



**MEMORANDUM**  
**TOWN OF CHESHIRE**  
**84 SOUTH MAIN STREET, CHESHIRE, CONNECTICUT 06410**  
**Telephone (203) 271-6660 FAX (203) 271-6639**

**TO: Town Council**  
**FROM: Sean M. Kimball, Town Manager**  
**SUBJECT: Town Manager's Report – March 2020**  
**DATE: March 10, 2020**

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**Town Manager's Recommended Operating and Capital Budgets**

The Town Manager's Recommended Operating, Five-Year Capital Expenditure Plan and Annual Capital Budget have been hereby submitted to the Town Council as required by the Town Charter.

The recommended FY 21 Operating Budget totals \$117,610,091, an increase of 2.97% over the prior year budget. Supporting this budget as presented would require a mill rate increase of 0.93 mills or 2.80% for a proposed mill rate of 34.15.

New this year, I am also submitting a Five-Year Capital Plan and Annual Capital Budget which is normally submitted, by Charter, no later than July 15<sup>th</sup> and approved by early September for projects going to referendum. The Five-Year recommended CEP totals \$67,859,000 and the recommended first year appropriation for the FY 21 Annual Capital budget is \$12,110,000.

This year we will be discussing and reviewing these capital project requests in conjunction with the Operating budget and hopefully approving and appropriating funds at the same adoption deadline of April 30<sup>th</sup>. There will likely be a few larger capital requests that the Town Council may wish to continue to consider past this date and may use the summer months to finalize the recommended funding amounts before submitting to the November referendum.

An overview of the budget will occur during our first budget workshop on Monday, March 16<sup>th</sup>. A full list of budget workshops is attached and please note the Operating Budget Public Hearing will be held on March 24<sup>th</sup> at 7:00 PM.

**Status of Current Year FY 19-20 Budget**

The Second Quarter financial report is included for your review. General Fund revenues are projected to be \$779,000 favorable while expenditures are projected to be \$421,000 favorable, resulting in a projected surplus of \$1,200,000. Revenue favorability is due to the budgeted tax collection rate compared with actual collections, as well as increased revenue in the Building and Town Clerk Departments from developments and real estate transactions. The expenditure favorability is due primarily to the budgeted funding for the Teacher Pension Assessment that was not ultimately included in the state budget. Please see the attached report for more detailed information. As always, we are monitoring our revenues and expenditures closely, and we will be reviewing more specifics as we progress through the budget process.

### **Chapman Property/Bartlem Park South Public Meeting**

The Town's design consultant, Weston & Sampson, will be presenting proposed park master plans for public feedback and input on Thursday, April 2<sup>nd</sup> at 6:30 PM in Town Hall Council Chambers. The proposed designs, corresponding budget estimates and phasing options will also be available at that time. While we encourage everyone to participate in this important feedback session, we will also be broadcasting this meeting on our local government access channels and streaming the meeting on Facebook Live so residents can participate without attending in person, particularly if social distancing guidelines are still in effect.

### **Tennis and Basketball Court Upgrades**

The Cheshire Park Tennis/Pickleball Court upgrades are proceeding as planned due to the favorable weather in recent weeks. Some overhanging trees are being removed due to past safety and structural hazards caused by the shading and falling of branches and leaves and root systems that could compromise the new surface. A construction schedule is attached and the anticipated completion date is mid-April to mid-May, weather dependent.

### **Bartlem Park Kids in Motion Playground Improvements**

The Bartlem Park "Kids in Motion" playground is set to receive much needed improvements thanks to the Town Council's capital budget appropriation last fall. The failed fencing was previously replaced and now upgrades to the entire playground are proceeding including replacement of six pieces of equipment. Most of the damaged "poured in place" surface material will be replaced with ADA-compliant pre-engineered wood fiber mulch. Additionally, Public Works will be coordinating the replacement of the faded sign. A more detailed summary of the KIM playground improvements is attached.

### **Public Building Commission Close-Out Reports**

Please see the attached close-out reports for the following PBC projects:

- Districtwide Masonry Restoration
- Districtwide School Roof Repair and Replacement
- Combined Heat & Power Generator at the Community Pool
- CHS Steam Tunnel Mechanical Insulation

### **Regional Water Authority Main Replacements and Upgrades**

Please see the attached notice from the Regional Water Authority regarding water facility upgrades on Brentwood Drive and Ridgecrest Drive.

### **Beautification Committee Award Recipients and Adopt-a-Spot Participants for 2019**

Please see the attached recipient list for the Town Beautification Committee's Awards and Adopt-a-Spot participants. Congratulations to all and thank you for your contributions to beautifying Cheshire.

### **Annual ARTSDay Cancellation**

Following the Governor’s strong urging on the state-wide conference call yesterday that communities consider postponing large community gatherings of 100 people or more as a precaution and prevention strategy in response to the current COVID-19 outbreak, the annual ARTSDay event has unfortunately been cancelled for this Sunday, March 15<sup>th</sup>. This particular event involves hundreds of children and volunteers in close quarters with extensive sharing of supplies and rotating art stations, so it was deemed too high of a risk for this year given the circumstances.

Additional upcoming Town events and meetings are being evaluated per the Governor’s direction and Department of Public Health guidelines.

### **Upcoming Town Council & Sub-Committee Meetings**

#### **Joint Town Council and Budget Committee Special Meetings\***

**March 16, 2020** 6:30 pm.- Room 207-209  
**March 17, 2020** 6:30 pm Room 207-209  
**March 23, 2020** 6:30 pm Room 207-209  
**March 24, 2020** 7:00 pm Chambers  
**March 31, 2020** 6:30 pm Room 207-209  
**April 1, 2020** 6:30 pm Room 207-209  
**April 7, 2020** 7:00 pm Room 207-209  
**April 9, 2020** 7:00 pm Chambers  
**April 13, 2020** 6:30 pm Room 207-209

\*See attached for detailed budget schedule including Department review dates.

#### **School Modernization Committee**

##### **Wednesday, March 11, 2020**

6:30pm – Teacher/Staff Input Subcommittee  
(Room 207-209)

##### **Monday, March 16, 2020**

3:00 pm – Teacher Staff Input Subcommittee  
(Darcey School)

##### **Wednesday, March 18, 2020**

7:00 pm – School Modernization Committee  
(Chambers)

##### **Monday, April 6, 2020**

7:00 pm – School Modernization Committee  
(Chambers)