

# **TOWN OF WARREN**

## **BOARD OF FINANCE**

### **Special Meeting Agenda**

**via Zoom**

Date: June 4, 2020

Time: 7:00 pm

Place: Zoom Meeting

1. Minutes of the May 20, 2020 Special Meeting
2. Procedural vote to authorize the Selectmen to apply for and accept State and Federal Grants for the FY 2020-2021 budget – Per Executive Order 7JJ #4 *Allowance of Suspension of In-Person Voting Requirements by Members of the Public for Critical and Time-Sensitive Municipal Decisions*. This has been confirmed by the Town Clerk to be within the scope of authority of the Board of Finance
3. Discussion and Action on FY 2020-2021 Town Budget
4. Discussion and Action on setting a mill rate for FY 2020-2021

Adjourn:

Join Zoom Meeting

<https://zoom.us/j/98516300671?pwd=L1BTLy9wanFibWlyQUhaMGN1MjN5QT09>

Meeting ID: 985 1630 0671

Password: 879132

One tap mobile

+16468769923,,98516300671#,,1#,879132# US (New York)

Dial by your location

+1 646 876 9923 US (New York)

**Town of Warren 2020-2021 Proposed Budget 5/18/2020**

	B	C	D	E	F	G	H
1		FY 2018-2019 Budget	FY 2018-2019 Year to Date	FY 2019-2020 Budget	FY 2019-2020 Year to Date	FY 2020-2021 Budget	YEAR TO YEAR CHANGE
2	<b>Expenditures</b>	<b>Last Year</b>	<b>Last Year</b>	<b>This Year-to-Date</b>		<b>Next Year</b>	<b>% Change</b>
3	<b>General Government</b>						
4	First Selectman-salary	54,261	54,261	55,347	48,961	56,454	2.0%
5	First Selectman-Administrative Assistant	35,147	34,783	35,850	32,026	43,476	21.3%
6	Clerical	9,955	6,013	10,154	5,906	10,140	-0.1%
7	Board of Selectmen-expenses	6,500	6,320	6,500	6,142	6,500	0.0%
8	Second Selectman	3,825	3,825	3,825	1,913	3,902	2.0%
9	Third Selectman	3,825	3,825	3,825	1,913	3,902	2.0%
10	Compensation Review Adjustment					15,000	
11	Treasurer-salary	6,607	6,607	6,740	5,963	8,742	29.7%
12	Treasurer-expenses	1,500	1,053	1,500	888	1,610	7.3%
13	Town Clerk-salary	37,664	37,664	38,418	33,985	39,182	2.0%
14	Town Clerk-expenses	15,700	13,859	15,700	12,850	15,700	0.0%
15	Deputy Town Clerk	3,680	399	3,753	250	2,411	-35.8%
16	Computer Management	10,000	4,981	10,000	3,080	10,000	0.0%
17	Tax Collector-salary <sup>1</sup>	12,081	11,956	12,324	10,976	23,400	89.9%
18	Tax Collector-expenses	10,175	6,439	10,175	8,058	10,175	0.0%
19	Assessor - salary	26,628	26,628	27,161	22,634	29,250	7.7%
20	Assistant Assessor in training - salary					8,320	#DIV/0!
21	Assessor - Expenses	13,750	13,104	14,735	12,707	15,010	1.9%
22	Park and Recreation Director - salary	33,853	36,091	34,530	30,544	35,217	2.0%
23	Social Services Director - salary <sup>2</sup>	11,000	7,161	11,445	7,906	17,043	48.9%
24	Social Services - expenses	1,000	1,178	2,000	494	3,500	75.0%
25	Zoning/Inlands Officer - salary	19,039	16,587	19,421	8,165	29,120	49.9%
26	Clerical: Land Use Department	8,295	6,671	8,460	5,019	10,140	19.9%
27	Custodian - salary	14,058	11,425	14,337	9,792	15,748	9.8%
28	Fire Marshall	4,100	3,132	4,200	3,088	4,500	7.1%
29	Building Inspector	35,000	30,820	35,000	35,819	35,000	0.0%
30	Dog Warden - salary	6,666	6,666	6,800	5,667	6,970	2.5%
31	Dog Warden - expenses	850	600	850	500	850	0.0%
32	Animal Shelter	1,400	1,350	1,400	675	1,400	0.0%
33	Police	500	360	500	360	500	0.0%
34	Office Equipment	6,000	292	6,000	5,138	6,000	0.0%
35	Town Engineer	2,500		2,500	-	2,500	0.0%

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36	Legal Counsel	5,000		5,000	-	10,000	100.0%
37	Auditor	19,500	19,500	20,500	20,200	21,500	4.9%
38	GASB 34 Compliance	1,000	1,000	1,000	1,000	1,500	50.0%
39	Probate Court	2,717	2,717	2,757	2,757	2,861	3.8%
40	Elections - salary	10,575	8,988	10,787	5,764	12,000	11.2%
41	Elections - expenses	8,000	8,156	5,000	3,396	11,300	126.0%
42	Board of Assessment Appeals	750	608	500	368	500	0.0%
43	Board of Finance	700	425	600	199	670	11.7%
44	Planning and Zoning Commission	22,000	16,869	7,000	1,809	7,000	0.0%
45	Zoning Board of Appeals	5,000	1,288	5,000	769	5,000	0.0%
46	Conservation Commission	3,820	1,206	4,000	525	4,000	0.0%
47	<b>General Government</b>	<b>474,621</b>	<b>414,807</b>	<b>465,593</b>	<b>358,204</b>	<b>547,993</b>	<b>17.7%</b>
48	<b>Employee Benefits</b>						
49	Insurance benefits	97,400	85,518	102,000	82,338	106,111	4.0%
50	Retirement fund contribution and fees	87,735	86,276	89,700	23,755	92,030	2.6%
51	Social Security/Medicare	43,200	40,877	44,045	35,559	49,940	13.4%
52	<b>Employee Benefits</b>	<b>228,335</b>	<b>212,671</b>	<b>235,745</b>	<b>141,652</b>	<b>248,081</b>	<b>5.2%</b>
53	<b>Health Services</b>						
54	Torrington Area Health District	8,820	8,820	8,831	8,831	7,667	-13.2%
55	Visiting Nurses Northwest & NM	5,000	1,625	5,000	1,438	5,061	1.2%
56	Paramedic Intercept	12,672	12,672	15,039	15,031	15,275	1.6%
57	<b>Health Services</b>	<b>26,492</b>	<b>23,117</b>	<b>28,870</b>	<b>25,300</b>	<b>28,003</b>	<b>-3.0%</b>
58	<b>Agencies</b>						
59	Lake Waramaug Authority	5,600	2,838	5,600	800	5,600	0.0%
60	Inter-Local Commission	9,485	9,524	10,530	10,530	10,882	3.3%
61	NW CT Regional Council of Govts.	1,127	1,126	1,128	1,128	2,220	96.8%
62	Library	29,000	29,000	30,000	30,000	32,000	6.7%
63	Civil Defense -Town Communication	1,000		1,000	2,861	1,000	0.0%
64	Litchfield County Dispatch	16,115	16,065	16,258	16,257	15,851	-2.5%
65	Regional Non-Profit Agencies & Charities	2,020	2,080	2,080	1,960	2,102	1.1%
66	Litchfield County Soil Conservation	600	600	600	600	600	0.0%
67	Elderly Bus	1,115	1,115	1,115	615	1,115	0.0%
68	Council of Small Towns	1,767	1,767	1,767	1,767	2,075	17.4%

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69	<b>Agencies</b>	<b>67,829</b>	<b>64,115</b>	<b>70,078</b>	<b>66,518</b>	<b>73,445</b>	<b>4.8%</b>
70	<b>Town Property</b>						
71	Improving Town Property	15,000	15,000	15,000	6,862	15,000	0.0%
72	Street Lighting	2,600	1,896	2,600	1,572	2,600	0.0%
73	<b>Town Property</b>	<b>17,600</b>	<b>16,896</b>	<b>17,600</b>	<b>8,435</b>	<b>17,600</b>	<b>0.0%</b>
74	<b>Town Buildings &amp; Waste Removal</b>						
75	Operations	80,000	84,948	90,000	67,912	90,000	0.0%
76	Waste Collection & Hauling	98,000	91,707	98,000	76,870	98,000	0.0%
77	Recycling	500		20,000	11,554	20,000	0.0%
78	Energy Improvements	1,500	503	1,500		1,500	0.0%
79	Capital Improvements	30,000	40,500	30,000	1,885	30,000	0.0%
80	Covanta	35,000	30,611	35,000	30,822	35,000	0.0%
81	Household Hazardous Waste	2,500	2,132	2,500	2,406	2,500	0.0%
82	<b>Town Buildings &amp; Waste Removal</b>	<b>247,500</b>	<b>250,401</b>	<b>277,000</b>	<b>191,449</b>	<b>277,000</b>	<b>0.0%</b>
83	<b>Highways and General Operation</b>						
84	Highway Labor	258,500	255,329	260,000	227,774	266,830	2.6%
85	Highway Dept. Operations	120,000	110,670	120,000	62,260	120,000	0.0%
86	Snow Removal	90,000	82,997	90,000	60,416	90,000	0.0%
87	Town Garage	19,000	17,657	20,000	16,464	20,000	0.0%
88	Maintenance Town Equipment	35,000	35,025	40,000	19,651	40,000	0.0%
89	Gas, Fuel, Oil	35,000	34,754	35,000	35,135	35,000	0.0%
90	Road Fund	140,000	140,000	140,000	139,999	140,000	0.0%
91	Uniforms	3,200	4,019	3,500	3,859	5,000	42.9%
92	Removal of Ash Trees	0	-	15,000	15,000	30,000	100.0%
93	<b>Highways and General Ops.</b>	<b>700,700</b>	<b>680,452</b>	<b>723,500</b>	<b>580,558</b>	<b>746,830</b>	<b>3.2%</b>
94	<b>Fire Company Expenses</b>						
95	Insurance	17,500	16,977	17,600	18,133	19,834	12.7%
96	Workmans Compensation	8,000	8,057	8,100	9,327	10,378	28.1%
97	Gas and Diesel Fuel	4,000	4,077	4,000	4,000	4,000	0.0%
98	Truck Maintenance	26,000	26,858	20,000	19,972	20,000	0.0%
99	Tax Abatement	30,000	25,608	27,000		29,500	9.3%
100	Firetruck replacement capitol account	50,000	50,000	55,000	55,000	65,000	18.2%
101	<b>Fire Department</b>	<b>135,500</b>	<b>131,576</b>	<b>131,700</b>	<b>106,432</b>	<b>148,712</b>	<b>12.9%</b>

**Town of Warren 2020-2021 Proposed Budget 5/18/2020**

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2	<b>Expenditures</b>	<b>Last Year</b>	<b>Last Year</b>	<b>This Year-to-Date</b>		<b>Next Year</b>	<b>% Change</b>
102	<b>Insurance</b>						
103	Town	62,000	55,410	61,000	50,350	61,000	0.0%
104	<b>Insurance</b>	<b>62,000</b>	<b>55,410</b>	<b>61,000</b>	<b>50,350</b>	<b>61,000</b>	<b>0.0%</b>
105	<b>Miscellaneous</b>						
106	State Dog Fees	2,300	872	1,500		1,500	0.0%
107	Website/Email Services	2,500	2,470	2,800	2,310	3,500	25.0%
108	Newsletter Expenses	3,500	3,257	3,700	1,965	3,700	0.0%
109	Miscellaneous	3,000	886	3,000	408	3,000	0.0%
110	<b>Miscellaneous</b>	<b>11,300</b>	<b>7,485</b>	<b>11,000</b>	<b>4,683</b>	<b>11,700</b>	<b>6.4%</b>
111	<b>Other Financing Uses</b>						
112	Park and Recreation Fund	32,000	28,317	32,000	21,994	34,000	6.3%
113	Non-Recurring Capital Expenditure	25,000	25,000	25,000	25,000	25,000	0.0%
114	Debt Service	215,813	215,813	209,813	29,906	205,313	-2.1%
115	Unemployment Charges		832	5,400		0	-100.0%
116	Cemeteries	13,500	13,500	14,000	11,147	14,000	0.0%
117	SPECIAL ALLOCATION FOR BOAT					20,000	
118	Equipment Fund	60,000	60,000	60,000	60,000	70,000	16.7%
119	<b>Other Financing Uses</b>	<b>346,313</b>	<b>343,462</b>	<b>346,213</b>	<b>148,047</b>	<b>368,313</b>	<b>6.4%</b>
120	<b>Total Government Expenditures</b>	<b>2,318,190</b>	<b>2,200,392</b>	<b>2,368,299</b>	<b>1,681,628</b>	<b>2,528,677</b>	<b>6.8%</b>
121	<b>Education</b>						
122	<b>Wamogo RSD #6</b>	<b>3,348,044</b>	<b>3,159,674</b>	<b>3,296,652</b>	<b>3,296,651</b>	<b>3,139,727</b>	<b>-4.8%</b>
123	<b>Total Expenditures</b>	<b>5,666,234</b>	<b>5,360,066</b>	<b>5,664,951</b>	<b>4,978,279</b>	<b>5,668,404</b>	<b>0.1%</b>
124							
125	<sup>1</sup> reflects increase in hours totaling \$4680						
126	<sup>2</sup> reflects increase in hours totaling \$5681						
127							
128							
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**Town of Warren**  
**Proposed Budget**  
**2020-2021     5/18/2020**

	FY 2018-2019 Budget	FY 2018-2019 Year to Date	FY 2019-2020 Budget	FY 2019-2020 Year to Date	FY 2020- 2021 Budget	YEAR TO YEAR DIFF
<b>Revenues</b>	<b>Last Year</b>	<b>Last Year</b>	<b>This Year</b>	<b>This Year</b>	<b>Next Year</b>	<b>%</b>
Property taxes	\$5,327,935	5,353,186	\$5,446,657	5,408,233	\$5,440,597	-0.11%
Interest and lien fees on property taxes	15000	18,579	15000	19,258	15000	0.00%
<b>State of Connecticut - Grants</b>						
Telephone access tax	4800	4,819	4700	4,986	4500	-4.26%
Elderly homeowners	0	32	0	-	0	#DIV/0!
Veterans tax relief	500	1,596	500	1,368	500	0.00%
Local capital improvement program	0	10,500	0	-	0	#DIV/0!
State property (PILOT)	1	2,084	1	2,084	1	0.00%
Mashantucket Pequot	1	4,369	1	2,913	1	0.00%
Municipal Revenue Sharing (MSR)	0		0	-	0	#DIV/0!
Education grants (ECS)	0	32,511	0	32,317	0	#DIV/0!
Other State & Federal Grants (General assistance, Boating Safety, FEMA, Historic Document Preservation, Mass Appraisal System)	0	5,208	5000	5,793	5500	10.00%
Contributions in lieu of taxes	500	500	500	-	500	0.00%
Investment income	25000	77,932	30000	34,538	18000	-40.00%
<b>Other fees and receipts</b>						
Building permits	40000	40,000	40000	40,060	40000	0.00%
Planning and Zoning, Conservation Comm., ZBA	4000	5,484	4000	4,764	4000	0.00%
Conveyance tax	15000	36,896	10000	31,698	15000	50.00%
Dog fees	1000	1,544	1000	460	1000	0.00%
Recording fees	8000	8,938	7500	7,778	7500	0.00%
Rent of town buildings	3600	6,150	3600	3,700	3600	0.00%
Library rent	600	600	600	600	600	0.00%
Photocopies and other misc. fees	7000	17,017	7000	12,835	7000	0.00%
Recycling Rebate	1000	1,379	0	228	0	#DIV/0!
Sale of Equipment						#DIV/0!
RSD6 Capital Project Assessment Refund					90704.65	
Cemetery Income						#DIV/0!
Transfer from Fund Balance	\$ 36,167		\$ 88,892		\$ 14,400	-83.80%
	<b>\$ 5,490,104</b>	<b>\$ 5,629,324</b>	<b>\$ 5,664,951</b>	<b>\$ 5,613,611</b>	<b>\$ 5,668,404</b>	<b>0.06%</b>
<b>Total of Expenditures</b>	<b>5,490,104</b>		<b>5,664,951</b>		<b>5,668,404</b>	
	373,890,190		382,221,550		381,796,290	-0.11%
Mill Rate	14.25		14.25	-	14.25	0.00%
Property Tax	\$5,327,935		\$5,446,657		\$5,440,597	-0.11%