

DEBT MANAGEMENT POLICY



Purpose

The purpose of this policy is to establish the guidelines for the issuance of debt by the Town of Enfield. Debt levels and the related annual debt service expenditures are important long-term obligations that must be managed with available short- and long-term resources. This policy also addresses the level of indebtedness that the Town can reasonably expect to incur without negatively effecting its financial position. Adherence to a debt management policy, along with the utilization of other sound and prudent financial practices and the Town's other financial policies, will assure the lending market that the Town is well managed and will meet its obligations in a timely manner.

Planning and Performance

Debt management means adopting and maintaining financial plans for both the issuance and repayment of debt. The determination to issue new debt should be made as a part of the adoption of the annual capital budget, which prioritizes capital projects and identifies the various funding sources available for those projects. Planning for the repayment of debt will include analysis of the operating budget to determine if the fund will incur the additional debt service required by the new debt.

Use of Short-term and Long-term Debt

Short-term debt should be limited to borrowing to cover short-term, temporary cash flow shortages within the Town's fiscal year through the use of tax anticipation notes in those instances where there is an inadequate level of cash flow, or through the use of bond anticipation notes when cash is required to initiate a capital project prior to the receipt of bond proceeds. The Board of Selectmen and Town Manager should manage the Town's finances so as to avoid the use of short-term debt when possible. Long-term debt should be issued for the acquisition, construction, or improvement of land, buildings, infrastructure, and public improvements that cannot be financed from current revenues or other resources. Current year budget appropriations and reserve funds should be used to minimize the amount of long-term borrowing that is required.

Purpose of Debt

General obligation debt funded by general fund property taxes shall be used for projects that provide a general benefit to Town residents and that cannot otherwise be self-supporting. Debt incurred for use by an enterprise fund, even if backed by a general obligation pledge of the Town, shall be self-supporting and repaid solely from the revenues of such fund, unless a general benefit to Town residents can be demonstrated.

Repayment of Debt

The Board of Selectmen and Town Manager will conservatively project the revenue sources that will be utilized to repay any debt, and will analyze the impact on voters of both the additional debt service as well as any additional operating expenses resulting from the improvement, to determine if new debt should be issued and to structure the appropriate repayment terms for each debt issue. The maturity of long-term debt shall be kept as short as possible to minimize the overall impact on the taxpayers during the life of the debt. At the same time, it should not be so short that the repayment will create an unreasonable burden. In no event shall the life of the debt exceed the life of the improvement being financed.

Debt Ratios

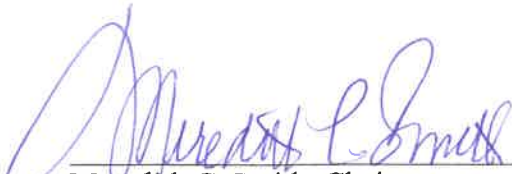
The following guidelines will be used when determining if debt should be issued:

- The Town should not incur indebtedness which, with its previously contracted indebtedness, in the aggregate exceeds .004 times the amount of the Town's net valuation.
- Total Town indebtedness per capita should not exceed \$500.
- Total debt service (principal and interest) as a percentage of the Town's total operating budget should not exceed 5% on an annual basis.

Policy Review

The Enfield Board of Selectmen, in collaboration with the Town Manager, will be responsible for reviewing this policy on an annual basis in connection with the Town's annual budgeting process to ensure that the Town's goals under this policy are being carried out. Furthermore, as a result of the annual review of this policy, the Board of Selectmen and Town Manager – with input from the Capital Improvement Program Committee and/or Trustees of the Trust Funds (as appropriate) – will consider revisions/updates to this policy as deemed necessary. Adoption and changes to this policy will require majority vote by the Board of Selectmen.


Adopted: July 15, 2019
Reaffirmed: March 7, 2022



Meredith C. Smith, Chair



John W. Kluge



Katherine D. P. Stewart
Enfield Board of Selectmen