

TOWN MANAGER'S REPORT

TO: Honorable Town Council Members

FROM: Karl F. Kilduff, Town Manager

DATE: April 1, 2020

Please find my report concerning various items of interest to the Town Council and community.

1. Council Business:

- a) FY2020-21 Budget: As I noted previously, COVID-19 and its economic impacts necessitate that the proposed budget be amended in a number of ways. It is safe to assume that certain fee based revenues will be lower than original anticipated. Additionally, the decisions around Executive Order 7S which impacts the payment of taxes normally effective July 1 will impact the assumptions built around prior year collections, tax interest and decisions about buying a car (supplemental motor vehicle). Further repercussions to the local and broader economy are hard to determine at this point. However, I was modeling my budget impacts based on the most recent economic downturn (2008-2009).

With downward adjustments to revenues, cuts will have to be made to the budget, as last left following the Council's prior actions, to keep it in balance. While the budget as last discussed did have a low tax increase, further reductions in addition to those needed to restore balance should be discussed. I will deliver recommendations to the Town for both revenue changes and expenditure cuts.

- b) Town Attorney RFP: Proposals from interested firms were received on April 6, 2020. The Town received 10 responses from firms. The proposals are under review now to develop a short list for the Town Council to consider and schedule "virtual" interviews with selected firms.
- c) Town Hall Status: At this time, Town Hall is open for employees again with social distancing requirements in place that have reorganized some of the work assignments. Where staff can be kept 6 feet apart, the office is running as normal. Where such distances cannot be kept staff work working rotating schedules in the building complemented with work-at-home assignments. The building is still not available to the public.

2. Connecticut Conference of Municipalities:

- a) While CCM is not holding group meetings, they have hosted a number of video conferences to discuss the Governor's Executive Orders and the impact on town operations. New Federal requirements were also discussed.

3. River COG:

- a) The River COG is not scheduled to meeting again until April 22, 2020. As was the case last month, the meeting will be held “virtually.”

4. Miscellaneous:

- a) I am working with our insurance broker on the renewal of property, liability and auto coverages. We are assessing the ability of other carriers to quote the Town’s business.
- b) Contract negotiations with the employee unions are moving into the “new normal” of social distancing. We are trying to make forward progress even though in-person meetings are a challenge right now.