHER	38,438	0	38,438	8,574.72	.00	29,863.28	22.3%
1515-00 50330 PART-TIME MAINTEN	13,126	0	13,126	2,351.80	.00	10,774.20	17.9%
1515-00 50410 OVERTIME REGULAR	4,000	0	4,000	2,836.68	.00	1,163.32	70.9%
1515-00 50700 BUY BACK SICK	1,663	0	1,663	.00	.00	1,663.00	.0%
1515-00 54210 COMMUNICATIONS -	1,700	0	1,700	410.83	.00	1,289.17	24.2%
1515-00 55130 MAINTENANCE	15,000	0	15,000	2,502.52	4,024.18	8,473.30	43.5%
TOTAL Pool & Gym Expense	73,927	0	73,927	16,676.55	4,024.18	53,226.27	28.0%
<u>1520-00 Parks Department</u>							
1520-00 50240 REGULAR ALL OTHER	113,552	0	113,552	30,336.34	.00	83,215.66	26.7%

FOR 2021 03

ACCOUNTS FOR: 100	GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
1520-00	50320	PART-TIME SEASONA	20,674	0	20,674	17,297.65	.00	3,376.35	83.7%
1520-00	50410	OVERTIME REGULAR	5,000	0	5,000	255.12	.00	4,744.88	5.1%
1520-00	50700	BUY BACK SICK	4,982	0	4,982	.00	.00	4,982.00	.0%
1520-00	51800	UNIFORM ALLOWANCE	1,000	0	1,000	.00	.00	1,000.00	.0%
1520-00	52170	MEDICAL EXPENSE	750	0	750	.00	.00	750.00	.0%
1520-00	53610	RENTALS - EQUIPME	10,000	0	10,000	3,456.45	.00	6,543.55	34.6%
1520-00	54210	TELEPHONE	890	0	890	128.97	.00	761.03	14.5%
1520-00	54240	COMMUNICATIONS -	250	0	250	.00	.00	250.00	.0%
1520-00	54620	PROF. DEVELOPMENT	60	0	60	.00	.00	60.00	.0%
1520-00	54630	PROF DEVELOPMENT	600	0	600	.00	.00	600.00	.0%
1520-00	55130	MAINTENANCE SUPPL	36,000	0	36,000	2,936.39	7,329.00	25,734.61	28.5%
1520-00	55140	EQUIPMENT PARTS	4,500	0	4,500	1,954.17	1,018.40	1,527.43	66.1%
1520-00	55150	VEHICLE PARTS AND	3,500	0	3,500	220.17	.00	3,279.83	6.3%
1520-00	55210	GAS	6,000	0	6,000	1,008.46	.00	4,991.54	16.8%
1520-00	55221	ELECTRIC BUILDING	1,000	0	1,000	240.94	.00	759.06	24.1%
1520-00	55240	WATER	10,000	0	10,000	3,975.19	.00	6,024.81	39.8%
TOTAL Parks Department		218,758	0	218,758	61,809.85	8,347.40	148,600.75	32.1%	
<u>1540-00 Thomas Darling House</u>									
1540-00	54210	COMMUNICATIONS -	200	0	200	60.04	.00	139.96	30.0%
1540-00	55221	ELECTRIC BUILDING	2,500	0	2,500	127.71	.00	2,372.29	5.1%
1540-00	55230	OIL HEATING	4,085	0	4,085	.00	.00	4,085.00	.0%
1540-00	55240	WATER	800	0	800	.00	.00	800.00	.0%
TOTAL Thomas Darling House		7,585	0	7,585	187.75	.00	7,397.25	2.5%	
<u>1550-00 Library</u>									
1550-00	50113	LIBRARY DIRECTOR	75,380	0	75,380	16,815.52	.00	58,564.48	22.3%
1550-00	50210	REGULAR ASSISTANT	293,502	0	293,502	52,461.14	.00	241,040.86	17.9%
1550-00	50350	PART-TIME ALL OTH	70,951	0	70,951	26,232.32	.00	44,718.68	37.0%
1550-00	50700	BUY BACK SICK	9,055	0	9,055	.00	.00	9,055.00	.0%
1550-00	52213	Automation	40,968	0	40,968	10,242.09	30,725.91	.00	100.0%
1550-00	53510	REPAIR & MAINT -	3,900	0	3,900	439.18	.00	3,460.82	11.3%
1550-00	53530	REPAIR & MAINTENA	1,800	0	1,800	286.44	.00	1,513.56	15.9%
1550-00	54210	COMMUNICATIONS -	6,650	0	6,650	1,340.07	.00	5,309.93	20.2%
1550-00	54250	COMMUNICATIONS -	150	0	150	.00	.00	150.00	.0%
1550-00	54260	COMMUNICATIONS -	3,800	0	3,800	3,209.00	.00	591.00	84.4%

FOR 2021 03

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1550-00 54620 PROF. DEVELOPMENT	1,210	0	1,210	350.00	795.00	65.00	94.6%
1550-00 54710 Programs and Publ	3,000	0	3,000	330.41	.00	2,669.59	11.0%
1550-00 54711 PROGRAMS AND PUBL	5,000	0	5,000	1,368.10	.00	3,631.90	27.4%
1550-00 55110 OFFICE	5,000	0	5,000	1,345.45	.00	3,654.55	26.9%
1550-00 55111 COMPUTER	1,300	0	1,300	888.16	.00	411.84	68.3%
1550-00 55130 MAINTENANCE	1,150	0	1,150	136.00	.00	1,014.00	11.8%
1550-00 55221 ELECTRIC BUILDING	53,500	0	53,500	11,543.14	.00	41,956.86	21.6%
1550-00 55222 NATURAL GAS	10,500	0	10,500	288.57	.00	10,211.43	2.7%
1550-00 55240 WATER	950	0	950	353.81	.00	596.19	37.2%
1550-00 55300 BOOKS, MUSIC & MO	60,358	0	60,358	13,897.16	43,505.15	2,955.69	95.1%
1550-00 55310 Subscriptions	9,800	0	9,800	2,651.03	1,300.00	5,848.97	40.3%
TOTAL Library	657,924	0	657,924	144,177.59	76,326.06	437,420.35	33.5%
<u>1610-00 Conservation Commission</u>							
1610-00 54620 PROF. DEVELOPMENT	400	0	400	.00	.00	400.00	.0%
TOTAL Conservation Commission	400	0	400	.00	.00	400.00	.0%
<u>1620-00 Economic Dev Commission</u>							
1620-00 54400 PRINTING AND BIND	1,500	0	1,500	.00	.00	1,500.00	.0%
1620-00 54610 PROF. DEVELOPMENT	100	0	100	.00	.00	100.00	.0%
1620-00 54620 PROF. DEVELOPMENT	150	0	150	.00	.00	150.00	.0%
1620-00 55112 MEETING SUPPLIES	500	0	500	.00	.00	500.00	.0%
TOTAL Economic Dev Commission	2,250	0	2,250	.00	.00	2,250.00	.0%
<u>1630-00 Inland Wetlands Commission</u>							
1630-00 50215 REGULAR CLERICAL	33,214	0	33,214	7,409.49	.00	25,804.51	22.3%
1630-00 50700 BUY BACK SICK	1,440	0	1,440	.00	.00	1,440.00	.0%
1630-00 52200 TECHNICAL CONSULT	15,000	0	15,000	.00	.00	15,000.00	.0%
1630-00 52211 COURT STENOGRAPHE	750	0	750	.00	.00	750.00	.0%
1630-00 54250 COMMUNICATIONS -	800	0	800	.00	.00	800.00	.0%
1630-00 54310 ADVERTISING - LEG	1,500	0	1,500	.00	.00	1,500.00	.0%
1630-00 54610 PROF. DEVELOPMENT	560	0	560	.00	.00	560.00	.0%

FOR 2021 03

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1630-00 54620 PROF. DEVELOPMENT	60	0	60	.00	.00	60.00	.0%
1630-00 55110 OFFICE	700	0	700	199.22	.00	500.78	28.5%
TOTAL Inland Wetlands Commission	54,024	0	54,024	7,608.71	.00	46,415.29	14.1%
<u>1710-00 Employee Fringe Benefits</u>							
1710-00 51100 FICA	449,331	-590	448,741	119,812.58	.00	328,928.42	26.7%
1710-00 51110 MEDICARE	105,389	0	105,389	28,020.70	.00	77,368.30	26.6%
1710-00 51200 RETIREMENT - GENE	595,000	0	595,000	175,026.94	.00	419,973.06	29.4%
1710-00 51210 RETIREMENT - POLI	538,500	0	538,500	144,921.68	.00	393,578.32	26.9%
1710-00 51300 HEALTH INS. - GEN	900,000	0	900,000	315,469.61	.00	584,530.39	35.1%
1710-00 51310 HEALTH INS. - POL	415,500	0	415,500	161,224.96	1,698.10	252,576.94	39.2%
1710-00 51320 HEALTH INS. - RET	905,000	0	905,000	274,556.67	.00	630,443.33	30.3%
1710-00 51330 OPEB CONTRIBUTION	55,000	0	55,000	.00	.00	55,000.00	.0%
1710-00 51400 LIFE INSURANCE	17,428	0	17,428	3,772.26	.00	13,655.74	21.6%
1710-00 51500 UNEMPLOYMENT COMP	12,000	0	12,000	307.11	.00	11,692.89	2.6%
1710-00 51600 WORKERS COMPENSAT	481,700	0	481,700	224,390.30	213,807.70	43,502.00	91.0%
TOTAL Employee Fringe Benefits	4,474,848	-590	4,474,258	1,447,502.81	215,505.80	2,811,249.39	37.2%
<u>1810-00 Debt Service</u>							
1810-00 56123 RADIO SYSTEM INTE	54,863	0	54,863	29,531.25	.00	25,331.75	53.8%
1810-00 56127 WCC PURCHASE INTE	110,787	0	110,787	110,787.00	.00	.00	100.0%
1810-00 56128 PUBLIC WORKS FACI	106,188	0	106,188	54,493.76	.00	51,694.24	51.3%
1810-00 56129 2015 REFUNDING IN	74,100	0	74,100	45,800.00	.00	28,300.00	61.8%
1810-00 56130 BEECHER RENOVATIO	219,863	0	219,863	114,731.27	.00	105,131.73	52.2%
1810-00 56223 RADIO SYSTEM PRIN	210,000	0	210,000	210,000.00	.00	.00	100.0%
1810-00 56227 WCC PURCHASE PRIN	350,000	0	350,000	350,000.00	.00	.00	100.0%
1810-00 56228 PUBLIC WORKS FAC.	260,000	0	260,000	260,000.00	.00	.00	100.0%
1810-00 56229 2015 REFUNDING PR	875,000	0	875,000	875,000.00	.00	.00	100.0%
1810-00 56230 BEECHER RENOVATIO	582,810	0	582,810	480,000.00	.00	102,810.00	82.4%
TOTAL Debt Service	2,843,611	0	2,843,611	2,530,343.28	.00	313,267.72	89.0%
<u>1910-00 Woodbridge Board of Education</u>							
1910-00 70000 BOE	15,201,954	0	15,201,954	.00	.00	15,201,954.00	.0%

FOR 2021 03

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL Woodbridge Board of Education	15,201,954	0	15,201,954	.00	.00	15,201,954.00	.0%
<u>1920-00 Amity Regional High School</u>							
1920-00 70000 BOE	15,756,256	0	15,756,256	4,606,720.00	.00	11,149,536.00	29.2%
TOTAL Amity Regional High School	15,756,256	0	15,756,256	4,606,720.00	.00	11,149,536.00	29.2%
<u>1950-00 TRANSFERS FROM GENERAL FUND</u>							
1950-00 58302 TRANS. OUT-CAPITA	703,873	0	703,873	.00	.00	703,873.00	.0%
TOTAL TRANSFERS FROM GENERAL FUND	703,873	0	703,873	.00	.00	703,873.00	.0%
TOTAL GENERAL FUND	50,083,907	24,198	50,108,105	10,975,425.13	1,429,106.06	37,703,573.81	24.8%
TOTAL EXPENSES	50,083,907	24,198	50,108,105	10,975,425.13	1,429,106.06	37,703,573.81	



Woodbridge School District

11 Meetinghouse Lane
Woodbridge, CT 06525

Christine Syriac – Interim Superintendent
Cheryl Mammen – Special Services Director
Alfred Pullo, Jr. – Director of Business Services & Operations

TO: Christine Syriac, Interim Superintendent of Schools
FROM: Al Pullo Jr., Director of Business Services & Operations
DATE: October 7, 2020
SUBJECT: FY 20-21 Financial Report for Month Ended September 30, 2020

General Budget:

FY2021:

We are currently projecting a deficit of \$136,525 through the month ended September 30, 2020. Projections can change significantly in either direction, as staffing recruitment and final placements remain ongoing.

Included in the projected deficit is the superintendent search process costs in the amount of \$10,000. The current projection also includes the cost of four long term substitutes to provide in-building instruction in the support to our distance learning classrooms, in the amount of \$287,600.

Partially offsetting cost overruns are projected salary savings from a variety of sources (i.e. retirements, unpaid leaves of absence). Additional areas of savings include:

- \$21,067 in savings from the credit received for the School Resource Officer redeployed during the summer months with no programs in session.
- \$15,000 anticipated savings in instructional supplies due to distance learning model
- \$7,500 anticipated savings in professional development due to off-site workshops being conducted remotely.
- \$58,000 in savings for ESY program staffing and transportation being funded with FY2020 surplus funds.

Special Funds:

School Lunch Program: The School Lunch program is running an operating loss of \$17,305 which is an additional \$5,747 operating losses for the month of September. Contractual wage payments account for the majority of program expenses to date. Our daily sales are down approximately 50% as compared to last year. The trend is highly concerning, and an area that we are closely monitoring for mitigation strategies. The district elected to participate in the USDA waiver program affording free lunches to all students in the district, to which we have seen a minimal < 20 remote learners participate in the program. At this time, the program is

set to expire on 12/31/2020. The board of education will need to subsidize any program losses. It is our hopes that participation in the USDA waiver will not only benefit Woodbridge households, but also reduce the amount of anticipated subsidy required of the board.

Extended Day: The Extended Day program is running an operating loss of \$35,229, which represents \$1,775 net operating losses for the month of September. The program has resumed during September, with revenues covering the majority, but not all, operating expenses. Included in year to date expenses is \$16,593 in unemployment charges, which reflect claims paid through the month of July. We have been informed that the federal and state subsidies will be forthcoming in October. However, we continue to experience a high level of claimants filing for benefits.

Field Trips: No activity to report.

Summer Enrichment Program: As mentioned in prior month reporting, Summer Enrichment Program also was not in session during the summer months. There were expenses realized, primarily labor costs, for the planning of the program.

Expendable Trust: Summer Scholars ended the program with a small surplus of \$905 which will be added to fund balance and available for FY2021-22 program needs.

Student Activity: No items to report

**WOODBRIIDGE BOARD OF EDUCATION
MONTH SUMMARY REPORT
FOR THE MONTH ENDED SEPTEMBER 30, 2020**

OBJECT	DESCRIPTION	ADOPTED BUDGET	TOTAL AVAILABLE	ESTIMATED ADDITIONAL	(OVER) UNDER YEAR END
100	TOTAL SALARIES	9,224,276	338,249	363,050	(24,801)
200	TOTAL BENEFITS	3,016,309	461,369	461,369	0
300	TOTAL PROFESS. SERVICES	529,345	179,614	319,628	(140,014)
400	TOTAL PROPERTY SERVICES	533,902	102,181	102,976	(795)
500	OTHER SERVICES	1,479,828	235,557	221,472	14,085
600	SUPPLIES & MATERIALS	322,961	176,139	161,139	15,000
700	TOTAL PROPERTY SERVICES	28,074	(41,986)	(41,986)	0
800	TOTAL DUES, FEES, MISC.	67,259	21,943	21,943	0
TOTAL ADOPTED BUDGET		15,201,954	1,473,065	1,609,590	(136,525)

OBJECT	DESCRIPTION	ADOPTED BUDGET	TOTAL AVAILABLE	ESTIMATED ADDITIONAL	(OVER) UNDER YEAR END
390	OT/PT SERVICES/CONSULTING	120,363	120,113	0	120,113
510	TRANSPORTATION	215,710	79,675	55,585	24,090
560	TUITION SPECIAL ED	305,161	16,491	16,491	0
SPECIAL EDUCATION CARVEOUT		641,234	216,279	72,076	144,203

SUMMARY	
Special Ed Surplus / (Deficit)	144,203
Under / (Over) Spending in OTHER programs	(280,728)
Total Surplus / (Deficit) Projected	(136,525)

**WOODBRIAGE BOARD OF EDUCATION
MONTHLY DETAIL BY OBJECT
FOR THE MONTH ENDED SEPTEMBER 30, 2020**

Object Code	Descriptions	Adopted Budget	Expended to Date	Encumbered to Date	Available Balance	Estimated Additional	Projected Year-End Balance
110	Administrators	765,122	247,549	543,910	(26,337)	0	(26,337)
120	Teachers - Regular	5,405,566	795,808	4,282,974	326,784	190,967	135,817
120	Teachers - Special Education	1,039,146	161,246	829,378	48,523	25,963	22,560
1201	Psychologist	200,610	35,922	196,105	(31,416)	0	(31,416)
1203	Counselor	49,806	8,019	42,657	(871)	0	(871)
Sub-Total Certified Salaries		7,460,250	1,248,543	5,895,024	316,683	216,930	99,753
1303	Custodians	430,678	118,590	248,813	63,274	63,274	0
140	Nurses	157,822	33,002	124,820	0	0	0
150	Secretaries, Clerical	377,381	118,951	258,430	0	0	0
160	Paraprofessionals	305,089	41,365	194,393	69,330	0	69,330
1601	Special Education Paraprofess.	437,944	81,773	435,028	(78,857)	0	(78,857)
170/10	Salaries OT / PT	0	7,820	41,208	(49,027)	66,000	(115,027)
190	Salaries, Miscellaneous	55,112	2,794	35,472	16,846	16,846	0
Sub-Total Non-Certified Salaries		1,764,026	404,296	1,338,164	21,566	146,120	(124,554)
TOTAL SALARIES		9,224,276	1,652,839	7,233,188	338,249	363,050	(24,801)
220	FICA	252,995	51,329	0	201,666	201,666	0
230	CMERS	302,341	80,889	0	221,452	221,452	0
270	Medical Insurance	2,404,511	752,045	1,624,536	27,930	27,930	0
280	Life Insurance	42,162	8,132	33,808	222	222	0
2902	Other Employee Benefits	14,300	4,200	0	10,100	10,100	0
TOTAL BENEFITS		3,016,309	896,595	1,658,344	461,369	461,369	0
320	Professional Development	37,975	2,415	0	35,560	28,060	7,500
330	Legal Fees	31,600	12,395	0	19,205	19,205	0
340	Software Support	26,338	11,387	0	14,952	14,952	0
350	Substitutes	24,647	15,005	64,102	(54,459)	233,141	(287,600)
390/01	OT/PT/Consultant Services	120,363	250	0	120,113	0	120,113
3902	Financial Audit	24,271	0	0	24,271	24,271	0
390	Other Prof/Tech. Services	264,151	130,697	113,481	19,973	0	19,973
TOTAL PROFESSIONAL SERVICES		529,345	172,148	177,583	179,614	319,628	(140,014)
410/01	Utilities - Electric and Water	192,278	27,677	164,597	4	4	0
420	Heating	68,386	7,569	60,817	0	0	0
430	Repairs and Maintenance	51,631	3,594	20,832	27,206	27,206	0
450	Leases and Rentals	53,595	10,792	41,836	967	967	0
4501	Building Improvements	10,300	5,520	0	4,780	4,780	0
490	Other Purchased Services	24,520	4,361	20,954	(795)	0	(795)
4901	Service Contracts	133,192	43,630	19,543	70,019	70,019	0
TOTAL PROPERTY SERVICES		533,902	103,142	328,579	102,181	102,976	(795)
510	Pupil Transportation-Regular	418,380	72,154	322,280	23,946	23,946	0
510	Pupil Transportation-Spec. Educ.	215,710	21,960	114,076	79,675	55,585	24,090
520	Insurance-General Liability	100,893	95,665	0	5,228	5,228	0
5201	Worker's Compensation	205,862	55,598	126,847	23,417	23,417	0
530	Telephone Services	16,928	3,706	11,520	1,702	1,702	0
535	Internet	24,640	16,630	0	8,010	8,010	0

**WOODBIDGE BOARD OF EDUCATION
MONTHLY DETAIL BY OBJECT
FOR THE MONTH ENDED SEPTEMBER 30, 2020**

Object Code	Descriptions	Adopted Budget	Expended to Date	Encumbered to Date	Available Balance	Estimated Additional	Projected Year-End Balance
537	Postage	4,650	2,403	1,951	297	297	0
540	Advertising	2,500	3,797	7,608	(8,905)	1,100	(10,005)
550	Interns	171,204	0	96,000	75,204	75,204	0
560	Tuition - Wintergreen	0	0	0	0	0	0
560	Tuition - Out of District	305,161	13,181	275,489	16,491	16,491	0
590	Other Purchased Services	13,900	3,317	90	10,493	10,493	0
TOTAL OTHER PURCH SERVICES		1,479,828	288,411	955,860	235,557	221,472	14,085
610	Instructional Supplies	123,970	16,789	32,549	74,633	59,633	15,000
620	Computer Software	67,108	27,252	270	39,586	39,586	0
625	Supplies Nurses	4,060	2,697	12,518	(11,155)	(11,155)	0
630	Supplies Custodial	56,706	8,831	29,643	18,232	18,232	0
635	Supplies Office	15,050	1,818	2,616	10,616	10,616	0
640	Books and Audio Visual	17,000	0	0	17,000	17,000	0
645	Subscriptions	21,778	4,762	2,800	14,216	14,216	0
650	Testing	13,225	469	3,049	9,707	9,707	0
690	Misc. Supplies - DW Security	4,064	0	760	3,304	3,304	0
TOTAL SUPPLIES & MATERIALS		322,961	62,618	84,205	176,139	161,139	15,000
730	Equipment - Office	0	0	0	0	0	0
732	Computer Hardware	20,222	20,986	3,813	(4,577)	(4,577)	0
735	Equipment - Teaching	4,000	750	2,260	990	990	0
740	Equipment - Building	3,492	0	2,061	1,431	1,431	0
745	Furniture	360	40,190	0	(39,830)	(39,830)	0
TOTAL PROPERTY		28,074	61,926	8,134	(41,986)	(41,986)	0
810	Dues and Fees	26,350	5,950	1,204	19,196	19,196	0
825	Unemployment	1,500	0	0	1,500	1,500	0
900	Other Fees	39,409	1,950	36,212	1,247	1,247	0
TOTAL DUES AND FEES		67,259	7,900	37,416	21,943	21,943	0
TOTAL ADOPTED BUDGET		15,201,954	3,245,579	10,483,310	1,473,065	1,609,590	(136,525)

Expenditures by Object - Financial Analysis
For the Month Ended September 30, 2020

OBJECTS 110-120 – CERTIFIED SALARIES

The net projected deficit results from staff retirements, leaves, and the associated replacements.

OBJECTS 160 & 1601 – PARAPROFESSIONALS

The net projected deficit results from the assignment changes made after budget submission.

OBJECT S 170/10 & 390/01 – OT/PT Services

The net projected surplus results from hiring employees for services previously provided by an external vendor / subcontractor. The offset to the overage shown in objects 170/10 can be found in 390/01

OBJECT 320 – PROFESSIONAL DEVELOPMENT

The net projected surplus results from savings due to cancellations of conferences and workshops as a result of the COVID-19 social distance requirements.

OBJECT 350 - SUBSTITUTES

The net projected deficit results from coverage needed for supplemental personnel in response to hybrid learning models.

OBJECT 390/01 – OTHER PROFESSIONAL TECHNICAL SERVICES

The net projected results from the SRO credit for summer services not needed due to programs cancelled.

OBJECT 540 – ADVERTISING

The net projected deficit results from an unanticipated search for the position of Superintendent.

OBJECT 610 - INSTRUCTIONAL SUPPLIES

The net projected surplus results from anticipated needs based on hybrid learning models..

**WOODBIDGE BOARD OF EDUCATION
SPECIAL REVENUE PROGRAMS
FINANCIAL REPORT FOR THE MONTH ENDED 9-30-2020**

	Café	Extended Day	Field Trips	Summer Programs	Expendable Trust	Activity Fund
Revenues:						
Charges for services	\$6,591	\$21,252	\$0	\$13,076	\$3,925	\$0
Intergovernmental	\$5,889	\$0	\$0	\$0	\$0	\$0
Donations	\$0	\$0	\$0	\$0	\$0	\$0
Other income	\$0	\$0	\$0	\$0	\$0	\$0
Additions	\$0	\$0	\$0	\$0	\$0	\$0
Total Revenues:	\$12,480	\$21,252	\$0	\$13,076	\$3,925	\$0
Expenditures:						
Wages, FICA, MERF	\$22,090	\$23,640	\$0	\$2,506	\$2,106	\$0
Medical Insurance	\$0	\$0	\$0	\$0	\$0	\$0
Cost of food sold	\$4,516	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Repairs	\$800	\$0	\$0	\$0	\$0	\$0
Other Expenses	\$2,379	\$32,841	\$0	\$13,076	\$3,525	\$0
Total Expenditures:	\$29,785	\$56,481	\$0	\$15,582	\$5,630	\$0
Year to Date Net Income / (Loss):	(\$17,305)	(\$35,229)	\$0	(\$2,506)	(\$1,705)	\$0
BOE Year to Date Cost of Health Insurance	\$3,109					
	Café	Extended Day	Field Trips	Summer Programs	Expendable Trust	Activity Fund
Assets:						
Cash	\$75,750	\$99,212	\$4,294	\$23,837	\$8,023	\$6,902
Prepaid Expenses	\$0	\$0	\$0	\$0	\$0	\$0
Accounts Receivable	\$825	\$0	\$0	\$0	\$0	\$0
Intergovernment Receivable	\$5,889	\$0	\$0	\$0	\$0	\$0
Inventory	\$6,527	\$0	\$0	\$0	\$0	\$0
Total Assets:	\$88,992	\$99,212	\$4,294	\$23,837	\$8,023	\$6,902
Liabilities:						
Amounts Held As Agent	\$0	\$0	\$0	\$0	\$0	\$0
Accounts Payable	\$0	\$19,998	\$0	\$0	\$0	\$0
Deferred Revenue	\$25,190	\$3,340	\$0	\$0	\$0	\$0
Wages Payable	\$0	\$0	\$0	\$0	\$0	\$0
Total Liabilities:	\$25,190	\$23,338	\$0	\$0	\$0	\$0
Fund Balance:						
Prior Year Ending Fund Balance	\$81,107	\$111,103	\$4,294	\$26,343	\$9,728	\$6,902
Year to Date Income / (Loss)	(\$17,305)	(\$35,229)	\$0	(\$2,506)	(\$1,705)	\$0
Current Fund Balance	\$63,801	\$75,874	\$4,294	\$23,837	\$8,023	\$6,902
	Café	Extended Day	Field Trips	Summer Programs	Expendable Trust	Activity Fund
# of Days Expenses in Fund Balance	88	60	N/A	19	N/A	N/A
Fund Balance Excess	(\$1,563)	(\$37,320)	N/A	(\$50,713)	N/A	N/A
Potential Use(s) of Fund Balance Excess:						
Total Potential Uses of Fund Balance Excess	\$ -	\$ -	N/A	\$ -	N/A	N/A

TOWN OF WOODBRIDGE
 FISCAL YEAR 2020 - 2021
 FUNDING REQUESTS

		Original Request or Modified	SOURCE OF FUNDING			Requests not Approved	Funds Not Used	BOS Approval Date	BOF Approval Date
			Contingency	Line Item Transfer	Other Funds				
Approved Contingency 2019-2020			\$175,000						
2021-01	Fire Dept - Cleaning of facility	\$ 8,911.00		\$ 8,911.00			7/9/20	7/16/20	
2021-02	Information Systems - Upgrade to Microsoft Office 365	\$ 9,787.00		\$ 9,787.00			8/13/20	8/19/20	
2021-03	Public Works - Debris Removal	\$ 50,000.00	\$ 50,000.00				8/13/20	8/19/20	
2021-04	GATVOC - transfer grant funds to budget	\$ 5,500.00		\$ 5,500.00			9/10/20	9/17/20	
Total Approved Requests		\$ 74,198.00	\$ 50,000.00	\$ 24,198.00					
2021-05	Thomas Darling House - Transfer Donation to budget	\$ 3,000.00		\$ 3,000.00					
2021-06	Selectman's Office - PT Blight Officer	\$ 10,000.00		\$ 10,000.00					
2021-07	Selectman's Office - PTPlanner	\$ 10,000.00		\$ 10,000.00					
Total Proposed Requests		\$ 23,000.00		\$ 23,000.00					
Contingency Balance			10/9/2020	\$125,000					



TOWN OF WOODBRIDGE
DEPARTMENT OF FINANCE
11 MEETINGHOUSE LANE
WOODBRIDGE, CONNECTICUT 06525

PHONE: (203) 389-3482
FAX: (203) 389-3480
E-MAIL: agenovese@woodbridgect.org

ANTHONY F. GENOVESE
ADMINISTRATIVE OFFICER
DIRECTOR OF FINANCE

MEMORANDUM

To: Board of Selectmen
Board of Finance

From: Anthony Genovese, Administrative Officer/Director of Finance

Date: October 8, 2020

Subject: Line Item Transfer Number 2021-05

This request is to transfer a \$3,000 donation to the Thomas Darling budget for tree work as described in the attached quote.

AFG:kc
Attachments: Line Item Transfer Number 2021-05
Email from Richard Blackwell with Quote

Reply all | Delete | Junk | ...



Payment of Attached Estimate



Richard Blackwell <rblackwell1943@gmail.com>

Today, 3:59 PM

Beth Heller; Anthony Genovese

Reply all |

Inbox

Estimate-Tree-Limb-Lan...
197 KB

1 attachments (197 KB) Download

Hi Beth,

This confirms that I personally will donate to the Town of Woodbridge the \$3,000 to pay for work detailed in the attached estimate. I will be dropping a personal check for \$3,000 to TOW at Town Hall either tomorrow or Wednesday at the latest.

Best,
Dick

[EXTERNAL EMAIL CAUTION] This message originated outside of the organization. Use caution when opening attachments, clicking links or responding to requests for information.



Chris Sorensen LLC

420 Amity RD

Woodbridge, CT 06525

Tel (203)-671-3355 Fax (203) 397-9176

cmsorensen152@aol.com

10/5/20

Thomas Darling House Advisory Committee

Project Scope

Project Scope is based on Thomas Darling House (TDH) property walk through on September 22, 2020. In attendance: TDH Advisory Committee Members: Chris Sorensen, Donald Menzies, AWHs Board Members: Richard Jeynes, Barbara Hagan-Smith, Martha German, Donald Menzies
Town Staff: Adam Parsons, Brad Parson, Bob Hauser

Scope of Project Work

1. Remove rotting trees and limbs that pose a hazard to property buildings and visitors (funds to be donated).

Summary: Remove 6 rotted trees; limb 8 trees; trim pear tree Completion Timeframe: October (specific date TBD) Estimate:\$ 2500.00 (Completed by 10/31/20)
Project Details Noted Below:

Approximate Location: south side of property Remove: Sugar Maple (near road, next to mail box) Limb: Black Walnut (trim lower branches)
Limb: Sugar Maple (trim branches near power lines)

Approximate Location: south side of property, closer to house Limb: two (2) Black Walnut Trees (branches toward house)

Approximate Location: east side of property Remove: Sugar Maple
Limb: Black Walnut Tree (limbs over chicken coop)

Approximate Location: near pig house Remove: Dead Ash Tree (by pig house)

Approximate Location: near privy Limb: Black Walnut Tree

Approximate Location: near back side of horse barn Remove: Little Black Walnut Tree

Approximate Location: driveway entrance near horse barn (right side of entry way facing house from Litchfield) Remove: Maple Tree closest to the driveway entrance

Limb: Large Maple
Keep: Small Cedars

Approximate Location: driveway entrance near horse barn (left side of entryway facing house from Litchfield) Remove: two (2) Maple Trees
Limb: Big Maple Tree

Trim: Pear Tree

Note1: The septic and leaching fields were identified to ensure heavy equipment does not pass over area. Note 2: AWHs requested that wood chips and usable firewood be left on the property at a site determined by AWHs and Chris Sorensen

2. Landscaping work identified by the TDH Advisory Committee's Project List (weeds and overgrowth).

Summary: Landscaping work was divided into two categories: Landscaping Crew Work (funds to be donated) and AWHs Landscape Work
Completion Timeframe: October in conjunction with tree & limb work above (Completed by 10/31/20).

Estimate: \$500.00 this includes work noted below. (AWHS Landscape Work is not included in this estimate)

Project Details Noted Below:

- remove vines and overgrowth from Cow Barn (partially completed by AWHs)
- remove underbrush along stone wall from back parking lot entrance north to tree line, approx. 220 feet (keep ornamental & desirable trees).

It was noted that the State owned the property on the side of the wall closest to Litchfield Tpke. and was not included in the project scope.



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ANTHONY F. GENOVESE
ADMINISTRATIVE OFFICER
DIRECTOR OF FINANCE

MEMORANDUM

To: Board of Selectmen
Board of Finance

From: Anthony Genovese, Administrative Officer/Director of Finance

Date: October 8, 2020

Subject: Line Item Transfer Number 2021-06 (\$10,000)

This request is to hire a part time Blight Officer to assist the Town in blight matters and enforcement of the blight ordinance.

AFG:kc
Attachment: Line Item Transfer Number 2021-06

LINE ITEM TRANSFER

2021-06

Amount: \$10,000.00 Modified: _____

To: Selectman's Office
Part Time Clerical 1110-00/50310
Department/Line Item Org./Object Number

From: Selectman's Office/Clerical \$ 4,500.00 1110-00/50215
Selectman's Office-General Prof. Svc \$ 5,500.00 1110-00/52100
Department/Line Item \$ 10,000.00 Org./Object Number

Purpose: Hire Part Time Blight Officer

Date of Request: 10/8/2020 Selectman's Office
Requesting Agency

Board of Selectmen Action

Recommendation to the Board of Finance that the request be:

Granted Amended Denied

Date Beth Heller, First Selectman for the
Board of Selectmen

Board of Finance Action

The above request is hereby:

Approved Disapproved Modified

Source of Funding:

Allocation _____ from Contingency (562-220)

Appropriation _____

Transfer _____ from Account: _____

* Comments of Modification

Date Matthew Giglietti, Chairman of the Board of Finance



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ANTHONY F. GENOVESE
ADMINISTRATIVE OFFICER
DIRECTOR OF FINANCE

MEMORANDUM

To: Board of Selectmen
Board of Finance

From: Anthony Genovese, Administrative Officer/Director of Finance

Date: October 8, 2020

Subject: Line Item Transfer Number 2021-07 (\$10,000)

This request is to hire a part time Planner to assist the Town with addressing planning needs including use of the Country Club of Woodbridge property, housing matters, and assist with long range planning.

AFG:kc
Attachment: Line Item Transfer Number 2021-07

LINE ITEM TRANSFER

2021-07

Amount: \$10,000.00 Modified: _____

To: Selectman's Office
Part Time Clerical 1110-00/50310
Department/Line Item Org./Object Number

From: CNR/Selectman
General Prof. Services 302-1100/52100
Department/Line Item Org./Object Number

Purpose: Hire Part Time Planner

Date of Request: 10/8/2020 Selectman's Office
Requesting Agency

Board of Selectmen Action

Recommendation to the Board of Finance that the request be:

Granted Amended Denied

Date Beth Heller, First Selectman for the
Board of Selectmen

Board of Finance Action

The above request is hereby:

Approved Disapproved Modified

Source of Funding:

Allocation _____ from Contingency (562-220)

Appropriation _____

Transfer _____ from Account: _____

* Comments of Modification

Date Matthew Giglietti, Chairman of the Board of Finance

FY2022 PROPOSED BUDGET MEETINGS

TOWN OF WOODBRIDGE DEPARTMENT OF FINANCE

(Please note this schedule and post the dates on your calendar)

Tuesday, December 1, 2020 (Approved as a Regular 2020 Meeting)	Boards of Selectmen/Finance Joint Meeting - Capital Budget Presentations, 6:00 p.m.
Thursday, December 2, 2020 (if needed-Approved as a Regular 2020 Meeting)	Boards of Selectmen/Finance Joint Meeting - Capital Budget Presentations, 6:00 p.m.
Tuesday, January 26, 2021 Thursday, January 28, 2021 Tuesday, February 2, 2021 Thursday, February 4, 2021 (if needed)	Joint meetings of Boards of Selectmen/Finance to discuss FY2022 Operating Budget , 6:00 p.m. A schedule will be distributed to all departments at a later date. All Department Heads are required to attend.
Tuesday, February 23, 2021	Board of Selectmen meet to determine their budget recommendations to the Board of Finance – 5:00 p.m.
Friday, February 26, 2021	Board of Selectmen file recommendations with the Board of Finance
Thursday, March 4, 2021	Board of Finance Meeting – 6:00 p.m. to decide on recommendations for Preliminary Budget Hearing.
Friday, March 19, 2021	Board of Finance preliminary recommendations completed and sent to printers
Monday, April 12, 2021	Mail and advertise preliminary budget
Monday, April 19, 2021	Public Hearing on Preliminary Budget – 7:30 p.m. (Center Gym)
Monday, May 3, 2021	Mail and advertise Annual Town Meeting Notice and recommended budget.
Monday, May 17, 2021	Annual Town Meeting – 7:30 p.m. (Center Gymnasium) Board of Finance meets to set the tax rate.



THE TOWN OF WOODBRIDGE BOARD OF FINANCE MEETING MINUTES THURSDAY, SEPTEMBER 17, 2020

A Board of Finance Meeting for the Town of Woodbridge was held in the Central Meeting Room at the Town Hall, Woodbridge, Connecticut on Thursday, September 17, 2020 at 6:00 pm

BOF PRESENT: Chairman, Matthew Giglietti; Susan Jacobs Tom Handler; Ellen Scalettar

ALSO PRESENT: First Selectman, Beth Heller; Administrative Officer/Director of Finance, Anthony Genovese; Budget Analyst/Payroll & Benefits Administrator, Karen Crosby

PUBLIC COMMENTS

No Public Comments Received

Since two members are not in attendance, the election of Chair and Vice Chair as well as the liaison appointments will take place at the October meeting.

BUDGET TASK FORCE OPINION – TOWN ATTORNEY

Town Attorney, Gerry Weiner, reported that the Town Charter provides almost exclusive jurisdiction over the budget to the Board of Finance. The Board of Selectmen sole role is to review the requests of the departments and provide the Board of Finance with their opinion of what the budget should be. The Board of Finance is responsible for the budget hearing, responsible for hearing comments of the hearing and adjust the budget as warranted. The Board of Finance sets the mill rate. Exclusive jurisdiction over the budget making process belongs to the Board of Finance. There is nothing in the Charter that prohibits meeting with the Board of Selectmen during the budget process. In discussions with other town attorneys it is the Board of Finance responsibility for the budget process and budget adoption as opposed to any other board or commission. Gerry stated that his is his interpretation of the Charter.

Ellen thanked Gerry for his guidance. Beth stated that the three members of the Board of Selectmen that are on the budget task force presented their recommendations to the Board of Selectmen. The Board of Selectmen passed them on to the Board of Finance for further discussion. The Board of Selectmen did not adopt the recommendations

ADMINISTRATIVE OFFICER / DIRECTOR OF FINANCE REPORT

Tony reported a surplus of just over \$100,000 at the end of June 2020. This give the Town an unaudited unassigned fund balance of \$6,451,298 and represents 13% of the FY2020 expenditures.

Revenues

Taxes – primarily due to a drop in collections, including back taxes, taxes experienced a deficit of \$232,759. Tony reported that we have seen this collections come back over the summer.

Charge for Services – experienced a deficit of \$119,197. The deficit is primarily due to a shortfall in Recreation Fees of \$100,947 due to cancelled programs and transfer station fees of \$63,410. Deficits are offset by surpluses in building permits and conveyance fees.

Investment Income – due to a sharp decline in rates in March, investment income has a shortfall of \$70,879.

Intergovernmental Revenue – State grants experienced a surplus of \$138,895. This is primarily due to an additional \$100,397 in ECS grant revenue.

Expenses

Board of Selectmen – generated a surplus of \$18,768 primarily due to a vacant position.

Registrar of Voters – due to a delay in the primary to August 11th, the registrar of voters generated a surplus of \$25,907.

Board of Finance – experiences a surplus of \$88,417 due to funds remaining in Contingency.

Police – generated a surplus of \$44,742 due to vacant police officer positions.

Building Official – generated a surplus of \$34,092 due to the hiring of a part time building official.

Public Works – experienced a surplus of \$58,347 primarily due to vacant mechanic positions and a savings in overtime and material due to a light winter.

Human Services – experienced a surplus of \$63,714 due to a vacant senior center director position and the elimination of some part time staff.

Recreation – primarily due to the cancellation of spring programs, recreation experienced a surplus of \$108,183 mostly in part time wages. There is also corresponding revenue loss.

Library – due to the closing of the library, the department generated a surplus of \$80,113 mostly in part time wages.

Benefits – generated a surplus of \$30,266 due to a reduced workers compensation premium, healthcare savings due to vacant positions, and savings in FICA and Medicare from vacant positions and reduced part time labor. This surplus was reduced from previous months due to an increase in unemployment claims.

Woodbridge Board of Education – returned \$107,000

Tony stated that we did not budget funds for Corona Virus relief. We could be getting some funds from the Corona Virus.

Audit Update

The audit will start on September 28th and it will be virtual. Tony will need to upload everything for the auditors to review.

FUNDING RQUESTS

2020-04 Allocation.....\$5,500 (Line Item Transfer)

To:	GATVOC/Technical	1135-00/55120
From:	Revenue/Misc. Grants	1-2-1100/42600
For:	Transfer grant funds to budget	
Vote:	Giglietti/Handler (unanimous)	

Tom Handler was not able to attend the last Board of Education meeting.

UPDATE ON POSSIBLE BOND ISSUE

Tony stated that this is an FYI. The Board of Selectmen has been discussing the old firehouse and have settled on some uses for the building. Bays 1 and 2 for public use and bay 3 may be used for a fitness center. We would have to issue bonds for that project and the cost would be \$1.8M. There are two other projects that we are looking at. A roof at Beecher Road School and the Senior Center has been requesting some improvements to their space. So they are thinking about some renovations to the center. Rates are historically low. Matt stated that we should look at anything that may need to be bonded to take a look at them now.

Ellen asked if there has been any discussion about the Police Department. That project has been waiting in the wings. Tony stated that project hasn't been discussed and there is more work for the building including window replacement.

Tony will keep the board posted on this. Tony left the meeting at 6:22 pm

The Board of Finance voted (Giglietti/Jacobs) to postpone the election of chair and vice chair until the October meeting.

APPROVAL OF MINUTES

The Board of Finance voted (Giglietti/Scalettar) unanimously to approve the minutes of the July 16, 2020 meeting as presented.

The Board of Finance voted (Giglietti/Scalettar) unanimously to approve the minutes of the August 20, 2020 special meeting as presented.

FIRST SELECTMAN'S REPORT

Beth reported on the following:

Board of Selectmen agreed to sign a long term lease with the Amity-Woodbridge Historical Society. The Town owns all the buildings and the Historical Society owns all of the collections. The Historical Society is completing all the code compliant items in order to rent the care taker's apartment. The Society decided to remove the deconstructed pieces of the Little Lucy one room school house from the Darling House. This must be done in order to provide access so that the planned structural assessment can be achieved.

Beth stated that many residents are anxious about the upcoming election. You may vote in person but the secretary of state will be mailing out applications for absentee ballots to all registered voters in the state. The applications will have barcodes on them in order to keep track of them. The Town Clerk's Office will be preparing the ballots. An Official State Ballot Box will be at Town Hall so applications and ballots can be deposited in the box. Transportation may be arranged through the senior center to deposit applications and ballots in the official ballot box.

Susan stated that the box does not say that applications may be left here, it only says ballots. She suggested that maybe a sticker can be put on the box stating that applications and ballots can be deposited.

Two flu shot clinics have been organized by Human Services. One will be a drive-thru and the other will be under the canopy at the library.

Two Eagle Scout projects were approved.

Board of Selectmen voted that the old fire house be exclusively used as public use. We have engaged David Stein from Silver Petrucelli to help us along with this project.

The Town plans to move forward with the Amity Transition Program to come in and use the upper level of the old fire house. This may be as soon as next September.

Beth reminded everyone out of respect for each other and to keep each other safe, please continue to wear masks and practice safe, social distancing. When we work together there is nothing that Woodbridge can't do.

Matt stated that the Designation of Liaisons should wait until the October meeting.

LIAISON REPORTS

Amity – Matt reported that he attended the Amity meeting on Monday and it was a rather testy meeting. Amity can request to hold 1% of prior year budget and put it into a Capital account for capital projects instead of go to bonding. They decided to do this for \$495,482. They do not have to go to the Towns for a vote on this. The project is for a roof replacement restoration is anticipated in FY22 when the 10 year warranty expires. The warranty is 10 years but the roof could last much longer. Matt asked if they were going to have a roofer take a look to see the condition of the roof. This failed 3-2 on the Finance Committee. Then they wanted to increase the health reserve from 25% to 30%. July and August showed a surplus in that account of \$400,000. Matt reminded them that this is taxpayer money. Matt stated that board members need to be advocates for the taxpayer.

Fire – Susan reported that the meeting was cancelled.

Library – Susan reported that the library is doing everything they can to have items available to residents. They have curbside pick-up. No one can go into the library to browse. They are watching the budget very carefully.

Police – Paul was not in attendance

Human Services – Tom Kenefick was not in attendance

Beth stated that there is a Safety Committee and they are working toward a soft opening. At first they were looking a January 2nd. They are now looking at how to allow access to departments. She stated that the Town employees are doing a great job in the planning.

Matt stated that to have a 13% Fund Balance at this time is a good thing. He hopes he is wrong, but he is sure there will be something that will come up that we will need additional funds.

WBOE – Tom Handler reported that there were a number of meetings around the opening of school. He didn't get to the Finance Committee meeting. Matt stated that the interim superintendent will be at Beecher until January. Matt stated that it will be tough to get a replacement as there are a lot of openings in the state.

Recreation – Ellen was unable to attend.

The Board of Finance voted (Giglietti/Jacobs) unanimously to adjourn at 6:45 pm.

Respectfully submitted,

Karen Crosby

Karen Crosby
Budget Analyst / Payroll & Benefits Administrator

**BOARD OF FINANCE
LIST OF LIAISONS**

**Amity Board of Education / Finance Committee
Woodbridge Board of Education / Finance Committee
Police Commission
EMS Commission
Fire Commission
Human Services Commission
Library Commission
Recreation Commission**