

STATE OF CONNECTICUT
MUNICIPAL ACCOUNTABILITY REVIEW BOARD
REGULAR MEETING NOTICE AND AGENDA

Meeting Date and Time: Thursday, December 5, 2019 10:00 AM –12:00 PM

Meeting Location: Board of Regents Conference Room, 61 Woodland St, Hartford, CT

Agenda

- I. Call to Order & Opening Remarks by Secretary Melissa McCaw and Treasurer Shawn Wooden
- II. Public Comment* Period
- III. Approval of Minutes:
 - a. November 7, 2019 regular meeting
- IV. City of West Haven Issues and Items
 - a. Subcommittee update
 - b. Review and discussion: Monthly Financial Report October 2019
 - c. Update: 5-Year Plan
 - d. Update: MOA compliance
- V. City of Hartford Issues and Items
 - a. Subcommittee update
 - b. Review and discussion: Monthly Financial Report October 2019
 - c. Review and discussion: Non-labor contracts
 - i. Community School Coordinating Agencies: Catholic Charities and Village for Families and Children (Board of Education)
 - ii. Workers' Compensation and Liability Claims Administration: PMA Management
- VI. Town of Sprague Issues and Items
 - a. Subcommittee update
 - b. Review and discussion: Monthly Financial Report October 2019
 - c. Update: Corrective Action Plan

VII. Other Business

- a. Subcommittee assignments 2020
- b. Calendar 2020

VIII. Adjourn

*Public Comment (from Board's Adopted Policies and Procedures): The MARB may provide for a public comment period on its board meeting agendas. When a public comment item is on the agenda, there shall be sign-up sheet provided at least 15 minutes prior to the meeting. The speakers will be called in the order that they signed up, but the MARB may reserve the first 10 minutes of the public comment period for state and local elected officials. Each speaker may be limited to no more than three minutes. In the interest in enabling members of the public to attend board meetings for their full duration, the Chairperson may limit the public comment agenda item to 30 minutes.

DRAFT
STATE OF CONNECTICUT
MUNICIPAL ACCOUNTABILITY REVIEW BOARD (MARB)
REGULAR MEETING MINUTES

Meeting Date and Time: Thursday, November 7, 2019 10:00 AM –12:00 PM

Meeting Location: Board of Regents Conference Room, 61 Woodland St, Hartford, CT

Members in Attendance: OPM Secretary Melissa McCaw, State Treasurer Designee Christine Shaw (Assistant State Treasurer), Matthew Brokman, Patrick Egan, Stephen Falcigno, Tom Hamilton, Scott Jackson, Sal Luciano, Mark Waxenberg, Bob White, and David Wright-Biller

Municipal and State Staff and Others Present: Luke Bronin (Mayor of Hartford) and staff, Cheryl A. Blanchard (First Selectman of Sprague) and staff, West Haven Mayor Nancy Rossi (attendance by phone) and staff, Michael Milone (OPM liaison), OPM Staff - Kimberly Kennison (Executive Finance Officer), Julian Freund, Gareth Bye, and Bill Plummer

I. **Call to Order:** Secretary McCaw called the meeting to order at 10:00 a.m. She introduced Christine Shaw as State Treasurer Wooden’s new designee to the Board. She indicated that Ms. Shaw is the Assistant Treasurer for Policy at the State Treasurer’s Office.

II. **Public Comment* Period:**

Secretary McCaw opened the meeting up for public comments and requested that anyone who wanted to speak to identify themselves including their City of residence and to keep their comments to no more than two minutes.

Speaker: Doctor Larry Deutsch – Councilman Hartford City Council: Dr. Deutsch referred to the handout that he had provided Board members regarding a recent health plan task force. He proceeded to comment on the health and financial impact to municipal employees of high deductible health plans.

III. **Approval of Minutes:**

a. September 19, 2019 Regular Meeting

Mr. Brokman noted for the record that he viewed the September 19 meeting on CT-N. The minutes were approved with Secretary McCaw and State Treasurer Designee Ms. Christine Shaw abstaining.

IV. **Town of Sprague Issues and Items**

Secretary McCaw welcomed and congratulated Sprague’s Ms. Cheryl Blanchard for her recent election as Sprague’s First Selectwoman. First Selectwoman Blanchard indicated that she looked forward to working with the Board. She is familiar with the matters between the Board and the Town of Sprague and is now focusing and learning the details around these matters as she has just taken office.

a. Review and discussion: Monthly Financial Report September 2019

Mr. Julian Freund provided a summary on the September 2019 budget to actual results and an overall summary of the first quarter results of the 2019-20 budget of the Town. He also provided information on the status of the sale of property anticipated by the Town and the \$500,000 cash infusion provided in MARB restructuring funds at the beginning of FY 2019-20 to avoid the Town incurring cash flow difficulties.

Mr. Hamilton asked about the Town's current cash flow situation. Mr. Freund and Secretary McCaw noted that the initial distribution of funds provided the Town cash to get through the first quarter and that OPM is monitoring the Town's cash flow to determine whether the delayed property sale, or any other condition, would necessitate an additional distribution of restructuring funds or an expedited payment of ECS funds.

Several questions were posed by Board members to Sprague finance staff in attendance. Answers were provided. Ms. Kennison provided an update on the audit findings and her work to date with the Town on implementing corrective actions to address these findings.

V. City of West Haven Issues and Items

a. Subcommittee update

Mr. Freund provided an update of the most recent subcommittee meeting that was held on October 15th. A discussion ensued among members regarding the City's finances and additional data that members would be seeking in the future. Secretary McCaw noted her intent with regard to municipal restructuring funds for FY 2019 is to provide what is necessary for the City to achieve balance. If the full amount of funding allowed for in the MOA is not needed, then the full amount will not be distributed. She further noted the board's intention that IBNR costs associated with transitioning to the Partnership could be a use for the surplus dollars from FY 2019.

b. Review and discussion: Monthly Financial Report September 2019

The City's finance director Frank Cieplinski provided a summary of the results of the first quarter of the FY 2019-20 budget to actual results and a comparison to the previous year. He also specifically provided details of the results for the month of September 2019.

A discussion ensued among members regarding the City's five-year plan and several questions were posed to the City regarding the plan.

c. Update: Status of Corrective Action Plan re: prior years audit findings

Mr. Cieplinski provided an update on the corrective action plan and referenced the Audit Findings Issues table provided in today's materials. Ms. Kennison requested that Mr. Cieplinski in his next update to the Board on the corrective action plan include a column indicating for each item that has been closed, the specific date that the corrective action plan was implemented allowing the closing of the audit finding. This enhancement would assist Board members to clearly identify what items still needs to be addressed.

Note: Secretary McCaw indicated that she would have to attend to another matter at this time and therefore Ms. Kennison, as the Secretary's designee would be assuming the co-chair role for the remainder of today's meeting.

d. Update: MOA compliance

Mr. Freund provided a description of the open compliance items; that being the 5-year plan and the plan for addressing the Human Resource functions and Employee Benefits processing. Questions were posed to the City in regard to these open items. A presentation by the HR consultant is expected at the next subcommittee meeting.

e. Update: Partnership planning

Mr. Milone provided an update on the status of the various bargaining units transition to the State's Partnership Plan and answered the questions posed by Board members in regard to the Plan.

VI. City of Hartford Issues and Items

a. Subcommittee update

Mr. Freund provided an update of the Hartford regular subcommittee meetings held on October 17th and the special meeting held on October 30th.

b. Review and discussion: Monthly Financial Report September 2019

The City' budget director, Jolita Lazauskas, provided an update on the September 2019 budget to actual results for the City and a summary of the first quarter of the FY 2019-20 actual results.

c. Review, discussion and possible action: Labor contracts

i. Local 566 (Board of Education)

Melinda Kaufman, Attorney for the Board of Education and other representatives of the Hartford Board of Education and Local 566 provided a description of the proposed labor contract being presented to the Board for approval. Several questions were posed by Board members and answered by Ms. Kaufman. The contract was approved by all Board members in attendance.

d. Review and discussion: Non-labor contracts

The following nonlabor contracts were described by representatives for the City of Hartford and its Board of Education. Ms. Kennison reminded Board members that these non-labor contracts do not require approval from the Board.

i. Athletic Trainer Solutions (Board of Education)

ii. Rensselaer Hartford Graduate Center – Parking Agreement

iii. OR&L - Public Safety Facility Management Services

iv. Salvation Army – Shelter Operation

Carmen Shapiro from the City provided a description of the proposed contract. Mayor Bronin provided a comment on his belief that homelessness is a statewide regional challenge, not just a challenge for the City of Hartford. He believes that to ultimately resolve this challenge successfully, the State should address the issue on a regional basis.

VII. Other Business

a. Subcommittee assignments 2020

Mr. Freund referenced the document provided on current subcommittee assignments and indicated that if members wanted to change or be added to a new subcommittee to let him know. A discussion ensued among members regarding related matters.

b. Staff update from Fiscal Sustainability workshop

Ms. Kennison and Mr. Freund provided a description of a recent workshop they attended on Fiscal Sustainability sponsored by the Pew Charitable Trust. There were several states that provided presentations on what data they review and what actions are ultimately taken to address a municipality's fiscal issues. Mr. Bye indicated that if there was any legislation that Board members would like to propose to further enhance the Board or legislation to address a municipality's problems before it reached the level of fiscal distress requiring the MARB intervention, then he would welcome Board members to contact him with their proposals.

VIII. Adjourn

Meeting adjourned at 12:27 pm

**MEMORANDUM
MUNICIPAL ACCOUNTABILITY REVIEW BOARD**

To: Municipal Accountability Review Board
From: Julian Freund
Subject: Update on West Haven Subcommittee
Date: November 29, 2019

Human Resources Assessment: The consultants that conducted an assessment of the Human Resources function in West Haven presented their findings to the subcommittee. The consultants' evaluation identified a number of gaps in policies, procedures and systems for HR management, and other issues outlined in the attached overview that will need to be addressed in an action plan from the City. The City included funding in the current year budget to begin to address capacity issues in the human resource and benefits administration functions once those issues were defined.

An outline of the City's action plan for addressing the report's findings is anticipated at the next subcommittee meeting. Due to time limitations, the section of the report addressing the HR function at the Board of Education was deferred until the December subcommittee meeting.

Fire Districts: Michael Walsh, of OPM, attended the meeting to recap the findings of the consultant report on the Fire Districts and to map out the next steps for creating a structure that will allow the districts to resolve severe financial challenges. Positioning the districts to resolve issues with budget practices and ensure the viability of their benefits plans will initially involve outreach and education to the City's legislative delegation, the districts' respective commissioners and the general public. In addition, OPM is reviewing the legal aspects of creating an all-district fire commission and following up on suggestions for deeper analysis of the projected costs of employee and retiree benefits.

State Partnership: Michael Milone provided an update on the City's transition to the State Partnership health plan which will be effective January 1, 2019 for active employees. Discussions with the third party administrative of the over-65s supplemental plan continue as the City may offer incentives to those groups to also transition to the Partnership. Mr. Milone is also revisiting the possibility of transitioning the under-65 retirees, perhaps in July 2020.

The Board of Education presented some financial data that suggests it might be more economically favorable to remain with the high deductible health plans in the current self-insured arrangement. That analysis compared State Partnership rates to the Board of Education's prior year claims experience. The BOE is expected to provide data that uses projected renewal rates for the high deductible plan for comparison purposes at the December subcommittee meeting.

The November subcommittee meeting will be on December 17.

City of West Haven

October FY2020 Monthly Financial Report to
the Municipal Accountability Review Board



December 05, 2019



Interoffice Memorandum-Office of Mayor Nancy Rossi

To: Municipal Accountability Review Board

From: Frank M. Cieplinski

Date: 11/27/2019

Subject: City of West Haven Monthly Financial Report YTD October FY20

I) West Haven General Fund

A. Revenues

YTD operational revenues of \$69.743M are higher than the same period last year and are directionally in line as a percent of the total year when compared to prior years.

Property taxes comprised 72.9% of total operating revenues compared to 72.2% in FY19 and 77.4% in FY18. These revenues continue to grow as a percentage of the total as funds from State programs continue to decrease. Year-end revenue projections are not coming off the current year budget amounts, however as the year progresses and the sale of the schools are finalized those revenues will be added to the projection.

GENERAL FUND : Revenue Comparisons FY17-FY20

\$ Millions Revenue Category	Fiscal 2017		Fiscal 2018		Fiscal 2019		Fiscal 2020	
	YTD	% of Yr	YTD	% of Yr	YTD	% of Yr	YTD	% of Yr
Property Taxes	48.064	51.29%	47.684	50.18%	49.971	51.62%	50.871	48.81%
Licenses & Permits	0.408	31.00%	0.497	24.95%	0.773	39.39%	0.571	31.86%
Fines And Penalties	0.057	27.33%	0.107	33.47%	0.131	45.59%	0.120	59.90%
Revenue From Use Of Money	0.011	48.07%	0.024	11.30%	0.091	22.55%	0.161	158.86%
Fed/State Grants - Non MARB	17.731	32.32%	11.504	21.73%	16.591	31.16%	16.273	30.62%
Charges For Services	0.328	29.76%	0.328	28.71%	0.366	30.36%	0.364	31.80%
Other Revenues	0.275	13.58%	0.290	15.13%	0.185	8.69%	0.274	15.27%
Other Financing Sources	1.381	76.86%	1.171	87.19%	1.064	87.40%	1.110	122.08%
	68.255	44.03%	61.605	39.77%	69.171	43.99%	69.743	42.71%

*Note : Does not reflect any MARB restructuring funds.

B. Expenditures

YTD city expenses of \$28.248M are higher than the same period last year but is consistent with prior years when looking at % spend of the full year.

Payroll and other personnel costs are higher than the previous year as overtime in Public Works has jumped. Pension costs are higher than previous years due to contribution timing (in prior years cash constraints meant delaying the contribution to February).

Board of Education expenses are well above last year as there was a \$405k severance pay cost booked this year that was not in FY19. Further, the tuition costs reported this year are \$.8M higher than last year due to timing of payments in FY19.

GENERAL FUND : Cost Comparisons FY17-FY20

\$ Millions Expense Category	Fiscal 2017		Fiscal 2018		Fiscal 2019		Fiscal 2020	
	Actual	% of Yr	Actual	% of Yr	Actual	% of Yr	Fcst	% of Yr
Payroll and Personnel	8.625	34.08%	9.125	35.35%	7.597	31.31%	8.038	31.59%
Debt Service	9.248	55.27%	9.208	53.80%	11.076	58.52%	10.806	57.25%
Health Ins. & Pension	4.431	34.02%	4.810	33.87%	4.833	35.51%	5.324	33.36%
Other Fixed Charges	1.478	41.63%	1.261	38.27%	1.037	36.40%	1.148	36.37%
Solid Waste & Recycling	0.917	30.06%	0.707	23.66%	0.907	28.51%	0.996	31.17%
Other Contractual Svcs	0.943	32.42%	1.041	36.36%	0.770	25.17%	1.021	33.37%
Electricity/Gas	0.375	21.43%	0.450	28.98%	0.535	30.65%	0.331	23.70%
Supplies & Materials	0.170	26.67%	0.181	32.13%	0.098	17.11%	0.191	29.92%
Capital Outlay	0.020	29.90%	0.017	21.73%	0.008	15.85%	0.024	24.02%
Other/Contingency	0.093	39.74%	0.145	24.79%	0.109	17.49%	0.148	67.34%
Fuel	0.077	23.35%	0.088	25.30%	0.067	19.62%	0.071	15.69%
Telephone	0.095	20.61%	0.061	8.29%	0.059	9.94%	0.150	32.36%
Total City Expend.	26.472	38.90%	27.094	38.63%	27.097	38.81%	28.248	38.72%
Salaries	11.012	21.30%	11.017	21.29%	11.025	21.37%	11.462	21.89%
Tuition	1.878	23.63%	2.552	30.22%	2.173	23.38%	3.018	38.02%
Student Transportation	0.660	12.55%	1.483	25.60%	1.500	25.36%	1.413	28.22%
Operation of Plant	1.890	55.25%	1.449	37.59%	1.396	38.07%	1.363	35.41%
Health Insurance	4.873	36.40%	5.660	42.27%	4.791	36.90%	4.817	34.15%
Other Fixed Costs	1.047	32.70%	1.065	31.05%	1.289	34.74%	1.161	28.25%
Purchased Services	0.450	29.94%	0.398	25.76%	0.806	54.55%	0.450	38.74%
Instruction	1.050	65.20%	0.818	58.90%	0.746	57.09%	0.985	69.40%
Total Board of Ed.	22.859	25.97%	24.442	27.28%	23.725	26.38%	24.669	27.42%

C. Summary

The City does not expect to change it's year end projections in the near future as it is too early in the year. Continued scrutiny and reviews are expected to identify any upside or downside impacts much earlier than in prior years.

II) West Haven Sewer Fund

SEWER FUND : Revenue Comparisons FY17-FY20

\$ Millions Revenue Category	Fiscal 2017		Fiscal 2018		Fiscal 2019		Fiscal 2020	
	YTD	% of Yr	YTD	% of Yr	YTD	% of Yr	YTD	% of Yr
Charges For Services	5.832	49.96%	6.057	50.50%	6.117	52.46%	5.890	50.91%
Fed/State Grants - Non MARB	-	0.00%	-	0.00%	-	0.00%	-	
Other Revenues	0.300	79.32%	0.170	68.48%	0.070	31.01%	0.230	101.60%
	6.132	50.81%	6.227	50.29%	6.187	52.01%	6.121	51.88%

SEWER FUND : Cost Comparisons FY17-FY20

\$ Millions Cost Category	Fiscal 2017		Fiscal 2018		Fiscal 2019		Fiscal 2020	
	YTD	% of Yr	YTD	% of Yr	YTD	% of Yr	YTD	% of Yr
Payroll and Personnel	0.674	29.27%	0.690	31.58%	0.666	30.37%	0.716	29.72%
Capital Outlay	0.889	37.26%	0.828	34.26%	0.811	34.44%	0.941	32.93%
Electricity/Gas/Water	0.124	9.44%	0.325	24.20%	0.233	17.51%	0.235	16.15%
Debt Service	1.011	100.00%	0.815	100.00%	0.717	100.00%	0.659	100.00%
Contractual Services	0.438	37.26%	0.429	36.63%	0.153	17.57%	0.208	19.95%
Other Fixed Charges	0.268	31.21%	0.252	25.55%	0.203	18.99%	0.293	32.88%
Supplies & Materials	0.225	26.97%	0.269	28.77%	0.198	20.46%	0.220	18.86%
Health Ins. & Pension	0.036	28.26%	0.003	2.95%	0.067	32.72%	0.004	1.96%
Other/Contingency	0.407	74.65%	0.390	69.79%	0.370	51.81%	0.476	44.31%
Fuel	0.005	23.58%	0.004	25.04%	0.006	28.00%	0.004	17.30%
Telephone	0.002	21.16%	0.003	37.62%	0.000	17.14%	0.001	4.72%
	4.079	38.53%	4.008	38.00%	3.425	32.78%	3.758	31.85%

After 4 months Sewer Fund revenues and expenses are in line with prior years and at this point year-end predictions are not coming off of budget.

III) Allingtown Fire Department

AFD : Revenue Comparisons FY17-FY20

\$ Millions Revenue Category	Fiscal 2017		Fiscal 2018		Fiscal 2019		Fiscal 2020	
	YTD	% of Yr	YTD	% of Yr	YTD	% of Yr	YTD	% of Yr
Property Taxes	2.678	51.04%	3.060	51.13%	3.454	48.75%	3.734	52.21%
Licenses & Permits	0.003	7.03%	0.005	2.41%	0.106	78.99%	0.071	94.75%
Revenue From Use Of Money	-		0.004	100.00%	-	0.00%	-	0.00%
Fed/State Grants - Non MARB	0.919	95.11%	0.027	6.15%	0.170	85.81%	0.190	339.44%
Charges For Services	0.001	4.72%	(0.001)	-8.49%	0.002	18.37%	0.007	110.75%
Other Revenues	0.006	4.24%	0.010	6.92%	0.017	5.30%	0.013	9.56%
	3.606	56.35%	3.105	45.77%	3.750	48.36%	4.014	54.05%

AFD : Cost Comparisons FY17-FY20

\$ Millions Cost Category	Fiscal 2017		Fiscal 2018		Fiscal 2019		Fiscal 2020	
	YTD	% of Yr	YTD	% of Yr	YTD	% of Yr	YTD	% of Yr
Payroll and Personnel	0.803	31.11%	0.702	31.06%	0.635	31.72%	0.665	31.11%
Health Ins. & Pension	0.710	24.70%	0.921	29.69%	1.286	36.35%	1.651	767.81%
Telephone	0.047	16.98%	0.043	16.96%	0.033	12.68%	0.065	21.04%
Other Fixed Charges	0.032	21.19%	0.099	75.29%	0.086	54.03%	0.054	1.34%
Electricity/Gas/Water	0.082	71.44%	0.088	46.54%	0.090	46.07%	0.089	41.99%
Other/Contingency	0.000	0.07%	0.005	8.55%	-	0.00%	0.000	0.04%
Other Contractual Svcs	0.044	37.28%	0.042	40.89%	0.020	18.35%	0.024	20.91%
Capital Outlay	0.016	15.57%	0.005	4.95%	0.001	1.13%	0.003	3.26%
Supplies & Materials	0.028	67.21%	0.017	45.96%	0.009	25.68%	0.011	29.86%
Fuel	0.001	16.21%	0.000	2.71%	0.002	17.97%	0.001	7.88%
	1.762	27.65%	1.922	30.78%	2.161	33.41%	2.563	34.49%

After 4 months Allingtown revenues are consistent or better than prior years and at this point year-end predictions are not coming off of budget. Expenses are higher than prior year driven by the pension contributions. Just as with the City, in prior years the Q2 contribution was not made until Q3 do to restricted cash reserves.

**CITY OF WEST HAVEN
REVENUE DETAIL REPORT
October 2019**

Variances favorable/(unfavorable)

Account Description	ACTUAL					FORECAST		
	FY20	Oct YTD	Oct YTD	Oct YTD %	FY19 YTD %	Projected	Oct YTD %	Δ to Budget
	Budget	Actual	FY19	Budget	Actual	FY20	Fcst	
Tax Levy - Current Year	96,375,557	50,536,495	49,586,122	52.4%	53.1%	96,375,557	52.4%	-
Motor Vehicle Supplement	1,236,000	54,963	31,372	4.4%	2.2%	1,236,000	4.4%	-
Tax Levy - Prior Years	412,000	18,131	122,303	4.4%	29.5%	412,000	4.4%	-
Tax Levy - Suspense	100,000	59,420	35,961	59.4%	28.0%	100,000	59.4%	-
Tax Interest - Current Year	463,500	108,498	95,958	23.4%	19.2%	463,500	23.4%	-
Tax Interest - Prior Years	220,500	31,216	61,307	14.2%	24.2%	220,500	14.2%	-
Tax Interest - Suspense	108,150	62,733	37,938	58.0%	27.5%	108,150	58.0%	-
Non Current Per. Prop. Tax	300,000	-	-	0.0%	n/a	300,000	0.0%	-
41 Property Taxes	99,215,707	50,871,454	49,970,962	51.3%	51.9%	99,215,707	51.3%	-
Building Permits	1,200,000	358,431	584,138	29.9%	42.7%	1,200,000	29.9%	-
Electrical Permits	160,000	65,301	72,675	40.8%	35.6%	160,000	40.8%	-
Zoning Permits	95,000	38,705	38,280	40.7%	25.9%	95,000	40.7%	-
Health Licenses	82,400	36,873	31,367	44.7%	32.9%	82,400	44.7%	-
Plumbing & Heating Permits	200,000	52,320	25,121	26.2%	31.4%	200,000	26.2%	-
Police & Protection Licenses	20,600	7,950	4,535	38.6%	17.8%	20,600	38.6%	-
Animal Licenses	13,390	2,385	4,381	17.8%	27.5%	13,390	17.8%	-
Excavation Permits	7,210	4,725	5,065	65.5%	48.8%	7,210	65.5%	-
City Clerk Fees	7,313	2,005	1,590	27.4%	27.1%	7,313	27.4%	-
Dog Pound Releases	2,060	-	1,749	0.0%	86.1%	2,060	0.0%	-
Marriage Licenses	3,090	1,572	3,200	50.9%	64.5%	3,090	50.9%	-
Sporting Licenses	206	14	126	6.8%	46.5%	206	6.8%	-
Alcoholic Beverage License	155	442	360	285.2%	23.7%	155	285.2%	-
42 Licenses & Permits	1,791,424	570,722	772,588	31.9%	39.4%	1,791,424	31.9%	-
Bldg Code Violations	-	1,741	10,610	n/a	41.3%	-	n/a	-
Fines And Penalties	25,750	6,059	6,599	23.5%	17.3%	25,750	23.5%	-
Parking Tags	175,000	112,443	113,600	64.3%	50.9%	175,000	64.3%	-
43 Fines And Penalties	200,750	120,243	130,809	59.9%	45.6%	200,750	59.9%	-
Investment Income	70,000	146,235	79,751	208.9%	20.9%	70,000	208.9%	-
Rent from City Facilities	31,250	14,610	11,250	46.8%	51.4%	31,250	46.8%	-
44 Revenue From Use Of Money	101,250	160,845	91,001	158.9%	22.6%	101,250	158.9%	-
Educational Cost Sharing	45,140,487	10,349,826	10,359,110	22.9%	22.9%	45,140,487	22.9%	-
Federal Miscellaneous Grants	-	-	-	n/a	0.0%	-	n/a	-
Health Services	60,000	-	-	0.0%	0.0%	60,000	0.0%	-
Pilot-Colleges & Hospitals	5,527,988	5,527,988	5,527,988	100.0%	100.0%	5,527,988	100.0%	-
Muni Revenue Sharing	147,516	-	-	0.0%	0.0%	147,516	0.0%	-
Prop Tax Relief - Elderly & Disabl	-	2,000	4,000	n/a	100.0%	-	n/a	-
Prop Tax Relief - Total Disab	5,370	-	-	0.0%	0.0%	5,370	0.0%	-
Prop Tax Relief - Veterans	118,373	-	-	0.0%	0.0%	118,373	0.0%	-
Pilot-State Owned Property	181,198	181,198	181,198	100.0%	100.0%	181,198	100.0%	-
Mashentucket Pequot Grant	807,097	-	-	0.0%	0.0%	807,097	0.0%	-
Town Aid Road	616,005	-	308,002	0.0%	50.0%	616,005	0.0%	-
Fed/State Miscellaneous Grants	122,000	60,629	-	49.7%	n/a	122,000	49.7%	-
Telephone Access Grant	120,555	-	-	0.0%	0.0%	120,555	0.0%	-
SCCRWA-Pilot Grant	305,220	151,031	150,698	49.5%	50.0%	305,220	49.5%	-
45 Fed/State Grants	53,151,809	16,272,672	16,530,997	30.6%	31.1%	53,151,809	30.6%	-
Record Legal Instrument Fees	656,250	254,761	272,138	38.8%	37.2%	656,250	38.8%	-
Miscellaneous - Parks & Recreation	340,000	85,252	80,368	25.1%	22.8%	340,000	25.1%	-
Miscellaneous - General Gov't	92,700	10,185	9,876	11.0%	17.0%	92,700	11.0%	-
Miscellaneous - Public Works	37,059	425	464	1.1%	1.2%	37,059	1.1%	-
Police Charges	15,450	12,432	3,006	80.5%	29.5%	15,450	80.5%	-
All Other Public Works	2,060	654	140	31.7%	1.0%	2,060	31.7%	-
Health Fees	-	-	-	n/a	0.0%	-	n/a	-
Sundry - Other	155	-	-	0.0%	n/a	155	0.0%	-
46 Charges For Services	1,143,674	363,708	365,992	31.8%	30.4%	1,143,674	31.8%	-
Fire Dept Share of ERS	857,822	111,964	42,769	13.1%	5.6%	857,822	13.1%	-
Yale Contribution	422,651	-	-	0.0%	0.0%	422,651	0.0%	-
Sale of Property	-	-	19,100	n/a	6.4%	-	n/a	-
Miscellaneous Revenue	210,000	6,644	11,910	3.2%	5.2%	210,000	3.2%	-
Pilot - Housing Authority	145,230	-	-	0.0%	0.0%	145,230	0.0%	-
Parking Meter Revenue	30,000	61,460	22,405	204.9%	27.2%	30,000	204.9%	-
Sewer Fee Collection Expenses	51,301	55,166	55,166	107.5%	100.0%	51,301	107.5%	-
Quigley/Yale Parking	41,200	14,534	14,534	35.3%	33.3%	41,200	35.3%	-
Insurance Reimbursement	20,600	23,808	9,423	115.6%	21.5%	20,600	115.6%	-
Organic Recycling Compost	13,000	100	9,478	0.8%	49.9%	13,000	0.8%	-
47 Other Revenues	1,791,804	273,677	184,785	15.3%	8.7%	1,791,804	15.3%	-
Residual Equity Transfers In	250,000	-	-	0.0%	0.0%	250,000	0.0%	-
Transfer From Sewer Oper Fund	1,158,875	1,109,575	1,063,700	95.7%	87.4%	1,158,875	95.7%	-
48 Other Financing Sources	1,408,875	1,109,575	1,063,700	78.8%	69.7%	1,408,875	78.8%	-
Total Operational Revenue	158,805,293	69,742,896	69,110,832	43.9%	44.1%	158,805,293	43.9%	-
MARB	4,115,542	-	-	0.0%	0.0%	4,115,542	0.0%	-
Total General Fund Revenues	162,920,835	69,742,896	69,110,832	42.8%	42.4%	162,920,835	42.8%	-

CITY OF WEST HAVEN
PROPERTY TAX COLLECTIONS REPORT
October 2019

Month	Tax Levy - Current Year		Tax Levy - Prior Years		Interest		Tax Lien Sale		Total Collections	
	FY19	FY20	FY19	FY20	FY19	FY20	FY19	FY20	FY19	FY20
July	36,896,969	41,337,588	32,266	16,296	36,845	56,022	-	-	36,966,079	41,409,906
August	11,343,112	7,817,042	6,353	16,624	79,005	82,152	-	-	11,428,470	7,915,818
September	883,587	904,547	24,425	1,194	72,392	71,617	-	-	980,404	977,358
October	493,826	532,280	59,260	(15,983)	42,923	52,076	-	-	596,009	568,373
November	548,481	-	11,266	-	33,487	-	-	-	593,235	-
December	5,353,068	-	37,588	-	56,452	-	-	-	5,447,108	-
January	28,991,624	-	19,029	-	51,888	-	-	-	29,062,542	-
February	6,655,587	-	(26,904)	-	122,514	-	-	-	6,751,198	-
March	1,695,458	-	141,603	-	177,402	-	-	-	2,014,463	-
April	991,489	-	56,756	-	150,806	-	-	-	1,199,050	-
May	332,013	-	43,455	-	84,243	-	-	-	459,710	-
June	620,562	-	8,841	-	110,937	-	-	-	740,339	-
Total Collections	94,805,777	50,591,458	413,937	18,131	1,018,894	261,866	-	-	96,238,607	50,871,454
Oct YTD	49,617,494	50,591,458	122,303	18,131	231,165	261,866	-	-	49,970,962	50,871,454
Projected	94,805,777	97,911,557	413,937	412,000	1,018,894	892,150	-	-	96,238,607	99,215,707
% Total	52.34%	51.67%	29.55%	4.40%	22.69%	29.35%	#DIV/0!		51.92%	51.27%
Excl. Lien Sales									51.92%	51.27%

CITY OF WEST HAVEN
DEPARTMENT EXPENDITURES
October 2019

Variances favorable/(unfavorable)

Department	ACTUAL					FORECAST		
	FY20 Budget	Oct YTD Actual	Oct YTD FY19	Oct YTD % Budget	FY19 YTD % Actual	FY20 Projected	Oct YTD % Fcst	Δ to Budget
100 City Council	162,672	30,442	27,124	18.7%	30.8%	162,672	18.7%	-
105 Mayor	317,111	134,286	113,901	42.3%	38.8%	317,111	42.3%	-
110 Corporation Counsel	466,368	106,411	89,800	22.8%	20.8%	466,368	22.8%	-
115 Personnel Department	170,585	53,262	52,167	31.2%	31.4%	170,585	31.2%	-
120 Telephone Administration	320,000	96,365	22,003	30.1%	9.8%	320,000	30.1%	-
125 City Clerk	266,278	86,127	107,163	32.3%	34.9%	266,278	32.3%	-
130 Registrar Of Voters	137,002	38,784	39,749	28.3%	27.4%	137,002	28.3%	-
165 Probate Court	8,020	1,258	377	15.7%	5.3%	8,020	15.7%	-
190 Planning & Development	968,935	242,476	282,827	25.0%	31.4%	968,935	25.0%	-
Central Government Total	2,816,971	789,411	735,111	28.0%	28.7%	2,816,971	28.0%	-
200 Treasurer	7,600	2,533	2,533	33.3%	33.3%	7,600	33.3%	-
210 Comptroller	1,134,370	324,496	391,040	28.6%	35.5%	1,134,370	28.6%	-
220 Central Services	750,933	357,744	130,899	47.6%	17.3%	750,933	47.6%	-
230 Assessment	447,888	132,858	131,773	29.7%	29.6%	447,888	29.7%	-
240 Tax Collector	429,004	127,092	120,482	29.6%	29.6%	429,004	29.6%	-
Finance Total	2,769,795	944,723	776,728	34.1%	28.6%	2,769,795	34.1%	-
300 Emergency Report System I	1,906,271	465,930	507,996	24.4%	28.5%	1,906,271	24.4%	-
310 Police Department	13,491,535	4,425,368	4,003,065	32.8%	31.6%	13,491,535	32.8%	-
320 Animal Control	283,566	75,050	85,735	26.5%	32.7%	283,566	26.5%	-
330 Civil Preparedness	14,198	3,000	3,000	21.1%	33.3%	14,198	21.1%	-
Public Service Total	15,695,570	4,969,348	4,599,796	31.7%	31.2%	15,695,570	31.7%	-
400 Public Works Administration	604,341	109,764	95,767	18.2%	20.5%	604,341	18.2%	-
410 Engineering	339,311	35,543	36,656	10.5%	31.0%	339,311	10.5%	-
440 Central Garage	1,323,141	358,766	243,186	27.1%	23.0%	1,323,141	27.1%	-
450 Solid Waste	3,215,901	1,006,754	910,242	31.3%	28.5%	3,215,901	31.3%	-
460 Building & Ground Maintena	1,243,881	368,802	288,886	29.6%	23.2%	1,243,881	29.6%	-
470 Highways & Parks	4,038,581	1,200,424	1,232,626	29.7%	30.9%	4,038,581	29.7%	-
Public Works Total	10,765,156	3,080,053	2,807,364	28.6%	27.9%	10,765,156	28.6%	-
500 Human Resources	279,237	86,326	84,346	30.9%	33.2%	279,237	30.9%	-
510 Elderly Services	441,772	52,519	89,326	11.9%	17.6%	441,772	11.9%	-
520 Parks & Recreation	878,548	356,607	368,695	40.6%	42.4%	878,548	40.6%	-
530 Health Department	344,438	89,531	106,926	26.0%	35.3%	344,438	26.0%	-
Health & Human Services Total	1,943,995	584,982	649,293	30.1%	33.6%	1,943,995	30.1%	-
600 Library	1,421,000	507,000	507,000	35.7%	32.8%	1,421,000	35.7%	-
800 City Insurance	800,977	535,947	428,643	66.9%	47.3%	800,977	66.9%	-
810 Employee Benefits	17,999,404	5,903,768	5,392,043	32.8%	35.4%	17,999,404	32.8%	-
820 Debt Service	18,873,827	10,805,733	11,075,515	57.3%	58.5%	18,873,827	57.3%	-
830 C-Med	42,179	-	20,608	0.0%	48.9%	42,179	0.0%	-
900 Unallocated Expenses	(168,460)	126,791	104,483	-75.3%	23.9%	(168,460)	-75.3%	-
Other Total	38,968,927	17,879,240	17,528,292	45.9%	47.2%	38,968,927	45.9%	-
Total City Departments	72,960,414	28,247,757	27,096,583	38.7%	39.2%	72,960,414	38.7%	-
Board of Education	89,960,421	24,669,088	23,724,882	27.4%	26.3%	89,960,421	27.4%	-
Total General Fund Expenses	162,920,835	52,916,844	50,821,465	32.5%	31.9%	162,920,835	32.5%	0

Note : YTD actuals exclude encumbrances

CITY OF WEST HAVEN
SUB CATEGORY EXPENDITURE REPORT
October 2019

Variances favorable/(unfavorable)

	ACTUAL					FORECAST		
	FY20	Oct YTD	Oct YTD	Oct YTD	FY19 YTD	FY20	Oct YTD	Δ to Budget
	Budget	Actual	FY19	% Budget	% Actual	Projected	% Fcst	
Regular Wages	20,522,254	6,164,526	6,158,254	30.0%	31.9%	20,522,254	30.0%	-
Part Time	915,626	357,719	328,859	39.1%	39.9%	915,626	39.1%	-
Overtime	1,879,682	874,236	365,055	46.5%	23.4%	1,879,682	46.5%	-
Longevity	654,950	173,770	212,879	26.5%	28.9%	654,950	26.5%	-
Fringe Reimbursements	1,138,200	354,050	422,415	31.1%	35.8%	1,138,200	31.1%	-
Other Personnel Services	334,871	113,966	109,425	34.0%	52.2%	334,871	34.0%	-
51 Personnel Services	25,445,583	8,038,266	7,596,887	31.6%	31.9%	25,445,583	31.6%	-
Advertising	48,875	7,364	11,236	15.1%	23.7%	48,875	15.1%	-
Building Maintenance	56,350	14,386	14,345	25.5%	22.9%	56,350	25.5%	-
Copier Machine & Rental	49,000	10,970	9,649	22.4%	21.3%	49,000	22.4%	-
Electricity	1,242,000	349,914	396,795	28.2%	40.4%	1,242,000	28.2%	-
Equipment Repair and Maintenance	56,250	35,970	22,900	63.9%	30.0%	56,250	63.9%	-
Financial Services	195,000	61,748	159,510	31.7%	53.0%	195,000	31.7%	-
Legal Services	153,000	9,774	2,003	6.4%	1.4%	153,000	6.4%	-
Maintenance Services	653,097	309,464	101,926	47.4%	16.0%	653,097	47.4%	-
Town Aid Road & Tree Manintenance	484,000	85,719	63,368	17.7%	17.4%	484,000	17.7%	-
Training	36,730	13,538	6,824	36.9%	13.2%	36,730	36.9%	-
Trash Pickup, Tip Fees & Recycling	3,195,800	996,012	906,984	31.2%	28.5%	3,195,800	31.2%	-
Water	33,000	7,720	-	23.4%	0.0%	33,000	23.4%	-
Uniforms	185,832	151,851	139,781	81.7%	78.5%	185,832	81.7%	-
Other Contractual Services	1,115,754	319,896	224,679	28.7%	19.2%	1,115,754	28.7%	-
52 Contractual Services	7,504,688	2,374,325	2,060,000	31.6%	28.4%	7,504,688	31.6%	-
Motor Vehicle Parts	245,000	81,776	54,879	33.4%	22.5%	245,000	33.4%	-
Construction Supplies	65,000	23,778	1,932	36.6%	2.2%	65,000	36.6%	-
Office Supplies	64,868	21,951	18,920	33.8%	29.3%	64,868	33.8%	-
Other Supplies & Materials	263,243	63,394	22,599	24.1%	13.2%	263,243	24.1%	-
53 Supplies & Materials	638,111	190,898	98,330	29.9%	17.4%	638,111	29.9%	-
Health & General Liability Insurance	12,279,949	3,835,470	3,962,539	31.2%	37.0%	12,279,949	31.2%	-
FICA	1,408,018	469,102	441,533	33.3%	33.8%	1,408,018	33.3%	-
Pension	3,679,203	1,488,169	870,368	40.4%	29.3%	3,679,203	40.4%	-
Workers Compensation	1,500,000	619,146	526,691	41.3%	39.2%	1,500,000	41.3%	-
Debt Service	18,214,952	10,567,062	10,836,501	58.0%	59.5%	18,214,952	58.0%	-
Debt Service (Water Purification)	658,875	238,672	239,014	36.2%	33.3%	658,875	36.2%	-
Other Fixed Charges	248,879	59,766	69,176	24.0%	30.7%	248,879	24.0%	-
54 Fixed Charges	37,989,876	17,277,388	16,945,822	45.5%	47.8%	37,989,876	45.5%	-
Capital Outlay	99,266	23,840	8,295	24.0%	17.1%	99,266	24.0%	-
55 Capital Outlay	99,266	23,840	8,295	24.0%	17.1%	99,266	24.0%	-
Contingency Services	225,000	17,726	-	7.9%	0.0%	225,000	7.9%	-
Other Contingency	(4,660)	130,661	108,783	-2803.9%	49.0%	(4,660)	-2803.9%	-
56 Other/Contingency	220,340	148,388	108,783	67.3%	23.0%	220,340	67.3%	-
Fuel	450,000	70,623	66,952	15.7%	20.8%	450,000	15.7%	-
Telephone	464,150	150,214	59,046	32.4%	14.4%	464,150	32.4%	-
Gas Heat	123,800	(26,185)	151,513	-21.2%	20.5%	123,800	-21.2%	-
Total City Departments	72,935,814	28,247,757	27,095,628	38.7%	39.2%	72,935,814	38.7%	-
Salaries	52,370,421	11,462,393	11,025,197	21.9%	21.4%	52,370,421	21.9%	-
Health Insurance	14,105,092	4,816,897	4,790,535	34.2%	36.9%	14,105,092	34.2%	-
Benefits & Fixed Charges	4,110,714	1,161,250	1,288,863	28.2%	34.7%	4,110,714	28.2%	-
Tuition	7,939,386	3,018,163	2,172,539	38.0%	23.4%	7,939,386	38.0%	-
Student Transportation	5,006,320	1,412,861	1,499,568	28.2%	25.4%	5,006,320	28.2%	-
Operation of Plant	3,847,829	1,362,507	1,396,285	35.4%	38.1%	3,847,829	35.4%	-
Purchased Services	1,161,159	449,834	805,611	38.7%	43.9%	1,161,159	38.7%	-
Instruction	1,419,500	985,182	746,283	69.4%	57.1%	1,419,500	69.4%	-
Board of Education	89,960,421	24,669,088	23,724,882	27.4%	26.3%	89,960,421	27.4%	-
Total General Fund Expenses	162,896,235	52,916,844	50,820,510	32.5%	31.9%	162,896,235	32.5%	0

Note : YTD actuals exclude encumbrances

CITY OF WEST HAVEN
BOARD OF EDUCATION EXPENDITURE REPORT
October 2019

Variances favorable/(unfavorable)

	ACTUAL					FORECAST		
	FY20	Oct YTD	Oct YTD	Oct YTD	FY19 YTD	FY20	Oct YTD	Δ to Budget
	Budget	Actual	FY19	% Budget	% Actual	Projected	% Fcst	
Superintendent / Principals / Asst.	2,350,120	504,632	506,170	21.5%	23.2%	2,350,120	21.5%	-
Teachers - Classroom	27,356,996	5,794,221	5,464,092	21.2%	20.2%	27,356,996	21.2%	-
Teachers - Special Education	5,922,487	1,200,244	1,270,451	20.3%	20.6%	5,922,487	20.3%	-
Teachers - Special Area	3,405,682	665,166	728,017	19.5%	20.8%	3,405,682	19.5%	-
Teachers - Substitutes/Interns	689,815	61,898	85,750	9.0%	14.3%	689,815	9.0%	-
Teacher Aides	2,992,839	650,053	622,959	21.7%	21.5%	2,992,839	21.7%	-
Pupil Services	1,565,854	350,506	334,889	22.4%	21.4%	1,565,854	22.4%	-
Clerical	1,551,638	456,878	520,787	29.4%	31.9%	1,551,638	29.4%	-
School Nurses	1,030,163	173,042	199,508	16.8%	19.9%	1,030,163	16.8%	-
Coordinators/Directors	1,064,632	234,552	226,349	22.0%	22.7%	1,064,632	22.0%	-
Custodial / Maintenance	3,006,539	816,459	861,683	27.2%	31.1%	3,006,539	27.2%	-
Lunch Aides	300,000	52,726	61,821	17.6%	20.4%	300,000	17.6%	-
Para Subs-Instructional Aides	105,000	43,048	47,557	41.0%	55.6%	105,000	41.0%	-
Homebound	125,000	8,888	5,355	7.1%	8.6%	125,000	7.1%	-
Detached Worker	98,261	15,965	57,669	16.2%	43.3%	98,261	16.2%	-
Athletic Coaches	200,417	6,731	808	3.4%	0.5%	200,417	3.4%	-
Adult Education	150,000	22,157	31,333	14.8%	21.0%	150,000	14.8%	-
Severance Pay	300,000	405,230	-	135.1%	0.0%	300,000	135.1%	-
Student Activity Advisors	154,978	-	-	0.0%	0.0%	154,978	0.0%	-
Salaries	52,370,421	11,462,393	11,025,197	21.9%	21.4%	52,370,421	21.9%	-
Health Insurance	14,105,092	4,816,897	4,790,535	34.2%	36.9%	14,105,092	34.2%	-
Medicare Only - Taxes	881,908	177,042	168,515	20.1%	20.3%	881,908	20.1%	-
Social Security	764,786	161,774	165,734	21.2%	23.6%	764,786	21.2%	-
Property & Liability Insurance	525,000	484,661	365,147	92.3%	59.5%	525,000	92.3%	-
Worker's Compensation	1,050,000	84,885	376,320	8.1%	45.2%	1,050,000	8.1%	-
Retirement Contributions	477,407	89,911	102,140	18.8%	27.8%	477,407	18.8%	-
Life Insurance	187,913	65,499	56,897	34.9%	22.9%	187,913	34.9%	-
Travel / Convention / Dues	77,200	73,262	40,053	94.9%	68.0%	77,200	94.9%	-
Other Benefits & Fixed Charges	146,500	24,218	14,056	16.5%	25.0%	146,500	16.5%	-
Benefits & Fixed Charges	18,215,806	5,978,148	6,079,398	32.8%	36.4%	18,215,806	32.8%	-
Tuition	7,939,386	3,018,163	2,172,539	38.0%	23.4%	7,939,386	38.0%	-
Bus Service	3,257,312	1,002,590	835,640	30.8%	23.5%	3,257,312	30.8%	-
Transportation - Phys. Handicapped	1,341,539	282,713	544,785	21.1%	28.0%	1,341,539	21.1%	-
Transportation - Regional VOC	302,012	86,521	86,521	28.6%	30.0%	302,012	28.6%	-
Transportation - Student Activities	105,457	41,036	32,622	38.9%	27.1%	105,457	38.9%	-
Student Transportation	5,006,320	1,412,861	1,499,568	28.2%	25.4%	5,006,320	28.2%	-
Site Repairs & Improvements	675,000	620,138	668,821	91.9%	60.6%	675,000	91.9%	-
Electricity	1,058,733	357,784	401,131	33.8%	36.7%	1,058,733	33.8%	-
Heating	664,487	62,939	51,691	9.5%	10.4%	664,487	9.5%	-
Water	103,919	30,916	24,013	29.8%	31.6%	103,919	29.8%	-
Telephone & Communications	364,178	56,305	65,871	15.5%	34.4%	364,178	15.5%	-
Building Security	388,740	116,395	104,284	29.9%	23.0%	388,740	29.9%	-
Solid Waste / Recycling	220,833	107,382	75,127	48.6%	33.8%	220,833	48.6%	-
Supplies & Equipment	321,939	10,498	4,478	3.3%	15.0%	321,939	3.3%	-
Other Expenses	50,000	150	870	0.3%	49.3%	50,000	0.3%	-
Operation of Plant	3,847,829	1,362,507	1,396,285	35.4%	38.1%	3,847,829	35.4%	-
Photocopy Services	269,809	251,621	217,549	93.3%	39.4%	269,809	93.3%	-
Consultant Services	260,000	151,076	132,770	58.1%	40.8%	260,000	58.1%	-
Police And Fire	75,000	277	357,548	0.4%	49.2%	370,000	0.1%	(295,000)
Printing / Postage / Supplies	119,300	15,593	53,064	13.1%	44.0%	119,300	13.1%	-
Other Services	437,050	31,267	44,680	7.2%	41.1%	142,050	22.0%	295,000
Purchased Services	1,161,159	449,834	805,611	38.7%	43.9%	1,161,159	38.7%	-
Instruction	1,419,500	985,182	746,283	69.4%	57.1%	1,419,500	69.4%	-
Board of Education	89,960,421	24,669,088	23,724,882	27.4%	26.3%	89,960,421	27.4%	-

Note : YTD actuals exclude encumbrances

CITY OF WEST HAVEN
Summary of Revenues and Expenditures
October 2019

Variances favorable/(unfavorable)

	ACTUAL					FORECAST				
	FY20 Budget	Oct YTD Actual	FY19 Projected	Oct YTD FY19	Oct YTD % Budget	FY19 YTD % Actual	Projected FY20	Oct YTD % Fcst	Δ to Budget	
REVENUE										
41 Property Taxes	99,215,707	50,871,454	96,238,607	49,970,962	51.3%	51.9%	99,215,707	51.3%	-	
41 Property Taxes (Lien Sale)	-	-	-	-			-		-	
42 Licenses & Permits	1,791,424	570,722	1,961,408	772,588	31.9%	39.4%	1,791,424	31.9%	-	
43 Fines And Penalties	200,750	120,243	286,947	130,809	59.9%	45.6%	200,750	59.9%	-	
44 Revenue From Use Of Money	101,250	160,845	403,514	91,001	158.9%	22.6%	101,250	158.9%	-	
45 Fed/State Grants - Non MARB	53,151,809	16,272,672	53,121,219	16,530,997	30.6%	31.1%	53,151,809	30.6%	-	
46 Charges For Services	1,143,674	363,708	1,205,512	365,992	31.8%	30.4%	1,143,674	31.8%	-	
47 Other Revenues	1,791,804	273,677	2,118,500	184,785	15.3%	8.7%	1,791,804	15.3%	-	
48 Other Financing Sources	1,408,875	1,109,575	1,525,141	1,063,700	78.8%	69.7%	1,408,875	78.8%	-	
Total Operational Revenues	158,805,293	69,742,896	156,860,849	69,110,832	43.9%	44.1%	158,805,293	43.9%	-	
48 Bond Proceeds	-	-	-	-			-		-	
45 Fed/State Grants - MARB	4,115,542	-	6,250,000	-	0.0%	0.0%	4,115,542	0.0%	-	
Total Revenue	162,920,835	69,742,896	163,110,849	69,110,832	42.8%	42.4%	162,920,835	42.8%	-	
EXPENDITURES										
Central Government	2,816,971	789,411	2,564,316	735,111	28.0%	28.7%	2,816,971	28.0%	-	
Finance	2,769,795	944,723	2,719,874	776,728	34.1%	28.6%	2,769,795	34.1%	-	
Public Service	15,695,570	4,969,348	14,739,996	4,599,796	31.7%	31.2%	15,695,570	31.7%	-	
Public Works	10,765,156	3,080,053	10,073,486	2,807,364	28.6%	27.9%	10,765,156	28.6%	-	
Health & Human Services	1,943,995	584,982	1,935,228	649,293	30.1%	33.6%	1,943,995	30.1%	-	
City Insurance	800,977	535,947	906,371	428,643	66.9%	47.3%	800,977	66.9%	-	
Employee Benefits	17,999,404	5,903,768	15,238,746	5,392,043	32.8%	35.4%	17,999,404	32.8%	-	
Debt Service	18,873,827	10,805,733	18,926,611	11,075,515	57.3%	58.5%	18,873,827	57.3%	-	
Library / Other	1,463,179	507,000	1,588,179	527,608	34.7%	33.2%	1,463,179	34.7%	-	
Contingency Services	225,000	17,726	250,000	-	7.9%	0.0%	225,000	7.9%	-	
Other Contingency	(393,460)	109,065	187,313	104,483	-27.7%	55.8%	(393,460)	-27.7%	-	
Deficit Reduction	-	-	-	-			-		-	
Total City Departments	72,960,414	28,247,757	69,130,119	27,096,583	38.7%	39.2%	72,960,414	38.7%	-	
Board of Education	89,960,421	24,669,088	90,298,233	23,724,882	27.4%	26.3%	89,960,421	27.4%	-	
Total Expenditures	162,920,835	52,916,844	159,428,352	50,821,465	32.5%	31.9%	162,920,835	32.5%	-	
Surplus / (Deficit)	-	16,826,051	3,682,497	18,289,367		496.7%	-		0	

ALLINGTOWN FIRE DEPARTMENT
SUB CATEGORY EXPENDITURE REPORT
October 2019

	Oct YTD			Oct YTD		
	FY20 Budget	Actual	% Budget	FY19 Actual	Actual	% Actual
Regular Wages	1,683,170	497,993	29.6%	1,512,998	465,639	30.8%
Part Time	-	-	0.0%	-	-	0.0%
Overtime	450,000	155,884	34.6%	444,590	149,540	33.6%
Longevity	-	-	0.0%	-	-	0.0%
Fringe Reimbursements	4,000	11,084	277.1%	42,860	19,398	45.3%
Other Personnel Services	-	-	0.0%	-	-	0.0%
51 Personnel Services	2,137,170	664,961	31.1%	2,000,447	634,577	31.7%
Advertising	-	-	0.0%	-	-	0.0%
Building Maintenance	10,205	5,984	58.6%	9,665	3,762	38.9%
Copier Machine & Rental	-	-	0.0%	-	-	0.0%
Electricity	19,000	5,157	27.1%	16,035	5,681	35.4%
Equipment Repair and Maintenance	27,552	8,966	32.5%	34,925	7,935	22.7%
Financial Services	13,000	-	0.0%	27,200	-	0.0%
Legal Services	-	-	0.0%	-	-	0.0%
Maintenance Services	-	-	0.0%	-	-	0.0%
Town Aid Road & Tree Manintenance	-	-	0.0%	-	-	0.0%
Training	25,000	155	0.6%	7,778	636	8.2%
Trash Pickup, Tip Fees & Recycling	-	-	0.0%	-	-	0.0%
Water	181,400	83,192	45.9%	167,171	83,384	49.9%
Uniforms	16,000	7,913	49.5%	8,919	7,200	80.7%
Other Contractual Services	23,169	1,015	4.4%	14,599	814	5.6%
52 Contractual Services	315,326	112,382	35.6%	286,293	109,412	38.2%
Motor Vehicle Parts	-	-	0.0%	-	-	0.0%
Construction Supplies	-	-	0.0%	-	-	0.0%
Office Supplies	4,000	93	2.3%	5,949	1,057	17.8%
Other Supplies & Materials	33,000	10,957	33.2%	26,904	7,767	28.9%
53 Supplies & Materials	37,000	11,050	29.9%	32,853	8,824	26.9%
Health & General Liability Insurance	1,780,273	525,427	29.5%	1,319,864	328,239	24.9%
FICA	65,000	19,567	30.1%	50,045	18,102	36.2%
Pension	2,251,000	1,125,369	50.0%	2,217,579	957,832	43.2%
Workers Compensation	150,000	34,381	22.9%	108,285	67,443	62.3%
Debt Service	-	-	0.0%	-	-	0.0%
Debt Service (Water Purification)	-	-	0.0%	-	-	0.0%
Other Fixed Charges	-	-	0.0%	-	-	0.0%
54 Fixed Charges	4,246,273	1,704,745	40.1%	3,695,774	1,371,616	37.1%
Capital Outlay	103,511	3,375	3.3%	97,179	1,125	1.2%
55 Capital Outlay	103,511	3,375	3.3%	97,179	1,125	1.2%
Contingency Services	-	-	0.0%	-	-	0.0%
Other Contingency	232,000	106	0.0%	57,265	-	0.0%
56 Other/Contingency	232,000	106	0.0%	57,265	-	0.0%
Fuel	18,000	1,418	7.9%	12,744	2,290	18.0%
Telephone	307,239	64,655	21.0%	258,437	32,824	12.7%
Gas Heat	11,000	414	3.8%	11,100	650	5.9%
Deficit Reduction	25,000	-	0.0%	-	-	0.0%
Total City Departments	7,432,518	2,563,106	34.5%	6,452,093	2,161,317	33.5%

Note : YTD actuals exclude encumbrances

ALLINGTOWN FIRE DEPARTMENT
Summary of Revenues and Expenditures
October 2019

Variances favorable/(unfavorable)

	ACTUAL						FORECAST		
	FY20 Budget	Oct YTD Actual	FY19 Actual	Oct YTD FY19	Oct YTD % Budget	FY19 YTD % Actual	Projected FY20	Oct YTD % Fcst	Δ to Budget
REVENUE									
41 Property Taxes	7,151,957	3,734,122	7,085,050	3,454,210	52.2%	48.8%	7,151,957	52.2%	-
42 Licenses & Permits	75,000	71,065	134,525	106,260	94.8%	79.0%	75,000	94.8%	-
44 Revenue From Use Of Money	7,210	-	356	-	0.0%	0.0%	7,210	0.0%	-
45 Fed/State Grants - Non MARB	56,000	190,085	197,809	169,747	339.4%	85.8%	56,000	339.4%	-
46 Charges For Services	6,000	6,645	12,195	2,240	110.8%	18.4%	6,000	110.8%	-
47 Other Revenues	131,600	12,581	322,977	17,124	9.6%	5.3%	131,600	9.6%	-
Total Revenue	7,427,767	4,014,497	7,752,913	3,749,581	54.0%	48.4%	7,427,767	54.0%	-
EXPENDITURES									
Personnel Services	2,137,170	664,961	2,000,447	634,577	31.1%	31.7%	2,137,170	31.1%	-
Electricity/Gas/Water	211,400	88,763	194,306	89,714	42.0%	46.2%	211,400	42.0%	-
Other Contractual Services	114,926	24,033	103,087	20,347	20.9%	19.7%	114,926	20.9%	-
Supplies & Materials	37,000	11,050	32,853	8,824	29.9%	26.9%	37,000	29.9%	-
Health & General Liability Insurance	1,780,273	525,427	1,319,864	328,239	29.5%	24.9%	1,780,273	29.5%	-
Pension	2,251,000	1,125,369	2,217,579	957,832	50.0%	43.2%	2,251,000	50.0%	-
Debt Service	-	-	-	-	-	-	-	-	-
Other Fixed Charges	215,000	53,948	158,331	85,545	25.1%	54.0%	215,000	25.1%	-
Capital Outlay	103,511	3,375	97,179	1,125	3.3%	1.2%	103,511	3.3%	-
Other Contingency	232,000	106	57,265	-	0.0%	0.0%	232,000	0.0%	-
Fuel	18,000	1,418	12,744	2,290	7.9%	18.0%	18,000		
Telephone	307,239	64,655	258,437	32,824	21.0%	12.7%	307,239	21.0%	-
Deficit Reduction	25,000	-	-	-	0.0%		25,000	0.0%	-
Total Expenditures	7,432,518	2,563,106	6,452,093	2,161,317	34.5%	33.5%	7,432,518	34.5%	-
Surplus / (Deficit)	(4,751)	1,451,392	1,300,820	1,588,263	-30549.6%	122.1%	(4,751)		

**WEST HAVEN SEWER
SUB CATEGORY EXPENDITURE REPORT
October 2019**

	Oct YTD			Oct YTD		
	FY20 Budget	Actual	% Budget	FY18 Actual	Actual	% Actual
Regular Wages	1,918,711	530,679	27.7%	1,670,890	506,855	30.3%
Part Time	-	-	0.0%	-	-	0.0%
Overtime	490,000	185,304	37.8%	519,734	158,595	30.5%
Longevity	-	-	0.0%	-	-	0.0%
Fringe Reimbursements	-	-	0.0%	-	-	0.0%
Other Personnel Services	1,500	300	20.0%	1,200	150	12.5%
51 Personnel Services	2,410,211	716,284	29.7%	2,191,824	665,600	30.4%
Advertising	-	-	0.0%	-	-	0.0%
Building Maintenance	-	-	0.0%	-	-	0.0%
Copier Machine & Rental	-	-	0.0%	-	-	0.0%
Electricity	1,200,000	211,925	17.7%	1,190,316	217,110	18.2%
Equipment Repair and Maintenance	220,000	16,295	7.4%	121,668	5,860	4.8%
Financial Services	55,166	55,166	100.0%	55,166	55,166	100.0%
Legal Services	-	-	0.0%	-	-	0.0%
Maintenance Services	80,000	11,819	14.8%	50,883	16,478	32.4%
Town Aid Road & Tree Manintenance	-	-	0.0%	-	-	0.0%
Training	-	-	0.0%	-	-	0.0%
Trash Pickup, Tip Fees & Recycling	15,000	2,288	15.3%	14,533	1,779	12.2%
Water	190,000	19,872	10.5%	105,289	13,876	13.2%
Uniforms	-	-	0.0%	-	-	0.0%
Other Contractual Services	674,000	122,722	18.2%	630,386	74,035	11.7%
52 Contractual Services	2,434,166	440,087	18.1%	2,168,241	384,304	17.7%
Motor Vehicle Parts	-	-	0.0%	-	-	0.0%
Construction Supplies	-	-	0.0%	-	-	0.0%
Office Supplies	-	-	0.0%	-	-	0.0%
Other Supplies & Materials	1,168,000	220,333	18.9%	968,559	198,203	20.5%
53 Supplies & Materials	1,168,000	220,333	18.9%	968,559	198,203	20.5%
Health & General Liability Insurance	200,000	3,920	2.0%	206,119	67,438	32.7%
FICA	175,374	48,336	27.6%	154,639	51,809	33.5%
Pension	-	-	0.0%	-	-	0.0%
Workers Compensation	50,000	4,758	9.5%	23,738	12,134	51.1%
Debt Service	-	-	0.0%	-	-	0.0%
Debt Service (Water Purification)	658,876	658,875	100.0%	716,700	716,700	100.0%
Other Fixed Charges	665,318	239,773	36.0%	890,466	139,012	15.6%
54 Fixed Charges	1,749,568	955,662	54.6%	1,991,662	987,093	49.6%
Capital Outlay	2,857,987	941,102	32.9%	2,354,463	810,803	34.4%
55 Capital Outlay	2,857,987	941,102	32.9%	2,354,463	810,803	34.4%
Contingency Services	-	-	0.0%	-	-	0.0%
Other Contingency	1,075,000	476,305	44.3%	713,814	369,800	51.8%
56 Other/Contingency	1,075,000	476,305	44.3%	713,814	369,800	51.8%
Fuel	25,000	4,325	17.3%	22,879	6,405	28.0%
Telephone	12,000	567	4.7%	2,023	347	17.1%
Gas Heat	66,000	3,333	5.1%	35,231	2,019	5.7%
Deficit Reduction	-	-	0.0%	-	-	0.0%
Total City Departments	11,797,932	3,757,998	31.9%	10,448,695	3,424,575	32.8%

Note : YTD actuals exclude encumbrances

WEST HAVEN SEWER
Summary of Revenues and Expenditures
October 2019

Variances favorable/(unfavorable)

	ACTUAL					FORECAST			
	FY20 Budget	Oct YTD Actual	FY19 Actual	Oct YTD FY19	Oct YTD % Budget	FY19 YTD % Actual	Projected FY20	Oct YTD % Fcst	Δ to Budget
REVENUE									
45 Fed/State Grants - Non MARB	-	-	8,690	-		0.0%	-	-	-
46 Charges For Services	11,571,507	5,890,499	11,660,529	6,116,545	50.9%	52.5%	11,571,507	50.9%	-
47 Other Revenues	226,425	230,059	226,740	70,315	101.6%	31.0%	226,425	101.6%	-
Total Revenue	11,797,932	6,120,558	11,895,959	6,186,860	51.9%	52.0%	11,797,932	51.9%	-
EXPENDITURES									
Personnel Services	2,410,211	716,284	2,191,824	665,600	29.7%	30.4%	2,410,211	29.7%	-
Electricity/Gas/Water	1,456,000	235,130	1,330,837	233,005	16.1%	17.5%	1,456,000	16.1%	-
Other Contractual Services	1,044,166	208,291	872,635	153,318	19.9%	17.6%	1,044,166	19.9%	-
Supplies & Materials	1,168,000	220,333	968,559	198,203	18.9%	20.5%	1,168,000	18.9%	-
Health & General Liability Insurance	200,000	3,920	206,119	67,438	2.0%	32.7%	200,000	2.0%	-
Pension	-	-	-	-			-	-	-
Debt Service	658,876	658,875	716,700	716,700	100.0%	100.0%	658,876	100.0%	-
Other Fixed Charges	890,692	292,867	1,068,843	202,955	32.9%	19.0%	890,692	32.9%	-
Capital Outlay	2,857,987	941,102	2,354,463	810,803	32.9%	34.4%	2,857,987	32.9%	-
Other Contingency	1,075,000	476,305	713,814	369,800	44.3%	51.8%	1,075,000	44.3%	-
Fuel	25,000	4,325	22,879	6,405	17.3%	28.0%	25,000		-
Telephone	12,000	567	2,023	347	4.7%	17.1%	12,000	4.7%	-
Deficit Reduction	-	-	-	-			-	-	-
Total Expenditures	11,797,932	3,757,998	10,448,695	3,424,575	31.9%	32.8%	11,797,932	31.9%	-
Surplus / (Deficit)	-	2,362,560	1,447,264	2,762,285		190.9%	-		

West Haven MOA Compliance

Funding Payable Date	Requirements	Deliverable/Milestone	Received/ Not Received	On-Time/ Late	Deadline	Submitted/ Presented	Notes
Dec. 31, 2018 \$8 million							
	Plan/timeline for Fire Service study completion	Plan submitted to OPM	Received	On-Time	12/15/2018	11/29/2018	Completed
	Preliminary 2018 operating results	Draft statement of revenues, expenditures and change in fund balance	Received	Late	12/20/2018	12/26/2018	Completed
Feb. 28, 2019 \$2 million (\$250K remitted back to OPM for MARB expenses)							
	Update on development of plan for administrative and operational efficiencies	Status report to MARB	Received	On-Time	1/15/2019	1/15/2019	Completed
	Remit \$250,000 for MARB expenses	Funds received by OPM	Received	On-Time	1/18/2019	1/11/2019	Completed
	Selection of vendor for Fire Service Study	Vendor selected and approved by OPM Secretary	Received	Late	1/1/2019	Selection: 1/4/19 Approved: 1/11/19	Completed
	Completion of FY 2018 Audit	Submittal of audit, management letter, single audits to OPM	Received	Late	2/22/2019	Audit: 2/28/19 Mgt Ltr: 3/22/18	Completed
	Preliminary plan for administrative and operational efficiencies completed	Preliminary plan submitted	Received	On-Time	2/15/2019	2/15/2019	Completed
	Organizational plan to address administrative capacity issues completed	Plan submitted to MARB	Not Received	Late	2/15/2019		HR Consultant presented findings at November subcommittee. City to prepare action plan to address findings.
Apr. 30, 2019 \$2 million							
	Submittal of Mayor's FY20 recommended budget	Recommended budget submitted	Received	On-Time	3/21/2019	3/21/2019	Completed
	Proposed Update to 5-Year Plan	Updated plan included as part of budget	Received	Late	3/21/2019	6/7/2019	Received proposed 5-Yr Plan; under review by subcommittee
	Presentation of preliminary Fire Study report	Presentation to MARB	Presented	On-Time	4/1/2019	4/4/2019	Presented at MARB meeting on 4/4
	Plan for sale of City owned assets	Plan submitted	Received	On-Time	4/1/2019	4/1/2019	Completed
Jun. 30, 2019 \$4 million (withheld)							
	MARB approval of City budget	Approval by MARB	MARB approved	On-Time	6/30/2019	5/30/2019	Completed - City Council approved 7/22. MARB final approval 8/1/19.
	MARB approval of Update to 5-Year Plan	Approval by MARB	Pending review	Late	6/30/2019		Pending City Council action (anticipated December)
	Final Fire Service Study	Final study submitted (present to MARB at June meeting)	Not Received	Late	5/31/2019	7/19/2019	Presentation at MARB August meeting
	Final plan for administrative and operational efficiencies completed	Final plan submitted	Received	On-Time	5/31/2019	5/31/2019	Completed
	Contribute FY 2019 and budget FY 2020 ADC for Police and Fire pensions	Evidence that FY 2019 payment made and FY 2020 amounts budgeted	Pending	Pending	6/30/2019	6/30/2019	FY20 ADEC budgeted. Payment of FY19 ADEC verified.
	Reserve policy for General Fund and health insurance plans	Reserve policy submitted to MARB	Received	On-Time	6/30/2019	6/24/2019	Received

City of Hartford

FY2020

Monthly Financial Report to the Municipal Accountability Review Board



October 2019
(FY2020 P4)

Meeting date: December 5, 2019

City of Hartford
Budget and Financial Report
to the Municipal Accountability Review Board

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City of Hartford - FY2020 General Fund Financial Report & Projection

MARB 12/5/19

Revenue Category	FY2019 UN-AUDITED ACTUAL	FY2020 ADOPTED BUDGET	FY2020 REVISED BUDGET	FY2019 ACTUAL (OCTOBER)	FY2020 ACTUAL (OCTOBER)	FY2020 PROJECTION	VARIANCE	% COLL.
41 General Property Taxes ¹	(277,053,297)	(283,570,266)	(283,570,266)	(145,155,703)	(143,241,259)	(281,670,266)	1,900,000	51%
42 Licenses & Permits ²	(6,378,386)	(6,040,406)	(6,040,406)	(2,571,860)	(2,238,408)	(6,040,406)	-	37%
43 Fines Forfeits & Penalties ³	(249,446)	(190,000)	(190,000)	(87,381)	(76,970)	(190,000)	-	41%
44 Revenue from Money & Property ⁴	(4,274,741)	(4,003,465)	(4,003,465)	(1,254,165)	(1,297,042)	(4,003,465)	-	32%
45 Intergovernmental Revenues ^{5 14}	(307,019,577)	(259,580,413)	(259,580,413)	(105,686,544)	(105,447,462)	(258,872,355)	708,058	41%
46 Charges For Services ⁶	(4,167,429)	(2,967,964)	(2,967,964)	(1,279,973)	(1,312,794)	(2,967,964)	-	44%
47 Reimbursements ⁷	(122,833)	(135,440)	(135,440)	(43,527)	(20,719)	(135,440)	-	15%
48 Other Revenues ⁸	(451,813)	(238,650)	(238,650)	(227,853)	(66,056)	(238,650)	-	28%
53 Other Financing Sources ⁹	(10,089,325)	(16,554,137)	(16,554,137)	(1,316,158)	(1,629,727)	(9,887,471)	6,666,666	10%
Total Revenues¹⁷	(609,806,845)	(573,280,741)	(573,280,741)	(257,623,165)	(255,330,436)	(564,006,017)	9,274,724	45%

MARB 12/5/19

Expenditure Category	FY2019 UN-AUDITED ACTUAL	FY2020 ADOPTED BUDGET	FY2020 REVISED BUDGET	FY2019 ACTUAL (OCTOBER)	FY2020 ACTUAL (OCTOBER)	FY2020 PROJECTION	VARIANCE	% EXP.
Payroll ¹⁰	97,702,910	110,295,287	110,431,957	29,268,454	30,381,051	107,568,481	2,863,476	28%
Benefits ¹¹	85,571,987	94,148,565	94,148,565	26,641,412	28,367,570	93,626,247	522,318	30%
Debt & Other Capital ^{12 16}	76,471,699	16,310,036	16,310,036	1,597,525	1,560,199	16,304,036	6,000	10%
Library ¹³	1,483,334	8,201,317	8,201,317	496,111	511,550	1,534,651	6,666,666	6%
Metro Hartford Innovation Services	3,174,113	3,193,214	3,193,214	1,058,038	1,064,405	3,193,214	-	33%
Utilities	23,415,165	25,865,608	25,865,608	8,124,345	10,056,998	25,865,608	-	39%
Other Non-Personnel	33,030,630	31,253,440	31,116,770	6,593,763	6,707,694	31,116,770	-	22%
Education ¹⁴	281,143,782	284,013,274	284,013,274	79,154,246	79,006,518	284,013,274	-	28%
Total Expenditures	601,993,619	573,280,741	573,280,741	152,933,893	157,655,985	563,222,281	10,058,460	28%
Committed Fund Balance for Board of Education ¹⁵	2,933,147							
Total Expenditures incl. Committed Fund Balance	604,926,766							
Revenues and Expenditures incl. Committed for BOE, Net	(4,880,079)	-	-	(104,689,271)	(97,674,450)	(783,736)		
Council Approved Use of Fund Balance	-			-				
Net Surplus/(Deficit)	4,880,079	-	-	104,689,271	97,674,450	783,736		

See footnotes on page 2.

REVENUE FOOTNOTES

¹ The General Property Tax revenue category is comprised of (1) Current Year Levy, (2) Prior Year Levy, (3) Interest & Liens and (4) Subsequent Lien Sales. (1) Cumulative through October current year tax levy revenues are 2.75% lower than FY2019 Period 4 (October). In April, the GL2018 were reduced in net assessment value by \$22M, for appeals settled through the Board of Assessment and court process late in March, that resulted an adjustment of \$1.9M in General Property Tax revenue.

(2) Prior Year Levy collections are tracking favorable comparing to the FY2019 cumulative through October.

(3) Interest and liens collections through October are tracking lower due to one time interest payment of \$470K in FY2019 as part of a tax fixing agreement.

(4) Revenues from subsequent tax lien sales are not recorded until the 4th quarter of the fiscal year.

Overall a shortfall of \$1.9M is projected for General Property Taxes and will continue to be monitored through the fiscal year.

² The Licenses and Permits revenue category is primarily comprised of building, electrical, mechanical, plumbing permits, and food and milk dealer licenses. This revenue category is in line with the FY2020 budget, however is tracking lower comparing to the FY2019 Period 4 (October) due to less permits submitted in the first quarter of FY2020.

³ The Fines, Forfeits and Penalties revenue line item is primarily comprised of fines for false alarms.

⁴ Revenue from Money and Property contains lease/rental and short-term investment income. FY2020 actuals are tracking favorable comparing to the FY2019 Period 4 (October) due to a more favorable interest rate environment for short-term investment income.

⁵ FY2020 Intergovernmental Revenues YTD primarily reflect the receipt of the car tax, education cost sharing and highway grant revenues from the state. The projection has been adjusted and reduced by \$708K due to a no additional funding from the State for the School Building Grant and the Bond Interest Subsidy on School Projects.

⁶ Charges for Services contains revenues associated with the conveyance tax, transcript/filing of records and special events. This revenue line item varies each year with historical actuals ranging from \$2.8M to \$4.2M.

⁷ Reimbursements (primarily Section 8) primarily occur at fiscal year end.

⁸ Other Revenues will vary year to year based on unanticipated items such as settlements.

⁹ Other Financing Sources reflects revenues from (1) Corporate Contribution, (2) DoNo Stadium Fund, (3) the Parking Authority Fund, (4) Special Police Service Fund and other (interest from CIP Investment account).

(1) Corporate Contribution of \$10M, of which \$3.333M will be provided directly to the City of Hartford General Fund and \$6.667M has been provided directly to the Hartford Public Library. A corresponding appropriation reduction has been noted to reflect this arrangement.

(2) Stadium lease revenue and the first quarter of revenue from HPA was received in August.

(3) The first quarter of revenue from Hartford Parking Authority was received and recorded.

(4) Special Police Private Duty Jobs for the first quarter revenues are lower comparing to the FY2019 first quarter; this will continue to be monitored through the fiscal year.

EXPENDITURE FOOTNOTES

¹⁰ Payroll (FT, PT, OT and Holiday) is projected to be net favorable by \$2.86M. The methodology of the full-time payroll projection (detailed in the appendix) reflects 15 weeks of actual payroll expenses with 37.4 weeks remaining. Vacancies are assumed to be refilled with 33.4 weeks remaining in the fiscal year. Vacancy and attrition savings of \$4.10M is offset by a projected shortfall of \$882K in OT and \$351K in PT salary expenses. Payroll will continue to be monitored throughout the fiscal year.

¹¹ The City's total ADEC for Police, Fire and Municipal workers was budgeted at 40.87M. Due to timing, an updated estimate provided by the City's actuaries has reduced the ADEC by a total of \$1.13M, offset by \$111K in collective bargaining agreement savings and \$500K in non-Public Safety budgeted attrition and vacancy savings.

¹² The FY2020 Adopted Budget for Debt & Other Capital actuals are comprised of \$4.65M for Downtown North principal and interest, \$95K for a Grant in Lieu of Taxes payment, \$116K for Clean Water loan principal and interest, and \$11.45M for Pay-As-You-Go CapEx for a total of \$16.31M. Debt will be \$6K favorable due to a DONO expense being charged to a separate fund.

¹³ Due to \$6.667M of the Corporate contribution being provided directly to the Hartford Public Library, the annual Library appropriation has been adjusted accordingly.

¹⁴ Education YTD actuals reflect 4 month of the City's tax supported payment of \$96.0M and one payment from the State of Connecticut. The \$188.0M ECS will be recorded as received by the State.

¹⁵ City Council Resolution item number 21, dated August 13, 2019, commits \$2.9M of the General Fund fund balance in FY2019 to "be used by the Board of Education in the provision of education services to the school children of Hartford." A FY2020 request to City Council is planned to move the \$2.9M out of committed fund balance to the Board of Education for expenditure. Over the course of two fiscal years, \$2.9M will be spent on education services.

¹⁶ Under the executed Contract Assistance agreement, \$45.67M of General Obligation debt service payments are made on the City's behalf by the State of Connecticut in FY2020. Consistent with GAAP rules, the contract assistance payments are recorded as donated capital revenue. The debt service expenditures are recorded in the ledger in the Debt Service line item to properly reflect the retirement of debt. This unbudgeted debt expense is offset by contract assistance revenue, together of which nets to zero.

¹⁷ The City's financial system (Munis) reflects revenues as negative values (credits) and expenditures as positive values. A negative variance for revenues is favorable. A positive variance for revenue is unfavorable.

Revenue Summary - Major Category					
	FY2019 UN-AUDITED ACTUAL	FY2020 ADOPTED BUDGET	FY2020 REVISED BUDGET	FY2019 ACTUAL (OCTOBER)	FY2020 ACTUAL (OCTOBER)
41-TAXES	(277,053,297)	(283,570,266)	(283,570,266)	(145,155,703)	(143,241,259)
CURRENT YEAR TAX LEVY	(268,172,511)	(272,220,266)	(272,220,266)	(143,616,144)	(139,660,345)
INTEREST AND LIENS	(4,998,639)	(4,500,000)	(4,500,000)	(1,603,559)	(1,263,132)
PRIOR YEAR LEVIES	(3,057,342)	(6,250,000)	(6,250,000)	77,686	(2,299,893)
TAX LIEN SALES	(740,692)	(500,000)	(500,000)	-	-
OTHER	(84,112)	(100,000)	(100,000)	(13,685)	(17,888)
42-LICENSES AND PERMITS	(6,378,386)	(6,040,406)	(6,040,406)	(2,571,860)	(2,238,408)
BUILDING PERMITS	(3,248,523)	(3,442,000)	(3,442,000)	(1,376,095)	(1,212,180)
ELECTRICAL PERMITS	(972,254)	(775,000)	(775,000)	(388,700)	(292,490)
FOOD & MILK DEALER LICENSES	(289,194)	(312,000)	(312,000)	(80,625)	(95,600)
MECHANICAL PERMITS	(830,946)	(800,000)	(800,000)	(380,608)	(218,090)
PLUMBING PERMITS	(399,136)	(325,000)	(325,000)	(157,625)	(137,826)
OTHER	(638,333)	(386,406)	(386,406)	(188,206)	(282,222)
43-FINES FORFEITS AND PENALTIES	(249,446)	(190,000)	(190,000)	(87,381)	(76,970)
FALSE ALARM CITATIONS-POL&FIRE	(239,289)	(185,000)	(185,000)	(85,081)	(66,932)
LAPSED LICENSE/LATE FEE	(4,700)	(5,000)	(5,000)	(2,300)	(7,200)
OTHER	(5,458)	-	-	-	(2,838)
44-INTEREST AND RENTAL INCOME	(4,274,741)	(4,003,465)	(4,003,465)	(1,254,165)	(1,297,042)
BILLINGS FORGE	(20,308)	(20,428)	(20,428)	(9,904)	(10,080)
CT CENTER FOR PERFORM ART	(50,000)	(50,000)	(50,000)	(16,667)	(12,500)
DELTAPRO - LANDFILL GAS	(10,202)	(90,294)	(90,294)	(10,202)	-
INTEREST	(3,121,304)	(2,905,249)	(2,905,249)	(903,976)	(1,074,210)
MIRA SOLAR REVENUE	-	(50,000)	(50,000)	-	-
RENT OF PROP-ALL OTHER	(109,809)	(112,839)	(112,839)	(36,880)	(33,580)
RENTAL OF PARK PROPERTY	(60,021)	(54,000)	(54,000)	(23,420)	(10,263)
RENTAL OF PARKING LOTS	(300)	(600)	(600)	(300)	-
RENTAL OF PROP-FLOOD COMM	(107,880)	(148,560)	(148,560)	(49,920)	(33,120)
RENTAL-525 MAIN STREET	(22,456)	(21,094)	(21,094)	(7,552)	(7,189)
RENTS FROM TENANTS	(180,426)	(161,257)	(161,257)	(43,451)	(54,913)
SHEPHERD PARK	(241,289)	(118,000)	(118,000)	-	-
THE RICHARDSON BUILDING	(313,952)	(235,000)	(235,000)	(133,471)	(43,115)
UNDERWOOD TOWER PILOT	(36,144)	(36,144)	(36,144)	(18,072)	(18,072)
OTHER	(650)	-	-	(350)	-
45-INTERGOVERNMENTAL	(307,019,577)	(259,580,413)	(259,580,413)	(105,686,544)	(105,447,462)
MUNICIPAL AID	(253,863,415)	(254,285,642)	(254,285,642)	(104,783,121)	(104,556,186)
CAR TAX SUPPL MRSF REV SHARING	(11,078,328)	(11,597,120)	(11,597,120)	(11,078,328)	(11,597,120)
EDUCATION COST SHARING	(188,043,631)	(187,974,890)	(187,974,890)	(47,143,147)	(46,993,723)
HIGHWAY GRANT	(1,192,605)	(1,192,605)	(1,192,605)	(596,303)	-
MASHANTUCKET PEQUOT FUND	(6,136,523)	(6,136,523)	(6,136,523)	-	-
MRSA BONDED DISTRIBUTION GRANT	(1,446,985)	(1,419,161)	(1,419,161)	-	-
MRSF SELECT PILOT	(12,422,113)	(12,422,113)	(12,422,113)	(12,422,113)	(12,422,113)
MUNICIPAL STABILIZATION GRANT	(3,370,519)	(3,370,519)	(3,370,519)	(3,370,519)	(3,370,519)
PRIV TAX EXEMPT PROPERTY	(20,009,758)	(20,009,758)	(20,009,758)	(20,009,758)	(20,009,758)
STATE OWNED PROPERTY	(10,162,953)	(10,162,953)	(10,162,953)	(10,162,953)	(10,162,953)
OTHER MUNICIPAL AID	(48,566,231)	-	-	-	-
STATE CONTRACT ASSISTANCE	(48,566,231)	-	-	-	-
OTHER STATE REVENUES	(111,786)	(830,774)	(830,774)	(31,558)	(34,587)
BOND INT SUB ON SCH PROJ	-	(46,613)	(46,613)	-	-
JUDICIAL BRANCH REV DISTRIB.	(89,972)	(76,000)	(76,000)	(31,558)	(34,587)
SCH BUILD GRT-SERIAL	-	(661,445)	(661,445)	-	-
VETERANS EXEMPTIONS	(21,814)	(46,716)	(46,716)	-	-
PILOTS, MIRA & OTHER INTERGOVERNMENTAL	(4,473,045)	(4,458,997)	(4,458,997)	(869,926)	(839,640)
DISABIL EXEMPT-SOC SEC	(6,223)	(7,755)	(7,755)	-	-
GR REC TAX-PARI MUTUEL	(206,810)	(250,000)	(250,000)	(77,905)	(65,013)
HEALTH&WELFARE-PRIV SCH	(54,629)	(61,366)	(61,366)	-	-
MATERIALS INNOVATION RECYCLING	(1,500,000)	(1,500,000)	(1,500,000)	-	-
PHONE ACCESS LN TAX SH	(447,838)	(550,000)	(550,000)	-	-
PILOT CHURCH HOMES INC	(131,112)	(131,112)	(131,112)	(65,556)	(62,695)
PILOT FOR CT CTR FOR PERF	(513,422)	(361,000)	(361,000)	-	-
PILOT FOR HARTFORD 21	(500,000)	(500,000)	(500,000)	(250,000)	(250,000)
PILOT HARTFORD HILTON	(540,247)	(525,000)	(525,000)	(180,082)	(135,062)
PILOT HARTFORD MARRIOTT	(552,763)	(552,764)	(552,764)	(276,382)	(301,870)
PILOT TRINITY COLLEGE	(20,000)	(20,000)	(20,000)	(20,000)	(25,000)
OTHER	(5,100)	(5,000)	(5,000)	(1,940)	(17,049)
STATE REIMBURSEMENTS	(5,100)	(5,000)	(5,000)	(1,940)	(17,049)
46-CHARGES FOR SERVICES	(4,167,429)	(2,967,964)	(2,967,964)	(1,279,973)	(1,312,794)
CONVEYANCE TAX	(1,913,349)	(1,200,000)	(1,200,000)	(429,863)	(506,561)
FILING RECORD-CERTIF FEES	(280,062)	(300,000)	(300,000)	(89,412)	(109,948)
TRANSCRIPT OF RECORDS	(829,705)	(839,250)	(839,250)	(289,604)	(273,276)
OTHER	(1,144,312)	(628,714)	(628,714)	(471,094)	(423,009)
47-REIMBURSEMENTS	(122,833)	(135,440)	(135,440)	(43,527)	(20,719)
ADVERTISING LOST DOGS	(980)	(220)	(220)	(120)	(121)
ATM REIMBURSEMENT	(399)	(1,475)	(1,475)	(399)	(280)
DOG ACCT-SALARY OF WARDEN	(2,291)	(2,600)	(2,600)	-	-
OTHER REIMBURSEMENTS	(4,438)	(20,500)	(20,500)	(1,558)	(539)
PRIOR YEAR EXPEND REFUNDS	-	(17,000)	(17,000)	-	-
REIMB FOR MEDICAID SERVICES	(9,945)	(22,000)	(22,000)	(6,237)	-
SECTION 8 MONITORING	(87,497)	(65,545)	(65,545)	(19,264)	(18,625)
OTHER	(17,284)	(6,100)	(6,100)	(15,950)	(1,155)
48-OTHER REVENUES	(451,813)	(238,650)	(238,650)	(227,853)	(66,056)
MISCELLANEOUS REVENUE	(155,122)	(169,150)	(169,150)	(11,713)	(24,874)
OVER & SHORT ACCOUNT	(1,007)	(1,500)	(1,500)	62	16
SALE CITY SURPLUS EQUIP	(783)	(60,000)	(60,000)	(32)	(747)
SALE OF DOGS	(6,126)	(5,000)	(5,000)	(2,103)	(2,379)
SETTLEMENTS - OTHER	(215,998)	(3,000)	(3,000)	(213,300)	(35)
OTHER	(72,777)	-	-	(767)	(38,037)
53-OTHER FINANCING SOURCES	(10,089,325)	(16,554,137)	(16,554,137)	(1,316,158)	(1,629,727)
CORPORATE CONTRIBUTION	(3,141,333)	(10,000,000)	(10,000,000)	-	-
DOWNTOWN NORTH (DONO)	(1,122,590)	(993,500)	(993,500)	(300,064)	(302,216)
REVENUE FROM HTFD PKG AUTHY	(2,630,675)	(2,695,637)	(2,695,637)	-	(520,115)
SPECIAL POLICE SERVICES	(2,955,127)	(2,750,000)	(2,750,000)	(1,006,163)	(779,996)
OTHER	(239,599)	(115,000)	(115,000)	(9,931)	(27,399)
Grand Total	(609,806,845)	(573,280,741)	(573,280,741)	(257,623,165)	(255,330,436)

CITY OF HARTFORD
PROPERTY TAX COLLECTIONS REPORT FOR FY19 AND FY20
PROPERTY TAX COLLECTION REPORT THROUGH OCTOBER 31, 2019

Month	Current Year Taxes		Prior Year Taxes		Interest		Liens Sales		Total Collections	
	Actual FY 19	Actual FY 20	Actual FY 19	Actual FY 20	Actual FY 19	Actual FY 20	Actual FY 19	Actual FY 20	FY 19	FY 20
July	96,451,948	83,540,894 ¹	(342,432)	(151,199) ²	251,077	303,663	-	-	96,360,592	83,693,359
August	42,246,468	51,765,115	525,224	1,244,906	387,653	322,761	-	-	43,159,346	53,332,783
September	2,271,622	2,165,195	17,906	436,631	718,507	259,879 ³	-	-	3,008,035	2,861,706
October	2,646,106	2,189,141	(278,383)	769,555 ⁴	246,322	376,828	-	-	2,614,045	3,335,524
November	1,971,266		469,702		318,786		-	-	2,759,753	-
December	13,258,728		382,154		280,737		-	-	13,921,620	-
January	74,752,130		506,639		318,802		-	-	75,577,571	-
February	27,809,194		417,367		312,757		-	-	28,539,318	-
March	2,712,714		543,565		467,814		-	-	3,724,092	-
April	1,933,466		763,667		443,352		-	-	3,140,486	-
May	1,288,335		616,554		511,556		-	-	2,416,446	-
June	830,534		801,596		741,276		740,692	-	3,114,098	-
Total Collections	268,172,511	139,660,345	4,423,559	2,299,893	4,998,639	1,263,132	740,692	-	278,335,402	143,223,370
60 Day Collections (Year End entry)			(1,366,218)						(1,366,218)	-
Adjusted Total Collections	268,172,511	139,660,345	3,057,342	2,299,893	4,998,639	1,263,132	740,692	-	276,969,184	143,223,370

	Current Year Taxes		Prior Year Taxes		Interest		Liens Sales		Total Collections	
	FY 19	FY 20	FY 19	FY 20	FY 19	FY 20	FY 19	FY 20	FY 19	FY 20
Total Budget	273,861,323	272,220,266	5,500,000	6,250,000	3,900,000	4,500,000	750,000	500,000	284,011,323	283,470,266
Total Adjusted Levy at July 1st	289,991,265	286,964,966	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Collections through October	143,616,144	139,660,345	(77,686)	2,299,893	1,603,559	1,263,132	-	-	145,142,017	143,223,370
Outstanding Receivable at 10/31/19	137,223,270	140,693,901	50,328,192	51,967,210	n/a	n/a	n/a	n/a	n/a	n/a
% of Budget Collected	52.44%	51.30%	-1.41%	36.80%	41.12%	28.07%	0.00%	0.00%	51.10%	50.53%
% of Adjusted Levy Collected	49.52%	48.67%	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Mill Rate Real Estate	74.29	74.29								
Mill Rate Personal Property	74.29	74.29								
Mill Rate Motor Vehicle	45	45								

¹ July's Current Year Tax collections are less than prior year due to timing. Collections caught up in August.

² FY2020 Prior Year's Tax collections negative balance is due to adjustments from tax appeals. Less adjustments were processed during July FY2020 as compared to July FY2019.

³ FY2019 Interest actuals include a one time interest payment of \$470K as part of a tax fixing agreement.

⁴ FY2020 Prior Year's Tax collections balance is lower than prior year due to processed tax appeals.

Expenditure Summary - Departments

	FY2019 UN-AUDITED ACTUAL	FY2020 ADOPTED BUDGET	FY2020 REVISED BUDGET	FY2019 ACTUAL (OCTOBER)	FY2020 ACTUAL (OCTOBER)	FY2020 PROJECTION	VARIANCE
00111 MAYOR'S OFFICE	700,632	802,661	802,661	218,638	248,923	766,216	36,445
00112 COURT OF COMMON COUNCIL	503,577	510,147	510,147	140,663	138,073	498,288	11,859
00113 TREASURER	454,715	470,860	470,860	129,800	128,377	467,897	2,963
00114 REGISTRARS OF VOTERS	581,934	470,367	629,044	209,815	213,917	620,139	8,905
00116 CORPORATION COUNSEL	1,335,850	1,551,808	1,551,808	414,105	377,885	1,453,796	98,012
00117 TOWN & CITY CLERK	696,637	800,095	800,095	226,687	177,400	753,873	46,222
00118 INTERNAL AUDIT	501,016	513,779	513,779	145,179	146,987	513,564	215
00119 CHIEF OPERATING OFFICER	613,541	818,222	818,222	227,585	219,813	817,433	789
00122 METRO HARTFORD INNOVATION SERV	3,174,113	3,193,214	3,193,214	1,058,038	1,064,405	3,193,214	0
00123 FINANCE	3,301,651	3,803,175	3,803,175	917,521	967,150	3,632,839	170,336
00125 HUMAN RESOURCES ¹	1,231,425	1,257,176	1,257,176	310,569	275,385	1,282,402	(25,226)
00128 OFFICE OF MANAGEMENT & BUDGET	856,745	1,187,960	1,187,960	243,579	253,426	1,128,813	59,147
00132 FAMILIES, CHILDREN, YOUTH & RECREATION ²	3,343,256	3,407,296	3,407,296	1,540,122	1,743,354	3,588,055	(180,759)
00211 FIRE	32,107,353	34,285,229	34,285,229	9,374,083	9,303,580	33,386,161	899,068
00212 POLICE	40,011,308	46,627,694	46,627,694	12,148,974	12,642,433	45,175,770	1,451,924
00213 EMERGENCY SERVICES & TELECOMM. ³	3,657,064	3,799,883	3,799,883	1,228,459	1,124,146	4,090,073	(290,190)
00311 PUBLIC WORKS	13,176,086	15,595,312	15,595,312	3,602,587	4,037,824	15,331,694	263,618
00420 DEVELOPMENT SERVICES	3,290,211	4,020,079	4,020,079	942,040	1,009,461	3,984,979	35,100
00520 HEALTH AND HUMAN SERVICES	3,325,808	5,063,719	5,063,719	632,198	821,453	4,788,669	275,050
00711 EDUCATION	281,143,782	284,013,274	284,013,274	79,154,246	79,006,518	284,013,274	0
00721 HARTFORD PUBLIC LIBRARY ⁴	1,483,334	8,201,317	8,201,317	496,111	511,550	1,534,651	6,666,666
00820 BENEFITS & INSURANCES	85,571,987	94,148,565	94,148,565	26,641,412	28,367,570	93,626,247	522,318
00821 DEBT SERVICE ⁵	76,471,699	16,310,036	16,310,036	1,597,525	1,560,199	16,304,036	6,000
00822 NON OP DEPT EXPENDITURES	44,459,898	42,428,873	42,270,196	11,333,958	13,316,156	42,270,196	0
Grand Total	601,993,619	573,280,741	573,280,741	152,933,893	157,655,985	563,222,281	10,058,460

¹ Human Resources is projected to be unfavorable due to temporary staffing to address full-time staffing turnover.

² The Dept. Families, Children, Youth & Recreation's projected unfavorability is attributable to the addition of part-time staff for seasonal Recreation services.

³ Emergency Services & Telecomm. is projected to be unfavorable due to the number of trainees being hired as full-time staff and the need to assign a full-time staff person to each trainee during scheduled shifts.

⁴ Due to \$6.667M of the Corporate Contribution being provided directly to the Hartford Public Library, the annual Library appropriation has been adjusted accordingly.

⁵ The FY2020 Adopted Budget for Debt & Other Capital actuals are comprised of \$4.65M for Downtown North principal and interest, \$95K for a Grant in Lieu of Taxes payment, \$116K for Clean Water loan principal and interest, and \$11.45M for Pay-As-You-Go CapEx for a total of \$16.31M. Debt will be \$6K favorable due to a DoNo expense being charged to a Stadium Reserve Fund.

Expenditure Summary - Major Expenditure Category

	FY2019 UN-AUDITED ACTUAL	FY2020 ADOPTED BUDGET	FY2020 REVISED BUDGET	FY2019 ACTUAL (OCTOBER)	FY2020 ACTUAL (OCTOBER)	FY2020 PROJECTION	VARIANCE
PAYROLL	97,702,910	110,295,287	110,431,957	29,268,454	30,381,051	107,568,481	2,863,476
FT ¹	80,500,637	94,243,829	94,243,829	23,721,344	24,617,976	90,147,690	4,096,139
HOL	2,144,726	2,480,489	2,480,489	561,789	406,603	2,480,489	0
OT ¹	13,204,845	12,066,029	12,066,029	4,121,174	4,418,110	12,948,008	(881,979)
PT ¹	1,852,702	1,504,940	1,641,610	864,146	938,362	1,992,294	(350,684)
BENEFITS	85,571,987	94,148,565	94,148,565	26,641,412	28,367,570	93,626,247	522,318
HEALTH	31,260,540	35,195,175	35,195,175	6,923,456	8,927,867	35,195,175	0
MITIGATION ²	0	(500,000)	(500,000)	0	0	0	(500,000)
PENSION ³	43,406,819	48,109,987	48,109,987	14,751,851	14,098,155	46,976,463	1,133,524
INSURANCE	4,839,402	4,890,000	4,890,000	2,909,140	2,978,643	4,890,000	0
FRINGE REIMBURSEMENTS	(5,332,983)	(3,800,000)	(3,800,000)	(1,227,185)	(903,018)	(3,800,000)	0
LIFE INSURANCE	262,106	315,652	315,652	85,677	77,550	315,652	0
OTHER BENEFITS	4,236,104	4,698,957	4,698,957	1,348,472	1,355,040	4,698,957	0
WAGE ⁴	0	(111,206)	(111,206)	0	0	0	(111,206)
WORKERS COMP	6,900,000	5,350,000	5,350,000	1,850,000	1,833,333	5,350,000	0
DEBT	76,471,699	16,310,036	16,310,036	1,597,525	1,560,199	16,304,036	6,000
DEBT ⁶	76,471,699	16,310,036	16,310,036	1,597,525	1,560,199	16,304,036	6,000
LIBRARY	1,483,334	8,201,317	8,201,317	496,111	511,550	1,534,651	6,666,666
LIBRARY ⁵	1,483,334	8,201,317	8,201,317	496,111	511,550	1,534,651	6,666,666
MHIS	3,174,113	3,193,214	3,193,214	1,058,038	1,064,405	3,193,214	0
MHIS	3,174,113	3,193,214	3,193,214	1,058,038	1,064,405	3,193,214	0
UTILITY	23,415,165	25,865,608	25,865,608	8,124,345	10,056,998	25,865,608	0
UTILITY	23,415,165	25,865,608	25,865,608	8,124,345	10,056,998	25,865,608	0
OTHER	33,030,630	31,253,440	31,116,770	6,593,763	6,707,694	31,116,770	0
COMMUNITY ACTIVITIES	2,105,764	2,342,699	2,338,054	923,257	938,010	2,338,054	0
CONTINGENCY	555,751	4,022,152	3,693,468	0	9,181	3,693,468	0
CONTRACTED SERVICES	3,286,289	4,071,425	4,068,895	739,066	615,948	4,068,895	0
ELECTIONS	0	458,146	299,469	0	0	299,469	0
LEASES - OFFICES PARKING COPIER	1,548,780	2,033,636	2,033,636	504,310	461,789	2,033,636	0
LEGAL EXPENSES & SETTLEMENTS	6,428,094	3,216,500	3,216,500	500,925	611,003	3,216,500	0
OTHER	3,255,876	4,313,833	4,318,478	769,357	880,582	4,318,478	0
POSTAGE	163,630	200,000	200,000	75,000	100,000	200,000	0
SUPPLY	4,011,786	4,396,572	4,420,572	994,059	841,909	4,420,572	0
TECH, PROF & COMM BASED SERVICES	1,655,597	2,506,553	2,815,810	414,685	615,604	2,815,810	0
VEHICLE & EQUIP	10,019,063	3,691,924	3,691,924	1,673,103	1,613,705	3,691,924	0
EDUCATION	281,143,782	284,013,274	284,013,274	79,154,246	79,006,518	284,013,274	0
EDUCATION	281,143,782	284,013,274	284,013,274	79,154,246	79,006,518	284,013,274	0
Grand Total	601,993,619	573,280,741	573,280,741	152,933,893	157,655,985	563,222,281	10,058,460

¹ Payroll (FT, PT, OT and Holiday) is projected to be net favorable by \$2.86M. The methodology of the full-time payroll projection (detailed in the appendix) reflects 15 weeks of actual payroll expenses with 37.4 weeks remaining. Vacancies are assumed to be refilled with 33.4 weeks remaining in the fiscal year. Vacancy and attrition savings of \$4.10M is offset by a projected shortfall of \$882K in OT and \$351K in PT salary expenses. Payroll will continue to be monitored throughout the fiscal year.

² Mitigation of \$500K reflects non-Public Safety budgeted attrition and vacancy savings. The Police and Fire department respectively include \$1.25M and \$510K in budgeted attrition and vacancy savings. In total, \$2.26M is budget for attrition city-wide.

³ The City's total ADEC for Police, Fire and Municipal workers was budgeted at 40.87M. Due to timing, an updated estimate provided by the City's actuaries has reduced the ADEC by a total of

⁴ The FY2020 Adopted Budget includes savings of \$111K for HMEA and CHPEA furloughs, which will be realized in payroll throughout the fiscal year.

⁵ Due to \$6.667M of the Corporate contribution being provided directly to the Hartford Public Library, the annual Library appropriation has been adjusted accordingly.

⁶ Debt will be \$6K favorable due to a DONO expense being charged to a separate fund.

Appendix

FY2020 Full-time Payroll Projection (October) as of 10/18/19

DEPARTMENTS	BUDGETED HC	BUDGETED ANNUAL AMOUNT (REV)	YTD thru check issue 10/18 (15 weeks)	Projection (37.4 weeks)	YTD thru 10/18 plus Projection (37.4 weeks)	Remaining Estimated Steps	PROJECTION	VARIANCE (BUDGETED ANNUAL AMOUNT - PROJECTION)
111-Mayor	11	748,913	235,972	474,414	710,386	2,076	712,463	36,450
112-CCC	7	354,851	94,272	248,720	342,992	0	342,992	11,859
113- Treas	9	393,548	124,670	258,167	382,837	7,669	390,506	3,042
114- ROV	7	333,236	85,959	236,477	322,436	1,146	323,582	9,654
116-Corp Counsel	16	1,493,753	348,187	1,025,584	1,373,771	0	1,373,771	119,982
117- Clerk	10	662,701	131,954	452,245	584,199	1,321	585,520	77,181
118-Audit	5	509,901	146,589	363,098	509,686	0	509,686	215
119-COO	6	498,868	103,395	394,684	498,079	0	498,079	789
123- FIN	45	3,448,056	872,878	2,382,343	3,255,222	22,498	3,277,720	170,336
125- HR	13	936,431	207,271	686,741	894,013	1,618	895,631	40,800
128-OMBG	13	1,080,130	233,781	784,507	1,018,289	2,695	1,020,983	59,147
132-FCYR	11	792,033	235,636	555,018	790,654	1,293	791,947	86
211- Fire	368	27,117,637	7,140,620	18,338,848	25,479,468	226,896	25,706,364	1,411,273
212- Police	537	38,289,832	9,324,505	25,456,724	34,781,229	347,811	35,129,040	3,160,792
213- EST	49	3,002,483	675,608	2,016,992	2,692,600	17,082	2,709,681	292,802
311- DPW	197	10,261,421	2,493,215	7,200,699	9,693,913	75,770	9,769,683	491,738
420- Devel Serv	52	3,863,440	956,848	2,763,534	3,720,382	30,088	3,750,470	112,970
520- HHS	33	2,152,369	380,104	1,478,891	1,858,995	18,324	1,877,319	275,050
Grand Total	1,389	95,939,603	23,791,467	65,117,685	88,909,152	756,287	89,665,439	6,274,164

FT- Fire Attrition	(510,000)	FT- Fire Attrition	(510,000)
FT- Police Attrition	(1,252,299)	FT- Police Attrition	(1,252,299)
FT- Development Serv. Attrition	(20,000)	FT- Development Serv. Attrition	(20,000)
FT- Net other payroll	86,525	FT- Net other payroll	(395,726)
FT- Total Revised Budget	94,243,829	FT- Subtotal Variance	4,096,139
		Non-Sworn Attrition (in Benefits)	(500,000)
		Total Variance (favorable)	3,596,139

Assumptions

- 1) Analysis is based on year-to-date actuals from check date 10/18/19, which includes 15 pay periods, and projects filled positions for 37.4 future weeks.
- 2) Non-sworn vacancies are projected for 33.4 future weeks.
- 3) A Police class of 18 graduated in October and 15 are scheduled to graduate in April. A future Police class is anticipated to be hired in the Spring.
- 4) No future Fire FY2020 classes planned.
- 5) Adopted head count is 1403 with 1389 positions and 14 MHIS positions funded in the MHIS internal service fund.



TO: MARB

FROM: Nuchette Black-Burke

DATE: December 2, 2019

SUBJECT: Community Schools Contracts

The Community Schools Coordinating Agencies (The Village for Families and Children and Catholic Charities) seek to coordinate and maximize public, non-profit, and private resources to deliver critical services to students and their families and thereby increase student achievement and attain other positive outcomes. Coordinating Agencies will provide more than one type of service to students and the community. These services are unique to each school and community and will most likely change over time as the needs of the student and family population changes. Examples of these services include:

- Academic services: tutoring, community-based learning and other enrichment activities;
- Medical services: primary, vision, dental and nutritional services;
- Mental health services: counseling and psychiatrists; and
- Adult education classes.

These are new contracts. Hartford Public Schools requested proposals for Community School Coordinating Agencies that were interested in implementing a balanced approach to after-school programming; combining academic support, social, cultural, and recreational enrichment, as well as school day interventions, family and community engagement. There were two responses and there was a scoring rubric used to evaluate responses.

Hartford Public School FY2019-2020 budget will be available for grant rewards supporting Community Schools. The Community School awards will go to The Village for Children and Families in the amount of \$100,000 for SAND Elementary School, and Catholic Charities in the amount of \$150,000 for McDonough Middle School.

Statement of Work**Project Overview/Executive Summary**

In partnership with the SAND School community, The Village for Families & Children seeks Community School funding to pilot the new community school model at SAND, designated a Tier 4 school. Aligned with the needs of SAND and Hartford Public Schools (HPS) District Model for Excellence (DME), The Village will implement the 4 core partnership components of the proposed tiered system for community schools – family and community engagement, collaborative practices, integrated student supports, and expanded learning opportunities – as well as higher education partnerships and support around attendance strategies. The SAND Community School, with The Village as the lead agency along with SAND and other community partners will support the “*The Whole Student*” by:

- Supporting students’ academic achievement (*Teaching & Learning*)
- Providing social, cultural, and recreational enrichment (*School Culture & Climate*)
- Creating environment whereas students’ feel connected to the school community (*School Culture & Climate*)
- Promoting good attendance habits (*School Culture & Climate*)
- Infusing literacy and language throughout programming (*Teaching & Learning*)
- Encouraging and promoting parental involvement and engagement (*Family & Community Partnerships*)

The Village has extensive experience serving as a community school lead agency partner in Hartford Public Schools since the inception of the model in 2008. At SAND, The Village currently operates a Family Resource Center and 21st Century Community Learning Center programs. The Village and SAND, in partnership with other community providers, offers a wide-range of programs and services for students, families and the community, including: academic supports;

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mental and behavioral health services; parent leadership development; child-parent-family programs; after-school programming; positive youth development activities; and, referral services based on needs. The Community School model will expand and enhance the current resources at SAND, further supporting student's achievement, strengthening families and building a stronger SAND community. The Community School funds will allow for pursuing other initiatives that will be aligned with Hartford Public Schools DME major equity indicators and SAND's School Improvement Plan (SIP).

Starting in the 2019-2020 school year, SAND's grades will be reconfigured from serving grades PK-8 to grades K-5. In addition to grade reconfigurations, SAND is expected to receive students and families from Milner School due to their school closing and grades reconfiguration. The implementation of the community school model will assist in this transition by strengthening school services and supporting student's success. As the lead agency for the SAND School Community, The Village will serve as a provider and broker of programs and services. The Village will be responsible for coordinating an asset and needs assessment process, engaging and convening other partners, facilitating communication, and ensuring quality service delivery.

In alignment with the 4 core partnership components, along with a Higher Education partnership and support around attendance strategies, The Village's SAND community school model will support students and families through:

Asset & Needs Assessment. The Village, in partnership with the Principal, will identify assets and needs in order to best utilize the community school model as well as the current Family Resource Center, 21st Century Community Learning Center program, and other school

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programming at SAND. Together, academic, behavior, and attendance data, along with available resources will be reviewed. Parents, students and teachers will also be surveyed to identify their needs. Collectively, the school Principal and Project Coordinator (assuming Community School Coordinator responsibilities), as well as other partners, will work together to implement findings within the community school model.

Attendance Strategies. Currently, The Village's Project Coordinator is a member of SAND's Attendance Committee. As a committee member, she meets regularly with school personnel to review reports, address identified concerns, and develop and implement plans to address absenteeism. If school attendance is a concern, committee members outreach to students and parents through phone calls, home visits, and letters and meet to address individualized needs.

Within the community school model, The Village will further support attendance related activities by implementing several strategies targeted to students who are identified as excessively tardy. There will be a scheduled morning group for these students with breakfast as a way to engage them in school. Parents will be regularly contacted to offer any needed assistance that might be hindering their child arriving to school on time.

Family and Community Engagement. Community School funding will allow for enhancement of the current Family and Community Engagement activities at SAND. The SAND Community Food Pantry will reopen, closed for a couple years due to lack of funding. The pantry will be opened once a week to all SAND families and community. It will also be available for emergency situations.

Community School staff will offer school-wide quarterly family events with a focus on Literacy and STEM. These events will be for all SAND families, held in the evening with food

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being served. There will be hands-on activities with informational and other materials available for families to take home in order to reinforce learning.

Collaborative Practices. HPS has an existing MOU with The Village that covers multiple programs, services, and initiatives, including school-based mental health services, after-school programming, and truancy prevention. At SAND, The Village, through Family Resource Center and 21st Century Community Learning Center programs, supports the school as guided by HPS and the Principal. The Village collaborates with SAND in recruiting parents to be involved with the PTO, School Governance Council (SGC), and being volunteers in different capacities (field trips, classroom support, etc.); chaperoning on all school field trips; assisting teachers in classroom preparation; sponsoring and supporting school events, during school and after school hours; being a part of Parent Teacher conferences and Report Card Conferences by providing translation services if needed or general support in the process for the teacher and parents; and providing coverage in the main office. The community school model will allow for The Village SAND staff to provide lunch coverage as a way to further interact with students and the SAND school community.

The Village has numerous partnerships with community organizations involved with providing programming at SAND School. The community school model will allow for further collaboration with Hartford Public Library, Union Baptist Church of Hartford (Union), Women's League Child Development Center (Women's League), Charter Oak Cultural Center (Charter Oak), Community Renewal Team (CRT), and Capital Community College, and new partnerships as well, such as with Girls for Technology. These partnerships allow us to offer enhanced performance arts, music, STEM, and health and wellness programming to student participants.

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For example, the Hartford Public Library SAND/Ropkins Branch is located next to the school. We will continue to collaborate on bringing students to special events at the library and utilizing library space and services to enhance programming provided at SAND. The community school model would allow for further collaboration on providing GED classes, targeting SAND parents, at the library and family literacy events at SAND. *See attached MOU.*

Integrated Student Supports. Currently, The Village is providing school day interventions, designed using evidence-based research and based on school needs, to identified students and conducting push-in activities in literacy and math classrooms. The Village's School Based Healthy Behaviors (SBHB) program at SAND provides services to reduce or eliminate negative behaviors that hinder student success and build upon strengths to improve educational outcomes for youth, especially those with or at risk of developing mental health problems. The approach is family and child centered, culturally sensitive and trauma informed using a collaborative model to engage all systems involved in a child's life.

The SBHB push-in activities, conducted in classrooms, engage large groups of students in social-emotional learning. Village clinicians collaborate with teachers and lead and /or co-lead brief activities in the classroom that support social-emotional growth. The activities focus on the promotion of healthy behaviors by engaging students in activities such as: vocabulary of feelings, affect modulation, body mind connection and techniques for calming both (yoga, mindfulness, progressive muscle relaxation, drumming, etc.), empathy and listening skills, and identifying and alleviating levels of stress. Push-in activities are planned with teachers and school administrators to ensure academic instruction is not disrupted. Community School funding will allow for the expansion of push-ins in classrooms.

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Also, an Educational Coordinator, either a current teacher at SAND or a retired HPS teacher, will be compensated to align the materials used in after school programming with all district and school standards, provide training and support to PYDs who provide direct support to students, and observe identified students to suggest further interventions. In working with the PYDs, the Educational Coordinator will help plan activities and provide ongoing support and feedback for after school programming. Programming will be adjusted accordingly.

Expanded Learning Opportunities. The Village, and other partners, offer a variety of opportunities to foster the development of character, self-esteem and life skills, including physical fitness. Exposing students to various life skill enrichments, designed with disguised learning, fosters creativity and the ability for students to broaden their skills while helping students feel connected to their school and community. In collaboration with Charter Oak Cultural Center (Charter Oak) and Girls for Technology through the community school model, The Village will expand after school programming at SAND. Charter Oak is committed to youth development and enrichment through the arts. Arts programming, including art, dance, instrumental and vocal music, and performing arts will be offered to students in grades K through 5, two days a week, for one hour each session.

Girls for Technology inspires and equips girls to pursue professions in the field of science, technology, engineering and math. At SAND, a partnership with Girls for Technology will increase the reach and exposure of STEM. Girls in grades 4 and 5 will have the opportunity two days a week, for two hours each session, to participate in virtual reality and coding activities.

See attached Letters of Commitment.

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Higher Education Partnerships. In addition to postsecondary preparation for education and careers, Capital Community College (Capital) is a partner with HPS in K-12 education. At SAND, The Village will partner with Capital to provide outreach and marketing materials to families at all SAND School events and identify a staff person to act as a liaison for SAND parents/family members who are interested in continuing education. Capital will also engage their students in internships to support academic learning and strengthen the quality of programming at SAND School.

As the lead agency, The Village will work with families, school staff and administration, as well as all involved community partners, to develop a shared vision and mission of SAND Community School. Partnerships will be coordinated and integrated to enrich and support learning and instruction while meeting the needs of students, families and the community. A complete list of activities offered through the SAND Community School model program, with details on who we will serve and when, is summarized in the attached Program Activities List. The expected outcomes for students' development and achievement are outlined in attached Outcomes Measurement Framework.

Experience/Qualifications

With more than 200 years of serving Greater Hartford, The Village endeavors *to build a community of strong, healthy families who protect and nurture children.* We fulfill this mission by providing a full range of child welfare, behavioral health, and community support services to children and families. From prevention to crisis, The Village does whatever it takes to help children and families transform their lives. This is completed through programs that accomplish three mission goals:

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1. Academic & Social-Emotional Success	2. Safe & Stable Homes	3. Strong Families
<ul style="list-style-type: none"> • Early Childhood & School Readiness • After-School & Prevention Programs • Outpatient & In-Home Behavioral Healthcare • Residential & Extended Day Treatment 	<ul style="list-style-type: none"> • Intensive Family Preservation • Therapeutic Foster Care • Family Reunification • Special Needs Adoption 	<ul style="list-style-type: none"> • Home Visiting • Community Support • Parenting Education • Family Resource Centers • Fatherhood Programs • Family Financial Stability

This broad spectrum of services is neighborhood-based and easily accessible to families through our main Hartford locations, satellite sites, including schools, and home-based programs.

In fiscal year 2018, The Village served over 11,000 children and families through our network of programs. Sixty-three percent (63%) of clients served were under the age of 17. The Village has been providing school-based services in partnership with Hartford Public Schools for over 18 years. The Village school-based programs are planned and implemented to achieve the strategic vision of Hartford Public Schools and contribute to each school’s improvement plan. The Village partners with Hartford Public Schools to provide in-school behavioral health at 14 schools within the District. In addition to behavioral health services, The Village currently provides an array of school based services, outlined in the table to the right.

At SAND, we seek to build a Community School upon a strong foundation that includes The Village’s more than ten year commitment to the school, as the provider for 21st Century Community Learning Center program, Family Resource Center, and other school programming. The Village’s experience and performance shows the capability of being the

School	Village Service
SAND	21 st CCLC Family Resource Center
Burr	Community School 21 st CCLC
M.D. Fox	21 st CCLC Teen Outreach Program
Burns	Family Resource Center Food Pantry
Rawson	21 st CCLC Family Resource Center
Wish	Community School Family Resource Center
MLK	Teen Outreach Program

The Village's School Based Services

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provider and broker of programs and services for the SAND school community.

Management Plan

The Village will employ staff who reflects the diversity of the school’s student population, including staff that are both culturally-competent and bilingual (primarily English/Spanish). The following table summarizes the primary roles, responsibilities and qualifications of key Village staff positions to work on the community school model at SAND:

Staff Positions at SAND Community School	
Role and Responsibilities	Credentials/Minimum Qualifications
Position: Associate Vice President, Community Programs, Donna Ferguson, LCSW	
<ul style="list-style-type: none"> • Supervises the Senior Program Director • Assures reporting requirements are met 	<ul style="list-style-type: none"> • Master of Social Work • 20+ years’ experience in nonprofit leadership
Position: Senior Program Director, Aldwin Allen	
<ul style="list-style-type: none"> • Coordinates with school leadership • Supervises Community School Coordinators/Directors • Monitors progress toward goals and objectives • Oversees implementation of new programs and initiatives 	<ul style="list-style-type: none"> • Bachelor of Human Services • 19+ years of experience with community-based services, program development and management
Position: Project Coordinator, Jatna Nova-Sarfo	
<ul style="list-style-type: none"> • Conducts program development activities • Oversees operations of SAND School • Manages daily program operations • Supervises on-site staff • Serves on School Governance Council, PTO, Attendance Team, Mental Health Team and other school committees • Works collaboratively with school, families and community 	<ul style="list-style-type: none"> • Master of Business Administration • 5+ years of experience in supervision, youth programming, program coordination and program management. • Bilingual (Spanish)
Position: Assistant Project Coordinator, Rita Keeling	

The Village for Families & Children, Inc.

<ul style="list-style-type: none"> • Tracks student progress and manages daily student attendance and data collection process • Supervises Positive Youth Development Workers • Oversees delivery of all school-based services • Completes required reporting 	<ul style="list-style-type: none"> • Bachelor’s Degree • 10+ years of experience working with at-risk youth. • Extensive academic, enrichment and programs planning implementation experience
<p>8 Positive Youth Development Workers (PYD, one as Lead PYD) to establish a 1:13 RATIO</p>	

For PYD positions, The Village hires individuals who are pursuing, or who have completed a Bachelor’s degree, and have a minimum of one year of experience working with children. They are responsible for facilitating after school activities, monitoring students, providing small group and individual student supports, tutoring and academic enrichment. The Lead PYD is responsible for planning activities and lesson plans, facilitates activities, guides PYD staff on-site and collects and enters student data.

The FRC Parent Educator, holds a Bachelor’s of Arts Degree and has more than ten years of experience in parent group leadership. She provides home visitation programming, early childhood developmental assessments, child playgroups, parenting workshops and family literacy activities. The Educational Coordinator will be a certified CT teacher with at least two years of experience. They will align the materials used in after school programming with all district and school standards, provide training and support to the PYDs, and observe identified students to suggest further interventions.

Background checks: Due to the nature of its services, The Village takes every precaution to ensure that employees pose no potential risk to agency consumers or other employees. As such, The Village conducts a number of pre-employment background checks, including but not limited to, Connecticut State Police Bureau of Identification checks, DCF Protective Services

The Village for Families & Children, Inc.

record checks, drug and tuberculosis screenings, professional license check, diploma verification, and Department of Motor Vehicle record checks. Any offer of employment is contingent upon successful completion, at the agency's sole discretion, of all background checks.

Student/Staff Ratio: Student to staff ratio will be at least 13 to 1 (depending on the activity), serving about 100 students (depending on the day) with 8 Positive Youth Development Workers, with one designated as Lead PYD. The ratio of staff/adults is expected to be augmented by parent volunteers supporting various aspects of the program.

Role of Volunteers: Parents will be recruited as volunteers for SAND Community School. All volunteers will have background checks performed to qualify them to work with young children. Volunteers, including parents, will have access to any staff training opportunities provided as part of the community school model. Volunteers will have specific responsibilities including assisting in the office, after school programming, and chaperoning on field trips.

Targeting Student / School Needs

Academic performance is influenced by multiple risk and protective factors that include poverty, parent's education level, and parental involvement, being a minority, and living in unsafe neighborhoods. Due to disadvantaged circumstances, students at SAND in Hartford's Clay Arsenal neighborhood are at high risk for educational failure. A neighborhood assessment of factors that impact student and family success, commissioned by the HPS, indicates that Clay Arsenal is a high priority neighborhood, one of six neighborhoods that had total scores that were noticeably higher than the others, causing a concern for child development. Especially of note are the high-risk values they received for low educational achievement, high % of students

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with disciplinary action and low number of community assets (Hartford Neighborhood Assessment, 2012).

Many predictors of low academic performance are present at SAND, including high concentrations of economic disadvantage and non-white students, and a significant number of students with special education needs.

School Performance Report: 2017-2018 (CSDE)	SAND School
School Grade Range	K-8
Total Enrollment	358
% Hispanic	65%
% African American	34%
% White	*
% Students Eligible for Free/Reduced Meals	91%
% English Language Learners	22%
% Chronic Absenteeism	29%
Total Number of Students with Chronic Absenteeism	104

A School Performance Index (SPI) is the average performance of students in a subject area on the state summative assessments. The SPI ranges in value from 0 to

100 points. Connecticut’s target for an SPI is 75 because, at this level, students will have performed at or above the “goal” level on the majority of tests. Results of the 2017-2018 CT SPI for English Language Arts (ELA) and Math (Connecticut Department of Education, 2017-2018) further demonstrate the need for academic supports for SAND students (Due to CT waiver request related to statewide student assessment in science being approved by USDOE, a NGSS Assessment Field Test for both science standard and alternate assessment were administered in Spring 2018. As a result, there is no science data to report on for 2017-2018). The table below identifies the SPI for SAND and the District:

2017-18 SPI	SAND	District
ELA (English / Language Arts)	47.2	67.6
Math	41.5	62.7

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SAND provides student centered learning and has implemented several initiatives to improve student engagement throughout the learning process. The integration of these initiatives supports student inquiry, problem solving, and project-based learning, all with the end result of improving students’ achievement and scores on standardized assessments. The SAND Community School will support these efforts through intentional partnerships and programming.

The SAND Community School, detailed in the outcome measurement framework and program activities list, is designed to address SAND’s individual school needs. Aligned with the School Improvement Plan and the HPS DME, the community school model will support improvement in the identified goals of both the school and the district.

The Village Community School Program Components	SAND SIP Goals	HPS DME Goals
<ul style="list-style-type: none"> Asset and Needs Assessment-in partnership with SAND School 	<ul style="list-style-type: none"> Increase parent participation in school-based offerings 	<ul style="list-style-type: none"> Increase the number of community schools in each zone
<ul style="list-style-type: none"> Attendance Strategies-targeting excessively tardy students 	<ul style="list-style-type: none"> Decreases in chronic absenteeism Increase perception of students feeling safe and valued at school 	<ul style="list-style-type: none"> Decrease chronic absenteeism by 7% Increase student perceptions of feeling safe and valued
<ul style="list-style-type: none"> Family and Community Engagement-reopening of Food Pantry and quarterly Family Literacy and STEM events 	<ul style="list-style-type: none"> Increase improvement in academic growth and development Increase parent participation in school-based offerings Increase perception of students feeling safe and valued at school 	<ul style="list-style-type: none"> Increase ELA proficiency in grade 3 by 22% Increase student perceptions of feeling safe and valued
<ul style="list-style-type: none"> Collaborative Practices-enhancement of partnerships with other community providers 	<ul style="list-style-type: none"> Decreases in chronic absenteeism 	<ul style="list-style-type: none"> Decrease chronic absenteeism by 7%

	<ul style="list-style-type: none"> • Increase perception of students feeling safe and valued at school 	<ul style="list-style-type: none"> • Increase student perceptions of feeling safe and valued
<ul style="list-style-type: none"> • Integrated Student Supports-expansion of push-in activities in literacy and math classes and use of Educational Coordinator 	<ul style="list-style-type: none"> • Increase improvement in academic growth and development 	<ul style="list-style-type: none"> • Increase ELA proficiency in grade 3 by 22%
<ul style="list-style-type: none"> • Expanded Learning Opportunities-contract services with Charter Oak and Girls For Technology 	<ul style="list-style-type: none"> • Decreases in chronic absenteeism • Increase perception of students feeling safe and valued at school 	<ul style="list-style-type: none"> • Decrease chronic absenteeism by 7% • Increase student perceptions of feeling safe and valued
<ul style="list-style-type: none"> • Higher Ed Partnerships-Capital Community College 	<ul style="list-style-type: none"> • Increase improvement in academic growth and development 	<ul style="list-style-type: none"> • Increase graduation rate by 9%

Alignment with District Model for Excellence

The guiding principles of HPS District Model for Excellence Strategic Plan 2018-2022: *“The Whole Student”*, includes the following: *“Every student is treated with dignity in a physically, emotionally and intellectually health and safe environment. Every student is supported by culturally responsive teaching and learning, and positive and supportive relationships. Every Student has a voice and agency and be prepared for college, career and civic life.”*

The Village's proposed Community School at SAND will utilize these principles in the implementation of the 4 core partnership components, a Higher Education partnership, and support around attendance strategies to address HPS DME major goals:

- Increase ELA proficiency in grade 3 by 22% (Family and Community Engagement and Integrated Student Supports);
- Increase graduation rate by 9% (Higher Education Partnership);
- Decrease chronic absenteeism by 7% (Attendance Strategies, Collaborative Practices,

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and Expanded learning Opportunities); and

- Increase student perceptions of feeling safe and valued (Attendance Strategies, Family and Community Engagement, Collaborative Practices and Expanded Learning Opportunities).

SAND Community School will further adopt the districts priorities by setting and holding students to high expectations, engaging students in meaningful, differentiated ways that match their needs and interests, and focusing on the growth of each and every student. We believe that all students have the capacity to learn and achieve at a high level and will assist educators in unlocking the potential in each student we serve.

As detailed in the attached Outcome Measurement Framework and Program Activities List, each program, activity, support, and service align with one or more of the identified priorities of the DME. The Village and SAND school administration worked together to address supporting the DMEs through the 4 core partnership components, including a Higher Education partnership and support around attendance strategies, of the HPS Community School model. The proposed SAND Community School is designed to best support students, families and the community.

Parental Involvement

There is a wealth of research that demonstrates the importance of parental involvement in the academic achievement of children (Hill, N. E., & Taylor, L. C. 2004)¹. The Village is committed to engaging parents and families in the SAND Community School. Through this

¹ Hill, N. E., & Taylor, L. C. (2004). Parental school involvement and children's academic achievement pragmatics and issues. *Current directions in psychological science*, 13(4), 161-164.

commitment, we have identified key strategies to increase parent engagement including establishing a welcoming environment, developing positive channels of communication, and building strong relationships. Parent voice is encouraged and valued; we want to hear from parents about their needs, interests and concerns so we can appropriately support them. We value their opinions and use feedback to assist us in strengthening our program. Parents will be asked to complete a survey at the beginning of the school year to identify interests and needs and at the end of the school year to obtain their feedback on services provided.

The Village's Project Coordinator will work closely with SAND staff to coordinate efforts to engage parents in school and the community school model. Parents can become involved in any aspect of programming and staff will work to incorporate areas of interest and expertise. For example, at another Village school program, a student's grandmother volunteered weekly for six weeks to teach students how to crochet. By utilizing her talents, she was able to strengthen the experience of students in the program. The Village Community School staff will encourage parents and community members to participate on SAND's Student Governance Council, the PTO and/or subcommittees, as they do. These experiences will serve to form closer bonds with parents and strengthen family-community partnerships.

The Project Coordinator and PYDs will participate in school Parent/Teacher Conferences if needed and will engage in face-to-face meetings with parents as issues arise. Parents are invited and encouraged to volunteer at school and Village sponsored activities.

Coordination/Partnerships

The Village has been providing services and programming at SAND school for over ten years. Currently having Family Resource Center and 21st Century Community Learning Center

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programs at SAND, The Village is responsible for offering a wide-range of programs and services, in collaboration with other community providers, for students, families, staff, teachers and the community. The Community School model will expand and enhance the current programming and services offered at SAND. As the lead applicant, The Village will serve as a provider and broker of programs and services for the SAND School Community. The Village will be responsible for coordinating asset and needs assessment processes, engaging and convening community partners, facilitating communication, and ensuring quality service delivery.

The Village will work with all involved community partners (see attached draft MOU and letters of Commitment), as well as families, school staff and administration, to develop a shared vision and mission of SAND Community School. Partnerships will be coordinated and integrated to enrich and support learning and instruction while meeting the needs of students, families and the community. To achieve this goal, The Village makes it a priority to meet regularly with our partners to maintain clear communication and expectations. Meetings will be convened at the beginning of the school year to review and finalize the MOU and establish plans for service delivery. Monthly partnership meetings will be held to review school data in conjunction with SAND's School Improvement Plan (SIP) goals, provide information regarding SAND's goals, address community members' needs, and develop plans with partners at the table to implement programming. Regular email communication will be utilized to share upcoming events, opportunities for potential collaborations and celebrate successes.

Training

The Village values comprehensive training on both practical and theoretical knowledge as it applies to working with youth. The Village requires all new employees to attend a 16 hour

The Village for Families & Children, Inc.

agency orientation that covers Sexual Harassment, DCF Mandated Reporting, OSHA & Worker's Comp, Crisis Management, Results Based Accountability and other agency specific policies. After school staff are trained in CPR and first aid as well. They also participate in a site-based and program-specific orientation covering curriculum, behavior management, school facilities and policies, safety and parent engagement.

Under the leadership of our Director of Training, Catherine Corto-Mergins, The Village provides access to a multitude of opportunities using internal and external resources in alignment with the agency training plan. This includes a wide range of professional development workshops to enhance staffs knowledge and ability to deliver quality services. Trainings offered through the Training Department are available to all Village staff and will be offered to SAND school staff, partners and parents. School-based teams also have the opportunity to participate in training provided through Hartford Public Schools, State Department of Education and Connecticut After School Network.

SAND's Family Resource Center regularly offers various workshops and training opportunities to parents. These include:

- Skill development including ESL, GED and Computer Training
- Personal development courses including leadership, financial literacy, organizational and job skills and community involvement opportunities
- A weekly Focus on Fathering program throughout the year
- Raising Reader literacy course

- NAMI (National Alliance on Mental Illness) Basic Class (A 6-week education program for parents and family caregivers of children and teens whom are experiencing symptoms of mental illness or whom have already been diagnosed.)
- Adult Book Club

Additional workshops are offered in response to feedback from parents.

Accessibility

The Village's current after school programming at SAND serves students with a wide range of needs and all are free. Students may have an Individualized Education Plan (IEP), a physical disability or English is not their first language (there is a minimum of one Spanish speaking staff member). Accommodations and modifications are made to meet student's needs on an individual basis. Staff meet with the student's teachers to find out what strategies might work best and create an individualized plan. Parents are also consulted. The Village also collaborates with the school's data driven teams, i.e. Attendance Team and Mental Health Team, to ensure all students have equal access to the programs we offer.

In the event a student's participation is inconsistent in Community School programming, teachers and parents will be consulted. A support plan to address individual attendance barriers will be developed to improve a student's program participation. The ratio of staffing in The Village's programming permits individualized attention.

Attendance and Tracking

The Community School model is results-driven. Everyone involved—community partners, families, school staff and administration—shares responsibility for accountability and

The Village for Families & Children, Inc.

continuous improvement. The results are not just focused on academics, but also include non-school-related outcomes. At the start of the school year, The Village will convene all partners to identify collective performance metrics. Data will be collected and reviewed on a regular basis with school leadership and community partners to review key indicators for success and areas in need of improvement.

Students interested in participating in Community School activities will be given registration packets to be completed by their parent and then returned. An orientation is held with each student and his/her parent. Program expectations are reviewed during this session and individual student needs are identified and addressed. Once registration is complete, a roster is created for each activity. The Village Community School staff will complete the attendance roster based on participation and enter the information in The Village's Efforts to Outcome (ETO), a client tracking system, on a weekly basis. The Village will make these records available to HPS as requested.



Workers' Compensation and Liability Third Party Agreement PMA Management Corp. of New England

Term:

1 year extension – July 1, 2019 – June 30, 2019

Option to extend 1 year – July 1, 2020 – June 30, 2021

Services:

Workers' Compensation and Liability Claims Administration

Compensation:

\$677,325 (City's portion - \$472,908 and BOE portion - \$204,417)



Workers' Compensation and Liability Third Party Agreement PMA Management Corp. of New England

- Initial Contract Commenced with PMA Management Corp. of New England – July 1, 2016
- Request for Proposal (RFP) Bid Process Conducted by City/BOE Leadership and Insurance Broker HD Segur
- Scope of Services Identified in Contract
- Specific Handling Instructions in Place, Collaboration with City/BOE Personnel
- Stewardship Reports Conducted Annually for Program Results



LUKE A. BRONIN
Mayor

CITY OF HARTFORD

DEPARTMENT OF FINANCE
550 Main Street
Hartford, Connecticut 06103
Telephone: (860) 757-9601
FAX: (860) 722-6607
www.hartford.gov

October 21, 2019

Alan D. Mathog, President
PMA Management Corp. of New England, Inc.
101 Barnes Road, Suite 300
Wallingford, CT 06492

Contract Amendment No. One (1) - Extension
Third Party Administrator Services (TPA Services)

In accordance with Paragraph 2 of the existing agreement between the City of Hartford and PMA Management Corp. of New England, Inc., executed August 8, 2018 appended hereto and incorporated herein the City of Hartford and the Provider hereby amend the above referenced Contract for the provision of services as required for the above-named Program during the term of July 1, 2019 through and including June 30, 2020. The Provider agrees to include the following provisions to the scope of services section:

- Consultant agrees to have on-site consultant presence once a week.
- Consultant agrees to conduct on-site quarterly meetings with City of Hartford team.
- Consultant agrees to prepare monthly reports

The remainder of the Scope and Compensation for the renewal period shall remain the same as identified in section 1 and 3 of the existing Contract attached hereto as Exhibit A, respectively.

Total Compensation for this Contract is \$677,325.00 as identified in detail in Exhibit B of the original agreement. Provider shall prepare and submit invoices documenting services provided as required by the City's Managing Authority. All invoices for payment shall be accompanied by documentation as required by the Managing Authority.

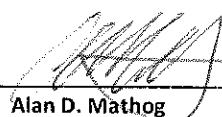
All other terms and conditions of the original contract, not affected by this, or previous Letters of Amendment, shall remain intact and binding and are incorporated herein by reference. In addition, the following documents are required from you in order to fully execute your contract with the City:

- 1). Please provide a current Certificate of Insurance per the attached insurance requirements for the City of Hartford. The following wording must appear in the space provided for "comments" on the Accord Insurance Certificate Form: ***The City of Hartford is included as an Additional Insured, ATIMA.*** The City of Hartford insists that parties contracting with it get the language from their insurance companies that written notice will be given as per the agreement.
- 2). Equal Employment Opportunity (EEO) Application. You can download the application at: http://www.hartford.gov/purchasing/EEO_Repo_files/EEO_Report.pdf or complete the enclosed application.

In mutual agreement of the foregoing, the City of Hartford and PMA Management Corp. of New England, Inc. have executed this Amendment one (1) extension (1) to the Contract this 29 day of October 2019.

For: PMA Management Corp. of New England, Inc.

For: CITY OF HARTFORD
Office of the Mayor

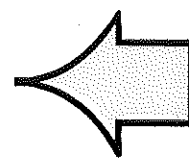
By  _____
Alan D. Mathog
Its President

By _____
Luke A. Bronin
Its Mayor

By _____
Jolita Lazauskas
Interim Director of Management & Budget

Approved as to Form and Legality:

By _____ / / _____
Howard Rifkin Date
Corporation Counsel





EVIDENCE OF COMMERCIAL PROPERTY INSURANCE

DATE (MM/DD/YYYY)
5/31/2019

THIS EVIDENCE OF COMMERCIAL PROPERTY INSURANCE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE ADDITIONAL INTEREST NAMED BELOW. THIS EVIDENCE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS EVIDENCE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE ADDITIONAL INTEREST.

PRODUCER NAME CONTACT PERSON AND ADDRESS Lockton Insurance Brokers, LLC 777 S. Figueroa Street, 52nd Fl. CA License #0F15767 Los Angeles CA 90017		PHONE (A/C. No., Ext): (213) 689-0065	COMPANY NAME AND ADDRESS AGCS Marine Insurance Company	NAIC NO: 22837
FAX (A/C. No.): (213) 689-0550	E-MAIL ADDRESS:	IF MULTIPLE COMPANIES, COMPLETE SEPARATE FORM FOR EACH		
CODE:	SUB CODE:	POLICY TYPE Property		
AGENCY CUSTOMER ID #:	NAMED INSURED AND ADDRESS 1111304 NEC OPCO I, Inc. 326 Clark St. Worcester MA 01606	LOAN NUMBER	POLICY NUMBER MXI93083372	
ADDITIONAL NAMED INSURED(S)		EFFECTIVE DATE 6/1/2019	EXPIRATION DATE 6/1/2020	<input type="checkbox"/> CONTINUED UNTIL TERMINATED IF CHECKED
		THIS REPLACES PRIOR EVIDENCE DATED:		

PROPERTY INFORMATION (ACORD 101 maybe attached if more space is required) BUILDING OR BUSINESS PERSONAL PROPERTY

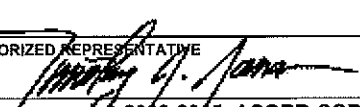
LOCATION/DESCRIPTION 34 Hartford F.L. Roberts #06001 140 Weston Street Hartford CT 06120
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS EVIDENCE OF PROPERTY INSURANCE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

COVERAGE INFORMATION		PERILS INSURED	BASIC	BROAD	<input checked="" type="checkbox"/> SPECIAL	
COMMERCIAL PROPERTY COVERAGE AMOUNT OF INSURANCE: \$		25,000,000			DED: 25,000	
<input checked="" type="checkbox"/> BUSINESS INCOME	<input checked="" type="checkbox"/> RENTAL VALUE	X			If YES, LIMIT: 2,500,000 <input checked="" type="checkbox"/> Actual Loss Sustained; # of months: 12	
BLANKET COVERAGE		X			If YES, indicate value(s) reported on property identified above: \$See Loc./Desc.	
TERRORISM COVERAGE		X			Attach Disclosure Notice / DEC	
IS THERE A TERRORISM-SPECIFIC EXCLUSION?		X				
IS DOMESTIC TERRORISM EXCLUDED?				X		
LIMITED FUNGUS COVERAGE				X	If YES, LIMIT: DED:	
FUNGUS EXCLUSION (if "YES", specify organization's form used)		X				
REPLACEMENT COST		X				
AGREED VALUE			X			
COINSURANCE			X		If YES, %	
EQUIPMENT BREAKDOWN (If Applicable)		X			If YES, LIMIT: Included DED: 10,000	
ORDINANCE OR LAW - Coverage for loss to undamaged portion of bldg			X		If YES, LIMIT: DED:	
- Demolition Costs			X		If YES, LIMIT: DED:	
- Incr. Cost of Construction		X			If YES, LIMIT: 1,000,000 DED: 10,000	
EARTH MOVEMENT (If Applicable)		X			If YES, LIMIT: 5,000,000 DED: 50,000	
FLOOD (If Applicable)		X			If YES, LIMIT: 2,500,000 DED: 25,000	
WIND / HAIL INCL <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Subject to Different Provisions:		X			If YES, LIMIT: Included DED: 25,000	
NAMED STORM INCL <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Subject to Different Provisions:		X			If YES, LIMIT: Included DED: 25,000	
PERMISSION TO WAIVE SUBROGATION IN FAVOR OF MORTGAGE HOLDER PRIOR TO LOSS				X		

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

ADDITIONAL INTEREST

<input type="checkbox"/> CONTRACT OF SALE <input type="checkbox"/> MORTGAGEE	<input type="checkbox"/> LENDER'S LOSS PAYABLE <input type="checkbox"/> LOSS PAYEE	LENDER SERVICING AGENT NAME AND ADDRESS
NAME AND ADDRESS 535632 City of Hartford 550 Main Street Hartford CT 06103		AUTHORIZED REPRESENTATIVE 

EVIDENCE OF COMMERCIAL PROPERTY INSURANCE REMARKS - Including Special Conditions (Use only if more space is required)

Flood Deductible: 100-500 year zone: \$100,000. Outside all Flood Zones: \$50,000. Contents: Included. The property policy includes a 360 day extended period of indemnity as per the policy language.





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/30/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER

Aon Risk Services Central, Inc.
200 East Randolph Street
Chicago, IL 60601

CONTACT NAME: Adam Miller / Emily Truesdell

PHONE (A/C, No, Ext):
312-381-2718 / 312-381-4259

FAX
(A/C, No):

E-MAIL ADDRESS:

INSURED

Old Republic International Corporation /
PMA Management Corp. of New England
307 North Michigan Avenue
Chicago, IL 60601

INSURER(S) AFFORDING COVERAGE	NAIC#
INSURER A: Zurich American Insurance Co.	16535
INSURER B: American Zurich Insurance Co.	40142
INSURER C: Navigators Insurance Company	42307
INSURER D:	
INSURER E:	
INSURER F:	

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Limits shown are as requested

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	X		GLO 0269598 08	06/15/2019	06/15/2020	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED. EXP (Any one person) \$5,000 PERSONAL & ADV. INJURY \$1,000,000 GENERAL AGGREGATE \$3,000,000 PRODUCTS - COMP/OP AGG \$3,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	X		BAP 0269599 08	06/15/2019	06/15/2020	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$	X		CH19UMRZ0128VIV	06/15/2019	06/15/2020	EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	N/A		WC 0269596 08 (DED)	06/15/2019	06/15/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER
B	PROPRIETOR/PARTNER/EXECUTIVE OFFICERS/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			WC 0269597 08 (RETRO)	06/15/2019	06/15/2020	<input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE-EA EMPLOYEE \$1,000,000 E.L. DISEASE-POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES (Attach ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Certificate Holder is named as Additional Insured on a primary and non-contributory basis when required under a written contract.

CERTIFICATE HOLDER

City of Hartford
City of Hartford Board of Education
550 Main St.
Hartford CT, 06103

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Aon Risk Services Central, Inc.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/30/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Brummel Brothers, Inc. 307 N. Michigan Ave. Chicago, Illinois 60601 312.762.4274	CONTACT NAME: Eric Stroka	
	PHONE (A/C, No, Ext): 724-834-5000	FAX (A/C, No): 724-834-4025
E-MAIL ADDRESS:		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Old Republic Insurance Company		24147
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		


COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability			0Z03946630	7/1/2019	7/1/2020	\$5,000,000 each occurrence \$5,000,000 aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER CANCELLATION

City of Hartford City of Hartford Board of Education 550 Main St. Hartford CT, 06103	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/18/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Aon Risk Services Central, Inc. 200 East Randolph Street Chicago, IL 60601	CONTACT NAME: Mike Tatum / Emily Truesdell PHONE (A/C, No, Ext): 312-381-4269 / 312-381-4269 FAX (A/C, No): E-MAIL ADDRESS:														
INSURED PMA Management Corporation of New England c/o Old Republic International Corporation 307 North Michigan Avenue Chicago, IL 60601	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC#</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Zurich American Insurance Co.</td> <td>16535</td> </tr> <tr> <td>INSURER B: American Zurich Insurance Co.</td> <td>40142</td> </tr> <tr> <td>INSURER C: Continental Casualty Company</td> <td>20443</td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC#	INSURER A: Zurich American Insurance Co.	16535	INSURER B: American Zurich Insurance Co.	40142	INSURER C: Continental Casualty Company	20443	INSURER D:		INSURER E:		INSURER F:	
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COVERAGES
 THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR (INSR) (WVD)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	Limits shown are as requested	
						LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	X	GL 0269598 05	06/16/2016	06/15/2017	EACH OCCURRENCE	\$1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$500,000
						MED. EXP (Any one person)	\$5,000
						PERSONAL & ADV. INJURY	\$1,000,000
						GENERAL AGGREGATE	\$3,000,000
						PRODUCTS - COMP/OP AGG	\$3,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	X	BAPO269599 05	06/16/2016	06/16/2017	COMBINED SINGLE LIMIT (Ea accident)	\$2,000,000
						BODILY INJURY (Per person)	
						BODILY INJURY (Per accident)	
						PROPERTY DAMAGE (Per accident)	
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$	X	5093924134	06/16/2016	06/16/2017	EACH OCCURRENCE	\$25,000,000
						AGGREGATE	\$25,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICERS/MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	WC 0269598 05 (DED)	06/15/2016	06/15/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER	
B			WC 0269597 05 (RETRO)	06/15/2016	06/15/2017	E.L. EACH ACCIDENT	\$1,000,000
						E.L. DISEASE-EA EMPLOYEE	\$1,000,000
						E.L. DISEASE-POLICY LIMIT	\$1,000,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES (Attach ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Certificate Holder is named as Additional Insured on a primary and non-contributory basis when required under a written contract.

CERTIFICATE HOLDER City of Hartford City of Hartford Board of Education 550 Main St Hartford CT, 06103	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Aon Risk Services Central, Inc.
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ACORD CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YY) 07/18/2016
PRODUCER Brummel Brothers, Inc. 307 N. Michigan Ave. Chicago, Illinois 60601 (312) 762-4274	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED PMA Management Corp. of New England Old Republic International Corporation 307 North Michigan Avenue Chicago, Illinois 60601	INSURERS AFFORDING COVERAGE	
	INSURER A:	Old Republic Insurance Company
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PRO. <input type="checkbox"/> TECT <input type="checkbox"/> LOC				EACH OCCURRENCE \$ FIRE DAMAGE (Any one fire) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
	EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATUTORY LIMITS <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability	OZ03946627	07/01/2016	07/01/2017	\$5,000,000 each occurrence \$5,000,000 aggregate

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

CERTIFICATE HOLDER

ADDITIONAL INSURED; INSURER LETTER:

CANCELLATION

City of Hartford
City of Hartford Board of Education
550 Main St
Hartford CT, 06103

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

J. Eric [Signature]

EXHIBIT A

**Contract - Professional Services
Between
The City of Hartford
And
PMA Management Corp. of New England, Inc.**

This Contract for Professional Services (the "Contract") is made and entered into by and between THE CITY OF HARTFORD, a municipal corporation organized and existing under the laws of the State of Connecticut, having an address and place of business at 550 Main Street, Hartford, CT 06103, acting herein by Mayor Luke A. Bronin, (the "CITY") and **PMA Management Corp. of New England, Inc.**, a Connecticut corporation having an address and place of business at 101 Barnes Road, Suite 300, Wallingford, CT 06492 ("Contractor").

CITY and the Contractor do mutually covenant and agree as follows:

1. Scope of Services:

Contractor shall perform, for both the City and the City's Hartford Board of Education ("HBOE"), the professional services of third party administrator ("TPA") for worker's compensation insurance claims and property, automobile and liability insurance claims and provide the related materials, all as specified in the Scope of Services set forth in Exhibit A attached hereto and made a part hereof (collectively, the "Services" or "Project"). Services shall be provided by Contractor from receipt of a claim through the claim's resolution.

2. Term:

Except as otherwise provided in this Contract, the term of this Contract shall commence on July 1, 2016 (the "Commencement Date") and end on June 30, 2019, unless terminated earlier pursuant to the applicable provisions of this Contract (the "Term"). Notwithstanding the foregoing in this Section 2, and irrespective of any other provision in this Contract that may be to the contrary, including but not limited to the exhibits hereto, it is understood, acknowledged and agreed that this Contract will automatically terminate no later than June 30, 2017 if the City's Court of Common Council does not empower and authorize the City to execute and deliver this Contract as a multi-year arrangement by the appropriate legislative action and, in the event of such automatic termination, all obligations of both parties hereto will be automatically extinguished, and the City shall have no further obligation for payment to the Contractor except for the Services rendered prior to such automatic termination. At the option of the CITY, and upon reasonable notice to Contractor, this Agreement shall be extended for two one-year terms, commencing July 1, 2019.

3. Compensation:

Compensation ("Contract Price") to be paid to Contractor by CITY for the satisfactory performance of the Services provided by or on behalf of Contractor in accordance with this

5. Evaluation Standards:

Contractor and CITY agree they will fully cooperate with one another in the development and implementation of a system for the continuous evaluation of the Services to be provided pursuant to this Contract. CITY reserves the sole right to evaluate the Contractor's performance pursuant to this Contract and Contractor agrees to comply with all performance evaluation determinations made by CITY. Contractor further agrees to comply with all reasonable recommendations regarding Contractor's performance made by CITY as a result of such evaluation; provided, however, CITY agrees to provide the Contractor with any and all reports and records related to such evaluation that can be provided under applicable law. Contractor agrees its failure to comply with reasonable recommendations of CITY pursuant to any such evaluation may result in termination of this Contract.

6. Anti-Discrimination and Affirmative Action:

Contractor agrees to abide by all applicable provisions of the Hartford Municipal Code, State law and federal law regarding anti-discrimination in employment in performing this Contract. Contractor or any of their subcontractors shall not discriminate against any employee or applicant for employment because of race, color, religious creed, national origin, ancestry, age, sex, sexual orientation, gender identity or expression, genetic information, disability, marital status, present or past history of mental disorder, intellectual disability, or learning disability. Contractor shall take affirmative action to ensure applicants are employed and employees are treated without regard to their race, color, religious creed, national origin, ancestry, age, sex, sexual orientation, gender identity or expression, genetic information, disability, marital status, present or past history of mental disorder, intellectual disability, or learning disability. Such action shall include, but not be limited to the following: employment; upgrading; demotion; transfer; recruitment; recruitment advertising; layoff; termination; rates of pay or other forms of compensation; and selection for training and apprenticeship. Contractor or any of their subcontractors shall incorporate or cause to be incorporated, the provisions of this clause in all subcontracts it enters into pursuant to this Contract.

7. Personnel:

It is expressly understood and agreed this is a Contract for Services and not a contract of employment, so Contractor, its subcontractors and their respective employees, agents, contractors, suppliers and representatives shall not be entitled to any employment benefits such as vacation, sick leave, insurance, or workers' compensation or retirement benefits.

8. Indemnification:

The Contractor hereby agrees to defend, indemnify and hold harmless CITY and HBOE, and their respective officers, officials, servants, agents and employees against all suits, claims or liabilities of every nature arising out of or as a consequence of the acts, omissions or negligence of Contractor, its subcontractors, and/or any of their respective employees, agents, contractors, suppliers, and/or representatives in performance of this Contract.

9. Insurance:

Contractor shall agree to maintain in force at all times during the Contract the following (below in this Section 9) minimum coverage and shall name the CITY and HBOE as Additional Insureds on a primary and non-contributory basis to its General Liability and Auto Liability policies. All policies should include a Waiver of Subrogation. Insurance shall be written with Carriers approved in the State of Connecticut with a minimum AM Best's Rating of A-VIII. In addition, all Carriers are subject to approval by the CITY.

		(Minimum Limits)
General Liability	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations Aggregate	\$2,000,000
	No exclusion for sexual misconduct.	
Auto Liability	Combined Single Limit	
	Each Accident	\$1,000,000
Professional Liability	Each Claim	\$5,000,000
	Aggregate	\$5,000,000
Umbrella (Excess Liability)	Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000

Umbrella includes follow form over Auto, GL and Employer's Liability.

If any policy is written on a "Claims Made" basis, the policy must be continually renewed for a minimum of two (2) years from the completion date of this Contract. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the Contract for two (2) years from the completion date.

Workers' Compensation and Employers' Liability	WC Statutory Limits	
	EL Each Accident	\$500,000
	EL Disease Each Employee	\$500,000
	EL Disease Policy Limit	\$500,000

Original completed Certificates of Insurance must be presented to the CITY prior to Contract issuance. Contractor agrees to provide replacement/renewal certificates 15 days prior to the expiration date of the policies.

It is further agreed the amount of insurance required herein does not, in any way, limit the liability of the Contractor by virtue of its promise to hold the CITY harmless so in the event any claim results in a settlement or judgment in any amount above the limits set above, the Contractor shall be liable to, or for the benefit of, the CITY, for the excess. CITY Risk Manager may waive certain provisions or increase liability limits at his or her discretion.

Contractor and CITY hereby expressly agree the provision of such insurance in the amounts thereof do not in any way limit Contractor's obligation under Section 8 of this Contract.

10. Conflict of Interest:

The Contractor and CITY each agree no member of the governing body of CITY or its designees or agents, and no other public official who exercises any function or responsibility with respect to this Contract shall have any personal or financial interest, direct or indirect during the individual's tenure or thereafter, in connection with this Contract. Contractor shall cause the immediately preceding sentence to be incorporated into all subcontracts it enters pursuant to this Contract.

11. Contractor Default.

11.1 Events of Default

Any of the following occurrences or acts shall constitute an Event of Default under this Contract:

- (i) Whenever Contractor shall do, or permit anything to be done, whether by action or inaction, contrary to any of the covenants, agreements, terms or provisions contained in this Contract which on the part or behalf of Contractor are to be kept or performed, and Contractor fails to correct any such breach within ten (10) days after Contractor's receipt of written notice of such breach from CITY; or
- (ii) If any determination shall have been made by competent authority such as, but not limited to, any federal, state or local government official, or a certified public accountant, that Contractor's management or any accounting for its funding, from whatever source, is improper, inadequate or illegal, as such management or accounting may relate to Contractor's performance of this Contract; or
- (iii) whenever an involuntary petition shall be filed against Contractor under any bankruptcy or insolvency law or under the reorganization provisions of any law of like import, or a receiver of Contractor or for the property of Contractor shall be appointed without the acquiescence of Contractor, or whenever this Agreement or the unexpired balance of the term would, by operation of law or otherwise, except for this provision, devolve upon or pass to any person, firm or corporation other than Contractor or a corporation in which Contractor may be duly merged, converted or consolidated under statutory procedure, and such circumstance under this subparagraph shall continue and shall remain undischarged or unstayed for an aggregate period of sixty (60) days (whether or not consecutive) or shall not be remedied by Contractor within sixty (60) days; or
- (iv) whenever Contractor shall make an assignment of the property of Contractor for the benefit of creditors or shall file a voluntary petition under any bankruptcy or insolvency law, or whenever any court of

competent jurisdiction shall approve a petition filed by Contractor under the reorganization provisions of the United States Bankruptcy Code or under the provisions of any law of like import, or whenever a petition shall be filed by Contractor under the arrangement provisions of the United States Bankruptcy Code or under the provisions of any law of like import, or whenever Contractor shall desert or abandon the Project; or

- (v) If any competent authority shall have determined Contractor is in default of any federal, state or local tax obligation; or
- (vi) Pursuant to Resolutions passed by the CITY's Court of Common Council on March 4, 1996 and January 13, 1997, if Contractor or any of its principals are in default of any tax or other financial obligations which are owed to the CITY. Default shall be considered to have occurred under this subsection when any payment required to be made to CITY is more than thirty (30) days past due.

11.2 Election of Remedies

If any Event of Default hereunder shall have occurred and be continuing, CITY may elect to pursue any one or more of the following remedies, in any combination or sequence:

- (i) Take such action as it deems necessary, including, without limitation, the temporary withholding or reduction of payment;
- (ii) Suspend Project operation;
- (iii) Require Contractor to correct or cure such default to the satisfaction of CITY; and/or
- (iv) Terminate this Contract for cause in accordance with Section 12 hereof.

The selection of any remedy shall not prevent or prohibit CITY from pursuing any other remedy and shall not constitute a waiver by CITY of any other right or remedy.

12. Termination of Contract

12.1 Termination for Cause

Upon the occurrence of any Event of Default, as set forth in Section 11.1 hereof, CITY may terminate this Contract by giving five (5) days' written notice thereof to Contractor.

12.2 Termination for Non-availability of Funds

In the event CITY shall not have funds available for the Project, CITY may terminate this Contract following written notice thereof to Contractor.

12.3 Termination at Will

CITY or Contractor may terminate this Contract at any time by giving 90 days' prior written notice thereof to the other party.

12.4 Payment upon Termination

In the event this Agreement is terminated pursuant to Sections 12.2 or 12.3 above and unless Contractor is in default hereunder, CITY shall make full payment to Contractor for all Services performed in accordance with this Contract up to and including the date of termination within sixty (60) days of such date of termination and presentation of Contractor's invoices therefor in accordance with Section 3 above.

13. Amendment:

This Contract may be amended or modified only in writing and duly executed by the parties to this Contract.

14. Subcontracts:

Contractor may subcontract a portion of the Services to be provided under this Contract with the prior written consent of CITY; provided, however, CITY shall not be liable for the payment of any wages or other expenses to such subcontractors.

15. Disclaimer of Third Party Beneficiary:

Nothing contained in this Contract shall be deemed to confer upon any person any right as a third party beneficiary of this Contract. Nor shall Contractor, its employees, representatives, assigns, or subcontractors be deemed agents or employees of CITY.

16. Records:

Contractor agrees to establish and maintain fiscal control and accounting procedures to assure proper accounting for all funds paid by CITY to Contractor pursuant to this Contract. Contractor further agrees to maintain all records and documents respecting this Contract and performance of this Contract until an audit acceptable to CITY has been completed and all questions arising therefrom have been resolved, or until three (3) years after disbursement of the final payment under this Contract has been made, whichever occurs first.

All costs and expenditures incurred by the Contractor pursuant to this Contract shall be supported by properly executed payrolls, time records, invoices, vouchers, receipts, leases, or similar documentation. Contractor shall make available all records and documents relating in any way to performance of this Contract for examination by CITY or its designee during normal business hours as often as deemed necessary by CITY.

17. Reports and Records:

Contractor shall furnish CITY with such reports and other information concerning the Services performed pursuant to this Contract as may be required by CITY from time to time. All information, reports and other documents prepared by the Contractor in performance of this Contract shall be the sole and exclusive property of CITY and shall not be made available to any individual or organization without the prior written consent of CITY.

18. Copyright:

Except for the form and presentation of stewardship reports, no other reports or other documents produced pursuant to this Contract shall be the subject of any copyright or other intellectual property right of Contractor.

19. Assignment:

Contractor shall not assign or transfer any interest in this Contract without the prior written consent of CITY.

20. Severability:

If any provision of this Contract is held invalid, the remainder shall not be affected if such remainder would continue to conform to the terms of applicable law.

21. Governing Law and Venue:

This Contract shall be governed by and construed, interpreted and enforced in accordance with the laws of the State of Connecticut and the CITY's Municipal Code without regard or resort to conflict of laws principles, and the parties hereto are subject to the personal jurisdiction of the courts of the State of Connecticut.

22. Notices:

All notices, approvals, demands, requests, or other documents required or permitted under this Contract shall be deemed properly given if hand delivered or sent by express mail courier service or United States registered or certified mail, postage prepared, as follows:

To City: City of Hartford
550 Main St.
Hartford, CT 06103
Attn: Tomek Furtak / Risk Management

To HBOE: Hartford Board of Education
960 Main Street
Hartford, CT 06103
Attn: John Griffin / Risk Management

To the Contractor: PMA Management Corp. of New England, Inc.
101 Barnes Road, Suite 300
Wallingford, CT 06492
Attn: Alan D. Mathog, President

With a copy to: General Counsel
PMA Management Corp. of New England, Inc.
380 Sentry Parkway
Blue Bell, PA 19422

To Corporation Counsel:
550 Main Street
Room 210
Hartford, CT 06103

23. Entire Agreement:

This Contract contains the entire understanding between the parties hereto and supersedes any and all prior understandings, negotiations, and agreements, whether written or oral, between them respecting the subject matter of this Contract.

24. Non-Waiver:

Any failure of CITY or Contractor to insist upon strict compliance by the other with the terms of this Contract shall not be deemed a waiver of their respective rights under this Contract. Each party shall have the right to insist upon strict compliance with this Contract by the other, and neither party shall be relieved of any obligation to comply with this Contract, by reason of the failure of the other to comply with or otherwise enforce the provisions of this Agreement.

25. Security Checks:

CITY bars any individual listed on any Sexual Offender Registry from school premises. Contractor shall submit a signed "Security Check Certification" indicating no one working under this agreement has been convicted of a crime of moral turpitude.

26. Section 111 Reporting:

CITY understands and acknowledges that it is a Responsible Reporting Entity ("RRE") as defined by the Centers for Medicare and Medicaid Services ("CMS"), and is responsible for the reporting requirements as set forth in Section 111 of the Medicare, Medicaid, and SCHIP Extension Act of 2007.

CITY authorizes Contractor to undertake CITY's Section 111 reporting requirements as CITY's Account Manager/Reporting Agent as it relates to CITY's claims. CITY further agrees to fully cooperate with Contractor, including the execution of any documents necessary for such authorization.

- i. Contractor shall not provide any Section 111 reporting services for CITY's record only claims.
- ii. Contractor shall not undertake Section 111 reporting activities for CITY's claims which were converted from CITY's prior TPA to Contractor but were never serviced by Contractor.

CITY acknowledges and agrees to provide Contractor with complete, accurate, and timely data for Section 111 reporting purposes.

Upon receipt of complete, accurate claim data, Contractor shall commence reporting of CITY's data to CMS, and shall continue for as long as Contractor provides claims handling services for CITY's claims.

Contractor shall have no liability for any failure of (i) CITY to register as a RRE; (ii) CITY to execute any documents necessary to authorize Contractor as its Account Manager/Reporting Agent; or (iii) CITY or its prior TPA to report CITY's claims when they were first required to do so.

27. Risk Control Disclaimer:

Any risk control services provided are to assist CITY in reducing CITY's exposure to risk of loss. Evaluations concern only such conditions and practices as may be evident at the time of Contractor's visits. **THE SERVICES PERFORMED HEREUNDER BY CONTRACTOR SHALL NOT BE CONSTRUED AS APPROVAL BY CONTRACTOR OF CITY'S OPERATIONS, PROCESSES, SERVICES, PRODUCT DESIGN OR PRODUCT FUNCTION. THE PARTIES AGREE THAT WHILE CONTRACTOR WILL PERFORM RISK CONTROL SERVICES WITHIN INDUSTRY STANDARDS, NO GUARANTEES OR OTHER SIMILAR ASSURANCES CAN BE MADE BY CONTRACTOR THAT IT HAS DISCOVERED ALL OF CITY'S PAST, CURRENT, OR FUTURE RISKS OR HAZARDS. THE PARTIES FURTHER AGREE THAT BY PROVIDING THE SERVICES SPECIFIED HEREUNDER, CONTRACTOR IS NOT MAKING ANY WARRANTY, EXPRESS OR IMPLIED, AS TO THE MERCHANTABILITY OR FITNESS OF CITY'S PRODUCTS OR PROCESSES FOR A PARTICULAR PURPOSE, COMPLIANCE WITH ANY LAW OR REGULATION, OR ANY OTHER WARRANTY, AND ANY LIABILITY OF CONTRACTOR, ITS AFFILIATES OR AGENTS, FOR DIRECT, SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES, INCLUDING LOST PROFITS, FOR ANY CAUSE WHATSOEVER, IS EXPRESSLY DISCLAIMED, EVEN IF CONTRACTOR HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THIS UNDERSTANDING SHALL SURVIVE THE TERMINATION OF THIS CONTRACT.**

28. Funding of Claims and Expenses:

- a) Contractor will establish a non-interest bearing checking account in Contractor's name ("Payment Account") with Contractor's bank, which is to be funded by CITY but which Contractor will administer for the purposes of paying claims and allocated loss adjustment expense ("ALAE") in accordance with the procedures set forth in this Section. Contractor will provide CITY with a periodic schedule ("Payment Register") outlining all claim payments, ALAE, and correction items funded by Contractor and will contain the name of the payee, date of payment, amount of payment, and claim number for all transactions occurring during the prior period.
- b) Contractor, through its bank, shall send an electronic notification to CITY on a weekly basis which shall indicate the total amount of claim payments and ALAE made by Contractor on behalf of CITY. Upon receipt of said notification, CITY shall direct that a transfer in a corresponding amount be made from CITY's account at CITY's bank through the Automated

Clearing House System to the Payment Account ("ACH Credit"). The Payment Account will initially be funded by CITY in the amount of \$90,000, which shall be equal to two weeks estimated claims payments and ALAE, and which may be revised at Contractor's discretion based upon actual claims and expense payment history. If the escrow balance is depleted by 75% or more, then Contractor shall notify CITY in writing of such deficiency, and upon receipt of said notice, CITY shall direct that a transfer be made in an amount sufficient to replenish the balance within one business day.

- c) Should CITY fail at any time to maintain the required funding after receiving notification from Contractor, then Contractor will stop providing services, including ceasing to pay claims and expenses, until such funding has been restored and any related Contractor bank charges, fees, or penalties have been paid by CITY.
- d) Contractor is not obligated to pay any claims or expenses on behalf of CITY unless the required funds are made available by CITY to Contractor to do so. Should Contractor advance funding on the part of CITY, then CITY shall immediately reimburse Contractor or Contractor will stop providing services, including ceasing to pay claims and expenses, until full reimbursement has been received and any related Contractor bank charges, fees, or penalties have been paid by CITY.
- e) This Section 28 of the Contract shall survive the termination of the Contract.

29. Counterparts:

This Contract may be executed in more than one counterpart, each of which shall be deemed an original, but which together shall constitute one and the same instrument.


IN WITNESS WHEREOF, City and Contractor have executed four (4) counterparts of this
this Contract as of the Commencement Date.

CITY OF HARTFORD


By: Mayor Luke A. Bronin

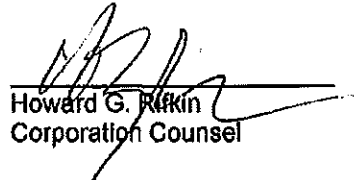
Date: 8/1/16

PMA MANAGEMENT CORP. OF NEW ENGLAND, INC.


By: Alan D. Mathog
President

Date: 7/18/16

Approved As to Form and Legality


Howard G. Rinlin
Corporation Counsel

Date 7/26/16

Exhibit A

TPA SERVICES

Contractor shall provide customary and appropriate commercial automobile, general liability, professional liability, and workers' compensation claim handling services for all claims. Specifically, with regard to:

- I. **Lost Time Claims** - Contractor will provide the services required to make a determination regarding compensability, pay the appropriate level of indemnity benefits and medical bills and expenses as provided in this Agreement, and under appropriate circumstances, attempt to resolve the claim.
- II. **Medical Only Claims** - Contractor services will consist of the payment of medical bills and expenses as provided in this Agreement.
- III. **Record Only Claims** - Contractor services will consist only of making a record of the injury or accident.

Contractor shall provide claim handling services for claims from the date of first report of injury or first notice of claim through the resolution of the claim.

City acknowledges it is not entitled to any refund if City requests Contractor cease servicing a claim prior to resolution of any open claim or if Contractor terminates this Agreement due to City's breach.

Non-claim handling services such as stewardship reports, claim reviews, and standard customized reports shall be provided at no additional charge during the term of the Agreement. Upon Contract termination or expiration, these services may be available upon mutually agreed upon fees by the parties, subject to any and all local laws and/or City requirements that pertain to such matters.

Contractor shall file all required forms in the adjustment of claims pursuant to the applicable workers' compensation statutory and regulatory scheme.

Contractor agrees to review and seek prior approval from City with respect to a recommended course of action regarding a claim valued in excess of the discretionary authority limit.

EXCESS REPORTING SERVICES

Contractor will report to City's excess insurance carrier or carriers ("**Carrier(s)**") all claims serviced by Contractor which meet City's excess insurance reporting requirements, subject to the following requirements:

City shall promptly provide Contractor with copies of all applicable excess policies and contact information, as well as amended or modified policies, endorsements, and any excess claim reporting thresholds or standards agreed to by the City and Carrier(s).

City shall direct Carrier(s) to promptly provide Contractor with copies of all claim notice confirmations, claim reports, and any similar reports provided by Carrier(s) to City.

City shall promptly provide claim data for conversion to Contractor's computer system for purposes of determining historical loss information.

City shall instruct its attorneys to advise Contractor when in the attorney's professional opinion one of City's claims meets the reporting thresholds or standards.

City's failure to meet the requirements set forth above shall relieve Contractor of its obligation to report excess claims to Carrier(s). Contractor shall not be obligated to report any claims not serviced by Contractor.

MANAGED CARE SERVICES

City agrees to exclusively utilize the following Contractor managed care services:

Contractor's medical bill review and repricing services, which may include but are not limited to:

1. reviewing medical documents for appropriateness, relatedness to the injury or accident, unbundling, and conformity to applicable fee schedule or usual and customary re-pricing; and
2. utilizing Contractor's complex bill review process to review certain medical bills for possible additional savings.

Contractor's managed care networks which include: traditional networks (e.g. physicians and medical facilities); specialty networks (e.g. providers of durable medical equipment, diagnostic testing, and physical therapy); and out-of-network services from Contractor's and third party vendors; Contractor's pharmacy benefit management program (e.g. bill repricing, home-delivery, brand-to-generic conversion, customized formularies, narcotic management, and drug utilization review).

Upon request, Contractor's Medical Managers will provide on-site and telephonic medical management services (e.g. coordinating care and disability management). Contractor may also retain third party vendors for the purpose of providing specific medical management services.

RISK CONTROL SERVICES

Upon request, Contractor will: (1) perform a risk management assessment; (2) prepare a more detailed analysis of specific risk-related issues, or prepare custom risk control strategies and implementation plans; (3) provide the following risk control services: industrial hygiene assessment, ergonomic risk assessment, and consultation services (e.g. strategic risk control plan facilitation, and employee communication initiatives, as well as management, supervisor and employee development programs and occupational health service programs); and (4) create and administer a specific risk control service project mutually agreed upon with City.

Any risk control services provided are solely to assist City in reducing City's exposure to risk of loss. Evaluations concern only such conditions and practices as may be evident at the time of Contractor's visits. **THE SERVICES PERFORMED UNDER THIS CONTRACT BY CONTRACTOR SHALL NOT BE CONSTRUED AS APPROVAL BY CONTRACTOR OF CITY'S OPERATIONS, PROCESSES, SERVICES, PRODUCT DESIGN OR PRODUCT FUNCTION. THE PARTIES AGREE THAT, WHILE CONTRACTOR WILL PERFORM RISK CONTROL SERVICES WITHIN INDUSTRY STANDARDS, NO GUARANTEES OR OTHER SIMILAR ASSURANCES CAN BE MADE BY CONTRACTOR THAT IT HAS DISCOVERED ALL OF CITY'S PAST, CURRENT, OR FUTURE RISKS OR HAZARDS. THE PARTIES FURTHER AGREE THAT BY PROVIDING THE SERVICES SPECIFIED HEREUNDER, CONTRACTOR IS NOT MAKING ANY WARRANTY, EXPRESS OR IMPLIED, AS TO THE MERCHANTABILITY OR FITNESS OF CITY'S PRODUCTS OR PROCESSES FOR A PARTICULAR PURPOSE, COMPLIANCE WITH ANY LAW OR REGULATION, OR ANY OTHER WARRANTY, AND ANY LIABILITY OF CONTRACTOR, ITS AFFILIATES OR AGENTS, FOR DIRECT, SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES, INCLUDING LOST PROFITS, FROM ANY CAUSE WHATSOEVER, IS EXPRESSLY DISCLAIMED, EVEN IF CONTRACTOR HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THIS SECTION OF THE CONTRACT SHALL SURVIVE THE TERMINATION OF THE CONTRACT.**

RISK MANAGEMENT INFORMATION SYSTEM ("RMIS")

Contractor will provide the following RMIS services: (1) upon request, a conversion of City's existing claims data into Contractor's claim system. A standard conversion shall be from one electronic source and a customized conversion shall be from two or more sources; (2) access to Contractor's RMIS for up to three users, provided City agrees to the terms and conditions of the License Agreement when first accessing Contractor's RMIS; (3) standard reports available through Contractor's RMIS; and (4) customized reporting reasonably acceptable to Contractor, subject to additional terms, conditions and fees as may be agreed upon by the parties. Contractor will provide a reasonable estimate of the costs of preparation of any such reports to City in advance.

Contractor warrants Contractor's RMIS against malfunctions, errors, or loss of data which are due solely to errors on its part. If City notifies Contractor in writing and furnishes adequate documentation of any such malfunction, error or loss of data, then:

(1) in the event of a malfunction, error or loss of data, upon notice from City within 20 days of the event, Contractor will recreate the reports designated by City without an additional fee, using data as of the recreation date; and (2) the maximum and only liability of Contractor for such malfunction, error or loss of data shall be its obligation to recreate reports or regenerate data as described above.

THE WARRANTIES STATED IN THIS SECTION ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT SHALL CONTRACTOR BE LIABLE FOR ANY LOSS OR DAMAGE TO REVENUES, PROFITS, OR GOODWILL OR OTHER DIRECT, SPECIAL, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY KIND RESULTING FROM ITS PERFORMANCE OR FAILURE TO PERFORM UNDER THIS SECTION, INCLUDING WITHOUT LIMITATION ANY INTERRUPTION OF BUSINESS, EVEN IF CONTRACTOR HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH LOSS OR DAMAGE. THIS SECTION OF THE CONTRACT SHALL SURVIVE THE TERMINATION OR EXPIRATION OF THE CONTRACT.

Obligations of City regarding use of Contractor's RMIS: (1) City shall adhere to state and federal law with regard to protecting the privacy of any claimant whose information may appear in Contractor's RMIS. City agrees to use all available security features and to notify Contractor promptly of all potential and actual breaches of the system; (2) City agrees that no information in Contractor's RMIS will be used as a pretext for retaliatory or other illegal or unfair discriminatory employment practices in violation of any federal or state statute or regulation.

General Provisions regarding Contractor's RMIS: (1) City agrees to limit access to Contractor's RMIS to those persons who perform the essential functions of claim and risk management, including protecting security access passwords and communications, except that this provision is not intended to limit City from generating and using reports and statistics for legitimate business purposes; (2) Unless otherwise stated, City's access to Contractor's RMIS will end upon termination or expiration of the Contract.

LEGAL SERVICES

In the event a claim managed by Contractor pursuant to this Agreement: (x) enters into litigation; or (y) is scheduled for a workers' compensation hearing; or (z) involves a potential third-party (subrogation) claim (collectively, (x), (y) and (z), "Disputed Claim"), Contractor will: make recommendations to City regarding legal matters; assist City in the retention and appointment of counsel selected by City to represent City in and regarding such legal matters, and assist City in the selection of expert witnesses and vendors; and pursue all appropriate subrogation/contribution claims as directed by City.

If requested by City, Contractor will manage Disputed Claims in accordance with Contractor's Defense Counsel Guidelines.

Contractor will make settlement recommendations to City, but the final decision regarding the disposition of any Disputed Claim will be made solely by City.

SECTION 111 REPORTING

City understands and acknowledges that it is a Responsible Reporting Entity ("RRE") as defined by the Centers for Medicare and Medicaid Services ("CMS"), and is responsible for the reporting requirements as set forth in Section 111 of the Medicare, Medicaid, and SCHIP Extension Act of 2007.

City authorizes Contractor to undertake City's Section 111 reporting requirements as City's Account Manager/Reporting Agent as it relates to City's claims. City further agrees to fully cooperate with Contractor, including the execution of any documents necessary for such authorization. Contractor shall not provide any Section 111 reporting services for City's Record Only Claims. Contractor shall not undertake Section 111 reporting activities for City's claims which were converted from City's prior TPA to Contractor but were never serviced by Contractor.

City acknowledges and agrees to provide Contractor with complete, accurate, and timely data for Section 111 reporting purposes.

Upon receipt of complete, accurate claim data, Contractor shall commence reporting of City's data to CMS, and shall continue for as long as Contractor provides claims handling services for City's claims.

Contractor shall have no liability for any failure of (i) City to register as a RRE; (ii) City to execute any documents necessary to authorize Contractor as its Account Manager/Reporting Agent; or (iii) City or its prior TPA to report City's claims when they were first required to do so.

Exhibit B

Claim Handling Fees

a) For claim handling services to be rendered during the first three years of this Contract, City shall pay Contractor an annual estimated fee, based in part upon the projected number of new claims to be serviced by Contractor during the term of this Contract. The annual estimated fee due to Contractor is \$660,307, consisting of a \$93,042 Basic Service Fee and a \$567,265 estimated claim handling fee; these fees shall be paid in equal installments of \$55,025.59. City shall pay the initial installment at the inception of this Contract and subsequent installments monthly thereafter.

b) At the end of each of the first three years of this Contract, Contractor shall calculate the actual fees for services based upon the number of claims multiplied by the following per claim fees:

\$950 for each Lost Time Claim;

\$150 for each Medical Only Claim;

\$0 for each Workers Compensation Record Only Claim;

\$740 for each Bodily Injury Automobile Liability Claim;

\$440 for each Property Damage Automobile Liability Claim;

\$360 for each Physical Damage Automobile Liability Claim;

\$685 for each General Liability Claim;

\$40 for each General Liability Record Only Claim;

\$1,250 for each Professional Liability Claim.

f) Should City opt to extend this Contract for a fourth year, then City shall pay Contractor an estimated fee of \$677,325, consisting of a \$93,042 Basic Service Fee and a \$584,283 estimated claim handling fee; these fees shall be paid in equal installments of \$56,443.75. City shall pay the initial installment at the inception of the fourth year of this Contract, with subsequent installments monthly thereafter.

g) At the end of the fourth year of this Contract, Contractor shall calculate the actual fees for services based upon the number of claims multiplied by the following per claim fees:

\$979 for each Lost Time Claim;

\$155 for each Medical Only Claim;
\$0 for each Workers Compensation Record Only Claim;
\$762 for each Bodily Injury Automobile Liability Claim;
\$453 for each Property Damage Automobile Liability Claim;
\$371 for each Physical Damage Automobile Liability Claim;
\$706 for each General Liability Claim;
\$41 for each General Liability Record Only Claim;
\$1,288 for each Professional Liability Claim.

h) Should City opt to extend this Contract for a fifth year, then City shall pay Contractor an estimated fee of \$694,853, consisting of a \$93,042 Basic Service Fee and a \$601,811 estimated claim handling fee; these fees shall be paid in equal installments of \$57,904.42. City shall pay the initial installment at the inception of the fifth year of this Contract, with subsequent installments monthly thereafter.

i) At the end of the fifth year of this Contract, Contractor shall calculate the actual fees for services based upon the number of claims multiplied by the following per claim fees:

\$1,008 for each Lost Time Claim;
\$159 for each Medical Only Claim;
\$0 for each Workers Compensation Record Only Claim;
\$785 for each Bodily Injury Automobile Liability Claim;
\$467 for each Property Damage Automobile Liability Claim;
\$382 for each Physical Damage Automobile Liability Claim;
\$727 for each General Liability Claim;
\$42 for each General Liability Record Only Claim;
\$1,326 for each Professional Liability Claim.

j) For all years of this Contract, if Contractor determines the annual estimated fee paid by City is less than the calculated actual fee incurred by City, then

Contractor shall issue an invoice to reflect the amount due and owing by City. If Contractor determines that the annual estimated fee paid by City is greater than the calculated actual fees incurred by City, then Contractor shall return the overpayment to City.

- k) Contractor will bill City for claim handling services to be rendered on a monthly basis, along with any other fees (hereinafter identified) which shall be paid in full at inception of this Contract. City will pay such bills within 30 days after receipt. If bills are not paid within 30 days after receipt, Contractor reserves the right to charge City interest at an annual rate of 12% on all overdue payments, and to stop providing services, including ceasing to pay claims and expenses, until such bills and interest have been paid in full.

Risk Control Fees

Contractor shall provide City with risk control services for a fee of \$150 per hour. Should City agree to purchase 300 or more risk control service hours, then such services shall be provided at a fee of \$130 per hour.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/18/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Aon Risk Services Central, Inc. 200 East Randolph Street Chicago, IL 60601	CONTACT NAME: Mike Tatum / Emily Trussell PHONE (A/C, No, Ext): 312-381-4269 / 312-381-4269 FAX (A/C, No): EMAIL ADDRESS: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 80%;">INSURER(S) AFFORDING COVERAGE</th> <th style="width: 20%;">NAIC#</th> </tr> <tr> <td>INSURER A: Zurich American Insurance Co.</td> <td>16535</td> </tr> <tr> <td>INSURER B: American Zurich Insurance Co.</td> <td>40142</td> </tr> <tr> <td>INSURER C: Continental Casualty Company</td> <td>20443</td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC#	INSURER A: Zurich American Insurance Co.	16535	INSURER B: American Zurich Insurance Co.	40142	INSURER C: Continental Casualty Company	20443	INSURER D:		INSURER E:		INSURER F:	
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INSURER C: Continental Casualty Company	20443														
INSURER D:															
INSURER E:															
INSURER F:															
INSURED PMA Management Corporation of New England c/o Old Republic International Corporation 307 North Michigan Avenue Chicago, IL 60601															

COVERAGES
 THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

							Limits shown are as requested	
INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURER (INSR: WVD)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	X	GL 0269598 05	06/15/2016	06/15/2017	EACH OCCURRENCE	\$1,000,000	
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$500,000	
						MED. EXP (Any one person)	\$5,000	
						PERSONAL & ADV. INJURY	\$1,000,000	
						GENERAL AGGREGATE	\$3,000,000	
						PRODUCTS - COMP/OP AGG	\$3,000,000	
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	X	BAPO269599 05	06/15/2016	06/15/2017	COMBINED SINGLE LIMIT (Ea accident)	\$2,000,000	
						BODILY INJURY (Per person)		
						BODILY INJURY (Per accident)		
						PROPERTY DAMAGE (Per accident)		
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$	X	5093924134	06/15/2016	06/15/2017	EACH OCCURRENCE	\$25,000,000	
						AGGREGATE	\$25,000,000	
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICERS/MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory In NJ) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	WC 0269596 05 (DED) WC 0269597 05 (RETRD)	06/15/2016 06/15/2016	06/15/2017 06/15/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER		
						E.L. EACH ACCIDENT	\$1,000,000	
						E.L. DISEASE-EA EMPLOYEE	\$1,000,000	
						E.L. DISEASE-POLICY LIMIT	\$1,000,000	

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES (Attach ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Certificate Holder is named as Additional Insured on a primary and non-contributory basis when required under a written contract.

CERTIFICATE HOLDER City of Hartford City of Hartford Board of Education 650 Main St Hartford CT 06103	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Aon Risk Services Central, Inc.
--	--

ACORD CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YY) 07/18/2016
PRODUCER Brummel Brothers, Inc. 307 N. Michigan Ave. Chicago, Illinois 60601 (312) 762-4274	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED PMA Management Corp. of New England Old Republic International Corporation 307 North Michigan Avenue Chicago, Illinois 60601	INSURERS AFFORDING COVERAGE	
	INSURER A:	Old Republic Insurance Company
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSUR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				EACH OCCURRENCE \$ FIRE DAMAGE (Any one fire) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/POP AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Each accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
	EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				<input type="checkbox"/> WC STATU- TORY LIMITS <input type="checkbox"/> OTH- ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	OTHER Professional Liability	0Z03946627	07/01/2016	07/01/2017	\$5,000,000 each occurrence \$5,000,000 aggregate

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

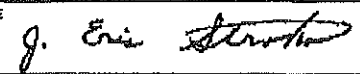
CERTIFICATE HOLDER	ADDITIONAL INSURED; INSURER LETTER:	CANCELLATION
City of Hartford City of Hartford Board of Education 550 Main St Hartford CT, 06103		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE 

EXHIBIT A

**Contract - Professional Services
Between
The City of Hartford
And
PMA Management Corp. of New England, Inc.**

This Contract for Professional Services (the "Contract") is made and entered into by and between THE CITY OF HARTFORD , a municipal corporation organized and existing under the laws of the State of Connecticut, having an address and place of business at 550 Main Street, Hartford, CT 06103, acting herein by Mayor Luke A. Bronin , (the "CITY") and **PMA Management Corp. of New England, Inc.**, a Connecticut corporation having an address and place of business at 101 Barnes Road, Suite 300, Wallingford, CT 06492 ("Contractor").

CITY and the Contractor do mutually covenant and agree as follows:

1. Scope of Services:

Contractor shall perform, for both the City and the City's Hartford Board of Education ("HBOE"), the professional services of third party administrator ("TPA") for worker's compensation insurance claims and property, automobile and liability insurance claims and provide the related materials, all as specified in the Scope of Services set forth in Exhibit A attached hereto and made a part hereof (collectively, the "Services" or "Project"). Services shall be provided by Contractor from receipt of a claim through the claim's resolution.

2. Term:

Except as otherwise provided in this Contract, the term of this Contract shall commence on July 1, 2016 (the "Commencement Date") and end on June 30, 2019, unless terminated earlier pursuant to the applicable provisions of this Contract (the "Term"). Notwithstanding the foregoing in this Section 2, and irrespective of any other provision in this Contract that may be to the contrary, including but not limited to the exhibits hereto, it is understood, acknowledged and agreed that this Contract will automatically terminate no later than June 30, 2017 if the City's Court of Common Council does not empower and authorize the City to execute and deliver this Contract as a multi-year arrangement by the appropriate legislative action and, in the event of such automatic termination, all obligations of both parties hereto will be automatically extinguished, and the City shall have no further obligation for payment to the Contractor except for the Services rendered prior to such automatic termination. At the option of the CITY, and upon reasonable notice to Contractor, this Agreement shall be extended for two one-year terms, commencing July 1, 2019.

3. Compensation:

Compensation ("Contract Price") to be paid to Contractor by CITY for the satisfactory performance of the Services provided by or on behalf of Contractor in accordance with this

**Contract - Professional Services
Between
The City of Hartford
And
PMA Management Corp. of New England, Inc.**

This Contract for Professional Services (the "Contract") is made and entered into by and between THE CITY OF HARTFORD , a municipal corporation organized and existing under the laws of the State of Connecticut, having an address and place of business at 550 Main Street, Hartford, CT 06103, acting herein by Mayor Luke A. Bronin , (the "CITY") and **PMA Management Corp. of New England, Inc.**, a Connecticut corporation having an address and place of business at 101 Barnes Road, Suite 300, Wallingford, CT 06492 ("Contractor").

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1. Scope of Services:

Contractor shall perform, for both the City and the City's Hartford Board of Education ("HBOE"), the professional services of third party administrator ("TPA") for worker's compensation insurance claims and property, automobile and liability insurance claims and provide the related materials, all as specified in the Scope of Services set forth in Exhibit A attached hereto and made a part hereof (collectively, the "Services" or "Project"). Services shall be provided by Contractor from receipt of a claim through the claim's resolution.

2. Term:

Except as otherwise provided in this Contract, the term of this Contract shall commence on July 1, 2016 (the "Commencement Date") and end on June 30, 2019, unless terminated earlier pursuant to the applicable provisions of this Contract (the "Term"). Notwithstanding the foregoing in this Section 2, and irrespective of any other provision in this Contract that may be to the contrary, including but not limited to the exhibits hereto, it is understood, acknowledged and agreed that this Contract will automatically terminate no later than June 30, 2017 if the City's Court of Common Council does not empower and authorize the City to execute and deliver this Contract as a multi-year arrangement by the appropriate legislative action and, in the event of such automatic termination, all obligations of both parties hereto will be automatically extinguished, and the City shall have no further obligation for payment to the Contractor except for the Services rendered prior to such automatic termination. At the option of the CITY, and upon reasonable notice to Contractor, this Agreement shall be extended for two one-year terms, commencing July 1, 2019.

3. Compensation:

Compensation ("Contract Price") to be paid to Contractor by CITY for the satisfactory performance of the Services provided by or on behalf of Contractor in accordance with this

Contract shall be set forth in Exhibit B, which is attached hereto and incorporated herein by reference. Contractor acknowledges and agrees the Contract Price constitutes the full compensation to Contractor for the Services to be performed hereunder, and includes all costs and expenses to be incurred by or on behalf of Contractor in performing the Services, except for managed care medical bill repricing services, nurse case management, and Section 111 reporting, which shall be paid as an allocated loss adjustment expense and in the following amounts:

Telephonic Case Management: \$95 per hour
Field Case Management: \$95 per hour
Medical Bill Review (Re-pricing to state fee schedule): 25% of total savings
PPO/Network Medical Bill Reductions: 25% of total savings
Hospital Bill Review: 25% of total savings
Prescriptions: 25% of total savings
Rehabilitative Nurse Services: \$95 per hour
Independent Medical Exam: \$225, plus physician cost
Utilization Peer Review: \$125 per review
Utilization Review (concurrent or prospective): \$95 per hour
Medical Consultant (Physician) Review: \$200-\$250 per review
Medicare Section 111 Reporting Fee: \$6 per claim
Custom IS Reporting: \$95 per hour

Contractor shall submit numbered invoices monthly for Services rendered in accordance with this Contract. Such invoices shall include the following:

- a. Certification by the Contractor the Services invoiced were provided;
- b. A description of the Services invoiced;
- c. A written progress report concerning provision of the Services if required by CITY.

CITY's obligation to make any payments for any Services rendered hereunder is expressly contingent upon Consultant having satisfactorily performed same. Contractor agrees to meet with CITY representatives to discuss Contractor's performance as CITY deems necessary. CITY reserves the right to delay payment, adjust payment or suspend or terminate this Contract in the event Contractor's performance is not satisfactory or in compliance with the terms of this Contract. Payment will be made by CITY for any Services provided in accordance with the terms hereof within thirty (30) days of its receipt of Contractor's invoice submitted in accordance with the terms of this Section 3.

4. Performance Standards:

Contractor shall perform all Services in a timely manner with professional skill and competence, and in accordance with: (i) generally accepted practices of, and pursuant to a standard of care exercised by, professionals providing similar services under like circumstances; (ii) all applicable laws, rules, regulations, orders, codes and permits of any federal, state, or local governmental or quasi-governmental entity having jurisdiction over this Contract, including but not limited to those ordinances pertaining to affirmative action and the living wage; (iii) the terms and conditions of this Contract; and (iv) any and all directives or instructions provided or issued by CITY.



LUKE A. BRONIN
Mayor

CITY OF HARTFORD

DEPARTMENT OF FINANCE
550 Main Street
Hartford, Connecticut 06103
Telephone: (860) 757-9601
FAX: (860) 722-6607
www.hartford.gov

October 21, 2019

Alan D. Mathog, President
PMA Management Corp. of New England, Inc.
101 Barnes Road, Suite 300
Wallingford, CT 06492

Contract Amendment No. One (1) - Extension
Third Party Administrator Services (TPA Services)

In accordance with Paragraph 2 of the existing agreement between the City of Hartford and PMA Management Corp. of New England, Inc., executed August 8, 2018 appended hereto and incorporated herein the City of Hartford and the Provider hereby amend the above referenced Contract for the provision of services as required for the above-named Program during the term of July 1, 2019 through and including June 30, 2020. The Provider agrees to include the following provisions to the scope of services section:

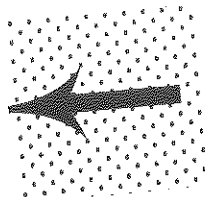
- Consultant agrees to have on-site consultant presence once a week.
- Consultant agrees to conduct on-site quarterly meetings with City of Hartford team.
- Consultant agrees to prepare monthly reports

The remainder of the Scope and Compensation for the renewal period shall remain the same as identified in section 1 and 3 of the existing Contract attached hereto as Exhibit A, respectively.

Total Compensation for this Contract is \$677,325.00 as identified in detail in Exhibit B of the original agreement. Provider shall prepare and submit invoices documenting services provided as required by the City's Managing Authority. All invoices for payment shall be accompanied by documentation as required by the Managing Authority.

All other terms and conditions of the original contract, not affected by this, or previous Letters of Amendment, shall remain intact and binding and are incorporated herein by reference. In addition, the following documents are required from you in order to fully execute your contract with the City:

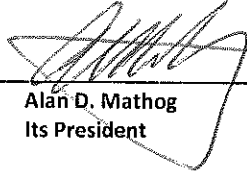
- 1). Please provide a current Certificate of Insurance per the attached insurance requirements for the City of Hartford. The following wording must appear in the space provided for "comments" on the Accord Insurance Certificate Form: ***The City of Hartford is included as an Additional Insured, ATIMA.*** The City of Hartford insists that parties contracting with it get the language from their insurance companies that written notice will be given as per the agreement.
- 2). Equal Employment Opportunity (EEO) Application. You can download the application at: http://www.hartford.gov/purchasing/EEO_Repo_files/EEO_Report.pdf or complete the enclosed application.



In mutual agreement of the foregoing, the City of Hartford and PMA Management Corp. of New England, Inc. have executed this Amendment one (1) extension (1) to the Contract this 29 day of October 2019.

For: PMA Management Corp. of New England, Inc.

For: CITY OF HARTFORD
Office of the Mayor

By  _____
Alan D. Mathog
Its President

By _____
Luke A. Bronin
Its Mayor

By _____
Jolita Lazauskas
Interim Director of Management & Budget



Approved as to Form and Legality:

By _____ / /
Howard Rifkin Date
Corporation Counsel



EVIDENCE OF COMMERCIAL PROPERTY INSURANCE

DATE (MM/DD/YYYY)
5/31/2019

THIS EVIDENCE OF COMMERCIAL PROPERTY INSURANCE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE ADDITIONAL INTEREST NAMED BELOW. THIS EVIDENCE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS EVIDENCE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE ADDITIONAL INTEREST.

PRODUCER NAME CONTACT PERSON AND ADDRESS Lockton Insurance Brokers, LLC 777 S. Figueroa Street, 52nd Fl. CA License #0F15767 Los Angeles CA 90017	PHONE (A/C, No. Ext): (213) 689-0065	COMPANY NAME AND ADDRESS AGCS Marine Insurance Company	NAIC NO: 22837
FAX (A/C, No): (213) 689-0550	E-MAIL ADDRESS:	IF MULTIPLE COMPANIES, COMPLETE SEPARATE FORM FOR EACH	
CODE:	SUB CODE:	POLICY TYPE Property	
AGENCY CUSTOMER ID #:	NAMED INSURED AND ADDRESS 1111304 NEC OPCO I, Inc. 326 Clark St. Worcester MA 01606	LOAN NUMBER	POLICY NUMBER MXI93083372
		EFFECTIVE DATE 6/1/2019	EXPIRATION DATE 6/1/2020
		<input type="checkbox"/> CONTINUED UNTIL TERMINATED IF CHECKED	
ADDITIONAL NAMED INSURED(S)	THIS REPLACES PRIOR EVIDENCE DATED:		

PROPERTY INFORMATION (ACORD 101 maybe attached if more space is required) BUILDING OR BUSINESS PERSONAL PROPERTY

LOCATION/DESCRIPTION 34 Hartford F.L. Roberts #06001 140 Weston Street Hartford CT 06120
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS EVIDENCE OF PROPERTY INSURANCE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

COVERAGE INFORMATION	PERILS INSURED	BASIC	BROAD	<input checked="" type="checkbox"/> SPECIAL	
COMMERCIAL PROPERTY COVERAGE	AMOUNT OF INSURANCE: \$	25,000,000	DED: 25,000		
<input checked="" type="checkbox"/> BUSINESS INCOME	<input checked="" type="checkbox"/> RENTAL VALUE	YES	NO	N/A	
BLANKET COVERAGE		<input checked="" type="checkbox"/>			If YES, LIMIT: 2,500,000 <input checked="" type="checkbox"/> Actual Loss Sustained; # of months: 12
TERRORISM COVERAGE		<input checked="" type="checkbox"/>			If YES, indicate value(s) reported on property identified above: \$See Loc./Desc.
IS THERE A TERRORISM-SPECIFIC EXCLUSION?		<input checked="" type="checkbox"/>			Attach Disclosure Notice / DEC
IS DOMESTIC TERRORISM EXCLUDED?			<input checked="" type="checkbox"/>		
LIMITED FUNGUS COVERAGE			<input checked="" type="checkbox"/>		If YES, LIMIT: DED:
FUNGUS EXCLUSION (If "YES", specify organization's form used)		<input checked="" type="checkbox"/>			
REPLACEMENT COST		<input checked="" type="checkbox"/>			
AGREED VALUE			<input checked="" type="checkbox"/>		
COINSURANCE			<input checked="" type="checkbox"/>		If YES, %
EQUIPMENT BREAKDOWN (If Applicable)		<input checked="" type="checkbox"/>			If YES, LIMIT: Included DED: 10,000
ORDINANCE OR LAW - Coverage for loss to undamaged portion of bldg			<input checked="" type="checkbox"/>		If YES, LIMIT: DED:
- Demolition Costs			<input checked="" type="checkbox"/>		If YES, LIMIT: DED:
- Incr. Cost of Construction		<input checked="" type="checkbox"/>			If YES, LIMIT: 1,000,000 DED: 10,000
EARTH MOVEMENT (If Applicable)		<input checked="" type="checkbox"/>			If YES, LIMIT: 5,000,000 DED: 50,000
FLOOD (If Applicable)		<input checked="" type="checkbox"/>			If YES, LIMIT: 2,500,000 DED: 25,000
WIND / HAIL INCL <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Subject to Different Provisions:		<input checked="" type="checkbox"/>			If YES, LIMIT: Included DED: 25,000
NAMED STORM INCL <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Subject to Different Provisions:		<input checked="" type="checkbox"/>			If YES, LIMIT: Included DED: 25,000
PERMISSION TO WAIVE SUBROGATION IN FAVOR OF MORTGAGE HOLDER PRIOR TO LOSS				<input checked="" type="checkbox"/>	

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

ADDITIONAL INTEREST

CONTRACT OF SALE	LENDER'S LOSS PAYABLE	<input type="checkbox"/> LOSS PAYEE	LENDER SERVICING AGENT NAME AND ADDRESS
MORTGAGEE			
NAME AND ADDRESS 535632 City of Hartford 550 Main Street Hartford CT 06103			AUTHORIZED REPRESENTATIVE

EVIDENCE OF COMMERCIAL PROPERTY INSURANCE REMARKS - Including Special Conditions (Use only if more space is required)

Flood Deductible: 100-500 year zone: \$100,000. Outside all Flood Zones: \$50,000. Contents: Included. The property policy includes a 360 day extended period of indemnity as per the policy language.





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/30/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Aon Risk Services Central, Inc. 200 East Randolph Street Chicago, IL 60601	CONTACT NAME: Adam Miller / Emily Truesdell		
	PHONE (A/C, No, Ext): 312-381-2718 / 312-381-4259	FAX (A/C, No):	
E-MAIL ADDRESS:			
INSURED Old Republic International Corporation / PMA Management Corp. of New England 307 North Michigan Avenue Chicago, IL 60601	INSURER(S) AFFORDING COVERAGE		NAIC#
	INSURER A: Zurich American Insurance Co.		16535
	INSURER B: American Zurich Insurance Co.		40142
	INSURER C: Navigators Insurance Company		42307
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. Limits shown are as requested

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	X		GLO 0269598 08	06/15/2019	06/15/2020	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED. EXP (Any one person) \$5,000 PERSONAL & ADV. INJURY \$1,000,000 GENERAL AGGREGATE \$3,000,000 PRODUCTS - COMP/OP AGG \$3,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	X		BAP 0269599 08	06/15/2019	06/15/2020	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$	X		CH19UMRZ01Z8VIV	08/15/2019	06/15/2020	EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	N/A		WC 0269596 08 (DED)	08/15/2019	06/15/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER
B	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICERS/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			WC 0269597 08 (RETRO)	06/15/2019	06/15/2020	E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE-EA EMPLOYEE \$1,000,000 E.L. DISEASE-POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES (Attach ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Certificate Holder is named as Additional Insured on a primary and non-contributory basis when required under a written contract.

CERTIFICATE HOLDER City of Hartford City of Hartford Board of Education 550 Main St. Hartford CT, 06103	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Aon Risk Services Central, Inc.
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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/30/2019

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PRODUCER Brummel Brothers, Inc. 307 N. Michigan Ave. Chicago, Illinois 60601 312.762.4274	CONTACT NAME: Eric Stroka PHONE (A/C, No, Ext): 724-834-5000 FAX (A/C, No): 724-834-4025 E-MAIL ADDRESS:																				
	<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A:</td> <td>Old Republic Insurance Company</td> <td>24147</td> </tr> <tr> <td>INSURER B:</td> <td></td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Old Republic Insurance Company	24147	INSURER B:			INSURER C:			INSURER D:			INSURER E:			INSURER F:	
INSURER(S) AFFORDING COVERAGE		NAIC #																			
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INSURER D:																					
INSURER E:																					
INSURER F:																					
INSURED Old Republic International Corporation PMA Management Corp New England 307 North Michigan Avenue Chicago, Illinois 60601																					

COVERAGES

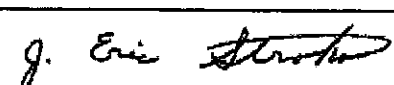
CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability		0Z03946630	7/1/2019	7/1/2020	\$5,000,000 each occurrence \$5,000,000 aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER City of Hartford City of Hartford Board of Education 550 Main St. Hartford CT, 06103	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/18/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed, if SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Aon Risk Services Central, Inc. 200 East Randolph Street Chicago, IL 60601	CONTACT NAME: Mike Tatum / Emily Truesdel		
	PHONE (A/C No. Ext.): 312-381-4269 / 312-381-4269	FAX (A/C No.):	
E-MAIL ADDRESS:			
INSURED PMA Management Corporation of New England c/o Old Republic International Corporation 307 North Michigan Avenue Chicago, IL 60601	INSURER(S) AFFORDING COVERAGE		NAIC#
	INSURER A: Zurich American Insurance Co.		16535
	INSURER B: American Zurich Insurance Co.		40142
	INSURER C: Continental Casualty Company		20443
	INSURER D:		
	INSURER E:		

COVERAGES
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	Limits shown are as requested	
							LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER		X	GL 0269598 05	08/16/2016	08/15/2017	EACH OCCURRENCE	\$1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$500,000
							AMED. EXP (Any one person)	\$5,000
							PERSONAL & ADV. INJURY	\$1,000,000
							GENERAL AGGREGATE	\$3,000,000
							PRODUCTS - COMPIOP AGG	\$3,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY		X	BAP0269599 05	08/16/2016	08/15/2017	COMBINED SINGLE LIMIT (Ea accident)	\$2,000,000
							BODILY INJURY (Per person)	
							BODILY INJURY (Per accident)	
							PROPERTY DAMAGE (Per accident)	
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$		X	5093924134	08/16/2016	08/16/2017	EACH OCCURRENCE	\$25,000,000
							AGGREGATE	\$25,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICERS/MEMBER EXCLUDED? (Mandatory in NH if yes, describe under DESCRIPTION OF OPERATIONS below)	N/A	X	WC 0269598 05 (CED) WC 0269597 05 (RETRO)	08/16/2016 06/15/2016	08/15/2017 06/15/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT	\$1,000,000
							E.L. DISEASE-EA EMPLOYEE	\$1,000,000
							E.L. DISEASE-POLICY LIMIT	\$1,000,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES (Attach ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Certificate Holder is named as Additional insured on a primary and non-contributory basis when required under a written contract.

CERTIFICATE HOLDER City of Hartford City of Hartford Board of Education 550 Main St Hartford CT, 06103	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Aon Risk Services Central, Inc.
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ACORD 26 (2016/03)

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ACORDTM CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)
07/18/2016

PRODUCER
Brummel Brothers, Inc.
307 N. Michigan Ave.
Chicago, Illinois 60601
(312) 762-4274

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

INSURED
PMA Management Corp. of New England
Old Republic International Corporation
307 North Michigan Avenue
Chicago, Illinois 60601

INSURER A: Old Republic Insurance Company
INSURER B:
INSURER C:
INSURER D:
INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO.JECT <input type="checkbox"/> LOC				EACH OCCURRENCE \$ FIRE DAMAGE (Any one fire) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/POP AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
	EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				<input type="checkbox"/> WC STATU- TORY LIMITS <input type="checkbox"/> OTH- ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability	0Z03946627	07/01/2016	07/01/2017	\$5,000,000 each occurrence \$5,000,000 aggregate

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

CERTIFICATE HOLDER

ADDITIONAL INSURED; INSURER LETTER:

CANCELLATION

City of Hartford
City of Hartford Board of Education
550 Main St
Hartford CT, 06103

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

J. Eric Strout

EXHIBIT A

**Contract - Professional Services
Between
The City of Hartford
And
PMA Management Corp. of New England, Inc.**

This Contract for Professional Services (the "Contract") is made and entered into by and between THE CITY OF HARTFORD, a municipal corporation organized and existing under the laws of the State of Connecticut, having an address and place of business at 550 Main Street, Hartford, CT 06103, acting herein by Mayor Luke A. Bronin, (the "CITY") and **PMA Management Corp. of New England, Inc.**, a Connecticut corporation having an address and place of business at 101 Barnes Road, Suite 300, Wallingford, CT 06492 ("Contractor").

CITY and the Contractor do mutually covenant and agree as follows:

1. **Scope of Services:**

Contractor shall perform, for both the City and the City's Hartford Board of Education ("HBOE"), the professional services of third party administrator ("TPA") for worker's compensation insurance claims and property, automobile and liability insurance claims and provide the related materials, all as specified in the Scope of Services set forth in Exhibit A attached hereto and made a part hereof (collectively, the "Services" or "Project"). Services shall be provided by Contractor from receipt of a claim through the claim's resolution.

2. **Term:**

Except as otherwise provided in this Contract, the term of this Contract shall commence on July 1, 2016 (the "Commencement Date") and end on June 30, 2019, unless terminated earlier pursuant to the applicable provisions of this Contract (the "Term"). Notwithstanding the foregoing in this Section 2, and Irrespective of any other provision in this Contract that may be to the contrary, including but not limited to the exhibits hereto, it is understood, acknowledged and agreed that this Contract will automatically terminate no later than June 30, 2017 if the City's Court of Common Council does not empower and authorize the City to execute and deliver this Contract as a multi-year arrangement by the appropriate legislative action and, in the event of such automatic termination, all obligations of both parties hereto will be automatically extinguished, and the City shall have no further obligation for payment to the Contractor except for the Services rendered prior to such automatic termination. At the option of the CITY, and upon reasonable notice to Contractor, this Agreement shall be extended for two one-year terms, commencing July 1, 2019.

3. **Compensation:**

Compensation ("Contract Price") to be paid to Contractor by CITY for the satisfactory performance of the Services provided by or on behalf of Contractor in accordance with this

Contract shall be set forth in Exhibit B, which is attached hereto and incorporated herein by reference. Contractor acknowledges and agrees the Contract Price constitutes the full compensation to Contractor for the Services to be performed hereunder, and includes all costs and expenses to be incurred by or on behalf of Contractor in performing the Services, except for managed care medical bill repricing services, nurse case management, and Section 111 reporting, which shall be paid as an allocated loss adjustment expense and in the following amounts:

Telephonic Case Management: \$95 per hour
Field Case Management: \$95 per hour
Medical Bill Review (Re-pricing to state fee schedule): 25% of total savings
PPO/Network Medical Bill Reductions: 25% of total savings
Hospital Bill Review: 25% of total savings
Prescriptions: 25% of total savings
Rehabilitative Nurse Services: \$95 per hour
Independent Medical Exam: \$225, plus physician cost
Utilization Peer Review: \$125 per review
Utilization Review (concurrent or prospective): \$95 per hour
Medical Consultant (Physician) Review: \$200-\$250 per review
Medicare Section 111 Reporting Fee: \$6 per claim
Custom IS Reporting: \$95 per hour

Contractor shall submit numbered invoices monthly for Services rendered in accordance with this Contract. Such invoices shall include the following:

- a. Certification by the Contractor the Services invoiced were provided;
- b. A description of the Services invoiced;
- c. A written progress report concerning provision of the Services if required by CITY.

CITY's obligation to make any payments for any Services rendered hereunder is expressly contingent upon Consultant having satisfactorily performed same. Contractor agrees to meet with CITY representatives to discuss Contractor's performance as CITY deems necessary. CITY reserves the right to delay payment, adjust payment or suspend or terminate this Contract in the event Contractor's performance is not satisfactory or in compliance with the terms of this Contract. Payment will be made by CITY for any Services provided in accordance with the terms hereof within thirty (30) days of its receipt of Contractor's invoice submitted in accordance with the terms of this Section 3.

4. Performance Standards:

Contractor shall perform all Services in a timely manner with professional skill and competence, and in accordance with: (i) generally accepted practices of, and pursuant to a standard of care exercised by, professionals providing similar services under like circumstances; (ii) all applicable laws, rules, regulations, orders, codes and permits of any federal, state, or local governmental or quasi-governmental entity having jurisdiction over this Contract, including but not limited to those ordinances pertaining to affirmative action and the living wage; (iii) the terms and conditions of this Contract; and (iv) any and all directives or instructions provided or issued by CITY.

5. Evaluation Standards:

Contractor and CITY agree they will fully cooperate with one another in the development and implementation of a system for the continuous evaluation of the Services to be provided pursuant to this Contract. CITY reserves the sole right to evaluate the Contractor's performance pursuant to this Contract and Contractor agrees to comply with all performance evaluation determinations made by CITY. Contractor further agrees to comply with all reasonable recommendations regarding Contractor's performance made by CITY as a result of such evaluation; provided, however, CITY agrees to provide the Contractor with any and all reports and records related to such evaluation that can be provided under applicable law. Contractor agrees its failure to comply with reasonable recommendations of CITY pursuant to any such evaluation may result in termination of this Contract.

6. Anti-Discrimination and Affirmative Action:

Contractor agrees to abide by all applicable provisions of the Hartford Municipal Code, State law and federal law regarding anti-discrimination in employment in performing this Contract. Contractor or any of their subcontractors shall not discriminate against any employee or applicant for employment because of race, color, religious creed, national origin, ancestry, age, sex, sexual orientation, gender identity or expression, genetic information, disability, marital status, present or past history of mental disorder, intellectual disability, or learning disability. Contractor shall take affirmative action to ensure applicants are employed and employees are treated without regard to their race, color, religious creed, national origin, ancestry, age, sex, sexual orientation, gender identity or expression, genetic information, disability, marital status, present or past history of mental disorder, intellectual disability, or learning disability. Such action shall include, but not be limited to the following: employment; upgrading; demotion; transfer; recruitment; recruitment advertising; layoff; termination; rates of pay or other forms of compensation; and selection for training and apprenticeship. Contractor or any of their subcontractors shall incorporate or cause to be incorporated, the provisions of this clause in all subcontracts it enters into pursuant to this Contract.

7. Personnel:

It is expressly understood and agreed this is a Contract for Services and not a contract of employment, so Contractor, its subcontractors and their respective employees, agents, contractors, suppliers and representatives shall not be entitled to any employment benefits such as vacation, sick leave, insurance, or workers' compensation or retirement benefits.

8. Indemnification:

The Contractor hereby agrees to defend, indemnify and hold harmless CITY and HBOE, and their respective officers, officials, servants, agents and employees against all suits, claims or liabilities of every nature arising out of or as a consequence of the acts, omissions or negligence of Contractor, its subcontractors, and/or any of their respective employees, agents, contractors, suppliers, and/or representatives in performance of this Contract.

9. Insurance:

Contractor shall agree to maintain in force at all times during the Contract the following (below in this Section 9) minimum coverage and shall name the CITY and HBOE as Additional Insureds on a primary and non-contributory basis to its General Liability and Auto Liability policies. All policies should include a Waiver of Subrogation. Insurance shall be written with Carriers approved in the State of Connecticut with a minimum AM Best's Rating of A-VIII. In addition, all Carriers are subject to approval by the CITY.

		(Minimum Limits)
General Liability	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations Aggregate	\$2,000,000
	No exclusion for sexual misconduct.	
Auto Liability	Combined Single Limit	
	Each Accident	\$1,000,000
Professional Liability	Each Claim	\$5,000,000
	Aggregate	\$5,000,000
Umbrella (Excess Liability)	Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000

Umbrella includes follow form over Auto, GL and Employer's Liability.

If any policy is written on a "Claims Made" basis, the policy must be continually renewed for a minimum of two (2) years from the completion date of this Contract. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the Contract for two (2) years from the completion date.

Workers' Compensation and Employers' Liability	WC Statutory Limits	
	EL Each Accident	\$500,000
	EL Disease Each Employee	\$500,000
	EL Disease Policy Limit	\$500,000

Original completed Certificates of Insurance must be presented to the CITY prior to Contract issuance. Contractor agrees to provide replacement/renewal certificates 15 days prior to the expiration date of the policies.

It is further agreed the amount of insurance required herein does not, in any way, limit the liability of the Contractor by virtue of its promise to hold the CITY harmless so in the event any claim results in a settlement or judgment in any amount above the limits set above, the Contractor shall be liable to, or for the benefit of, the CITY, for the excess. CITY Risk Manager may waive certain provisions or increase liability limits at his or her discretion.

Contractor and CITY hereby expressly agree the provision of such insurance in the amounts thereof do not in any way limit Contractor's obligation under Section 8 of this Contract.

10. Conflict of Interest:

The Contractor and CITY each agree no member of the governing body of CITY or its designees or agents, and no other public official who exercises any function or responsibility with respect to this Contract shall have any personal or financial interest, direct or indirect during the Individual's tenure or thereafter, in connection with this Contract. Contractor shall cause the immediately preceding sentence to be incorporated into all subcontracts it enters pursuant to this Contract.

11. Contractor Default.

11.1 Events of Default

Any of the following occurrences or acts shall constitute an Event of Default under this Contract:

- (i) Whenever Contractor shall do, or permit anything to be done, whether by action or inaction, contrary to any of the covenants, agreements, terms or provisions contained in this Contract which on the part or behalf of Contractor are to be kept or performed, and Contractor fails to correct any such breach within ten (10) days after Contractor's receipt of written notice of such breach from CITY; or
- (ii) If any determination shall have been made by competent authority such as, but not limited to, any federal, state or local government official, or a certified public accountant, that Contractor's management or any accounting for its funding, from whatever source, is improper, inadequate or illegal, as such management or accounting may relate to Contractor's performance of this Contract; or
- (iii) whenever an involuntary petition shall be filed against Contractor under any bankruptcy or insolvency law or under the reorganization provisions of any law of like import, or a receiver of Contractor or for the property of Contractor shall be appointed without the acquiescence of Contractor, or whenever this Agreement or the unexpired balance of the term would, by operation of law or otherwise, except for this provision, devolve upon or pass to any person, firm or corporation other than Contractor or a corporation in which Contractor may be duly merged, converted or consolidated under statutory procedure, and such circumstance under this subparagraph shall continue and shall remain undischarged or unstayed for an aggregate period of sixty (60) days (whether or not consecutive) or shall not be remedied by Contractor within sixty (60) days; or
- (iv) whenever Contractor shall make an assignment of the property of Contractor for the benefit of creditors or shall file a voluntary petition under any bankruptcy or insolvency law, or whenever any court of

competent jurisdiction shall approve a petition filed by Contractor under the reorganization provisions of the United States Bankruptcy Code or under the provisions of any law of like import, or whenever a petition shall be filed by Contractor under the arrangement provisions of the United States Bankruptcy Code or under the provisions of any law of like import, or whenever Contractor shall desert or abandon the Project; or

- (v) If any competent authority shall have determined Contractor is in default of any federal, state or local tax obligation; or
- (vi) Pursuant to Resolutions passed by the CITY's Court of Common Council on March 4, 1996 and January 13, 1997, if Contractor or any of its principals are in default of any tax or other financial obligations which are owed to the CITY. Default shall be considered to have occurred under this subsection when any payment required to be made to CITY is more than thirty (30) days past due.

11.2 Election of Remedies

If any Event of Default hereunder shall have occurred and be continuing, CITY may elect to pursue any one or more of the following remedies, in any combination or sequence:

- (i) Take such action as it deems necessary, including, without limitation, the temporary withholding or reduction of payment;
- (ii) Suspend Project operation;
- (iii) Require Contractor to correct or cure such default to the satisfaction of CITY; and/or
- (iv) Terminate this Contract for cause in accordance with Section 12 hereof.

The selection of any remedy shall not prevent or prohibit CITY from pursuing any other remedy and shall not constitute a waiver by CITY of any other right or remedy.

12. Termination of Contract

12.1 Termination for Cause

Upon the occurrence of any Event of Default, as set forth in Section 11.1 hereof, CITY may terminate this Contract by giving five (5) days' written notice thereof to Contractor.

12.2 Termination for Non-availability of Funds

In the event CITY shall not have funds available for the Project, CITY may terminate this Contract following written notice thereof to Contractor.

12.3 Termination at Will

CITY or Contractor may terminate this Contract at any time by giving 90 days' prior written notice thereof to the other party.

12.4 Payment upon Termination

In the event this Agreement is terminated pursuant to Sections 12.2 or 12.3 above and unless Contractor is in default hereunder, CITY shall make full payment to Contractor for all Services performed in accordance with this Contract up to and including the date of termination within sixty (60) days of such date of termination and presentation of Contractor's invoices therefor in accordance with Section 3 above.

13. Amendment:

This Contract may be amended or modified only in writing and duly executed by the parties to this Contract.

14. Subcontracts:

Contractor may subcontract a portion of the Services to be provided under this Contract with the prior written consent of CITY; provided, however, CITY shall not be liable for the payment of any wages or other expenses to such subcontractors.

15. Disclaimer of Third Party Beneficiary:

Nothing contained in this Contract shall be deemed to confer upon any person any right as a third party beneficiary of this Contract. Nor shall Contractor, its employees, representatives, assigns, or subcontractors be deemed agents or employees of CITY.

16. Records:

Contractor agrees to establish and maintain fiscal control and accounting procedures to assure proper accounting for all funds paid by CITY to Contractor pursuant to this Contract. Contractor further agrees to maintain all records and documents respecting this Contract and performance of this Contract until an audit acceptable to CITY has been completed and all questions arising therefrom have been resolved, or until three (3) years after disbursement of the final payment under this Contract has been made, whichever occurs first.

All costs and expenditures incurred by the Contractor pursuant to this Contract shall be supported by properly executed payrolls, time records, invoices, vouchers, receipts, leases, or similar documentation. Contractor shall make available all records and documents relating in any way to performance of this Contract for examination by CITY or its designee during normal business hours as often as deemed necessary by CITY.

17. Reports and Records:

Contractor shall furnish CITY with such reports and other information concerning the Services performed pursuant to this Contract as may be required by CITY from time to time. All information, reports and other documents prepared by the Contractor in performance of this Contract shall be the sole and exclusive property of CITY and shall not be made available to any individual or organization without the prior written consent of CITY.

18. Copyright:

Except for the form and presentation of stewardship reports, no other reports or other documents produced pursuant to this Contract shall be the subject of any copyright or other intellectual property right of Contractor.

19. Assignment:

Contractor shall not assign or transfer any interest in this Contract without the prior written consent of CITY.

20. Severability:

If any provision of this Contract is held invalid, the remainder shall not be affected if such remainder would continue to conform to the terms of applicable law.

21. Governing Law and Venue:

This Contract shall be governed by and construed, interpreted and enforced in accordance with the laws of the State of Connecticut and the CITY's Municipal Code without regard or resort to conflict of laws principles, and the parties hereto are subject to the personal jurisdiction of the courts of the State of Connecticut.

22. Notices:

All notices, approvals, demands, requests, or other documents required or permitted under this Contract shall be deemed properly given if hand delivered or sent by express mail courier service or United States registered or certified mail, postage prepared, as follows:

To City: City of Hartford
550 Main St.
Hartford, CT 06103
Attn: Tomek Furtak / Risk Management

To HBOE: Hartford Board of Education
960 Main Street
Hartford, CT 06103
Attn: John Griffin / Risk Management

To the Contractor: PMA Management Corp. of New England, Inc.
101 Barnes Road, Suite 300
Wallingford, CT 06492
Attn: Alan D. Mathog, President

With a copy to: General Counsel
PMA Management Corp. of New England, Inc.
380 Sentry Parkway
Blue Bell, PA 19422

To Corporation Counsel:
550 Main Street
Room 210
Hartford, CT 06103

23. Entire Agreement:

This Contract contains the entire understanding between the parties hereto and supersedes any and all prior understandings, negotiations, and agreements, whether written or oral, between them respecting the subject matter of this Contract.

24. Non-Waiver:

Any failure of CITY or Contractor to insist upon strict compliance by the other with the terms of this Contract shall not be deemed a waiver of their respective rights under this Contract. Each party shall have the right to insist upon strict compliance with this Contract by the other, and neither party shall be relieved of any obligation to comply with this Contract, by reason of the failure of the other to comply with or otherwise enforce the provisions of this Agreement.

25. Security Checks:

CITY bars any individual listed on any Sexual Offender Registry from school premises. Contractor shall submit a signed "Security Check Certification" indicating no one working under this agreement has been convicted of a crime of moral turpitude.

26. Section 111 Reporting:

CITY understands and acknowledges that it is a Responsible Reporting Entity ("RRE") as defined by the Centers for Medicare and Medicaid Services ("CMS"), and is responsible for the reporting requirements as set forth in Section 111 of the Medicare, Medicaid, and SCHIP Extension Act of 2007.

CITY authorizes Contractor to undertake CITY's Section 111 reporting requirements as CITY's Account Manager/Reporting Agent as it relates to CITY's claims. CITY further agrees to fully cooperate with Contractor, including the execution of any documents necessary for such authorization.

- i. Contractor shall not provide any Section 111 reporting services for CITY's record only claims.
- ii. Contractor shall not undertake Section 111 reporting activities for CITY's claims which were converted from CITY's prior TPA to Contractor but were never serviced by Contractor.

CITY acknowledges and agrees to provide Contractor with complete, accurate, and timely data for Section 111 reporting purposes.

Upon receipt of complete, accurate claim data, Contractor shall commence reporting of CITY's data to CMS, and shall continue for as long as Contractor provides claims handling services for CITY's claims.

Contractor shall have no liability for any failure of (i) CITY to register as a RRE; (ii) CITY to execute any documents necessary to authorize Contractor as its Account Manager/Reporting Agent; or (iii) CITY or its prior TPA to report CITY's claims when they were first required to do so.

27. Risk Control Disclaimer:

Any risk control services provided are to assist CITY in reducing CITY's exposure to risk of loss. Evaluations concern only such conditions and practices as may be evident at the time of Contractor's visits. **THE SERVICES PERFORMED HEREUNDER BY CONTRACTOR SHALL NOT BE CONSTRUED AS APPROVAL BY CONTRACTOR OF CITY'S OPERATIONS, PROCESSES, SERVICES, PRODUCT DESIGN OR PRODUCT FUNCTION. THE PARTIES AGREE THAT WHILE CONTRACTOR WILL PERFORM RISK CONTROL SERVICES WITHIN INDUSTRY STANDARDS, NO GUARANTEES OR OTHER SIMILAR ASSURANCES CAN BE MADE BY CONTRACTOR THAT IT HAS DISCOVERED ALL OF CITY'S PAST, CURRENT, OR FUTURE RISKS OR HAZARDS. THE PARTIES FURTHER AGREE THAT BY PROVIDING THE SERVICES SPECIFIED HEREUNDER, CONTRACTOR IS NOT MAKING ANY WARRANTY, EXPRESS OR IMPLIED, AS TO THE MERCHANTABILITY OR FITNESS OF CITY'S PRODUCTS OR PROCESSES FOR A PARTICULAR PURPOSE, COMPLIANCE WITH ANY LAW OR REGULATION, OR ANY OTHER WARRANTY, AND ANY LIABILITY OF CONTRACTOR, ITS AFFILIATES OR AGENTS, FOR DIRECT, SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES, INCLUDING LOST PROFITS, FOR ANY CAUSE WHATSOEVER, IS EXPRESSLY DISCLAIMED, EVEN IF CONTRACTOR HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THIS UNDERSTANDING SHALL SURVIVE THE TERMINATION OF THIS CONTRACT.**

28. Funding of Claims and Expenses:

- a) Contractor will establish a non-interest bearing checking account in Contractor's name ("Payment Account") with Contractor's bank, which is to be funded by CITY but which Contractor will administer for the purposes of paying claims and allocated loss adjustment expense ("ALAE") in accordance with the procedures set forth in this Section. Contractor will provide CITY with a periodic schedule ("Payment Register") outlining all claim payments, ALAE, and correction items funded by Contractor and will contain the name of the payee, date of payment, amount of payment, and claim number for all transactions occurring during the prior period.
- b) Contractor, through its bank, shall send an electronic notification to CITY on a weekly basis which shall indicate the total amount of claim payments and ALAE made by Contractor on behalf of CITY. Upon receipt of said notification, CITY shall direct that a transfer in a corresponding amount be made from CITY's account at CITY's bank through the Automated

Clearing House System to the Payment Account ("ACH Credit"). The Payment Account will initially be funded by CITY in the amount of \$90,000, which shall be equal to two weeks estimated claims payments and ALAE, and which may be revised at Contractor's discretion based upon actual claims and expense payment history. If the escrow balance is depleted by 75% or more, then Contractor shall notify CITY in writing of such deficiency, and upon receipt of said notice, CITY shall direct that a transfer be made in an amount sufficient to replenish the balance within one business day.

- c) Should CITY fail at any time to maintain the required funding after receiving notification from Contractor, then Contractor will stop providing services, including ceasing to pay claims and expenses, until such funding has been restored and any related Contractor bank charges, fees, or penalties have been paid by CITY.
- d) Contractor is not obligated to pay any claims or expenses on behalf of CITY unless the required funds are made available by CITY to Contractor to do so. Should Contractor advance funding on the part of CITY, then CITY shall immediately reimburse Contractor or Contractor will stop providing services, including ceasing to pay claims and expenses, until full reimbursement has been received and any related Contractor bank charges, fees, or penalties have been paid by CITY.
- e) This Section 28 of the Contract shall survive the termination of the Contract.

29. Counterparts:

This Contract may be executed in more than one counterpart, each of which shall be deemed an original, but which together shall constitute one and the same instrument.


IN WITNESS WHEREOF, City and Contractor have executed four (4) counterparts of this
this Contract as of the Commencement Date.

CITY OF HARTFORD


By: Mayor Luke A. Bronin


Date: 7/1/16

PMA MANAGEMENT CORP. OF NEW ENGLAND, INC.


By: Alan D. Mathog
President

Date: 7/18/16

Approved As to Form and Legality


Howard G. Rifkin
Corporation Counsel

Date 7/26/16

Exhibit A

TPA SERVICES

Contractor shall provide customary and appropriate commercial automobile, general liability, professional liability, and workers' compensation claim handling services for all claims. Specifically, with regard to:

- I. **Lost Time Claims** - Contractor will provide the services required to make a determination regarding compensability, pay the appropriate level of indemnity benefits and medical bills and expenses as provided in this Agreement, and under appropriate circumstances, attempt to resolve the claim.
- II. **Medical Only Claims** - Contractor services will consist of the payment of medical bills and expenses as provided in this Agreement.
- III. **Record Only Claims** - Contractor services will consist only of making a record of the injury or accident.

Contractor shall provide claim handling services for claims from the date of first report of injury or first notice of claim through the resolution of the claim.

City acknowledges it is not entitled to any refund if City requests Contractor cease servicing a claim prior to resolution of any open claim or if Contractor terminates this Agreement due to City's breach.

Non-claim handling services such as stewardship reports, claim reviews, and standard customized reports shall be provided at no additional charge during the term of the Agreement. Upon Contract termination or expiration, these services may be available upon mutually agreed upon fees by the parties, subject to any and all local laws and/or City requirements that pertain to such matters.

Contractor shall file all required forms in the adjustment of claims pursuant to the applicable workers' compensation statutory and regulatory scheme.

Contractor agrees to review and seek prior approval from City with respect to a recommended course of action regarding a claim valued in excess of the discretionary authority limit.

EXCESS REPORTING SERVICES

Contractor will report to City's excess insurance carrier or carriers ("**Carrier(s)**") all claims serviced by Contractor which meet City's excess insurance reporting requirements, subject to the following requirements:

City shall promptly provide Contractor with copies of all applicable excess policies and contact information, as well as amended or modified policies, endorsements, and any excess claim reporting thresholds or standards agreed to by the City and Carrier(s).

City shall direct Carrier(s) to promptly provide Contractor with copies of all claim notice confirmations, claim reports, and any similar reports provided by Carrier(s) to City.

City shall promptly provide claim data for conversion to Contractor's computer system for purposes of determining historical loss information.

City shall instruct its attorneys to advise Contractor when in the attorney's professional opinion one of City's claims meets the reporting thresholds or standards.

City's failure to meet the requirements set forth above shall relieve Contractor of its obligation to report excess claims to Carrier(s). Contractor shall not be obligated to report any claims not serviced by Contractor.

MANAGED CARE SERVICES

City agrees to exclusively utilize the following Contractor managed care services:

Contractor's medical bill review and repricing services, which may include but are not limited to:

1. reviewing medical documents for appropriateness, relatedness to the injury or accident, unbundling, and conformity to applicable fee schedule or usual and customary re-pricing; and
2. utilizing Contractor's complex bill review process to review certain medical bills for possible additional savings.

Contractor's managed care networks which include: traditional networks (e.g. physicians and medical facilities); specialty networks (e.g. providers of durable medical equipment, diagnostic testing, and physical therapy); and out-of-network services from Contractor's and third party vendors; Contractor's pharmacy benefit management program (e.g. bill repricing, home-delivery, brand-to-generic conversion, customized formularies, narcotic management, and drug utilization review).

Upon request, Contractor's Medical Managers will provide on-site and telephonic medical management services (e.g. coordinating care and disability management). Contractor may also retain third party vendors for the purpose of providing specific medical management services.

RISK CONTROL SERVICES

Upon request, Contractor will: (1) perform a risk management assessment; (2) prepare a more detailed analysis of specific risk-related issues, or prepare custom risk control strategies and implementation plans; (3) provide the following risk control services: industrial hygiene assessment, ergonomic risk assessment, and consultation services (e.g. strategic risk control plan facilitation, and employee communication initiatives, as well as management, supervisor and employee development programs and occupational health service programs); and (4) create and administer a specific risk control service project mutually agreed upon with City.

Any risk control services provided are solely to assist City in reducing City's exposure to risk of loss. Evaluations concern only such conditions and practices as may be evident at the time of Contractor's visits. **THE SERVICES PERFORMED UNDER THIS CONTRACT BY CONTRACTOR SHALL NOT BE CONSTRUED AS APPROVAL BY CONTRACTOR OF CITY'S OPERATIONS, PROCESSES, SERVICES, PRODUCT DESIGN OR PRODUCT FUNCTION. THE PARTIES AGREE THAT, WHILE CONTRACTOR WILL PERFORM RISK CONTROL SERVICES WITHIN INDUSTRY STANDARDS, NO GUARANTEES OR OTHER SIMILAR ASSURANCES CAN BE MADE BY CONTRACTOR THAT IT HAS DISCOVERED ALL OF CITY'S PAST, CURRENT, OR FUTURE RISKS OR HAZARDS. THE PARTIES FURTHER AGREE THAT BY PROVIDING THE SERVICES SPECIFIED HEREUNDER, CONTRACTOR IS NOT MAKING ANY WARRANTY, EXPRESS OR IMPLIED, AS TO THE MERCHANTABILITY OR FITNESS OF CITY'S PRODUCTS OR PROCESSES FOR A PARTICULAR PURPOSE, COMPLIANCE WITH ANY LAW OR REGULATION, OR ANY OTHER WARRANTY, AND ANY LIABILITY OF CONTRACTOR, ITS AFFILIATES OR AGENTS, FOR DIRECT, SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES, INCLUDING LOST PROFITS, FROM ANY CAUSE WHATSOEVER, IS EXPRESSLY DISCLAIMED, EVEN IF CONTRACTOR HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THIS SECTION OF THE CONTRACT SHALL SURVIVE THE TERMINATION OF THE CONTRACT.**

RISK MANAGEMENT INFORMATION SYSTEM ("RMIS")

Contractor will provide the following RMIS services: (1) upon request, a conversion of City's existing claims data into Contractor's claim system. A standard conversion shall be from one electronic source and a customized conversion shall be from two or more sources; (2) access to Contractor's RMIS for up to three users, provided City agrees to the terms and conditions of the License Agreement when first accessing Contractor's RMIS; (3) standard reports available through Contractor's RMIS; and (4) customized reporting reasonably acceptable to Contractor, subject to additional terms, conditions and fees as may be agreed upon by the parties. Contractor will provide a reasonable estimate of the costs of preparation of any such reports to City in advance.

Contractor warrants Contractor's RMIS against malfunctions, errors, or loss of data which are due solely to errors on its part. If City notifies Contractor in writing and furnishes adequate documentation of any such malfunction, error or loss of data, then:

(1) in the event of a malfunction, error or loss of data, upon notice from City within 20 days of the event, Contractor will recreate the reports designated by City without an additional fee, using data as of the recreation date; and (2) the maximum and only liability of Contractor for such malfunction, error or loss of data shall be its obligation to recreate reports or regenerate data as described above.

THE WARRANTIES STATED IN THIS SECTION ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT SHALL CONTRACTOR BE LIABLE FOR ANY LOSS OR DAMAGE TO REVENUES, PROFITS, OR GOODWILL OR OTHER DIRECT, SPECIAL, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY KIND RESULTING FROM ITS PERFORMANCE OR FAILURE TO PERFORM UNDER THIS SECTION, INCLUDING WITHOUT LIMITATION ANY INTERRUPTION OF BUSINESS, EVEN IF CONTRACTOR HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH LOSS OR DAMAGE. THIS SECTION OF THE CONTRACT SHALL SURVIVE THE TERMINATION OR EXPIRATION OF THE CONTRACT.

Obligations of City regarding use of Contractor's RMIS: (1) City shall adhere to state and federal law with regard to protecting the privacy of any claimant whose information may appear in Contractor's RMIS. City agrees to use all available security features and to notify Contractor promptly of all potential and actual breaches of the system; (2) City agrees that no information in Contractor's RMIS will be used as a pretext for retaliatory or other illegal or unfair discriminatory employment practices in violation of any federal or state statute or regulation.

General Provisions regarding Contractor's RMIS: (1) City agrees to limit access to Contractor's RMIS to those persons who perform the essential functions of claim and risk management, including protecting security access passwords and communications, except that this provision is not intended to limit City from generating and using reports and statistics for legitimate business purposes; (2) Unless otherwise stated, City's access to Contractor's RMIS will end upon termination or expiration of the Contract.

LEGAL SERVICES

In the event a claim managed by Contractor pursuant to this Agreement: (x) enters into litigation; or (y) is scheduled for a workers' compensation hearing; or (z) involves a potential third-party (subrogation) claim (collectively, (x), (y) and (z), "Disputed Claim"), Contractor will: make recommendations to City regarding legal matters; assist City in the retention and appointment of counsel selected by City to represent City in and regarding such legal matters, and assist City in the selection of expert witnesses and vendors; and pursue all appropriate subrogation/contribution claims as directed by City.

If requested by City, Contractor will manage Disputed Claims in accordance with Contractor's Defense Counsel Guidelines.

Contractor will make settlement recommendations to City, but the final decision regarding the disposition of any Disputed Claim will be made solely by City.

SECTION 111 REPORTING

City understands and acknowledges that it is a Responsible Reporting Entity ("RRE") as defined by the Centers for Medicare and Medicaid Services ("CMS"), and is responsible for the reporting requirements as set forth in Section 111 of the Medicare, Medicaid, and SCHIP Extension Act of 2007.

City authorizes Contractor to undertake City's Section 111 reporting requirements as City's Account Manager/Reporting Agent as it relates to City's claims. City further agrees to fully cooperate with Contractor, including the execution of any documents necessary for such authorization. Contractor shall not provide any Section 111 reporting services for City's Record Only Claims. Contractor shall not undertake Section 111 reporting activities for City's claims which were converted from City's prior TPA to Contractor but were never serviced by Contractor.

City acknowledges and agrees to provide Contractor with complete, accurate, and timely data for Section 111 reporting purposes.

Upon receipt of complete, accurate claim data, Contractor shall commence reporting of City's data to CMS, and shall continue for as long as Contractor provides claims handling services for City's claims.

Contractor shall have no liability for any failure of (i) City to register as a RRE; (ii) City to execute any documents necessary to authorize Contractor as its Account Manager/Reporting Agent; or (iii) City or its prior TPA to report City's claims when they were first required to do so.

Exhibit B

Claim Handling Fees

- a) For claim handling services to be rendered during the first three years of this Contract, City shall pay Contractor an annual estimated fee, based in part upon the projected number of new claims to be serviced by Contractor during the term of this Contract. The annual estimated fee due to Contractor is \$660,307, consisting of a \$93,042 Basic Service Fee and a \$567,265 estimated claim handling fee; these fees shall be paid in equal installments of \$55,025.59. City shall pay the initial installment at the inception of this Contract and subsequent installments monthly thereafter.
- b) At the end of each of the first three years of this Contract, Contractor shall calculate the actual fees for services based upon the number of claims multiplied by the following per claim fees:
- \$950 for each Lost Time Claim;
 - \$150 for each Medical Only Claim;
 - \$0 for each Workers Compensation Record Only Claim;
 - \$740 for each Bodily Injury Automobile Liability Claim;
 - \$440 for each Property Damage Automobile Liability Claim;
 - \$360 for each Physical Damage Automobile Liability Claim;
 - \$685 for each General Liability Claim;
 - \$40 for each General Liability Record Only Claim;
 - \$1,250 for each Professional Liability Claim.
- f) Should City opt to extend this Contract for a fourth year, then City shall pay Contractor an estimated fee of \$677,325, consisting of a \$93,042 Basic Service Fee and a \$584,283 estimated claim handling fee; these fees shall be paid in equal installments of \$56,443.75. City shall pay the initial installment at the inception of the fourth year of this Contract, with subsequent installments monthly thereafter.
- g) At the end of the fourth year of this Contract, Contractor shall calculate the actual fees for services based upon the number of claims multiplied by the following per claim fees:
- \$979 for each Lost Time Claim;

\$155 for each Medical Only Claim;
\$0 for each Workers Compensation Record Only Claim;
\$762 for each Bodily Injury Automobile Liability Claim;
\$453 for each Property Damage Automobile Liability Claim;
\$371 for each Physical Damage Automobile Liability Claim;
\$706 for each General Liability Claim;
\$41 for each General Liability Record Only Claim;
\$1,288 for each Professional Liability Claim.

h) Should City opt to extend this Contract for a fifth year, then City shall pay Contractor an estimated fee of \$694,853, consisting of a \$93,042 Basic Service Fee and a \$601,811 estimated claim handling fee; these fees shall be paid in equal installments of \$57,904.42. City shall pay the initial installment at the inception of the fifth year of this Contract, with subsequent installments monthly thereafter.

i) At the end of the fifth year of this Contract, Contractor shall calculate the actual fees for services based upon the number of claims multiplied by the following per claim fees:

\$1,008 for each Lost Time Claim;
\$159 for each Medical Only Claim;
\$0 for each Workers Compensation Record Only Claim;
\$785 for each Bodily Injury Automobile Liability Claim;
\$467 for each Property Damage Automobile Liability Claim;
\$382 for each Physical Damage Automobile Liability Claim;
\$727 for each General Liability Claim;
\$42 for each General Liability Record Only Claim;
\$1,326 for each Professional Liability Claim.

j) For all years of this Contract, if Contractor determines the annual estimated fee paid by City is less than the calculated actual fee incurred by City, then

Contractor shall issue an invoice to reflect the amount due and owing by City. If Contractor determines that the annual estimated fee paid by City is greater than the calculated actual fees incurred by City, then Contractor shall return the overpayment to City.

- k) Contractor will bill City for claim handling services to be rendered on a monthly basis, along with any other fees (hereinafter identified) which shall be paid in full at inception of this Contract. City will pay such bills within 30 days after receipt. If bills are not paid within 30 days after receipt, Contractor reserves the right to charge City interest at an annual rate of 12% on all overdue payments, and to stop providing services, including ceasing to pay claims and expenses, until such bills and interest have been paid in full.

Risk Control Fees

Contractor shall provide City with risk control services for a fee of \$150 per hour. Should City agree to purchase 300 or more risk control service hours, then such services shall be provided at a fee of \$130 per hour.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/18/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Aon Risk Services Central, Inc. 200 East Randolph Street Chicago, IL 60601	CONTACT NAME: Mike Tatum / Emily Trussell	
	PHONE (A/C, No. Ext): 312-381-4269 / 312-381-4269	FAX (A/C, No.):
E-MAIL ADDRESS:		
INSURER(S) AFFORDING COVERAGE		NAIC#
INSURED PMA Management Corporation of New England c/o Old Republic International Corporation 307 North Michigan Avenue Chicago, IL 60601	INSURER A: Zurich American Insurance Co.	16535
	INSURER B: American Zurich Insurance Co.	40142
	INSURER C: Continental Casualty Company	20443
	INSURER D:	
	INSURER E:	

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Limits shown are as requested

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	X	GL 0269598 05	06/15/2016	06/15/2017	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED. EXP (Any one person) \$5,000 PERSONAL & ADV. INJURY \$1,000,000 GENERAL AGGREGATE \$3,000,000 PRODUCTS - COMP/OP AGG \$3,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	X	BAPO269599 05	06/15/2016	06/15/2017	COMBINED SINGLE LIMIT (Ea accidnt) \$2,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$	X	5093924134	06/15/2016	06/15/2017	EACH OCCURRENCE \$25,000,000 AGGREGATE \$25,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICERS/MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <small>(Mandatory in NY) If yes, describe under DESCRIPTION OF OPERATIONS below</small>	N/A	WC 0269596 05 (DED) WC 0269597 05 (RETRD)	06/15/2016	06/15/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE-EA EMPLOYEE \$1,000,000 E.L. DISEASE-POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES (Attach ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Certificate Holder is named as Additional Insured on a primary and non-contributory basis when required under a written contract.

CERTIFICATE HOLDER City of Hartford City of Hartford Board of Education 650 Main St Hartford CT, 06103	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Aon Risk Services Central, Inc.
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ACORD. CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)
07/18/2016

PRODUCER
Brummel Brothers, Inc.
307 N. Michigan Ave.
Chicago, Illinois 60601
(312) 762-4274

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

INSURED
PMA Management Corp. of New England
Old Republic International Corporation
307 North Michigan Avenue
Chicago, Illinois 60601

INSURER A: Old Republic Insurance Company
INSURER B:
INSURER C:
INSURER D:
INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSUR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				EACH OCCURRENCE \$ FIRE DAMAGE (Any one fire) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/PROP AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
	EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				<input type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	OTHER Professional Liability	0Z03946627	07/01/2016	07/01/2017	\$5,000,000 each occurrence \$5,000,000 aggregate

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

CERTIFICATE HOLDER	ADDITIONAL INSURED; INSURER LETTER:	CANCELLATION
City of Hartford City of Hartford Board of Education 550 Main St Hartford CT, 06103		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE: <i>J. Eric [Signature]</i>

**MEMORANDUM
MUNICIPAL ACCOUNTABILITY REVIEW BOARD**

To: Municipal Accountability Review Board
From: Julian Freund
Subject: Update on Town of Sprague
Date: December 2, 2019

The Sprague Subcommittee does not have a recurring meeting schedule at this time. However, OPM staff has been working with municipal and Board of Education staff in Sprague, as well as the newly elected First Selectman, to monitor cash flow and to ensure progress continues in addressing prior year audit findings and in meeting the conditions of the Town's Memorandum of Agreement with OPM.

The following provides an update on multiple initiatives in process:

- Current indications are that the audit will be completed by the statutory deadline. Staff are requesting an open items list from the auditor to ensure the auditor is not waiting on any outstanding data.
- The most recent cash flow projections suggest the Town will need to utilize some of the additional funding provided in the MOA. Cash flow projections are being fine-tuned and OPM anticipates a formal request for cash flow assistance from the First Selectman soon.
- Final steps to clear any outstanding prior year invoices have been outlined and are being implemented by the Town and BOE.
- A Corrective Action Plan to remedy previous audit findings is being finalized by the Town and Board of Education. The plan for addressing certain findings will span more than one fiscal year. Reporting templates have been provided to the Town and BOE to facilitate regular status reporting.
- A cover memo format for monthly budget reports has been provided along with some minor budget report format adjustments.

Town of Sprague Budget Status as of October 31, 2019

Summary

As of the end of the October 2019, total revenues collected are 50% of the FY 2019/20 budgeted amount. Year to date collections include the \$500,000 in Municipal Restructuring Funds received as part of the Memorandum of Agreement with the State and \$666,301 for the first installment of ECS funds. Excluding the restructuring funds, total revenues as of 10/31/19 would be at 45% of budget. This is 3% lower than revenues for the same period in FY 2018/19 which were at 48%.

Total expenditures as of 10/31/19 are at 32% of budget, which is comparable to expenditures for the same period in FY 2018/19 which were 32% of budget.

<i>Budget Category</i>	FY 2019/2020			Same Period Prior Year
	Budget	Year to Date	Year to Date %	
Property Taxes	5,931,604	3,395,513	57%	57%
State Education Grants	2,690,078	666,301	25%	25%
Other State Grants	597,726	21,566	4%	15%
Other Revenue	222,771	612,395	275%	171%
Total General Fund Revenues	9,442,179	4,695,775	50%	48%
Town/Municipal Expenditures	2,903,205	1,225,602	42%	41%
Board of Education Expenditures	6,525,766	1,797,018	28%	27%
Total General Fund Expenditures	9,428,971	3,022,619	32%	32%

The attached Budget vs. Actual report provides a detailed report of all revenues and expenditures as of the end of September. At this time, no significant variances are projected for either revenues or expenditures.

Revenues

Property Taxes are the largest revenue source to the Town, representing 62.8% of total revenues. Collections on Property Taxes for the period to October 31, 2019 of the current fiscal year are at 57% of the budgeted amount. This is comparable to property tax collections for the same period in last fiscal year which were 57% of budget.

State Grants make up 34.8% of total budgeted revenues. The Town has received the first installment of ECS (\$666,301), the PILOT payment for State Property (\$6,156) and State Police DUI Grant (\$15,410) as of October 31, 2019, which accounts for 20.5% of State Grants in the current fiscal year. For the same period last fiscal year, the Town had received 23% of its State Grants (including Town Aid Roads, which the Town has not yet received in the current fiscal year).

The remaining revenue sources include interest income, fees, permits and miscellaneous revenue. In the aggregate, these sources comprise less than 2.5% of total budgeted revenues. Current year collections on these sources total \$612,395, which includes the payment of \$500,000 of Municipal Restructuring Funds. Adjusting year to date revenues to exclude the restructuring funds, collections on these sources are at 51% of the total budgeted amount. This compares to 23% for the same period in the last fiscal year (adjusted to exclude the \$250,000 sale of scrap metal which was a one-time payment received in October 2018).

Expenditures

Departmental and other operating expenditures as of 10/31/19 tend to range between 29% and 35% with a few exceptions where year-to-date expenditures are below that range. In most cases, expenditures are comparable to last fiscal year's expenditures for the same period. Highway expenditures, at 36% year-to-date, is somewhat higher than last year's expenditures (32%) reflecting line-striping expenses, catch basin cleaning and the early purchase of sand for storm control. Summer recreation expenditures are at 84% of budget reflecting the seasonality of the programming.

Payments for memberships on regional agencies (70% year-to-date), insurance premiums (43% year-to-date) and maintenance contracts (72% year-to-date) tend to be invoiced in one or several installments. Similarly, payments on bond principal (70%) and interest (45%) are scheduled payments that do not necessarily occur evenly throughout the fiscal year.

Year to date expenditures by the Board of Education total \$1,797,018, or 28% of total budget. For the same period last fiscal year, Board of Education expenditures were comparable at 28% of budget.

Town of Sprague
BOF Budget vs. Actual
with YE estimated totals
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	Prior Three Months			Current Year Totals				Comparison	Estimated Year-End Totals				
	August 2019	Sept 2019	Oct 2019	Budget	Year to Date	\$ Remaining	% of Budget		Same Period PY %	Year to Date	Budget	\$ Remaining	% of Budget
Ordinary Income/Expense													
Income													
5000 - Taxes													
5000-1 - Current Taxes	72,991	58,524	23,876	5,488,354	3,139,303	(2,349,051)	57%	57%	5,488,354	5,488,354	-	100%	
5000-2 - Current Interest & Lien Fees	2,257	2,518	1,270	20,000	6,160	(13,840)	31%	24%	20,000	20,000	-	100%	
5000-3 - Prior Year Tax	5,727	8,635	7,931	125,000	36,189	(88,811)	29%	25%	125,000	125,000	-	100%	
5000-4 - Prior Year Interest/Lien Fees	1,265	2,600	1,923	35,000	9,571	(25,429)	27%	29%	35,000	35,000	-	100%	
5000-5 - Current Supp MV Tax	622	1,773	772	72,000	4,407	(67,593)	6%	14%	72,000	72,000	-	100%	
5000-6 - Firefighter Tax Abatement	-	-	-	(8,750)	-	8,750	0%	0%	(8,750)	(8,750)	-	100%	
5000-7 - PILOT Solar Farm	-	-	-	200,000	200,000	-	100%	100%	200,000	200,000	-	100%	
5000-9 - Tax Overpymnts Ret'd (contra)	(117)	-	-	-	(117)	(117)	100%	100%	(117)	-	(117)	100%	
Total 5000 - Taxes	82,745	74,050	35,772	5,931,604	3,395,513	(2,536,091)	57%	57%	5,931,487	5,931,604	(117)	100%	
5100 - State Grants-School													
5100-1 - ECS - Assis. to Towns for Educ.	-	-	666,301	2,690,078	666,301	(2,023,777)	25%	25%	2,690,078	2,690,078	-	100%	
Total 5100 - State Grants-School	-	-	666,301	2,690,078	666,301	(2,023,777)	25%		2,690,078	2,690,078	-	100%	
5200 - State Grants-Local													
5200-1 - Telecomm. Property Tax Grant	-	-	-	5,416	-	(5,416)	0%	0%	5,416	5,416	-	100%	
5200-10 - Judicial 10th Circuit Court	-	-	-	1,000	-	(1,000)	0%	0%	1,000	1,000	-	100%	
5200-11 - SLA - Emergency Mgmt. Agency	-	-	-	2,800	-	(2,800)	0%	0%	2,800	2,800	-	100%	
5200-13 - St. Police O/T	-	-	15,410	15,000	15,410	410	103%	47%	15,000	15,000	-	100%	
5200-14 - Town Aid Roads	-	-	-	151,064	-	(151,064)	0%	50%	151,064	151,064	-	100%	
5200-16 - Elderly & Disabled Transp Grant	-	-	-	8,800	-	(8,800)	0%	0%	8,800	8,800	-	100%	
5200-2 - Municipal Rev Sharing-Muni Proj	-	-	-	386,528	-	(386,528)	0%	0%	386,528	386,528	-	100%	
5200-4 - PILOT - State Property	-	-	6,156	6,156	6,156	-	100%	100%	6,156	6,156	-	100%	
5200-5 - Mashantucket Pequot Grant	-	-	-	17,749	-	(17,749)	0%	0%	17,749	17,749	-	100%	
5200-6 - Veterans Tax Relief	-	-	-	2,518	-	(2,518)	0%	0%	2,518	2,518	-	100%	
5200-7 - Disability Exemption Reimb.	-	-	-	695	-	(695)	0%	0%	695	695	-	100%	
Total 5200 - State Grants-Local	-	-	21,566	597,726	21,566	(576,160)	4%	15%	597,726	597,726	-	100%	
5300 - Local Revenues													
5300-1 - Interest Income	229	55	50	4,000	334	(3,666)	8%	44%	4,000	4,000	-	100%	
5300-10 - Permit Fees, P&Z, Inland & Wetl	72	102	22	4,000	280	(3,720)	7%	48%	4,000	4,000	-	100%	
5300-13 - Landfill Receipts	2,755	1,537	1,727	25,000	7,226	(17,775)	29%	29%	25,000	25,000	-	100%	
5300-14 - Newsletter Ads	70	70	170	3,000	331	(2,669)	11%	43%	3,000	3,000	-	100%	
5300-15 - Marriage Licenses	-	16	32	150	96	(54)	64%	85%	150	150	-	100%	
5300-16 - Sportsmans Licenses	2	15	7	150	25	(125)	17%	12%	150	150	-	100%	
5300-17 - Farmland Preservation	129	99	93	950	420	(530)	44%	42%	950	950	-	100%	
5300-2 - Licenses,Burial, Crem, Pis, Liq	-	50	-	1,000	115	(885)	12%	22%	1,000	1,000	-	100%	
5300-3 - Building Inspector Fees	(67)	3,390	1,480	25,000	4,803	(20,197)	19%	36%	25,000	25,000	-	100%	
5300-4 - Dog License Fees	52	36	16	2,750	317	(2,433)	12%	12%	2,750	2,750	-	100%	
5300-5 - Sundry Receipts, faxes, etc	10	12	8	400	50	(350)	13%	64%	400	400	-	100%	
5300-6 - Recording Land Rec,maps, trade	1,709	1,497	1,184	10,000	5,941	(4,059)	59%	42%	10,000	10,000	-	100%	
5300-8 - Conveyance Tax	4,328	3,329	863	17,000	10,822	(6,178)	64%	32%	17,000	17,000	-	100%	
5300-9 - Copies	669	601	480	5,000	2,291	(2,709)	46%	42%	5,000	5,000	-	100%	
Total 5300 - Local Revenues	9,957	10,809	6,132	98,400	33,050	(65,350)	34%	35%	98,400	98,400	-	100%	
5400 - Misc Revenues													
5400-1 - Trans. Subsidy from SCRRA	-	-	-	2,000	-	(2,000)	0%	0%	2,000	2,000	-	100%	
5400-5 - Other Revenues	1	500,000	200	-	500,426	500,426	100%	100%	226	-	226	100%	
5400-6 - Waste Management	4,543	934	3,071	52,000	8,548	(43,452)	16%	17%	52,000	52,000	-	100%	
Total 5400 - Misc Revenues	4,544	500,934	3,271	54,000	508,974	454,974	943%	499%	54,226	54,000	226	100%	
5500-3 - Resv. Dam Proj. - Prinp. S&W	-	45,000	-	45,000	45,000	-	100%	100%	45,000	45,000	-	100%	
5500-4 - Resv. Dam Proj. - Int. W & S	-	25,371	-	25,371	25,371	-	100%	94%	25,371	25,371	-	100%	
Total Income	97,246	656,164	733,042	9,442,179	4,695,775	(4,746,404)	50%	48%	9,442,288	9,442,179	109	100%	
Gross Profit	97,246	656,164	733,042	9,442,179	4,695,775	(4,746,404)	50%	48%	9,442,288	9,442,179	109	100%	
Expense													
6000 - Board of Selectmen													
6000-1 - First Selectman	4,615	3,077	1,538	40,000	12,307	(27,693)	31%	40%	40,000	40,000	-	100%	
6000-2 - Selectman 2	100	100	100	1,200	400	(800)	33%	33%	1,200	1,200	-	100%	
6000-3 - Selectman 3	100	100	100	1,200	400	(800)	33%	33%	1,200	1,200	-	100%	
6000-4 - Selectman office Sup, Misc.	328	74	-	1,260	452	(808)	36%	16%	1,260	1,260	-	100%	
6000-5 - Selectman - Mileage	286	571	286	3,150	1,143	(2,007)	36%	32%	3,150	3,150	-	100%	
6000-6 - Selectman Executive Assistant	5,242	3,478	3,478	45,215	15,650	(29,565)	35%	34%	45,215	45,215	-	100%	

Town of Sprague
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	Prior Three Months			Current Year Totals				Comparison	Estimated Year-End Totals			
	August 2019	Sept 2019	Oct 2019	Budget	Year to Date	\$ Remaining	% of Budget		Same Period PY %	Year to Date	Budget	\$ Remaining
6000-7 · Stipend Add'l Brd Participation	150	100	-	1,000	250	(750)	25%	25%	1,000	1,000	-	100%
Total 6000 · Board of Selectmen	10,821	7,500	5,502	93,025	30,602	(62,423)	33%	36%	93,025	93,025	-	100%
6005 · Elections												
6005-1 · Election Salaries	598	208	195	6,000	1,443	(4,557)	24%	35%	6,000	6,000	-	100%
6005-2 · Election Misc.	1,959	68	975	14,103	3,017	(11,086)	21%	62%	14,103	14,103	-	100%
Total 6005 · Elections	2,557	276	1,170	20,103	4,460	(15,643)	22%	53%	20,103	20,103	-	100%
6010 · Board of Finance												
6010-2 · BOF - Town Rpt, Sup.	-	-	-	250	-	(250)	0%	5%	250	250	-	100%
Total 6010 · Board of Finance	-	-	-	250	-	(250)	0%	5%	250	250	-	100%
6011 · Auditing	-	-	-	22,650	-	(22,650)	0%	0%	22,650	22,650	-	100%
6012 · Bookkeeper												
6012-1 · Bookkeeper - Salary	3,563	2,148	1,758	28,210	9,492	(18,718)	34%	34%	28,210	28,210	-	100%
6012-2 · Bookkeeper-Support	-	-	-	900	-	(900)	0%	0%	900	900	-	100%
Total 6012 · Bookkeeper	3,563	2,148	1,758	29,110	9,492	(19,618)	33%	33%	29,110	29,110	-	100%
6015 · Assessors												
6015-1 · Assessors, Salary	2,570	1,705	1,705	22,165	7,673	(14,493)	35%	35%	22,165	22,165	-	100%
6015-4 · Assessors, Travel Expense	-	-	41	300	41	(259)	14%	0%	300	300	-	100%
6015-5 · Assessors, Sch,Wrkshp, Seminars	-	-	-	280	-	(280)	0%	0%	280	280	-	100%
6015-6 · Assess. Misc. Supplies, Postage	-	-	-	1,680	-	(1,680)	0%	0%	1,680	1,680	-	100%
6015-7 · Assess. Map updts, Pric.Manuls	-	-	-	1,000	-	(1,000)	0%	0%	1,000	1,000	-	100%
Total 6015 · Assessors	2,570	1,705	1,746	25,425	7,714	(17,712)	30%	30%	25,425	25,425	-	100%
6025 · Tax Collector												
6025-1 · Tax Collector, Salary	3,061	2,041	2,041	26,532	9,184	(17,348)	35%	35%	26,532	26,532	-	100%
6025-4 · Tax Collector Misc. Sup. Sch.	-	-	42	700	42	(658)	6%	3%	700	700	-	100%
6025-5 · Tax Collector, Postage	-	-	-	3,030	-	(3,030)	0%	3%	3,030	3,030	-	100%
Total 6025 · Tax Collector	3,061	2,041	2,083	30,262	9,226	(21,036)	30%	31%	30,262	30,262	-	100%
6030 · Town Treasurer	200	200	200	2,400	800	(1,600)	33%	33%	2,400	2,400	-	100%
6035 · Town Counsel & Financial Advisr												
6035-1 · Town Counsel	1,310	2,052	2,015	20,000	5,377	(14,624)	27%	27%	20,000	20,000	-	100%
6035-2 · Financial Advisor	-	-	3,607	7,000	3,607	(3,393)	52%	0%	7,000	7,000	-	100%
Total 6035 · Town Counsel & Financial Advisr	1,310	2,052	5,622	27,000	8,984	(18,017)	33%	27%	27,000	27,000	-	100%
6040 · Town Clerk												
6040-1 · Town Clerk, Salary	5,719	3,812	3,812	49,562	17,155	(32,407)	35%	35%	49,562	49,562	-	100%
6040-2 · Town Clerk, Office Sup, Misc.	-	-	-	1,463	75	(1,388)	5%	28%	1,463	1,463	-	100%
6040-3 · Town Clerk, Dog Licenses	-	-	-	350	-	(350)	0%	76%	350	350	-	100%
6040-4 · Town Clerk, School	545	-	-	900	545	(355)	61%	62%	900	900	-	100%
6040-5 · Town Clerk, Microfm(Security)	-	-	-	400	-	(400)	0%	0%	400	400	-	100%
Total 6040 · Town Clerk	6,264	3,812	3,812	52,675	17,775	(34,900)	34%	35%	52,675	52,675	-	100%
6045 · Telephone Services/DSL/Website	1,435	533	1,177	11,700	3,678	(8,022)	31%	34%	11,700	11,700	-	100%
6050 · Pool Secretaries												
6050-1 · Pool Sec,Salary-Asst Town Clerk	2,126	2,028	1,846	23,378	7,604	(15,774)	33%	31%	23,378	23,378	-	100%
6050-2 · Pool Sec, Salary-Land Use Clerk	4,099	2,707	2,707	34,820	12,176	(22,644)	35%	35%	34,820	34,820	-	100%
Total 6050 · Pool Secretaries	6,225	4,735	4,553	58,198	19,781	(38,417)	34%	34%	58,198	58,198	-	100%
6055 · Town Off. Bldg.												
6055-1 · Town Off. Bldg.Janitorial Serv	1,148	762	761	9,897	3,426	(6,471)	35%	35%	9,897	9,897	-	100%
6055-2 · Town Off. Bldg. Sup. Maint.	333	74	-	2,000	479	(1,521)	24%	46%	2,000	2,000	-	100%
6055-3 · Town Off/Sen.Ctr.- Bldg.Heat	-	1,518	-	11,500	1,518	(9,982)	13%	18%	11,500	11,500	-	100%
6055-4 · Town Off Bldg/Sen Ctr - Lights	1,512	597	578	9,000	2,687	(6,313)	30%	27%	9,000	9,000	-	100%
6055-5 · Town Off. Bldg. rpr & renov.	1,034	21	239	5,000	4,294	(706)	86%	17%	5,000	5,000	-	100%
Total 6055 · Town Off. Bldg.	4,026	2,972	4,578	37,397	12,403	(24,994)	33%	26%	37,397	37,397	-	100%
6060 · Grants/Contracts Manager												
6060-1 · Grants/Cont Mgr-Salary	3,540	3,401	-	31,507	9,335	(22,172)	30%	34%	31,507	31,507	-	100%
6060-2 · Grants/Co Mg-Workshops,Seminars	150	-	-	700	150	(550)	21%	11%	700	700	-	100%
6060-3 · Grants/ConMgr-Supp,Subs,Postage	32	57	189	1,200	278	(922)	23%	11%	1,200	1,200	-	100%
6060-4 · Grants/Contracts Mgr-Mileage	108	-	-	650	108	(542)	17%	0%	650	650	-	100%
Total 6060 · Grants/Contracts Manager	3,829	3,458	189	34,057	9,870	(24,187)	29%	32%	34,057	34,057	-	100%
6100 · P & Z Comm.												
6100-1 · P & Z Comm. Enfc. Off.	844	556	556	7,225	2,508	(4,717)	35%	35%	7,225	7,225	-	100%
6100-2 · P & Z Comm. Planner	-	-	2,280	12,000	2,280	(9,720)	19%	14%	12,000	12,000	-	100%
Total 6100 · P & Z Comm.	844	556	2,836	19,225	4,788	(14,437)	25%	20%	19,225	19,225	-	100%
6111 · Land Use Miscellaneous	-	-	37	800	102	(698)	13%	17%	800	800	-	100%

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	August 2019	Sept 2019	Oct 2019	Budget	Year to Date	\$ Remaining	% of Budget		Same Period PY %	Year to Date	Budget	\$ Remaining
6115 · Ec. Devel.	-	-	-	900	-	(900)	0%	42%	900	900	-	100%
6120 · Conservation Commission												
6120-2 · Training workshop	-	-	-	100	-	(100)	0%	0%	100	100	-	100%
6120-4 · Miscellaneous	-	100	550	1,000	650	(350)	65%	0%	1,000	1,000	-	100%
Total 6120 · Conservation Commission	-	100	550	1,100	650	(450)	59%	0%	1,100	1,100	-	100%
6150 · Conservation Wetlands Enf Off	560	490	525	6,500	1,575	(4,925)	24%	20%	6,500	6,500	-	100%
6200 · Highways												
6200-1 · Highways, General Maintenance	7,787	3,779	3,922	45,000	15,488	(29,512)	34%	54%	45,000	45,000	-	100%
6200-10 · Drug & Alcohol Testing	250	-	-	500	250	(250)	50%	50%	500	500	-	100%
6200-2 · Highways, Public Works Salary	28,787	19,294	19,259	250,235	86,442	(163,793)	35%	35%	250,235	250,235	-	100%
6200-3 · Highways, Misc. o/t labor.	493	-	442	26,200	1,049	(25,151)	4%	4%	26,200	26,200	-	100%
6200-4 · Boots - Highways	212	398	-	2,000	763	(1,237)	38%	23%	2,000	2,000	-	100%
6200-5 · Storm Materials	-	-	9,511	27,500	9,511	(17,989)	35%	6%	27,500	27,500	-	100%
6200-6 · Highways, Roadway Mgmt.	1,569	15,069	380	40,000	25,405	(14,595)	64%	31%	40,000	40,000	-	100%
6200-7 · Highways, Town Garage	693	735	59	8,000	1,487	(6,513)	19%	17%	8,000	8,000	-	100%
6200-8 · Stormwater Permit Fees(Phasell)	813	-	4,801	8,500	5,614	(2,887)	66%	24%	8,500	8,500	-	100%
Total 6200 · Highways	40,603	39,275	38,374	407,935	146,008	(261,927)	36%	32%	407,935	407,935	-	100%
6202 · Tree Maintenance												
6202-1 · Tree Warden	-	-	-	2,250	-	(2,250)	0%	0%	2,250	2,250	-	100%
6202-2 · Tree Warden- Training Seminars	-	-	-	350	-	(350)	0%	0%	350	350	-	100%
6202-3 · Tree Pruning, Removal, Replacme	3,230	1,235	5,445	12,300	9,910	(2,390)	81%	64%	12,300	12,300	-	100%
6202-4 · Tree Warden Mileage	-	-	-	400	-	(400)	0%	0%	400	400	-	100%
Total 6202 · Tree Maintenance	3,230	1,235	5,445	15,300	9,910	(5,390)	65%	49%	15,300	15,300	-	100%
6205 · Street Lighting	1,071	1,170	1,244	14,000	4,217	(9,783)	30%	35%	14,000	14,000	-	100%
6300 · Social Security	7,322	4,742	4,338	63,586	21,300	(42,286)	33%	35%	63,586	63,586	-	100%
6310 · Deferred Compensation	1,874	1,249	1,249	16,274	5,628	(10,646)	35%	35%	16,274	16,274	-	100%
6400 · Regional Agencies												
6400-1 · Reg. Agency - TVCCA	1,000	-	-	1,000	1,000	-	100%	100%	1,000	1,000	-	100%
6400-10 · RegAgency-SSAC of Eastern CT	-	-	300	300	300	-	100%	100%	300	300	-	100%
6400-11 · RegAg-SE CT Enterpr Reg	1,044	-	-	1,540	1,419	(121)	92%	68%	1,540	1,540	-	100%
6400-12 · RegAgcy-Regional Animal Control	-	-	-	9,179	9,179	0	100%	94%	9,179	9,179	-	100%
6400-2 · Reg. Agency - Cncl. of Gvnt	-	-	-	1,641	1,641	-	100%	100%	1,641	1,641	-	100%
6400-3 · Reg. Agency - Soil/Wtr. Con.	-	-	-	300	-	(300)	0%	100%	300	300	-	100%
6400-4 · Reg. Agency - Women's Center	-	-	-	250	-	(250)	0%	100%	250	250	-	100%
6400-5 · Uncas Health District	-	-	4,815	19,262	9,630	(9,632)	50%	50%	19,262	19,262	-	100%
6400-6 · Reg. Agency - CCM	-	-	-	2,032	2,032	-	100%	100%	2,032	2,032	-	100%
6400-7 · Reg. Agency - Norwich PrbCrt	-	-	531	2,124	1,062	(1,062)	50%	39%	2,124	2,124	-	100%
6400-8 · Council of Small Towns (COST)	-	-	-	725	725	-	100%	100%	725	725	-	100%
6400-9 · Quinebaug Walking Weekends	-	-	-	175	-	(175)	0%	0%	175	175	-	100%
Total 6400 · Regional Agencies	2,044	-	5,646	38,528	26,989	(11,539)	70%	69%	38,528	38,528	-	100%
6500 · Insurance												
6500-1 · Insurance, General Town	-	7,876	-	29,290	14,735	(14,555)	50%	56%	29,290	29,290	-	100%
6500-2 · Insurance, Fire Department	4,134	4,134	-	15,890	8,268	(7,622)	52%	50%	15,890	15,890	-	100%
6500-4 · Insurance, Water & Sewer Plants	-	1,892	-	7,532	3,784	(3,748)	50%	50%	7,532	7,532	-	100%
6500-5 · Insurance, CIRMA (Workers Comp)	-	10,973	-	40,560	13,807	(26,753)	34%	33%	40,560	40,560	-	100%
6500-6 · Insurance, Empl. Medical Ins.	9,463	7,909	16,128	100,344	41,924	(58,420)	42%	34%	100,344	100,344	-	100%
6500-7 · Employee Insurance Waiver	329	329	1,868	3,950	2,855	(1,095)	72%	33%	3,950	3,950	-	100%
Total 6500 · Insurance	13,927	33,113	17,996	197,566	85,373	(112,193)	43%	39%	197,566	197,566	-	100%
6600 · Police Department												
6600-1 · Police Dept. Resident Trooper	-	-	-	169,220	-	(169,220)	0%	0%	169,220	169,220	-	100%
6600-2 · Police Dept., O/T 50% contra	-	-	-	5,000	-	(5,000)	0%	0%	5,000	5,000	-	100%
6600-3 · Police Dept. DARE Program	215	-	-	300	215	(85)	72%	0%	300	300	-	100%
6600-4 · Police Dept., Supplies, Misc.	-	-	-	500	-	(500)	0%	8%	500	500	-	100%
6600-5 · Police Dept.- Sch. Crs. Guard	-	404	413	3,883	817	(3,066)	21%	20%	3,883	3,883	-	100%
Total 6600 · Police Department	215	404	413	178,903	1,032	(177,871)	1%	0%	178,903	178,903	-	100%
6605 · Fire Dept.												
6605-1 · Fire Dept., Vehicle Maint.	1,977	298	5,682	20,904	7,957	(12,947)	38%	25%	20,904	20,904	-	100%
6605-2 · Fire Dept, Fixed Expenses	2,747	1,699	3,798	36,700	14,091	(22,609)	38%	39%	36,700	36,700	-	100%
6605-3 · Fire Dept. Truck Supplies	-	-	-	7,400	-	(7,400)	0%	0%	7,400	7,400	-	100%
6605-4 · Fire Dept., Firehouse Maint.	1,747	142	430	9,325	2,608	(6,717)	28%	8%	9,325	9,325	-	100%
6605-5 · Fire Dept., Training	2,125	3,090	1,175	13,000	6,390	(6,610)	49%	56%	13,000	13,000	-	100%
6605-6 · Fire Dept., Business Exp.	1,285	-	735	13,000	2,100	(10,900)	16%	11%	13,000	13,000	-	100%

Town of Sprague
BOF Budget vs. Actual
with YE estimated totals
 July through October 2019

	Prior Three Months			Current Year Totals				Comparison	Estimated Year-End Totals			
	August 2019	Sept 2019	Oct 2019	Budget	Year to Date	\$ Remaining	% of Budget		Same Period PY %	Year to Date	Budget	\$ Remaining
6605-7 · Fire Dept., Equip. Maint.	437	-	657	10,000	1,544	(8,456)	15%	36%	10,000	10,000	-	100%
Total 6605 · Fire Dept.	10,319	5,229	12,477	110,329	34,690	(75,639)	31%	29%	110,329	110,329	-	100%
6610 · Emergency												
6610-1 · Salary Director	-	-	-	2,200	-	(2,200)	0%	0%	2,200	2,200	-	100%
6610-5 · Training Expense	-	-	-	500	-	(500)	0%	0%	500	500	-	100%
6610-6 · Equipment Maintenance	-	-	-	830	-	(830)	0%	0%	830	830	-	100%
6610-8 · Local Emerg. Plan Chair.(LEPC)	-	-	-	500	-	(500)	0%	0%	500	500	-	100%
Total 6610 · Emergency	-	-	-	4,030	-	(4,030)	0%	0%	4,030	4,030	-	100%
6615 · Fire Marshal/Burning Official												
6615-1 · Fire Marshal/Salary	736	731	731	8,767	2,923	(5,844)	33%	33%	8,767	8,767	-	100%
6615-2 · Fire Marshal/Off.Exp.Ed.Misc	-	-	-	2,050	-	(2,050)	0%	0%	2,050	2,050	-	100%
6615-4 · Burning Official - Salary	-	-	-	625	-	(625)	0%	0%	625	625	-	100%
Total 6615 · Fire Marshal/Burning Official	736	731	731	11,442	2,923	(8,519)	26%	25%	11,442	11,442	-	100%
6620 · Enf. Off-Bldg.Code												
6620-1 · Enf.Off-Bldg Code - Salary	2,254	1,498	1,498	19,471	6,736	(12,735)	35%	35%	19,471	19,471	-	100%
6620-2 · Enf. Off-Bldg.Code - Mileage	9	-	-	800	9	(791)	1%	7%	800	800	-	100%
6620-3 · Enf.Off-Bldg.Code - Mbrshp.Fee	-	-	-	120	-	(120)	0%	0%	120	120	-	100%
6620-6 · Enf.Off-Bldg.Code- Ed.Training	7	-	14	250	21	(229)	8%	55%	250	250	-	100%
6620-7 · Enf.Off-Bldg.Code- Code Vol,Sup	-	-	-	500	-	(500)	0%	0%	500	500	-	100%
Total 6620 · Enf. Off-Bldg.Code	2,269	1,498	1,512	21,141	6,766	(14,375)	32%	33%	21,141	21,141	-	100%
6625 · Blight Enforcement Officer												
6625-1 · Blight Enforce. Officer-Salary	296	296	296	3,556	1,182	(2,374)	33%	33%	3,556	3,556	-	100%
6625-2 · Blight Enforce.Officer-Mileage	-	-	-	150	-	(150)	0%	0%	150	150	-	100%
6625-3 · Blight Enforce.Officer-Postage	-	-	25	150	25	(125)	17%	11%	150	150	-	100%
Total 6625 · Blight Enforcement Officer	296	296	321	3,856	1,207	(2,649)	31%	31%	3,856	3,856	-	100%
6700 · Sanit/Wst Rem.												
6700-2 · Sanit/Wst.Rem,Matls.Misc	192	128	576	5,000	2,292	(2,708)	46%	40%	5,000	5,000	-	100%
6700-3 · Sanit/Wst.Rem., Recycling	8,582	7,897	4,931	66,000	23,398	(42,602)	35%	39%	66,000	66,000	-	100%
Total 6700 · Sanit/Wst Rem.	8,774	8,025	5,507	71,000	25,690	(45,310)	36%	39%	71,000	71,000	-	100%
6702 · Waste Management Exp. (Waste Management)	5,126	5,085	3,056	63,000	13,267	(49,733)	21%	29%	63,000	63,000	-	100%
6810 · Comm. of Aging												
6810-1 · Comm. on Aging - Salary	2,357	1,823	2,024	19,143	7,775	(11,368)	41%	38%	19,143	19,143	-	100%
6810-2 · Commission on Aging-Munic Agent	10	-	-	500	20	(480)	4%	6%	500	500	-	100%
6810-4 · Comm. on Aging - Off sup/misc.	98	109	55	1,740	345	(1,395)	20%	23%	1,740	1,740	-	100%
6810-5 · Comm. of Aging - Elevator Contr	190	200	200	2,437	789	(1,648)	32%	33%	2,437	2,437	-	100%
6810-6 · Comm. of Aging - Programs	337	617	(473)	3,000	481	(2,519)	16%	8%	3,000	3,000	-	100%
6810-7 · Comm. of Aging - Van Driver	2,861	1,382	1,293	25,110	6,739	(18,371)	27%	31%	25,110	25,110	-	100%
6810-7a · Comm of Aging-Van Dr	1,340	1,486	1,531	16,612	5,957	(10,655)	36%	38%	16,612	16,612	-	100%
6810-8 · Comm. on Aging -Senior Ctr Aide	1,792	1,694	-	16,225	4,651	(11,574)	29%	34%	16,225	16,225	-	100%
6810-9 · Van Expense, Comm. on Aging	579	316	-	7,000	895	(6,105)	13%	24%	7,000	7,000	-	100%
Total 6810 · Comm. of Aging	9,564	7,627	4,630	91,767	27,652	(64,115)	30%	33%	91,767	91,767	-	100%
6950 · Capital Project												
6950-1 · Capital Project,Rpr Centrl Pnt	685	-	-	6,000	685	(5,315)	11%	78%	6,000	6,000	-	100%
6950-2 · Engineering Fees, Cap. Proj.	-	-	-	5,000	-	(5,000)	0%	100%	5,000	5,000	-	100%
Total 6950 · Capital Project	685	-	-	11,000	685	(10,315)	6%	88%	11,000	11,000	-	100%
7000 · Parks & Playgrounds	180	90	90	1,500	450	(1,050)	30%	23%	1,500	1,500	-	100%
7002 · Summer Recreation(SPARC)												
7002-1 · Summer Recreation Salaries	8,130	-	-	14,594	13,578	(1,016)	93%	90%	14,594	14,594	-	100%
7002-2 · Summer Recreation Supplies	-	-	-	1,500	-	(1,500)	0%	0%	1,500	1,500	-	100%
Total 7002 · Summer Recreation(SPARC)	8,130	-	-	16,094	13,578	(2,516)	84%	82%	16,094	16,094	-	100%
7003 · Recreation Facilities (BoS)												
7003-2 · Electricity	333	127	176	1,900	636	(1,264)	33%	29%	1,900	1,900	-	100%
Total 7003 · Recreation Facilities (BoS)	333	127	176	1,900	636	(1,264)	33%	29%	1,900	1,900	-	100%
7004 · Recreation Events(SPARC)												
7004-1 · RecEvent-3 Villages Fall Fest	-	(145)	1,240	5,912	1,095	(4,817)	19%	37%	5,912	5,912	-	100%
7004-2 · Rec Event-Earth Day	-	-	-	400	-	(400)	0%	0%	400	400	-	100%
7004-3 · Rec Event-Youth Yr Lng Activity	-	-	-	500	-	(500)	0%	0%	500	500	-	100%
7004-4 · Rec Event-Shetucket River Fest	45	45	-	521	222	(299)	43%	34%	521	521	-	100%
7004-8 · Rec Event-Other	-	-	-	500	-	(500)	0%	0%	500	500	-	100%
Total 7004 · Recreation Events(SPARC)	45	(100)	1,240	7,833	1,317	(6,516)	17%	30%	7,833	7,833	-	100%
7005 · Other Recreation Programs												

Town of Sprague
BOF Budget vs. Actual
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 July through October 2019

	Prior Three Months			Current Year Totals				Comparison	Estimated Year-End Totals			
	August 2019	Sept 2019	Oct 2019	Budget	Year to Date	\$ Remaining	% of Budget		Same Period PY %	Year to Date	Budget	\$ Remaining
7005-1 · Sprague/Franklin/Canterbury LL	-	-	-	1,250	-	(1,250)	0%	0%	1,250	1,250	-	100%
Total 7005 · Other Recreation Programs	-	-	-	1,250	-	(1,250)	0%	0%	1,250	1,250	-	100%
7010 · Grist Mill												
7010-1 · Grist Mill - Supplies, Maint.	21	6	24	850	51	(799)	6%	103%	850	850	-	100%
7010-2 · Grist Mill-Elevator Maintenance	182	182	182	2,218	728	(1,490)	33%		2,218	2,218	-	100%
7010-3 · Grist Mill - Heat, Light	1,084	1,141	367	9,300	2,592	(6,708)	28%	29%	9,300	9,300	-	100%
7010-5 · Grist Mill - Janitor- Salaries	810	540	540	7,020	2,430	(4,590)	35%	34%	7,020	7,020	-	100%
Total 7010 · Grist Mill	2,097	1,869	1,113	19,388	5,802	(13,586)	30%	35%	19,388	19,388	-	100%
7012 · Historical Museum												
7012-1 · Salary	321	285	371	5,000	1,253	(3,747)	25%	26%	5,000	5,000	-	100%
7012-14 · Sprague Historical Society	-	-	-	200	-	(200)	0%	0%	200	200	-	100%
Total 7012 · Historical Museum	321	285	371	5,200	1,253	(3,947)	24%	25%	5,200	5,200	-	100%
7015 · Library												
7015-1 · Library - Librarian Assistant-1	1,268	507	402	12,872	3,460	(9,412)	27%	38%	12,872	12,872	-	100%
7015-10 · Library - Director	2,954	1,977	2,150	28,160	8,898	(19,262)	32%	38%	28,160	28,160	-	100%
7015-11 · Library - Programs	190	64	-	2,000	254	(1,746)	13%	6%	2,000	2,000	-	100%
7015-12 · Professional Fees	-	-	-	500	-	(500)	0%	0%	500	500	-	100%
7015-13 · Library-St Lib CT Membership	350	-	-	550	350	(200)	64%	0%	550	550	-	100%
7015-2 · Library - Books	42	417	142	5,500	601	(4,899)	11%	0%	5,500	5,500	-	100%
7015-3 · Library - Sup./Misc.	51	39	-	2,250	90	(2,160)	4%	1%	2,250	2,250	-	100%
7015-4 · Library - Library Assistant - 3	1,402	470	470	12,872	3,324	(9,548)	26%	35%	12,872	12,872	-	100%
7015-5 · Librarian Assistant - 5	-	1,150	569	12,872	1,719	(11,153)	13%	0%	12,872	12,872	-	100%
7015-6 · Library - Librarian Assistant-2	1,532	1,317	1,614	12,872	5,040	(7,832)	39%	39%	12,872	12,872	-	100%
Total 7015 · Library	7,789	5,941	5,347	90,448	23,736	(66,712)	26%	29%	90,448	90,448	-	100%
7100 · Miscellaneous												
7100-10 · Newsletter- Salary	262	255	255	3,056	1,019	(2,037)	33%	33%	3,056	3,056	-	100%
7100-11 · Bank Fees	-	-	(10)	-	(6)	(6)	100%	100%	-	-	-	0%
7100-12 · Newsletter - Misc.	265	260	283	4,000	1,066	(2,934)	27%	35%	4,000	4,000	-	100%
7100-2 · War Mem./Lords Bridge Gazebo	101	51	51	600	203	(397)	34%	23%	600	600	-	100%
7100-3 · Cemeteries, Vets Graves	-	-	-	700	-	(700)	0%	0%	700	700	-	100%
7100-4 · Contingent Fund	881	-	16	3,000	957	(2,043)	32%	100%	3,000	3,000	-	100%
7100-5 · Memorial Day Celebration	-	-	-	1,200	-	(1,200)	0%	8%	1,200	1,200	-	100%
7100-6 · Legal Ads	1,990	2,539	6,030	9,000	10,559	1,559	117%	58%	9,000	9,000	-	100%
7100-8 · Unemployment Compensation	11	65	43	-	119	119	100%	0%	-	-	-	0%
Total 7100 · Miscellaneous	3,511	3,170	6,668	21,556	13,918	(7,638)	65%	50%	21,556	21,556	-	100%
7150 · Sewer & Water Dept.												
7150-1 · Water & Sewer Public Services	-	2,615	-	8,500	2,615	(5,885)	31%	35%	8,500	8,500	-	100%
Total 7150 · Sewer & Water Dept.	-	2,615	-	8,500	2,615	(5,885)	31%	35%	8,500	8,500	-	100%
7200 · Office Machines/Sup/Mnt.												
7200-1 · Office Mach/Sup/Mnt -Town Clerk	1,968	1,308	-	9,850	4,710	(5,140)	48%	28%	9,850	9,850	-	100%
7200-10 · Fixed Asset Inventory	-	-	-	1,040	1,203	163	116%	100%	1,040	1,040	-	100%
7200-2 · Office Mach/Sup/Mnt.- Tax Coll.	1,868	-	-	7,100	6,798	(302)	96%	97%	7,100	7,100	-	100%
7200-3 · Office Mach/Sup/Mnt.- Assessor	-	-	-	12,317	12,317	-	100%	87%	12,317	12,317	-	100%
7200-4 · Office Mach/Sup/Mnt-Select/Trea	227	-	-	1,000	227	(773)	23%	43%	1,000	1,000	-	100%
7200-5 · Office Machines - Equip.Mnt.	1,300	-	-	7,000	3,113	(3,888)	44%	47%	7,000	7,000	-	100%
7200-6 · Office MachSupp-ServSupp	5,000	-	-	5,000	5,000	-	100%	100%	5,000	5,000	-	100%
7200-7 · Paychex Services	313	209	201	3,500	953	(2,547)	27%	34%	3,500	3,500	-	100%
7200-8 · Off.Mach/Sup/Mnt-Library Suppor	1,848	-	-	3,262	1,848	(1,414)	57%	67%	3,262	3,262	-	100%
7200-9 · Off.Mach/Sup/Mnt.-Mail System	-	177	-	708	177	(531)	25%	25%	708	708	-	100%
Total 7200 · Office Machines/Sup/Mnt.	12,524	1,694	201	50,777	36,346	(14,431)	72%	66%	50,777	50,777	-	100%
7300 · Interest Payments - Bonds												
7300-14 · 2005 Bonds, Land Purchase, Rds	-	12,375	-	24,750	12,375	(12,375)	50%	50%	24,750	24,750	-	100%
7300-15 · 2009 Bond-Roads, Roof, Fire App,A	-	-	-	23,900	-	(23,900)	0%	0%	23,900	23,900	-	100%
7300-16 · 2013 Bonds-Various Purposes	68,338	-	-	129,675	68,338	(61,338)	53%	52%	129,675	129,675	-	100%
Total 7300 · Interest Payments - Bonds	68,338	12,375	-	178,325	80,713	(97,613)	45%	45%	178,325	178,325	-	100%
7305 · Redemption of Debt-Principal												
7305-14 · 2005 Bonds, Land Purchase, Rds	-	-	-	85,000	-	(85,000)	0%	0%	85,000	85,000	-	100%
7305-15 · 2009 Bond-Roads, Roof, FireApp,AD	-	-	-	125,000	-	(125,000)	0%	0%	125,000	125,000	-	100%
7305-16 · 2013 Bonds Various Purposes	350,000	-	-	350,000	350,000	-	100%	100%	350,000	350,000	-	100%
7305-17 · Note Payment	-	140,000	-	140,000	140,000	-	100%	103%	140,000	140,000	-	100%
Total 7305 · Redemption of Debt-Principal	350,000	140,000	-	700,000	490,000	(210,000)	70%	69%	700,000	700,000	-	100%

Town of Sprague
 BOF Budget vs. Actual
 with YE estimated totals
 July through October 2019

	Prior Three Months			Current Year Totals				Comparison	Estimated Year-End Totals			
	August 2019	Sept 2019	Oct 2019	Budget	Year to Date	\$ Remaining	% of Budget	Same Period PY %	Year to Date	Budget	\$ Remaining	% of Budget
7360 - Operating Transfers CNR Fund	-	-	-	8,000	-	(8,000)	0%	0%	8,000	8,000	-	100%
7500 - Board of Education	508,043	421,693	711,263	6,525,766	1,797,018	(4,728,748)	28%	27%	6,525,766	6,525,766	-	100%
Total Expense	1,116,630	732,016	865,746	9,428,971	3,022,619	(6,406,352)	32%	31%	9,428,971	9,428,971	-	100%
Net Ordinary Income	(1,019,383)	(75,852)	(132,704)	13,208	1,673,156	1,659,948			13,317	13,208	109	101%
Net Income	(1,019,383)	(75,852)	(132,704)	13,208	1,673,156	1,659,948			13,317	13,208	109	101%
Summary	Prior Three Months			Current Year Totals				Comparison	Estimated Year-End Totals			
Board of Selectmen Expenditures	\$ 608,586	\$ 310,323	\$ 154,483	\$ 2,903,205	\$ 1,225,602	\$ (1,677,603)	43%	41%	\$ 2,903,205	\$ 2,903,205	\$ -	100%
Board of Education Expenditures	\$ 508,043	\$ 421,693	\$ 711,263	\$ 6,525,766	\$ 1,797,018	\$ (4,728,748)	28%	27%	\$ 6,525,766	\$ 6,525,766	\$ -	100%
Total Expenditures	\$ 1,116,630	\$ 732,016	\$ 865,746	\$ 9,428,971	\$ 3,022,619	\$ (6,406,352)	32%	32%	\$ 9,428,971	\$ 9,428,971	\$ -	100%

TOWN OF SPRAGUE
STATEMENT OF CASH BALANCES
(See note below)
10/31/19

GENERAL FUND

General Fund Checking Account Reconciliation:

Balance Prior Month..... 905,620.48

Revenues:

Deposits-Chelsea Groton 98,257.16

Less Expenditures:

Cleared-Chelsea Groton 912,433.98

Bank Balance-General Fund Accounts 91,443.66

GENERAL FUND

	Annual Yield	Beginning Bal. General Fund	Increase in General Fund	Decrease in General Fund	Ending Balance General Fund
Checking Account:					
Chelsea Groton-General Fund (NEW ACCOUNT)		905,620.48	98,257.16	912,433.98	\$ 91,443.66
Total General Fund Checking Accounts.....		905,620.48			\$ 91,443.66
Savings Accounts:					
STIF	0.16%	91.90	666,334.83	-	\$ 666,426.73
Chelsea Groton Tax Collector Account	0.10%	188.18	47,476.44	47,476.42	\$ 188.20
Chelsea Lovett Cemetery	0.05%	1,209.05	0.10	-	\$ 1,209.15
		1,489.13			\$ 667,824.08

Capital Non Recurring

	Annual Yield	Beginning Bal.	Increase in	Decrease in	Ending Balance
Chelsea Groton - Capital Non-Recurring	non interest	8,468.52	28,274.05	29,935.65	\$ 6,806.92
Total Capital Non Recurring Funds		8,468.52			\$ 6,806.92

CURRENT GENERAL FUND & CNR CASH BALANCE \$ 766,074.66

Prior Year GF & CNR Cash Balance 10/31/18 \$ 947,212.74
Prior Year GF & CNR Cash Balance 10/31/17 \$ 1,517,570.45
Prior Year GF & CNR Cash Balance 10/31/16 \$ 1,912,073.40

Budgeted Interest Income 2019-2020	\$ 4,000.00
Actual Year to Date Interest Income	\$ 333.73
Percent of Interest Received to Date	8.3%

Miscellaneous Accounts

SMALL CITIES PROGRAM INCOME	0.02%	791.75	0.01	-	\$ 791.76
SMALL CITIES RIVER ST. RECONSTRUCTION	non interest	0.02	-	-	\$ 0.02
SMALL CITIES RIVER ST RECONSTRUCTION PHII	non interest	0.01	-	-	\$ 0.01
REGIONAL ANIMAL CONTROL	non interest	49,433.53	371.77	-	\$ 49,805.30
SPRAGUE PUBLIC LIBRARY	0.01%	3,001.34	660.03	-	\$ 3,661.37

	Received	Expended	
FUNDS EXPECTED TO BE RECEIVED	323,578.40	4,823.10	154,840.51 \$ 473,595.81

FUNDS EXPENDED-APPROVED FOR BONDING \$ -

Melissa A. Sevigny - Bookkeeper

JoAnn Lynch - Treasurer

NOTE: This report reflects the cash balances of the Town of Sprague at the specific date noted above. This report does not include, nor does it report on, the Fund Balance of the Town. The Fund Balance of the Town is a financial number which takes into account all of the assets and liabilities of the Town and represents the surpluses and/or deficits the Town has experienced over its history. The Town's cash balances, an asset of the Town, is only one of the many pieces of financial information included in the Fund Balance.

Sprague BOE
Budget vs Actual
FY20

Sprague BOE November Financials General Fund

	Approved Budget	Current Mo. Budget Trf	Prior YTD Budget Trfs	Revised Budget	Year to Date Actual	Encumbered	Total Exp	Variance	% Spent (EXP + ENC)	% Spent (EXP Only)	Forecasted Exp	Forecasted Balance
1000-Regular Instruction												
1000.51110. Wages Paid to Teachers - Regular Ed	\$992,900.00	\$0.00	\$29,042.00	\$1,021,942.00	\$200,811.19	\$0.00	\$200,811.19	\$821,130.81	19.65%	19.65%	\$821,130.81	\$0.00
1000.51120. Wages Paid to Instructional Aides - Regular Ed	\$43,149.20	\$0.00	\$0.00	\$43,149.20	\$564.41	\$0.00	\$564.41	\$42,584.79	1.31%	1.31%	\$42,266.29	\$318.50
1000.52100. Group Life Insurance - Regular	\$704.88	\$0.00	\$0.00	\$704.88	\$255.90	\$0.00	\$255.90	\$448.98	36.30%	36.30%	\$442.68	\$6.30
1000.52200. FICA/Medicare Employer - Regular Ed	\$19,203.32	\$0.00	\$0.00	\$19,203.32	\$2,816.37	\$0.00	\$2,816.37	\$16,386.95	14.67%	14.67%	\$16,783.70	(\$396.75)
1000.52500. Tuition Reimbursement	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$1,968.00	\$0.00	\$1,968.00	\$8,032.00	19.68%	19.68%	\$8,032.00	\$8,032.00
1000.52800. Health Insurance - Regular	\$233,885.79	\$0.00	(\$2,791.76)	\$231,094.03	\$92,276.83	\$0.00	\$92,276.83	\$138,817.20	39.93%	39.93%	\$137,401.85	\$1,415.35
1000.53200. Substitutes - Regular Education	\$17,000.00	\$0.00	\$0.00	\$17,000.00	\$872.31	\$0.00	\$872.31	\$16,127.69	5.13%	5.13%	\$16,127.69	\$16,127.69
1000.53230. Purchased Pupil Services	\$1,250.00	\$0.00	\$0.00	\$1,250.00	\$0.00	\$0.00	\$0.00	\$1,250.00	0.00%	0.00%	\$1,250.00	\$1,250.00
1000.54420. Equipment Leasing	\$24,548.92	\$0.00	\$0.00	\$24,548.92	\$4,234.73	\$16,780.94	\$21,015.67	\$3,533.25	85.61%	17.25%	\$3,500.00	\$33.25
1000.56100. General Supplies - Regular Education	\$7,000.00	\$0.00	\$0.00	\$7,000.00	\$131.34	\$89.15	\$220.49	\$6,779.51	3.15%	1.88%	\$6,779.51	\$6,779.51
1000.56110. Instructional Supplies - Regular Education	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$259.02	\$0.00	\$259.02	\$2,740.98	8.63%	8.63%	\$2,740.98	\$2,740.98
1000.56400. Workbooks/Disposables	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$7,405.82	\$0.00	\$7,405.82	\$2,594.18	74.06%	74.06%	\$2,594.18	\$2,594.18
1000.56410. Textbooks	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$5,982.38	\$0.00	\$5,982.38	(\$2,982.38)	199.41%	199.41%	\$2,982.38	(\$2,982.38)
1000.56501. Ink and Toner	\$8,000.00	\$0.00	\$0.00	\$8,000.00	\$2,582.06	\$0.00	\$2,582.06	\$5,417.94	32.28%	32.28%	\$5,417.94	\$5,417.94
1000.58100. Dues & Fees	\$9,053.00	\$0.00	\$0.00	\$9,053.00	\$7,498.00	\$0.00	\$7,498.00	\$1,555.00	82.82%	82.82%	\$1,555.00	\$1,555.00
Total	\$1,382,695.11	\$0.00	\$26,250.24	\$1,408,945.35	\$327,658.36	\$16,870.09	\$344,528.45	\$1,064,416.90	24.45%	23.26%	\$1,021,525.33	\$42,891.57
1200-Special Education												
1200.51110. Wages Paid to Teachers - SPED	\$320,900.00	\$0.00	(\$40,761.96)	\$280,138.04	\$64,058.88	\$0.00	\$64,058.88	\$216,079.16	22.87%	22.87%	\$204,754.12	\$11,325.04
1200.51120. Wages Paid to Instructional Aides - SPED	\$219,976.80	\$0.00	\$16,507.20	\$236,484.00	\$28,765.47	\$0.00	\$28,765.47	\$207,718.53	12.16%	12.16%	\$207,718.53	\$0.00
1200.51901. Wages Paid - Other Non Certified Staff - SPED	\$80,600.00	\$0.00	\$0.00	\$80,600.00	\$20,449.98	\$0.00	\$20,449.98	\$60,150.02	25.37%	25.37%	\$60,150.02	\$0.00
1200.52100. Group Life Insurance - SPED	\$866.88	\$0.00	\$0.00	\$866.88	\$345.45	\$0.00	\$345.45	\$521.43	39.85%	39.85%	\$549.78	(\$28.35)
1200.52200. FICA/Medicare Employer - SPED	\$31,090.71	\$0.00	\$0.00	\$31,090.71	\$4,478.10	\$0.00	\$4,478.10	\$26,612.61	14.40%	14.40%	\$27,120.13	(\$507.52)
1200.52300. Pension Contributions	\$3,218.76	\$0.00	\$0.00	\$3,218.76	\$1,364.00	\$0.00	\$1,364.00	\$1,854.76	42.38%	42.38%	\$1,860.00	(\$5.24)
1200.52800. Health Insurance	\$189,108.51	\$0.00	(\$11,827.51)	\$177,281.00	\$66,354.01	\$0.00	\$66,354.01	\$110,926.99	37.43%	37.43%	\$95,781.47	\$15,145.52
1200.53200. Substitutes - SPED	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$357.77	\$0.00	\$357.77	\$9,642.23	3.58%	3.58%	\$9,642.23	\$9,642.23
1200.53230. Purchased Pupil Services	\$39,000.00	\$0.00	\$0.00	\$39,000.00	(\$1,537.65)	\$70.83	(\$1,466.82)	\$40,466.82	-3.76%	-3.94%	\$30,000.00	\$10,466.82
1200.53300. Other Prof/Tech Services	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$810.00	\$0.00	\$810.00	\$1,690.00	32.40%	32.40%	\$1,690.00	\$1,690.00
1200.55800. Travel Reimbursement	\$1,200.00	\$0.00	\$0.00	\$1,200.00	\$145.70	\$0.00	\$145.70	\$1,054.30	12.14%	12.14%	\$1,054.30	\$1,054.30
1200.56100. General Supplies - Special Education	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$215.10	\$0.00	\$215.10	\$784.90	21.51%	21.51%	\$784.90	\$784.90
1200.56110. Instructional Supplies - SPED	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$1,512.24	\$0.00	\$1,512.24	(\$512.24)	151.22%	151.22%	\$512.24	(\$512.24)
1200.56400. Workbooks/Disposables	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%	0.00%	\$500.00	\$500.00
1200.58100. Dues & Fees	\$760.00	\$0.00	\$0.00	\$760.00	\$550.00	\$0.00	\$550.00	\$210.00	72.37%	72.37%	\$210.00	\$0.00
Total	\$901,721.66	\$0.00	(\$36,082.27)	\$865,639.39	\$187,869.05	\$70.83	\$187,939.88	\$677,699.51	21.71%	21.70%	\$628,144.05	\$49,555.46
1300-Adult Education - Cooperative												
1300.55690. Tuition - Adult Cooperative	\$17,367.66	\$0.00	\$0.00	\$17,367.66	\$20,300.00	\$0.00	\$20,300.00	(\$2,932.34)	116.88%	116.88%	(\$3,567.00)	\$634.66
Total	\$17,367.66	\$0.00	\$0.00	\$17,367.66	\$20,300.00	\$0.00	\$20,300.00	(\$2,932.34)	116.88%	116.88%	(\$3,567.00)	\$634.66
1500-Stipends - Extra Curricular												
1500.51930. Extra Curricular Stipends Paid	\$10,152.00	\$0.00	\$0.00	\$10,152.00	\$0.00	\$0.00	\$0.00	\$10,152.00	0.00%	0.00%	\$10,210.00	(\$58.00)
Total	\$10,152.00	\$0.00	\$0.00	\$10,152.00	\$0.00	\$0.00	\$0.00	\$10,152.00	0.00%	0.00%	\$10,210.00	(\$58.00)
1600-Summer School												
1600.51110. Wages Paid to Teachers - Summer School	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$1,309.75	\$0.00	\$1,309.75	\$3,690.25	26.20%	26.20%	\$3,690.25	\$3,690.25
1600.51120. Wages Paid to Inst Aides - Summer School	\$2,250.00	\$0.00	\$0.00	\$2,250.00	\$470.59	\$0.00	\$470.59	\$1,779.41	20.92%	20.92%	\$1,779.41	\$1,779.41
1600.51901. Wages Paid - Other Non-Cert - Summer School	\$2,400.00	\$0.00	\$0.00	\$2,400.00	\$1,214.28	\$0.00	\$1,214.28	\$1,185.72	50.60%	50.60%	\$1,185.72	\$1,185.72
1600.52200. FICA/Medicare Employer - Summer School	\$309.00	\$0.00	\$0.00	\$309.00	\$147.92	\$0.00	\$147.92	\$161.08	47.87%	47.87%	\$161.08	\$161.08
Total	\$9,959.00	\$0.00	\$0.00	\$9,959.00	\$3,142.54	\$0.00	\$3,142.54	\$6,816.46	31.55%	31.55%	\$0.00	\$6,816.46
1700-Tutoring												
1700.000100.51110. Wages Paid to Teacher Tutors - Reg Ed	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00	0.00%	0.00%	\$4,000.00	\$4,000.00
1700.000100.52200. FICA/Medicare Employer - Reg Ed	\$700.00	\$0.00	\$0.00	\$700.00	\$0.00	\$0.00	\$0.00	\$700.00	0.00%	0.00%	\$700.00	\$700.00
1700.000200.51120. Wages Paid to Inst Aide Tutors - Spec Ed	\$8,000.00	\$0.00	\$0.00	\$8,000.00	\$341.00	\$0.00	\$341.00	\$7,659.00	4.26%	4.26%	\$7,659.00	\$7,659.00

Sprague BOE
Budget vs Actual
FY20

Sprague BOE November Financials General Fund

	Approved Budget	Current Mo. Budget Trf	Prior YTD Budget Trfs	Revised Budget	Year to Date Actual	Encumbered	Total Exp	Variance	% Spent (EXP + ENC)	% Spent (EXP Only)	Forecasted Exp	Forecasted Balance
1700.00020.52200. FICA/Medicare Employer- Spec Ed	\$0.00	\$0.00	\$0.00	\$0.00	\$26.10	\$0.00	\$26.10	(\$26.10)	0.00%	0.00%		(\$26.10)
1700.00020.53230. Purchased Pupil Services - Spec Ed	\$6,000.00	\$0.00	\$0.00	\$6,000.00	\$1,023.00	\$4,433.00	\$5,456.00	\$544.00	90.93%	17.05%		\$544.00
Total	\$18,700.00	\$0.00	\$0.00	\$18,700.00	\$1,390.10	\$4,433.00	\$5,823.10	\$12,876.90	31.14%	7.43%	\$0.00	\$12,876.90
1800-Stipends - Sports Teams												
2110-Social Work Services												
2110.51900. Wages Paid - Social Worker	\$62,428.00	\$0.00	\$0.00	\$62,428.00	\$11,350.56	\$0.00	\$11,350.56	\$51,077.44	18.18%	18.18%	\$51,077.44	\$0.00
2110.52100. Group Life Insurance - Social Worker	\$37.80	\$0.00	\$0.00	\$37.80	\$10.20	\$0.00	\$10.20	\$27.60	26.98%	26.98%	\$27.60	\$0.00
2110.52200. FICA/Medicare Employer - Social Worker	\$905.21	\$0.00	\$0.00	\$905.21	\$164.60	\$0.00	\$164.60	\$740.61	18.18%	18.18%	\$740.61	\$0.00
2110.52800. Health Insurance - Social Worker	\$1,410.00	\$0.00	\$0.00	\$1,410.00	\$0.00	\$0.00	\$0.00	\$1,410.00	0.00%	0.00%	\$1,410.00	\$0.00
2110.56100. Supplies	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%	0.00%		\$200.00
Total	\$64,981.01	\$0.00	\$0.00	\$64,981.01	\$11,525.36	\$0.00	\$11,525.36	\$53,455.65	17.74%	17.74%	\$53,255.65	\$200.00
2130-Health Office												
2130.51901. Wages Paid - School Nurse	\$72,391.16	\$0.00	\$0.00	\$72,391.16	\$19,095.88	\$0.00	\$19,095.88	\$53,295.28	26.38%	26.38%	\$53,295.28	\$0.00
2130.51910. Wages Paid - Nurse Substitutes	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$1,054.00	\$0.00	\$1,054.00	\$2,946.00	26.35%	26.35%	\$0.00	\$2,946.00
2130.51930. Nursing Stipends Paid	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0.00%	0.00%	\$2,000.00	\$0.00
2130.52100. Group Life Insurance - Health Office	\$75.60	\$0.00	\$0.00	\$75.60	\$31.50	\$0.00	\$31.50	\$44.10	41.67%	41.67%	\$44.10	\$0.00
2130.52200. FICA/Medicare Employer - Health	\$7,798.42	\$0.00	\$0.00	\$7,798.42	\$1,526.92	\$0.00	\$1,526.92	\$6,271.50	19.58%	19.58%	\$6,271.50	\$0.00
2130.52800. Health Insurance - Health Office	\$10,237.74	\$0.00	\$0.00	\$10,237.74	\$4,265.75	\$0.00	\$4,265.75	\$5,971.99	41.67%	41.67%	\$5,971.99	\$0.00
2130.53230. Purchased Pupil Services	\$0.00	\$0.00	\$0.00	\$0.00	\$540.00	\$0.00	\$540.00	(\$540.00)	#DIV/0!	#DIV/0!		(\$540.00)
2130.54300. Repairs & Maint Equipment	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%	0.00%		\$200.00
2130.55800. Conference/Travel - Health Office	\$700.00	\$0.00	\$0.00	\$700.00	\$0.00	\$0.00	\$0.00	\$700.00	0.00%	0.00%		\$700.00
2130.56100. Supplies	\$2,400.00	\$0.00	\$0.00	\$2,400.00	\$682.87	\$0.00	\$682.87	\$1,717.13	28.45%	28.45%		\$1,717.13
2130.56430. Professional Periodicals	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%	0.00%		\$100.00
2130.58100. Dues & Fees	\$600.00	\$0.00	\$0.00	\$600.00	\$221.00	\$0.00	\$221.00	\$379.00	36.83%	36.83%	\$379.00	\$0.00
Total	\$100,502.92	\$0.00	\$0.00	\$100,502.92	\$27,417.92	\$0.00	\$27,417.92	\$73,085.00	27.28%	27.28%	\$67,961.87	\$5,123.13
2140-Psychological Services												
2140.51900. Wages Paid - School Psychologist	\$49,155.00	\$0.00	\$0.00	\$49,155.00	\$8,937.28	\$0.00	\$8,937.28	\$40,217.72	18.18%	18.18%	\$40,217.72	\$0.00
2140.52100. Group Life Insurance - Psychologist	\$37.80	\$0.00	\$0.00	\$37.80	\$9.45	\$0.00	\$9.45	\$28.35	25.00%	25.00%	\$28.35	\$0.00
2140.52200. FICA/Medicare Employer - Psychologist	\$712.75	\$0.00	\$0.00	\$712.75	\$123.87	\$0.00	\$123.87	\$588.88	17.38%	17.38%	\$588.88	\$0.00
2140.52800. Health Insurance	\$9,095.77	\$0.00	\$0.00	\$9,095.77	\$3,706.57	\$0.00	\$3,706.57	\$5,389.20	40.75%	40.75%	\$5,636.49	(\$247.29)
2140.53230. Purchased Pupil Services	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0.00%	0.00%		\$2,000.00
2140.56100. Assessment Supplies	\$2,000.00	(\$800.00)	\$0.00	\$1,200.00	\$710.29	\$0.00	\$710.29	\$489.71	59.19%	59.19%		\$489.71
2140.56110. Instructional Supplies - Psychologist	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%	0.00%		\$200.00
Total	\$63,201.32	(\$800.00)	\$0.00	\$62,401.32	\$13,487.46	\$0.00	\$13,487.46	\$48,913.86	21.61%	21.61%	\$46,471.44	\$2,442.42
2150-Speech & Audiology Services												
2150.53230. Purchased Pupil Services	\$63,388.78	\$0.00	\$0.00	\$63,388.78	\$12,170.64	\$52,232.34	\$64,402.98	(\$1,014.20)	101.60%	19.20%		(\$1,014.20)
2150.56100. Supplies	\$775.00	\$800.00	\$0.00	\$1,575.00	\$431.16	\$0.00	\$431.16	\$1,143.84	27.38%	27.38%		\$1,143.84
Total	\$64,163.78	\$800.00	\$0.00	\$64,963.78	\$12,601.80	\$52,232.34	\$64,834.14	\$129.64	99.80%	19.40%	\$0.00	\$129.64
2160-PT/OT Services												
2210-Improvement of Instruction												
2210.53220. In Service	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$9,758.93	\$0.00	\$9,758.93	(\$5,758.93)	243.97%	243.97%		(\$5,758.93)
2210.55800. Conference/Travel - Professional Development	\$8,000.00	\$0.00	\$0.00	\$8,000.00	\$1,621.03	\$75.00	\$1,696.03	\$6,303.97	21.20%	20.26%		\$6,303.97
2210.56100. Supplies	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0.00%	0.00%		\$2,000.00
Total	\$14,000.00	\$0.00	\$0.00	\$14,000.00	\$11,379.96	\$75.00	\$11,454.96	\$2,545.04	81.82%	81.29%	\$0.00	\$2,545.04
2220-Library/Media Services												
2230-Technology												
2230.51901. Wages Paid - Technology Staff	\$11,739.00	\$0.00	\$0.00	\$11,739.00	\$3,273.39	\$0.00	\$3,273.39	\$8,465.61	27.88%	27.88%	\$8,465.61	\$0.00
2230.52100. Group Life Insurance - Technology	\$7.56	\$0.00	\$0.00	\$7.56	\$3.15	\$0.00	\$3.15	\$4.41	41.67%	41.67%	\$4.41	\$0.00
2230.52200. FICA/Medicare Employer - Technology	\$898.03	\$0.00	\$0.00	\$898.03	\$247.50	\$0.00	\$247.50	\$650.53	27.56%	27.56%	\$650.53	\$0.00
2230.52300. Pension Contributions - Technology	\$469.56	\$0.00	\$0.00	\$469.56	\$198.66	\$0.00	\$198.66	\$270.90	42.31%	42.31%	\$270.90	\$0.00
2230.52800. Health Insurance - Technology	\$2,047.55	\$0.00	\$0.00	\$2,047.55	\$853.15	\$0.00	\$853.15	\$1,194.40	41.67%	41.67%	\$1,194.40	\$0.00
2230.53520. Other Technical Services	\$72,000.00	\$0.00	\$0.00	\$72,000.00	\$28,532.66	\$43,467.34	\$72,000.00	\$0.00	100.00%	39.63%		\$0.00
2230.56100. Supplies	\$500.00	\$0.00	\$0.00	\$500.00	\$13.49	\$0.00	\$13.49	\$486.51	2.70%	2.70%		\$486.51
2230.56500. Technology Supplies	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$235.88	\$840.00	\$1,075.88	\$924.12	53.79%	11.79%		\$924.12

Sprague BOE
Budget vs Actual
FY20

Sprague BOE November Financials General Fund

	Approved Budget	Current Mo. Budget Trf	Prior YTD Budget Trfs	Revised Budget	Year to Date Actual	Encumbered	Total Exp	Variance	% Spent (EXP + ENC)	% Spent (EXP Only)	Forecasted Exp	Forecasted Balance
2230.57340. Technology Hardware - Instructional	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%	0.00%		\$1,000.00
2230.57341. Technology Hardware - Non-Instructional	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0.00%	0.00%		\$3,000.00
2230.57350. Software - Instructional	\$11,689.01	\$0.00	\$0.00	\$11,689.01	\$2,372.20	\$0.00	\$2,372.20	\$9,316.81	20.29%	20.29%	\$9,316.81	\$0.00
2230.57351. Software - Non-Instructional	\$29,877.03	\$0.00	\$0.00	\$29,877.03	\$16,690.57	\$3,390.00	\$20,080.57	\$9,796.46	67.21%	55.86%	\$9,796.46	\$0.00
Total	\$135,227.74	\$0.00	\$0.00	\$135,227.74	\$52,420.65	\$47,697.34	\$100,117.99	\$35,109.75	74.04%	38.76%	\$29,699.12	\$5,410.63
2310-Board of Education												
2310.51901. Wages Paid - Non-Certified - BOE Admin Office	\$11,440.00	\$0.00	\$0.00	\$11,440.00	\$3,075.88	\$0.00	\$3,075.88	\$8,364.12	26.89%	26.89%	\$8,364.12	\$0.00
2310.52100. Group Life Insurance - BOE Office	\$7.56	\$0.00	\$0.00	\$7.56	\$3.15	\$0.00	\$3.15	\$4.41	41.67%	41.67%	\$4.41	\$0.00
2310.52200. FICA/Medicare Employer - BOE Office	\$875.16	\$0.00	\$0.00	\$875.16	\$229.11	\$0.00	\$229.11	\$646.05	26.18%	26.18%	\$646.05	\$0.00
2310.52300. Pension Contributions - BOE Office	\$457.60	\$0.00	\$0.00	\$457.60	\$193.60	\$0.00	\$193.60	\$264.00	42.31%	42.31%	\$264.00	\$0.00
2310.52600. Unemployment Compensation - BOE Office	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$2,124.83	\$0.00	\$2,124.83	\$875.17	70.83%	70.83%	\$2,500.00	(\$1,624.83)
2310.52700. Workers' Compensation - BOE Office	\$23,572.54	\$0.00	\$0.00	\$23,572.54	\$11,098.33	\$11,098.98	\$22,197.31	\$1,375.23	94.17%	47.08%	\$0.00	\$1,375.23
2310.52800. Health Insurance - BOE Office	\$4,377.90	\$0.00	\$0.00	\$4,377.90	\$1,824.15	\$0.00	\$1,824.15	\$2,553.75	41.67%	41.67%	\$2,553.75	\$0.00
2310.53020. Legal Services - BOE Office	\$35,000.00	\$0.00	\$0.00	\$35,000.00	\$0.00	\$35,000.00	\$35,000.00	\$0.00	100.00%	0.00%	\$0.00	\$0.00
2310.55200. Property/Liability Insurance - BOE Office	\$19,413.81	\$0.00	\$0.00	\$19,413.81	\$10,173.18	\$8,925.18	\$19,098.36	\$315.45	98.38%	52.40%	\$315.45	\$315.45
2310.55400. Advertising - BOE Office	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$425.00	\$425.00	\$75.00	85.00%	0.00%	\$75.00	\$75.00
2310.55800. Conference/Travel - BOE Office	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$996.00	\$996.00	(\$696.00)	332.00%	0.00%	\$0.00	(\$696.00)
2310.56100. Supplies - BOE Office	\$1,400.00	\$0.00	\$0.00	\$1,400.00	\$113.74	\$0.00	\$113.74	\$1,286.26	8.12%	8.12%	\$1,286.26	\$1,286.26
2310.58100. Dues & Fees - BOE Office	\$2,700.00	\$0.00	\$0.00	\$2,700.00	\$2,416.00	\$0.00	\$2,416.00	\$284.00	89.48%	89.48%	\$284.00	\$284.00
2310.58900. Graduation Costs - BOE Office	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%	0.00%	\$500.00	\$500.00
Total	\$103,544.57	\$0.00	\$0.00	\$103,544.57	\$31,251.97	\$56,445.16	\$87,697.13	\$15,847.44	84.70%	30.18%	\$14,332.33	\$1,515.11
2320-Superintendents Office												
2320.51900. Wages Paid - Superintendent	\$64,000.00	\$0.00	\$0.00	\$64,000.00	\$18,190.44	\$0.00	\$18,190.44	\$45,809.56	28.42%	28.42%	\$44,950.16	\$859.40
2320.51901. Wages Paid - Non-Certified - Supt Admin Office	\$11,440.00	\$0.00	\$0.00	\$11,440.00	\$3,075.88	\$0.00	\$3,075.88	\$8,364.12	26.89%	26.89%	\$8,364.12	\$0.00
2320.52100. Group Life Insurance - Superintendent Office	\$133.56	\$0.00	\$0.00	\$133.56	\$76.19	\$0.00	\$76.19	\$57.37	57.05%	57.05%	\$15.37	\$42.00
2320.52200. FICA/Medicare Employer - Superintendent	\$1,803.16	\$0.00	\$0.00	\$1,803.16	\$492.88	\$0.00	\$492.88	\$1,310.28	27.33%	27.33%	\$1,297.82	\$12.46
2320.52300. Pension Contributions - Superintendent's Office	\$457.60	\$0.00	\$0.00	\$457.60	\$193.60	\$0.00	\$193.60	\$264.00	42.31%	42.31%	\$264.00	\$0.00
2320.52800. Health Insurance - Superintendent's Office	\$4,377.90	\$0.00	\$0.00	\$4,377.90	\$1,824.15	\$0.00	\$1,824.15	\$2,553.75	41.67%	41.67%	\$2,553.75	\$0.00
2320.55800. Conference/Travel - Superintendent's Office	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$125.00	\$0.00	\$125.00	\$875.00	12.50%	12.50%	\$875.00	\$875.00
2320.56100. Supplies - Superintendent's Office	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0.00%	0.00%	\$300.00	\$300.00
2320.58100. Dues & Fees - Superintendent's Office	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$3,478.00	\$0.00	\$3,478.00	\$522.00	86.95%	86.95%	\$100.00	\$422.00
Total	\$87,512.22	\$0.00	\$0.00	\$87,512.22	\$27,456.14	\$0.00	\$27,456.14	\$60,056.08	31.37%	31.37%	\$57,545.22	\$2,510.86
2400-School Administration Office												
2400.51900. Wages Paid - Principal	\$110,000.00	\$0.00	\$11,719.96	\$121,719.96	\$39,123.84	\$0.00	\$39,123.84	\$82,596.12	32.14%	32.14%	\$82,596.12	\$0.00
2400.51901. Wages Paid - Non-Certified - School Administration	\$43,680.00	\$0.00	\$0.00	\$43,680.00	\$10,739.05	\$0.00	\$10,739.05	\$32,940.95	24.59%	24.59%	\$32,420.95	\$520.00
2400.52100. Group Life Insurance - School Administration Office	\$163.80	\$0.00	\$0.00	\$163.80	\$65.10	\$0.00	\$65.10	\$98.70	39.74%	39.74%	\$95.55	\$3.15
2400.52200. FICA/Medicare Employer - School Administration	\$4,936.52	\$0.00	\$0.00	\$4,936.52	\$1,353.60	\$0.00	\$1,353.60	\$3,582.92	27.42%	27.42%	\$3,713.08	(\$130.16)
2400.52300. Pension Contributions - School Admin Office	\$1,747.20	\$0.00	\$0.00	\$1,747.20	\$730.40	\$0.00	\$730.40	\$1,016.80	41.80%	41.80%	\$996.00	\$20.80
2400.52800. Health Insurance - School Administration Office	\$13,237.74	\$0.00	\$14,619.27	\$27,857.01	\$9,505.31	\$0.00	\$9,505.31	\$18,351.70	34.12%	34.12%	\$18,351.70	\$0.00
2400.53300. Other Prof/Tech Services	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0.00%	0.00%	\$2,000.00	\$2,000.00
2400.55301. Postage	\$3,500.00	\$0.00	\$0.00	\$3,500.00	\$1,813.48	\$0.00	\$1,813.48	\$1,686.52	51.81%	51.81%	\$1,686.52	\$0.00
2400.55800. Conference/Travel - School Administration Office	\$750.00	\$0.00	\$0.00	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00	0.00%	0.00%	\$750.00	\$750.00
2400.56100. Supplies	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$70.40	\$0.00	\$70.40	\$2,429.60	2.82%	2.82%	\$2,429.60	\$2,429.60
2400.58100. Dues & Fees - School Administration	\$1,100.00	\$0.00	\$0.00	\$1,100.00	\$995.00	\$0.00	\$995.00	\$105.00	90.45%	90.45%	\$105.00	\$105.00
Total	\$183,615.26	\$0.00	\$26,339.23	\$209,954.49	\$64,396.18	\$0.00	\$64,396.18	\$145,558.31	30.67%	30.67%	\$139,859.92	\$5,698.39

Sprague BOE
Budget vs Actual
FY20

Sprague BOE November Financials General Fund

	Approved Budget	Current Mo. Budget Trf	Prior YTD Budget Trfs	Revised Budget	Year to Date Actual	Encumbered	Total Exp	Variance	% Spent (EXP + ENC)	% Spent (EXP Only)	Forecasted Exp	Forecasted Balance
2510-Business Office												
2510.51901. Wages Paid - Non Certified - Business Office	\$104,676.00	\$0.00	\$0.00	\$104,676.00	\$25,366.04	\$0.00	\$25,366.04	\$79,309.96	24.23%	24.23%	\$67,839.96	\$11,470.00
2510.52100. Group Life Insurance - Business Office	\$68.04	\$0.00	\$0.00	\$68.04	\$22.05	\$0.00	\$22.05	\$45.99	32.41%	32.41%	\$45.99	\$0.00
2510.52200. FICA/Medicare Employer - Business Office	\$8,007.71	\$0.00	\$0.00	\$8,007.71	\$1,928.87	\$0.00	\$1,928.87	\$6,078.84	24.09%	24.09%	\$5,201.39	\$877.45
2510.52300. Pension Contributions - Business Office	\$1,878.24	\$0.00	\$0.00	\$1,878.24	\$794.64	\$0.00	\$794.64	\$1,083.60	42.31%	42.31%	\$1,083.60	\$0.00
2510.52800. Health Insurance - Business Office	\$11,190.19	\$0.00	\$0.00	\$11,190.19	\$3,412.60	\$0.00	\$3,412.60	\$7,777.59	30.50%	30.50%	\$7,777.59	\$0.00
2510.53300. Other Prof/Tech Services - Business Office	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$3,419.16	\$0.00	\$3,419.16	(\$1,419.16)	170.96%	170.96%	\$6,500.00	(\$7,919.16)
2510.53410. Audit/Accounting Services - Business Office	\$25,750.00	\$0.00	\$0.00	\$25,750.00	\$741.35	\$0.00	\$741.35	\$25,008.65	2.88%	2.88%	\$25,000.00	\$8.65
2510.55800. Conference/Travel - Business Office	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0.00%	0.00%	\$300.00	\$0.00
2510.56100. Supplies - Business Office	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$340.30	\$0.00	\$340.30	\$659.70	34.03%	34.03%	\$659.70	\$0.00
Total	\$154,870.18	\$0.00	\$0.00	\$154,870.18	\$36,025.01	\$0.00	\$36,025.01	\$118,845.17	23.26%	23.26%	\$113,448.53	\$5,396.64
2600-Building & Grounds												
2600.51901. Wages Paid - Buiding Maintenance	\$96,533.00	\$0.00	\$0.00	\$96,533.00	\$29,277.05	\$0.00	\$29,277.05	\$67,255.95	30.33%	30.33%	\$68,077.81	(\$821.86)
2600.52100. Group Life Insurance - Maintenance Department	\$75.60	\$0.00	\$0.00	\$75.60	\$31.50	\$0.00	\$31.50	\$44.10	41.67%	41.67%	\$44.10	\$0.00
2600.52200. FICA/Medicare Employer - Maintenance	\$7,384.77	\$0.00	\$0.00	\$7,384.77	\$2,210.68	\$0.00	\$2,210.68	\$5,174.09	29.94%	29.94%	\$5,236.97	(\$62.88)
2600.52300. Pension Contributions - Maintenance Office	\$2,882.05	\$0.00	\$0.00	\$2,882.05	\$1,219.35	\$0.00	\$1,219.35	\$1,662.70	42.31%	42.31%	\$1,662.70	\$0.00
2600.52800. Health Insurance - Maintenance	\$20,475.48	\$0.00	\$0.00	\$20,475.48	\$9,026.74	\$0.00	\$9,026.74	\$11,448.74	44.09%	44.09%	\$11,448.74	\$0.00
2600.54010. Purchased Property Services	\$23,694.86	\$0.00	\$0.00	\$23,694.86	\$13,945.83	\$10,405.43	\$24,351.26	(\$656.40)	102.77%	58.86%	\$24,351.26	(\$656.40)
2600.54101. Rubbish Removal	\$5,768.00	\$0.00	\$0.00	\$5,768.00	\$3,592.52	\$3,544.00	\$7,136.52	(\$1,368.52)	123.73%	62.28%	\$7,136.52	(\$1,368.52)
2600.54300. Equipment Repairs & Maint	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$3,929.07	\$0.00	\$3,929.07	\$70.93	98.23%	98.23%	\$70.93	\$0.00
2600.54301. Building Repairs & Maint	\$4,000.00	\$0.00	\$4,229.84	\$8,229.84	\$11,993.37	\$0.00	\$11,993.37	(\$3,763.53)	145.73%	145.73%	\$11,993.37	(\$3,763.53)
2600.54411. Water	\$2,781.00	\$0.00	\$0.00	\$2,781.00	\$391.77	\$2,085.75	\$2,477.52	\$303.48	89.09%	14.09%	\$303.48	\$303.48
2600.54412. Sewer	\$1,957.00	\$0.00	\$0.00	\$1,957.00	\$221.75	\$1,467.75	\$1,689.50	\$267.50	86.33%	11.33%	\$267.50	\$267.50
2600.55300. Communications - Telephone & Internet	\$11,223.84	\$0.00	\$0.00	\$11,223.84	\$4,497.06	\$5,226.00	\$9,723.06	\$1,500.78	86.63%	40.07%	\$1,500.78	\$1,500.78
2600.55800. Conference/Travel - Building Maintenance	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%	0.00%	\$100.00	\$0.00
2600.56100. General Supplies - Maintenance Department	\$15,800.00	\$0.00	(\$4,229.84)	\$11,570.16	\$352.00	\$0.00	\$352.00	\$11,218.16	3.04%	3.04%	\$11,218.16	\$0.00
2600.56220. Electricity	\$56,921.76	\$0.00	\$0.00	\$56,921.76	\$17,964.97	\$37,947.84	\$55,912.81	\$1,008.95	98.23%	31.56%	\$1,008.95	\$1,008.95
2600.56230. Liquid Propane	\$12,360.00	\$0.00	\$0.00	\$12,360.00	\$846.63	\$0.00	\$846.63	\$11,513.37	6.85%	6.85%	\$11,513.37	\$0.00
2600.56240. Heating Oil	\$24,720.00	\$0.00	\$0.00	\$24,720.00	\$4,091.36	\$20,628.64	\$24,720.00	\$0.00	100.00%	16.55%	\$0.00	\$0.00
2600.56260. Gasoline	\$400.00	\$0.00	\$0.00	\$400.00	\$62.79	\$0.00	\$62.79	\$337.21	15.70%	15.70%	\$337.21	\$0.00
Total	\$291,077.36	\$0.00	\$0.00	\$291,077.36	\$103,654.44	\$81,305.41	\$184,959.85	\$106,117.51	63.54%	35.61%	\$86,470.32	\$19,647.19
2700-Student Transportation												
2700.55100. Contracted Pupil Transp Reg	\$400,000.00	\$0.00	\$0.00	\$400,000.00	\$102,048.74	\$269,494.45	\$371,543.19	\$28,456.81	92.89%	25.51%	\$28,456.81	\$28,456.81
2700.55108. Contracted Pupil Transp Spec Ed HS	\$117,250.00	\$0.00	\$0.00	\$117,250.00	\$19,430.00	\$83,050.00	\$102,480.00	\$14,770.00	87.40%	16.57%	\$14,770.00	\$14,770.00
2700.55109. Contracted Pupil Transp Spec Ed Elem	\$70,000.00	\$0.00	\$0.00	\$70,000.00	\$9,720.00	\$52,470.00	\$62,190.00	\$7,810.00	88.84%	13.89%	\$7,810.00	\$7,810.00
2700.55150. Contracted Pupil Transp Athletics/Ext Curr	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$190.65	\$190.65	\$2,809.35	6.36%	0.00%	\$2,809.35	\$0.00
2700.56260. Gasoline	\$40,000.00	\$0.00	\$0.00	\$40,000.00	\$6,008.62	\$0.00	\$6,008.62	\$33,991.38	15.02%	15.02%	\$30,000.00	\$3,991.38
Total	\$630,250.00	\$0.00	\$0.00	\$630,250.00	\$137,207.36	\$405,205.10	\$542,412.46	\$87,837.54	86.06%	21.77%	\$30,000.00	\$57,837.54
6000-HS Tuition												
6000.000100.55610. Tuition - HS Regular Ed - public schools	\$1,456,090.06	\$0.00	\$0.00	\$1,456,090.06	\$591,453.50	\$820,807.10	\$1,412,260.60	\$43,829.46	96.99%	40.62%	\$43,829.46	\$0.00
6000.000200.55610. Tuition - HS Special Ed - public schools	\$356,727.78	\$0.00	(\$16,507.20)	\$340,220.58	\$137,686.44	\$303,805.01	\$441,491.45	(\$101,270.87)	129.77%	40.47%	(\$85,000.00)	(\$16,270.87)
6000.000200.55630. Tuition - HS Special Ed - private schools	\$200,256.21	\$0.00	\$0.00	\$200,256.21	\$34,916.29	\$156,275.53	\$191,191.82	\$9,064.39	95.47%	17.44%	\$9,064.39	\$0.00
Total	\$2,013,074.05	\$0.00	(\$16,507.20)	\$1,996,566.85	\$764,056.23	\$1,280,887.64	\$2,044,943.87	(\$48,377.02)	102.42%	38.27%	(\$85,000.00)	\$36,622.98
6100-Elementary Tuition												
6100.55631. Tuition - Elem Special Ed - private schools	\$150,990.74	\$0.00	\$0.00	\$150,990.74	\$23,875.00	\$109,988.00	\$133,863.00	\$17,127.74	88.66%	15.81%	\$10,000.00	\$7,127.74
6100.55660. Tuition - Elem Magnet Schools	\$128,159.42	\$0.00	\$0.00	\$128,159.42	\$33,062.00	\$0.00	\$33,062.00	\$95,097.42	25.80%	25.80%	\$95,097.42	\$0.00
Total	\$279,150.16	\$0.00	\$0.00	\$279,150.16	\$56,937.00	\$109,988.00	\$166,925.00	\$112,225.16	59.80%	20.40%	\$105,097.42	\$7,127.74
Total Expenditures	\$6,525,766.00	\$0.00	\$0.00	\$6,525,766.00	\$1,890,177.53	\$2,055,209.91	\$3,945,387.44	\$2,580,378.56	60.46%	28.96%	\$2,315,454.20	\$264,924.36

Municipal Accountability Review Board

Current Subcommittee Membership as of November 2019

Hartford

Secretary McCaw (or designee)
Treasurer Wooden (or designee)
Robert White
Mark Waxenberg

Sprague

Secretary McCaw (or designee)
Treasurer Wooden (or designee)
Matthew Brokman
Stephen Falcigno
Scott Jackson
Sal Luciano
Mark Waxenberg

West Haven

Secretary McCaw (or designee)
Treasurer Wooden (or designee)
Patrick Egan
Stephen Falcigno
Tom Hamilton
Scott Jackson

January

2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 New Years Day	2	3	4
5	6	7	8	9 Full MARB Meeting 10:00 AM	10	11
12	13	14	15	16	17	18
19	20 Martin Luther King Day	21	22	23 Hartford Subcommittee	24	25
26	27	28 West Haven Subcommittee	29	30	31	

West Haven Subcommittee/Full MARB: Guidance to West Haven re: FY 2021 Budget
 West Haven Subcommittee: Review WH BOE Proposed Budget

February

2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12 Lincoln's Birthday	13 Full MARB Meeting 10:00 AM	14	15
16	17 Presidents' Day	18	19	20	21	22
23	24	25 West Haven Subcommittee	26	27 Hartford Subcommittee	28	29

March

2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12 Full MARB Meeting 10:00 AM	13	14
15	16	17	18	19 <i>West Haven Mayor Proposed Budget</i>	20	21
22	23	24 West Haven Subcommittee	25	26 Hartford Subcommittee	27	28
29	30	31				

Full MARB/Hartford Subcommittee: Guidance to City of Hartford re: FY 2021 Budget

West Haven Subcommittee: First review of Mayor Proposed Budget

April

2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8 Passover (begins)	9 Full MARB Meeting 10:00 AM	10 Good Friday	11
12	13	14	15	16 Passover (ends)	17	18
19	20 <i>Hartford Mayor Proposed Budget</i>	21	22	23	24	25
26	27	28 West Haven Subcommittee	29	30 Hartford Subcommittee		

Hartford Subcommittee: First review of Mayor's proposed budget. Recommendation to full MARB re: Budget Assumptions; AND review of Hartford BOE Proposed Budget

May

2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7 <i>West Haven City Council-Budget action deadline</i>	8	9
10	11	12 West Haven Subcommittee	13	14	15	16
17	18	19	20	21 Full MARB Meeting 10:00 AM	22	23
24	25 Memorial Day	26	27	28 Hartford Subcommittee	29	30
31 <i>Hartford City Council – Budget adoption deadline</i>						

WH Sub – Review of City Council budget adjustments, if any

Full MARB – Review of Hartford budget and action on Budget Assumptions; Action on West Haven budget as acted upon by City Council

June

2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11 Full MARB Meeting 10:00 AM	12	13
14	15	16	17	18	19	20
21	22	23 West Haven Subcommittee	24	25 Hartford Subcommittee	26	27
28	29	30				

July

2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 4 th of July	4
5	6	7	8	9 Full MARB Meeting 10:00 AM	10	11
12	13	14	15	16	17	18
19	20	21 West Haven Subcommittee	22	23 Hartford Subcommittee	24	25
26	27	28	29	30	31	

August

2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	No Full MARB in August. Subcommittees if needed.				

September

2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7 Labor Day	8	9	10 Full MARB Meeting 10:00 AM	11	12
13	14	15	16	17	18 Rosh Hashana (begins)	19
20 Rosh Hashana (ends)	21	22 West Haven Subcommittee	23	24 Hartford Subcommittee	25	26
27 Yom Kippur (begins)	28 Yom Kippur (ends)	29	30			

October

2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8 Full MARB Meeting 10:00 AM	9	10
11	12 Columbus Day	13	14	15	16	17
18	19	20 West Haven Subcommittee	21	22 Hartford Subcommittee	23	24
25	26	27	28	29	30	31

November

2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5 Full MARB Meeting 10:00 AM	6	7
8	9	10	11 Veterans' Day	12	13	14
15	16	17 West Haven Subcommittee	18	19 Hartford Subcommittee	20	21
22	23	24	25	26 Thanksgiving	27	28
29	30					

December

2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3 Full MARB Meeting 10:00 AM	4	5
6	7	8	9	10	11	12
13	14	15 West Haven Subcommittee	16	17 Hartford Subcommittee	18	19
20	21	22	23	24	25 Christmas	26
27	28	29	30	31		

