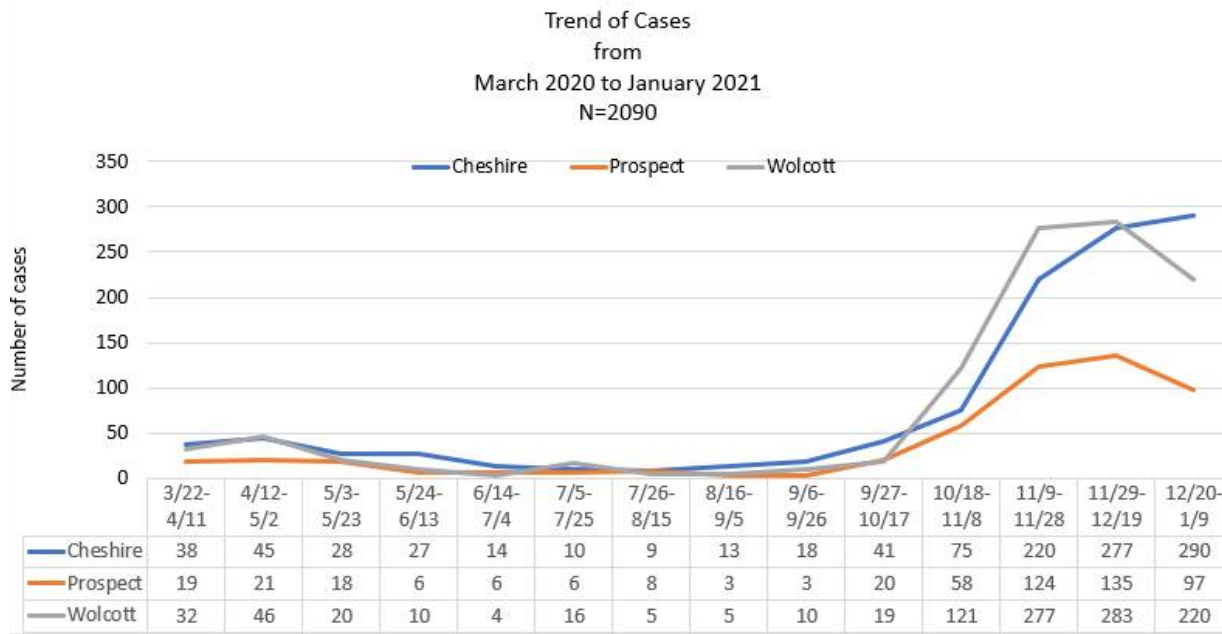


**MEMORANDUM**  
**TOWN OF CHESHIRE**  
**84 SOUTH MAIN STREET, CHESHIRE, CONNECTICUT 06410**  
**Telephone (203) 271-6660 FAX (203) 271-6639**

**TO: Town Council**  
**FROM: Sean M. Kimball, Town Manager**  
**SUBJECT: Town Manager’s Report – January 2021**  
**DATE: January 12, 2021**

**COVID-19 Pandemic Data and Vaccine Rollout**

We are continuing to monitor COVID case numbers locally which are up significantly over the first 8 months of the pandemic, although at least for the time being, they appear to have somewhat stabilized at approximately 100 cases per week in Cheshire. All of our Town facilities have remained open for resident access with the current exception of the Youth Center and Senior Center where assistance and programming are offered virtually. We are closely monitoring case rates, employee exposures and reports of new COVID variants as we consider decisions related to continued access to town facilities to protect the health of our residents and staff.



Once again we are continuing to stress to our residents and employees that it is imperative that we rethink our daily activities and shrink social circles and avoid groups and gatherings. Private gatherings continue to be the primary confirmed sources of spread. As always, please remember to wear your mask, wash your hands and keep your distance from non-family members.

Cheshire has been hosting the Chesprocott regional vaccination clinics for Phase 1A at the Community Pool and the third event will be held tomorrow morning from 9:00am-12:00pm. Eligible residents should contact their employer to be sure they have been submitted and uploaded into the VAMS system in order to make an appointment at the Chesprocott clinic or any other clinic location in our area.

As most are aware, information related to the next phase and eligibility of older residents continues to change by the day and hour. The state has announced that residents age 75+ will be eligible next week and that they should expect to be contacted by their primary care providers or hospitals in the coming weeks beginning as soon as Thursday. We expect that additional residents will be eligible to register and receive the vaccine in the very near future.

### **Development of the FY 2022 Town Operating Budget**

We are in the process of preparing the FY 2022 Recommended Operating Budget. Department budget requests are due to my office this Friday, January 15<sup>th</sup> and I will be holding department budget meetings over the following few weeks. Just a reminder, the deadline for the transmittal of the recommended budget to the Town Council for consideration is Wednesday, March 10<sup>th</sup>. The General Assembly convened on Wednesday, January 6<sup>th</sup> and we will be closely monitoring any information related to the state budget and evaluating the potential impact on Cheshire. This is a “long session” year for the State Legislature so the final adopted budget is expected near the close of session on Wednesday, June 9<sup>th</sup>. The deadline for Cheshire Town Council budget adoption is April 30<sup>th</sup>.

### **Human Services Offerings**

#### **Narcan & Suicide Prevention Trainings – Provided by the Western CT Coalition**

Narcan training will be held on January 26, 2021 from 10:00 am - 11:30am. Registration is required. For more information please [click here](#).

Suicide Prevention training will be held on January 29, 2021 from 11:00 am - 12:30 pm. Registration is required. For more information please [click here](#).

Both trainings are free of charge.

### **New Restroom Facility at Quinnipiac Park Athletic Fields**

The new restroom facility at Quinnipiac is on schedule to be bid this winter with a planned installation in early summer. The proposed building will be a pre-cast structure similar to the bathrooms on the linear trail along the newest section near West Main Street. The new restrooms at Quinnipiac Park will provide additional convenient and ADA accessible facilities on the other side of the park from the existing restrooms.

**New Trinity Ambulance in Service**

Last week Trinity Health placed a new ambulance into service for Cheshire. The Town Council will recall that we pushed for newer vehicles and equipment as part of the new contract negotiated with Trinity Health as part of the acquisition of Champion Ambulance.



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

**Town Council Personnel Committee**  
January 13, 2021 – 4:00 pm

**Town Council Special Meeting**  
January 13, 2021 – 6:00 pm  
EXECUTIVE SESSION ONLY

**Town Council Special Meeting**  
January 14, 2021 – 6:00 pm  
EXECUTIVE SESSION ONLY

**Town Council Special Meeting  
(Tentative)**  
January 26, 2021 – 6:00 pm

**Town Council Regular Meeting**  
February 9, 2021 – 7:00 pm

**School Modernization Communications  
Subcommittee**  
January 13, 2021 – 5:00 pm

**School Modernization Committee**  
January 20, 2021 – 7:00 pm

**School Modernization Committee**  
February 1, 2021 – 7:00 pm



"The Bedding Plant Capital of Connecticut"

**MEMORANDUM  
FINANCE DEPARTMENT  
January 12, 2021**

**TO: Town Council Members  
Laura Brennan, Town Clerk**

**CC: Sean Kimball, Town Manager**

**FROM: James Jaskot, Finance Director** *JJ*

**SUBJECT: Month End Financial Report**

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**In accordance with Section 6-4(c) of the Town Charter, I am transmitting the year-to-date financial report for the month ending December 31, 2020. This information consists of the "Revenue by Account", and the "Budget Department Summary" reports.**

General Fund  
Revenue Detail

(as of 12/31/2020)

P 1  
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01/12/2021 11:49 TOWN OF CHESHIRE  
1051schurma YEAR-TO-DATE BUDGET REPORT

FOR 2021 06

ACCOUNTS FOR: 1000 GENERAL FUND	ORIGINAL ESTIM REV	ESTIM REV ADJUSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
41 TAXES						
10 4101 CURRENT TAX LEVY	93,033,278	0	93,033,278	64,028,897.73	29,004,380.27	68.8%*
10 4102 CERTIFICATE OF OCCUPANC	65,908	0	65,908	.00	65,908.00	.0%*
10 4103 CERTIFICATE EXEMPTION	4,500	0	4,500	.00	4,500.00	.0%*
10 4104 SUPPLEMENTAL M V TAX	1,056,247	0	1,056,247	171,789.00	884,458.00	16.3%*
10 4111 PRIOR YEAR LEVIES	250,000	0	250,000	-21,684.91	271,684.91	-8.7%*
10 4112 INTEREST & LIEN FEES	225,000	0	225,000	122,852.33	102,147.67	54.6%*
TOTAL TAXES	94,634,933	0	94,634,933	64,301,854.15	30,333,078.85	67.9%
42 PILOT						
10 4201 STATE OF CONNECTICUT	1,317,410	0	1,317,410	1,317,410.00	.00	100.0%*
10 4202 CHESHIRE ACADEMY	1,000	0	1,000	.00	1,000.00	.0%*
10 4203 CHESHIRE HSG AUTHORITY	33,820	0	33,820	.00	33,820.00	.0%*
10 4204 SO CNTRL REG WATER AUTH	652,503	0	652,503	326,251.30	326,251.70	50.0%*
10 4205 COLLEGES-PILOT	100,980	0	100,980	100,980.00	.00	100.0%*
10 4208 DISABLED PERSONS EXEMPT	1,744	0	1,744	1,824.55	-80.55	104.6%*
10 4210 ADDN'L VETERANS EXEMPT	9,879	0	9,879	10,364.64	-485.64	104.9%*
10 4212 PEO-MOH / SUPP. MUN. AI	1,962,440	0	1,962,440	654,146.66	1,308,293.34	33.3%*
10 4213 TELECOMM PROPERTY TAX	142,000	0	142,000	.00	142,000.00	.0%*
TOTAL PILOT	4,221,776	0	4,221,776	2,410,977.15	1,810,798.85	57.1%
43 TOWN DEPARTMENTS						
10 4301 BUILDING OFFICIAL	500,000	0	500,000	405,758.59	94,241.41	81.2%*
10 4302 TOWN CLERK	593,440	0	593,440	396,189.12	197,250.88	66.8%*
10 4303 PARK & RECREATION	250,000	0	250,000	26,228.73	223,771.27	10.5%*
10 4304 POLICE DEPT	125,000	0	125,000	117,058.10	7,941.90	93.6%*
10 4306 PUBLIC LIBRARY	10,000	0	10,000	8.25	9,991.75	.1%*
10 4307 ANIMAL CONTROL	5,000	0	5,000	3,326.50	1,673.50	66.5%*
10 4310 SOLID WASTE	2,000	0	2,000	218.39	1,781.61	10.9%*
10 4311 PUBLIC WORKS	7,500	0	7,500	8,449.43	-949.43	112.7%*
10 4312 PLANNING	20,000	0	20,000	22,495.50	-2,495.50	112.5%*
10 4313 SENIOR SERVICES	30,000	0	30,000	1,786.00	28,214.00	6.0%*
10 4314 YOUTH ACTIVITIES	4,500	0	4,500	450.00	4,050.00	10.0%*

FOR 2021 06

ACCOUNTS FOR:	GENERAL FUND	ORIGINAL ESTIM REV	ESTIM REV ADJUSTMNTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
10 4315 FINE ARTS	125,000	0	125,000	11,903.61	113,096.39	9.5%*	
TOTAL TOWN DEPARTMENTS	1,672,440	0	1,672,440	993,872.22	678,567.78	59.4%	
-----							
44 MISC GRANTS TOWN							
10 4408 YOUTH SERVICES GRANT	16,995	0	16,995	13,959.00	3,036.00	82.1%*	
10 4410 MISC GRANTS	48,000	0	48,000	389,770.88	-341,770.88	812.0%*	
10 4412 TOWN AID ROADS	404,496	0	404,496	202,150.79	202,345.21	50.0%*	
10 4416 MUNICIPAL REV SHAR BOND	736,700	0	736,700	.00	736,700.00	.0%*	
10 4418 LOCIP	182,762	0	182,762	.00	182,762.00	.0%*	
10 4419 MUNICIPAL STABILIZATION	241,134	0	241,134	241,134.00	.00	100.0%*	
TOTAL MISC GRANTS TOWN	1,630,087	0	1,630,087	847,014.67	783,072.33	52.0%	
-----							
45 MISC REVENUE							
10 4501 INVESTMENT INCOME	300,000	0	300,000	93,637.89	206,362.11	31.2%*	
10 4503 SEWER/WATER ASSESSMENTS	50,000	0	50,000	.00	50,000.00	.0%*	
10 4505 MISCELLANEOUS REVENUES	395,950	0	395,950	112,074.47	283,875.53	28.3%*	
10 4506 POLICE SPECIAL DUTY	105,000	0	105,000	70,578.36	34,421.64	67.2%*	
10 4507 WPCD - ADMIN/DEBT REIMB	650,000	0	650,000	.00	650,000.00	.0%*	
10 4514 EXCAVATION FEES	25,000	0	25,000	25,000.00	.00	100.0%*	
TOTAL MISC REVENUE	1,525,950	0	1,525,950	301,290.72	1,224,659.28	19.7%	
-----							
46 STATE GRANTS EDUCATI							
10 4602 MAGNET SCH TRANSPORTATI	15,600	0	15,600	7,800.00	7,800.00	50.0%*	
10 4606 ADULT EDUCATION	28,807	0	28,807	18,759.00	10,048.00	65.1%*	
10 4607 BUILDING GRANTS	7,026	0	7,026	.00	7,026.00	.0%*	
10 4608 INTEREST SUBSIDY	386	0	386	.00	386.00	.0%*	
10 4614 EDUCATION COST SHARING	9,339,412	0	9,339,412	2,334,853.00	7,004,559.00	25.0%*	
10 4615 SPECIAL ED-EXCESS COST	479,000	0	479,000	.00	479,000.00	.0%*	
10 4616 NON-PUBLIC HEALTH	18,000	0	18,000	.00	18,000.00	.0%*	
TOTAL STATE GRANTS EDUCATI	9,888,231	0	9,888,231	2,361,412.00	7,526,819.00	23.9%	
-----							
47 MISC EDUCATION							
10 4701 TUITION	140,000	0	140,000	164,229.00	-24,229.00	117.3%*	

FOR 2021 06

ACCOUNTS FOR: 1000 GENERAL FUND	ORIGINAL ESTIM REV	ESTIM REV ADJUSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
10 4702 RENTALS & MISCELLANEOUS	10,000	0	10,000	.00	10,000.00	.0%*
10 4703 BIRTH TO THREE SERVICES	360,000	0	360,000	144,003.80	215,996.20	40.0%*
TOTAL MISC EDUCATION	510,000	0	510,000	308,232.80	201,767.20	60.4%
-----						
49 FUND EQUITY						
10 4901 GEN FUND EQUITY	2,000,000	180,000	2,180,000	2,000,000.00	180,000.00	91.7%*
TOTAL FUND EQUITY	2,000,000	180,000	2,180,000	2,000,000.00	180,000.00	91.7%
TOTAL GENERAL FUND	116,083,417	180,000	116,263,417	73,524,653.71	42,738,763.29	63.2%
TOTAL REVENUES	116,083,417	180,000	116,263,417	73,524,653.71	42,738,763.29	

**General Fund  
Revenue Detail**  
(as of 12/31/2020 )  
- POOL -

FOR 2021 06

ACCOUNTS FOR:	CHESHIRE COMM. POOL FUND	ORIGINAL ESTIM REV	ESTIM REV ADJUSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
43 TOWN DEPARTMENTS							
30 4375 POOL FEES	537,000	0	537,000	137,494.19	399,505.81	25.6%*	
TOTAL TOWN DEPARTMENTS	537,000	0	537,000	137,494.19	399,505.81	25.6%	
49 FUND EQUITY							
30 4900 GENERAL FUND SUBSIDY	396,411	0	396,411	396,411.00	.00	100.0%*	
TOTAL FUND EQUITY	396,411	0	396,411	396,411.00	.00	100.0%	
TOTAL CHESHIRE COMM. POOL FUND	933,411	0	933,411	533,905.19	399,505.81	57.2%	
TOTAL REVENUES	933,411	0	933,411	533,905.19	399,505.81		



General Fund  
Revenue Detail  
(as of 12/31/2020)  
- WPCD -

FOR 2021 06

ACCOUNTS FOR:	WATER POLLUT CONTROL FUND	ORIGINAL ESTIM REV	ESTIM REV ADJSTMNTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
41 TAXES							
60 4111	PRIOR YEAR LEVIES	0	0	0	7,134.65	-7,134.65	100.0%*
60 4112	INTEREST & LIEN FEES	26,200	0	26,200	5,689.88	20,510.12	21.7%*
60 4308	CURRENT SEWER USE	3,970,367	0	3,970,367	579,401.58	3,390,965.42	14.6%*
	TOTAL TAXES	3,996,567	0	3,996,567	592,226.11	3,404,340.89	14.8%
43 TOWN DEPARTMENTS							
60 4316	PLAN REVIEW APPLICATION	0	0	0	250.00	-250.00	100.0%*
60 4317	GROUND DEWATERING FEES	2,500	0	2,500	.00	2,500.00	.0%*
	TOTAL TOWN DEPARTMENTS	2,500	0	2,500	250.00	2,250.00	10.0%
45 MISC REVENUE							
60 4309	CONNECTION FEES	60,000	0	60,000	7,400.00	52,600.00	12.3%*
60 4502	NITROGEN CREDITS	0	0	0	-468.00	468.00	100.0%
60 4505	SEPTIC WASTE DUMP PERMI	82,000	0	82,000	45,475.00	36,525.00	55.5%*
60 4535	MISC REVENUES	1,000	0	1,000	.00	1,000.00	.0%*
	TOTAL MISC REVENUE	143,000	0	143,000	52,407.00	90,593.00	36.6%
49 FUND EQUITY							
60 4901	W.P.C.D. FUND EQUITY	-3,381	0	-3,381	.00	-3,381.00	.0%
	TOTAL FUND EQUITY	-3,381	0	-3,381	.00	-3,381.00	.0%
	TOTAL WATER POLLUT CONTROL FUND	4,138,686	0	4,138,686	644,883.11	3,493,802.89	15.6%
	TOTAL REVENUES	4,138,686	0	4,138,686	644,883.11	3,493,802.89	

FOR 2021 06

ORIGINAL ESTIM REV	ESTIM REV ADJUSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
121,155,514	180,000	121,335,514	74,703,442.01	46,632,071.99	61.6%

GRAND TOTAL 121,155,514 180,000 121,335,514 74,703,442.01 46,632,071.99 61.6%

\*\* END OF REPORT - Generated by Sharon Churma \*\*

**General Fund  
Department Summary  
(as of 12/31/2020)**

01/12/2021 11:46 | TOWN OF CHESHIRE  
1051schurma | YEAR-TO-DATE BUDGET REPORT

P 1  
glytdbud

FOR 2021 06

ACCOUNTS FOR: 1000 GENERAL FUND	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
010 TOWN COUNCIL	47,600	0	47,600	13,276.25	11,170.75	23,153.00	51.4%
020 TOWN MANAGER	497,053	0	497,053	265,863.31	.00	231,189.69	53.5%
030 TOWN ATTORNEY	340,000	0	340,000	69,087.51	6,172.50	264,739.99	22.1%
040 TOWN CLERK	249,463	0	249,463	144,109.92	4,253.25	101,099.83	59.5%
050 ELECTIONS	123,595	0	123,595	87,320.14	4,060.00	32,214.86	73.9%
060 PROBATE COURT	2,000	0	2,000	.00	.00	2,000.00	.0%
070 FINANCE DEPARTMENT	2,202,771	0	2,202,771	1,358,637.76	148,035.87	696,097.37	68.4%
080 BD OF ASSESSMENT APPEALS	1,975	0	1,975	54.06	.00	1,920.94	2.7%
090 GENERAL SERVICES	295,068	0	295,068	150,430.82	48,357.45	96,279.73	67.4%
100 PUBLIC PROPERTY	1,235,011	0	1,235,011	503,935.89	131,357.94	599,717.17	51.4%
110 EMPLOYEE BENEFITS	8,654,734	0	8,654,734	6,079,579.48	217,234.13	2,357,920.39	72.8%
120 PLANNING DEPARTMENT	369,388	0	369,388	200,738.78	1,630.76	167,018.46	54.8%
130 PLANNING & ZONING COMM.	6,760	0	6,760	3,297.50	927.50	2,535.00	62.5%
140 ZONING BRD. OF APPEALS	2,635	0	2,635	374.69	169.31	2,091.00	20.6%
150 ECONOMIC DEV. COMM.	133,381	0	133,381	68,255.29	5,945.00	59,180.71	55.6%
155 BEAUTIFICATION COMMITTEE	13,225	0	13,225	1,143.65	492.00	11,589.35	12.4%
160 PUBLIC BLDG. COMM.	2,100	0	2,100	503.34	.00	1,596.66	24.0%
170 INLAND WETLANDS COMM.	6,350	0	6,350	3,876.80	942.84	1,530.36	75.9%
180 ENVIRONMENT COMMISSION	890	0	890	.00	400.00	490.00	44.9%
185 HISTORIC DISTRICT COMMISSION	2,275	0	2,275	860.70	105.76	1,308.54	42.5%
190 ENERGY COMMISSION	2,325	0	2,325	891.21	.00	1,433.79	38.3%
200 POLICE DEPARTMENT	5,892,567	0	5,892,567	3,157,418.24	88,182.63	2,646,966.13	55.1%
210 ANIMAL CONTROL	110,677	0	110,677	50,371.62	867.88	59,437.50	46.3%
215 PRISON ADVISORY COMM.	300	0	300	.00	200.00	100.00	66.7%
220 CIVIL PREPAREDNESS	40,700	180,000	220,700	264,737.36	11,275.35	-55,312.71	125.1%
225 PUBLIC SAFETY COMMISSION	1,950	0	1,950	932.84	.00	1,017.16	47.8%
230 FIRE DEPARTMENT	1,192,707	0	1,192,707	717,309.01	68,428.66	406,969.33	65.9%
250 INSPECTION DEPARTMENT	302,239	0	302,239	157,934.62	1,646.39	142,657.99	52.8%
260 PUBLIC WORKS DEPARTMENT	6,656,572	0	6,656,572	2,621,165.66	1,593,369.79	2,442,036.55	63.3%
280 W.P.C.A.	3,250	0	3,250	866.02	424.50	1,959.48	39.7%
290 PUBLIC HEALTH	524,525	0	524,525	264,325.00	258,312.50	1,887.50	99.6%
300 HUMAN SERVICES	988,081	0	988,081	492,443.85	15,717.65	479,919.50	51.4%
336 YTH & HUMAN SERVICES COMM.	1,500	0	1,500	.00	.00	1,500.00	.0%
340 LIBRARY	1,764,688	0	1,764,688	878,356.78	105,894.81	780,436.41	55.8%
350 LIBRARY BOARD	1,250	0	1,250	215.00	495.00	540.00	56.8%
355 FINE ARTS COMMITTEE	228,090	0	228,090	76,549.67	6,463.09	145,077.24	36.4%
360 PARKS & RECREATION DEPT.	882,315	0	882,315	590,479.00	4,648.86	287,187.14	67.5%
370 PARKS & RECREATION COMM.	2,500	0	2,500	431.83	530.00	1,538.17	38.5%
380 CONTINGENCY	125,000	0	125,000	.00	.00	125,000.00	.0%
390 DEBT SERVICE	7,581,981	0	7,581,981	7,511,676.55	.00	70,304.45	99.1%
400 DEPT. OF EDUCATION	74,593,926	0	74,593,926	23,019,508.32	10,222,374.76	41,352,042.92	44.6%
410 CAPITAL NON-RECURRING	1,000,000	0	1,000,000	1,000,000.00	.00	.00	100.0%
TOTAL GENERAL FUND	116,083,417	180,000	116,263,417	49,756,958.47	12,960,086.93	53,546,371.60	53.9%

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1051schurma

TOWN OF CHESHIRE  
YEAR-TO-DATE BUDGET REPORT

**General Fund**  
**Department Summary**  
**(as of 12/31/2020)**  
**- POOL -**

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glytdbud

FOR 2021 06

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3000 CHESHIRE COMM. POOL FUND	933,411	0	933,411	430,973.48	26,001.54	476,435.98	49.0%
375 CHESHIRE COMMUNITY POOL	933,411	0	933,411	430,973.48	26,001.54	476,435.98	49.0%
TOTAL CHESHIRE COMM. POOL FUND							

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TOWN OF CHESHIRE  
YEAR-TO-DATE BUDGET REPORT

General Fund  
Department Summary  
(as of 12/31/2020)

P 3  
glytdbud

- WPCD -

FOR 2021 06

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
6000 WATER POLLUT CONTROL FUND	4,138,686	0	4,138,686	1,276,109.75	178,264.44	2,684,311.81	35.1%
270 W.P.C.D.	4,138,686	0	4,138,686	1,276,109.75	178,264.44	2,684,311.81	35.1%
TOTAL WATER POLLUT CONTROL FUND							

FOR 2021 06

ORIGINAL APPROP	TRANSFERS/ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
121,155,514	180,000	121,335,514	51,464,041.70	13,164,352.91	56,707,119.39	53.3%

GRAND TOTAL 121,155,514 180,000 121,335,514 51,464,041.70 13,164,352.91 56,707,119.39 53.3%

\*\* END OF REPORT - Generated by Sharon Churma \*\*