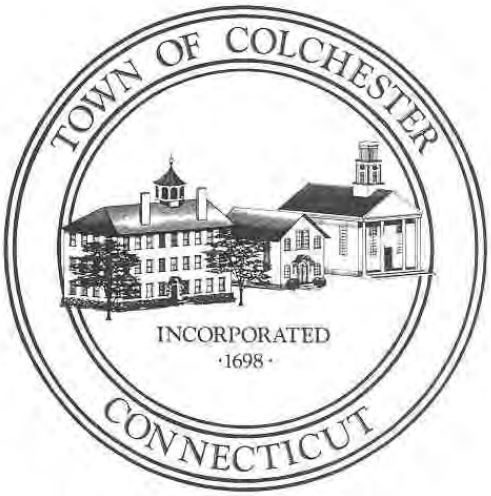
Town of Colchester

FY 2015 – 2016

PROPOSED BUDGET

Town Website


TOWN OF COLCHESTER
INCORPORATED
·1698·
CONNECTICUT

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SECTION ONE

Introduction

TOWN OF COLCHESTER

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Section One – Introduction

Item

- GFOA Budget Award
- Town Description
- Government Description (Form of Government)
- Organizational Chart
- Principal Municipal Officials
- Town Profile

TOWN OF COLCHESTER

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CONNECTICUT

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

Town of Colchester

Connecticut

For the Fiscal Year Beginning

July 1, 2014

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the Town of Colchester, Connecticut for its annual budget for the fiscal year beginning July 1, 2014.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and will be submitting it to GFOA to determine its eligibility for another award.

TOWN OF COLCHESTER

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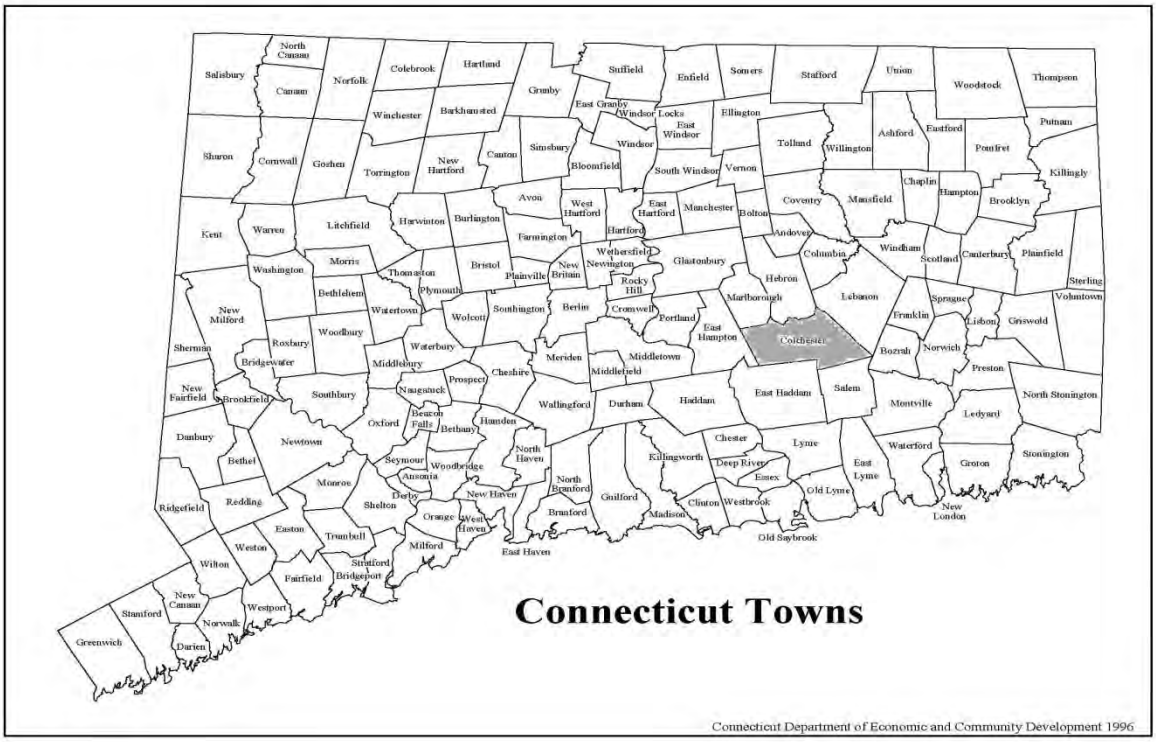
Description of the Town of Colchester



The Town was incorporated in 1698 and covers an area of 48.7 square miles, located approximately 25 miles southeast of Hartford, Connecticut, the State capital. The Town is intersected by Connecticut Route 2, which connects with Interstate 91 in Hartford and Interstate 95 in North Stonington. Colchester is bordered on the north by the towns of Marlborough and Hebron, on the south by East Haddam and Salem, on the east by Lebanon, and on the west by East Hampton. Easy access to interstate highways, abundance of undeveloped land, affordable housing stock, and availability of public water and sewers, as well as its pleasant rural setting has attracted growth to the Town. About 89% of Colchester is zoned for residential purposes. Colchester's population nearly doubled since the 1980 Census. Its population was estimated to be 16,210 by the Connecticut Department of Public Health as of July 1, 2013. Colchester was the second fastest growing Connecticut municipality in the past decade. In addition, the surrounding towns have also been growing faster than the State average.

In 2013, the Town of Colchester had a population density per square mile of 45% of the State average, per capita income of 97.3% of the State average, and a median household income at 139.3% of the State median. The Town's debt per capita was less than half of the State average at $1,089; the tax collection rate was equal to the State average at 98.4%; and the unemployment rate was 1.2 percent lower than the State average. Out of 169 towns in Connecticut (with rankings starting with the highest in each category), Colchester ranked 72nd in population, 106th in population density, 107th in debt per capita, 37th in median household income, and 77th in unemployment. *(Municipal Fiscal Indicators,* CT Office of Policy & Management, January 2015).

Form of Government

The Town has a Selectmen -Town Meeting form of government, with a Board of Selectmen consisting of five elected members serving concurrent two-year terms and a Board of Finance consisting of six elected members serving overlapping six-year terms. Powers and privileges are conferred and granted to the Town by the Connecticut General Statutes, as amended. The Town has a Charter. Legislative power is vested with the Board of Selectmen and the Town Meeting. The annual budget, all special appropriations exceeding 1.0% of the combined Town budget, excluding the Board of Education, and all bond and note authorizations are submitted to a referendum vote.

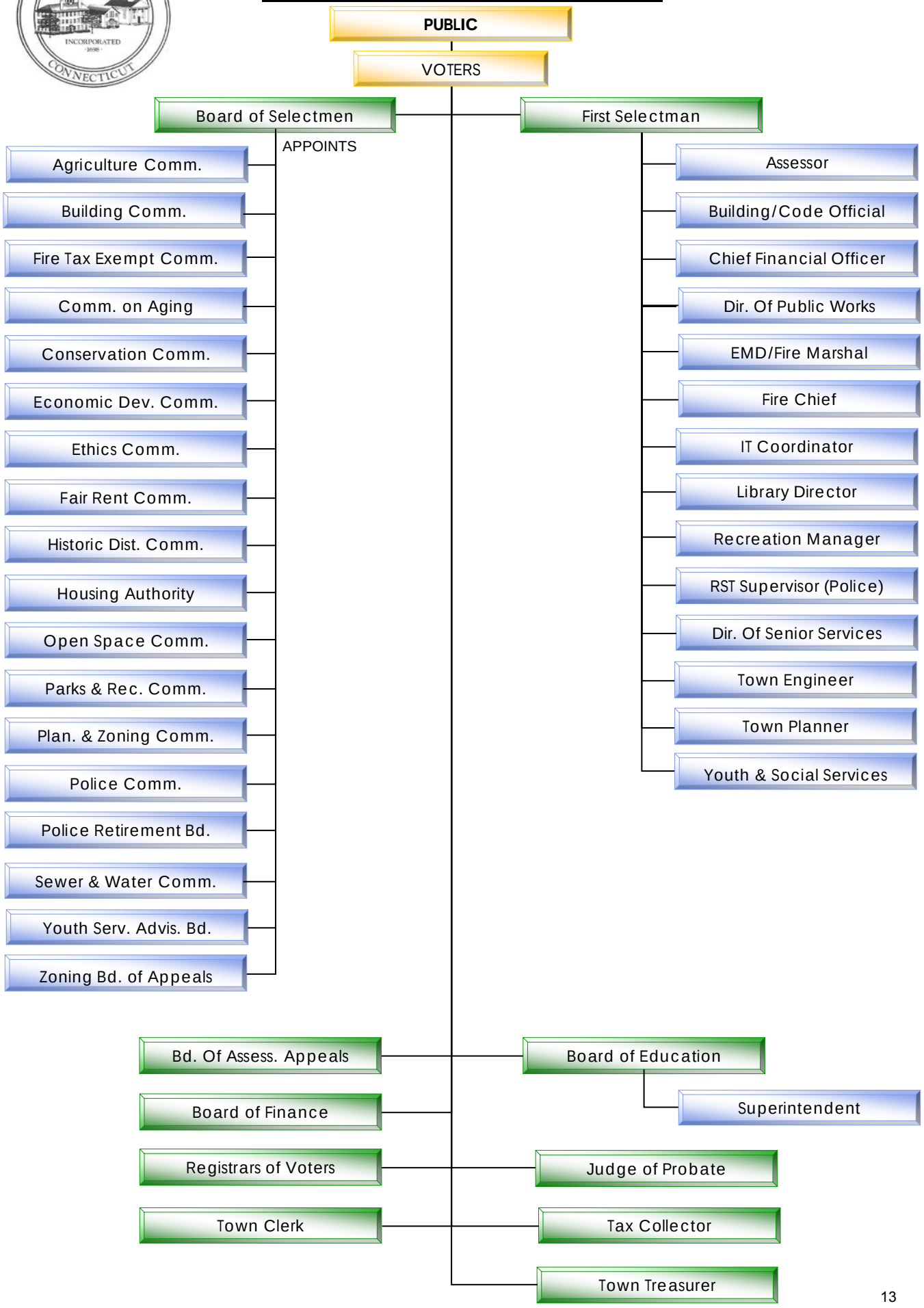
The First Selectman is the Chief Executive Officer of the Town and is a full voting and participating member of the Board of Selectmen. The First Selectman is responsible for the direction and activities of all Town departments except the Board of Education and all appointed boards.

The Board of Finance is the budget-making authority and is responsible for financial and taxation matters, presenting the annual fiscal budget for Town Meeting and referendum approval and establishing the tax rate.

The Board of Education is the policy-making body for all public education, grades kindergarten through twelve. The Superintendent of Schools is directly responsible to the Board of Education for the supervision and administration of the educational system for the Town.

The Sewer and Water Commission has jurisdiction over all property of the Town used for sewage disposal and water supply for the Town. The Commission prepares a budget and recommends rates to the Director of Public Works and Board of Selectmen for their approval.

ORGANIZATIONAL CHART



PRINCIPAL OFFICIALS

Board of Selectmen

Stan Soby, First Selectman
William Curran
Denise Mizla
Rosemary Coyle
Kurt Frantzen

Board of Finance

Robert Tarlov, Chairman
Thomas Kane
John Ringo
Robert Esteve
James McNair
Art Shilosky

Board of Education

Ronald Goldstein, Chairman
Donald Kennedy
Mitchell L. Koziol
Michael Voiland
Bradley Bernier
Michael Egan
Mary Tomasi

Administration

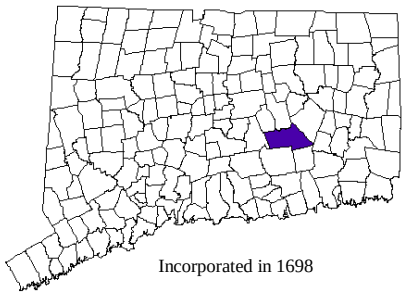
Chief Financial Officer — **Maggie Cosgrove**
Town Clerk — **Gayle Furman**
Town Treasurer — **Gregory Cordova**
Tax Collector — **Donald Philips**
Superintendent of Schools — **Jeffry Mathieu**

Colchester, Connecticut

CERC Town Profile 2014

Town Hall
127 Norwich Avenue
Colchester, CT 06415
(860) 537-7220

Belongs to
New London County
LMA Hartford
Southeast Economic Dev. Region
Southeastern Connecticut Planning Area



Incorporated in 1698

Demographics

Population (2012)	*Town*	*County*	*State*
2000	14,551	259,088	3,405,565
2010	15,849	272,360	3,545,837
2012	16,044	273,723	3,572,213
2020	16,923	279,893	3,690,997
'12-'20 Growth / Yr	0.7%	0.3%	0.4%
Land Area (sq. miles)	49	666	4,845
Pop./ Sq. Mile (2012)	327	411	737
Median Age (2012)	40	40	40
Households (2012)	5,923	106,817	1,360,184
Med HH Inc. (2012)	$92,522	$68,310	$69,519

Race/Ethnicity (2012)	*Town*	*County*	*State*
White	15,483	226,453	2,802,217
Black	177	14,834	355,660
Asian Pacific	117	12,047	139,827
Native American	0	1,472	8,531
Other/Multi-Race	267	18,917	265,978
Hispanic (any race)	526	23,331	480,185
Poverty Rate (2012)	2.7%	8.1%	10.0%

Educational Attainment (2012)

Persons Age 25 or Older	*Town*	*%*	*State*	*%*
High School Graduate	2,958	28%	677,253	28%
Associates Degree	1,006	9%	177,531	7%
Bachelors or Higher	4,185	39%	879,089	36%

Age Distribution (2012)

	0-4		*5-17*		*18-24*		*25-49*		*50-64*		*65+*		*Total*
Male	489	3%	1,694	11%	678	4%	2,834	18%	1,417	9%	801	5%	7,913
Female	359	2%	1,565	10%	555	3%	2,856	18%	1,713	11%	1,083	7%	8,131
County Total	14,771	5%	44,233	16%	27,177	10%	91,182	33%	57,129	21%	39,231	14%	273,723
State Total	200,031	6%	612,181	17%	328,661	9%	1,194,793	33%	726,725	20%	509,822	14%	3,572,213

Economics

Business Profile (2013)

Sector	*Units*	*Employment*
Total - All Industries	356	3,573
23 Construction	37	163
31 Manufacturing	10	153
44 Retail Trade	54	598
62 Health Care and Social Assistance	41	610
72 Accommodation and Food Services	25	367
81 Other Services	37	152
Total Government	19	776

Top Five Grand List (2009)	*Amount*	*% of Net*
Country Place of Colchester	$10,554,500	0.8%
Connecticut Light & Power	$9,838,680	0.8%
SS1 Colchester	$8,104,000	0.6%
White Oak Development	$4,572,330	0.4%
Genesis Health Ventures of Bloomfield	$4,270,300	0.3%
Net Grand List (2009)	$1,275,361,503	

Major Employers (2014)

S & S Arts & Crafts & Factory	Harrington Court
Super Stop & Shop	Bacon Academy School
Caring Community	

Education

2010-2011 School Year	*Town*	*State*
Total Town School Enrollment	3,237	548,313

Most public school students in Colchester attend Colchester School District, which has 3,069 students.

Connecticut Mastery Test Percent Above Goal

	Grade 4		*Grade 6*		*Grade 8*	
	Town	*State*	*Town*	*State*	*Town*	*State*
Reading	70	63	83	76	80	75
Math	73	67	80	72	74	67
Writing	73	67	77	65	75	65

For more education data see:
http://sdeportal.ct.gov/Cedar/WEB/ResearchandReports/SSPReports.aspx

Students per Computer	*Town*	*State*
Elementary:	2.4	4.1
Middle:	2.3	2.7
Secondary:	2.5	2.9

Average Class Size			
Grade K	20.2	Grade 2	20.7
Grade 5	21.6	Grade 7	19.8
High School	19.3		

Average SAT Score	*Town*	*State*
Reading	501	502
Writing	489	506
Math	505	506

www.cerc.com

No representation or warranties, expressed or implied, are given regarding the accuracy of this information.

Colchester
Connecticut

CERC start here
Connecticut Economic Resource Center, Inc.

Government

Government Form: Selectman-Town Meeting

Total Revenue (2012)	$54,641,781
Tax Revenue	$33,794,551
Non-tax Revenue	$20,847,230
Intergovernmental	$19,517,186
Per Capita Tax (2012)	$2,106
As % of State Average	81.6%

Total Expenditures (2012)	$53,324,825
Education	$40,492,902
Other	$12,831,923
Total Indebtness (2012)	$15,905,000
As % of Expenditures	29.8%
Per Capita	$991
As % of State Average	43.9%

Annual Debt Service (2012)	$3,229,422
As % of Expenditures	6.1%
Eq. Net Grand List (2010)	$1,768,924,794
Per Capita	$110,255
As % of State Average	76%
Moody's Bond Rating (2012)	Aa3
Actual Mill Rate (2012)	25.85
Equalized Mill Rate (2012)	19.09
% of Grand List Com/Ind (2010)	7.9%

Housing/Real Estate

Housing Stock (2012)	***Town***	***County***	***State***
Total Units	6,341	120,752	1,485,445
% Single Unit	79.4%	69.4%	64.6%
New Permits Auth. (2012)	25	291	4,669
As % Existing Units	0.39%	0.24%	0.31%
Demolitions (2012)	0	39	955
House Sales (2011)	NA	791	13,847
Median Price	NA	$238,000	$291,000
Built Pre 1950 share (2012)	13.1%	30.1%	30.2%

Owner Occupied Dwellings (2012)	4,779	72,837	929,560
As % Total Dwellings	75%	60%	63%
Subsidized Housing (2012)	488	12,166	161,379

Distribution of House Sales (2011)	***Town***	***County***	***State***
Number of Sales			
Less than $100,000	NA	33	392
$100,000-$199,999	NA	243	3,205
$200,000-$299,999	NA	272	3,494
$300,000-$399,999	NA	126	2,086
$400,000 or More	NA	117	4,670

Labor Force

Place of Residence (2013)	***Town***	***County***	***State***
Labor Force	9,026	144,217	1,859,934
Employed	8,430	132,813	1,715,398
Unemployed	596	11,404	144,536
Unemployment Rate	6.6%	7.9%	7.8%
Place of Work (2013)			
Units	356	7,065	113,697
Total Employment	3,573	122,143	1,640,223
2000-'13 AAGR	0.2%	-0.3%	0.2%
Mfg Employment	153	14,244	163,828

Connecticut Commuters (2011)

Commuters into Town from:		Town Residents Commuting to:	
Colchester	1,089	Colchester	1,089
Norwich	168	Groton	349
Lebanon	158	Norwich	339
East Haddam	117	Glastonbury	278
Hebron	97	Hartford	241
East Hampton	79	Manchester	206
Windham	72	Montville	198
Salem	70	New London	168
Griswold	56	Waterford	168

Other Information

Crime Rate (2012)	***Town***	***State***
Per 100,000 Residents	952	2,433
Library (2013)		
Public Web Computers	18	
Circulation per Capita	9	
Families Receiving (2014)		
Temporary Assistance	70	
Population Receiving (2014)		
Food Stamps	861	

Distance to Major Cities	*Miles*
Hartford	23
Boston	87
New York City	103
Providence	51

Residential Utilities

Electric Provider
Connecticut Light & Power
(800) 286-2000

Gas Provider
NA
NA

Water Provider
Connecticut Water Company
(800) 286-5700

Cable Provider
Comcast Norwich
(800) 266-2278

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SECTION TWO

Budget Summary & Overview

TOWN OF COLCHESTER

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Section Two – Budget Summary and Overview

Item

- Budget Process
- Budget Calendar
- Basis of Accounting/Budgeting
- Summary of Funds/Fund Balance
- Budget History (Adopted & Percentage Change)
- Personnel Summary
- Revenue Summary
- Expenditure Summary

TOWN OF COLCHESTER

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CONNECTICUT

BUDGET DEVELOPMENT PROCESS

The Town of Colchester's fiscal year begins on July 1 and ends on June 30.

The annual Town budget is developed and analyzed throughout the fiscal year. In many cases, three fiscal-year budgets are being worked on in one fiscal year: closing out the previous year's budget, analyzing and working through the current year's budget, and developing the next year's budget. The process below explains how new budgets are created:

November - January

Upon guidance from the First Selectman on annual budget goals and priorities, department budgets are created by supervisors and department heads. Needs are assessed and previous years running averages and trends, as opposed to abnormal fluctuations from year-to-year, are reviewed. The First Selectman will receive each of the department's requests, where they will be evaluated and examined based on short and long-term goals.

February

The Grand List is provided by the Town Assessor. From this data, the Finance Department and the First Selectman are able to calculate estimated tax revenue numbers for the upcoming year and can begin working on finalizing the Town expenditure budget as well as projected revenues from all other sources.

March

The First Selectman's and Board of Education's Proposed Budgets are finalized and submitted for review by the Board of Finance. Budget meetings are held to examine the proposed budgets. The Board of Finance may change any line item for the Town budget and can adjust only the bottom line total of the Board of Education budget.

March - May

Two budget hearings are scheduled to explain the proposed budgets to the public and accept feedback. A Town Meeting is called to officially present the proposed budgets to the public and is recessed to a Budget Referendum for vote. The process of budget adoption is outlined, by Town Charter, below:

BUDGET ADOPTION PROCESS GUIDED BY TOWN CHARTER/ORDINANCES

The Town charter stipulates the process of voting on a final budget, as follows:

1. The Board of Selectmen shall convene a special Town Meeting for the purpose of considering the annual combined Town budget at such hour and at such place as the Board of Selectmen may determine or as the General Statutes may require (the "Annual Budget Meeting"). The Chief Financial Officer, or his or her designee, as well as at least two representatives from each

of the Boards of Education, Selectmen and Finance, shall be present at the Annual Budget Meeting and shall be available to respond to questions of the Town voters.

2. At the Annual Budget Meeting, the members of the Boards of Selectmen and Education shall, with respect to their respective budgets:

    a. Present their proposed budget to the Town voters;
    b. Have available for review by the Town voters a line-item comparison between such budget and the amount budgeted for such line item in the current fiscal year;
    c. If feasible, have available for review by the Town voters a line-item level comparison between such budget and the amount estimated to be actually expended for such line item in the current fiscal year; and
    d. Have available for review by the Town voters a listing of all fiscal year-to-date transfers and amendments made within the current fiscal year's budget.

3. At the Annual Budget Meeting, the Town voters may reduce, but not increase, the combined Town budget upon the passage of a proper motion. A proper motion shall:

    a. Stipulate a specific dollar amount for reduction;
    b. Stipulate the budget to which such reduction shall be charged;
    c. With respect to a reduction in the budget of the Board of Selectmen, stipulate a specific line item or the specific line items to be reduced; and
    d. With respect to a reduction in the budget of the Board of Education, only the bottom line may be reduced.

4. If (i) the combined Town budget, as reduced by such proper motion(s), differs from that first presented by more than 2.0% or (ii) the Board of Selectmen's budget or the Board of Education's budget differs from that first presented by more than 3.0%, the Annual Budget Meeting shall be continued to a second meeting held no less than two business days following the first meeting. At this second meeting, the proper motion(s) shall again be introduced to and acted upon by the Town voters in attendance. Should the proper motion(s) pass at this second meeting, the proper motion(s) shall become effective and shall be incorporated into the proposed combined Town budget.

5. The Annual Budget Meeting shall automatically be recessed to a referendum to be held on a date determined by the Annual Budget Meeting (the "Annual Budget Referendum") at the conclusion of the Annual Budget Meeting, at which the combined Town budget, as recommended by the Annual Budget Meeting, shall be presented to the Town voters for final approval or disapproval.

6. The Annual Budget Referendum is a form of referendum and shall be held on such date as determined by the Annual Budget Meeting. A minimum of two questions shall appear on the ballot for the Annual Budget Referendum. The first question shall require a vote of "Yes" or "No" on whether to approve the budget of the Board of Selectmen (including debt service and capital expenditure budgets) as recommended by the Annual Budget Meeting. The second question shall require a vote of "Yes" or "No" on whether to approve the budget of the Board of

Education as recommended by the Annual Budget Meeting. The Board of Finance may, at its discretion, also direct that an advisory question appear on the ballot for either or both budgets. Such advisory question(s) shall require a response of either “Too High” or “Too Low” to describe the proposed level of spending.

SPECIAL ADOPTION PROCESSES, AS DEFINED BY TOWN CHARTER

Special Budget Referendums.

The Board of Selectmen shall call a Special Budget Referendum for approval of any supplemental appropriation for any Town department which, together with the sum of any other supplemental appropriations approved for said Town department, exceeds 1.0% of the combined Town budget, excluding the budget of the Board of Education. No such referendum shall be called without first obtaining the recommendation of the Board of Finance on such appropriation.

Recount of Annual Budget Referendum or special referendums.

Should the vote cast at either the Annual Budget Referendum or a special referendum be decided by a margin of less than 2.0% of those electors who cast votes, the vote shall be subject to recount upon the petition of any of the Town voters. During the pendency of such recount, the Town may not take any action whatsoever in reliance upon the outcome of the initial vote count.

TOWN OF COLCHESTER
FY2015-2016 PROPOSED BUDGET

BUDGET CALENDAR

MARCH

3 - Board of Finance	7:00 PM	Town Hall
(Town & BOE Budget Presentations)		
4 - Board of Finance	7:00 PM	Town Hall
(Town Budget Review)		
5 - Board of Finance	7:00 PM	Town Hall
(BOE Budget Review)		
5 - Board of Selectmen	7:00 PM	Town Hall
9 - Public Budget Forum	7:00 PM	Town Hall
9 - Board of Finance	After Forum	Town Hall
(Revenue Budget Review)		
10 - Board of Finance	7:00 PM	Town Hall
10 - Board of Education	7:00 PM	WJJMS Media
11 - Board of Finance	7:00 PM	Town Hall
12 - Board of Finance	7:00 PM	Town Hall
16 - Board of Finance	7:00 PM	Town Hall
17 - Board of Finance	7:00 PM	Town Hall
18 - Board of Finance	7:00 PM	Town Hall
19 - Board of Selectmen	7:00 PM	Town Hall
30 - Budget Public Hearing	7:00 PM	Town Hall
31 - Budget Public Hearing	7:00 PM	Town Hall

APRIL

1 - Board of Finance	7:00 PM	Town Hall
2 **- Board of Selectmen**	7:00 PM	Town Hall
14 **- Board of Education**	7:00 PM	BA Media
15 - Board of Finance	7:00 PM	Town Hall
16 - Board of Selectmen	7:00 PM	Town Hall
22 - Town Meeting	7:00 PM	Town Hall

MAY

5 **- Budget Referendum**	6am – 8pm	Town Hall
6 - Board of Finance	7:00 PM	Town Hall

Basis of Accounting

The Town's accounting records for Governmental Funds follow the *modified accrual basis of accounting*; that is, revenues are recognized in the accounting period in which they become both measurable and available to finance operations of the fiscal period. The major source of revenue that is recognized under the modified accrual basis are funds received from the State of Connecticut and the Federal government. Expenditures are recognized in the accounting period in which the fund liability is incurred.

The *accrual basis of accounting* is used for Proprietary and Fiduciary Funds. Revenues are recognized when earned and expenses are recognized when incurred. The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary and fiduciary fund statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

The basis of budgeting for the Town's general fund is the same basis of accounting that is used in the Town's audited financial statements.

Basis of Budgeting

Governmental Funds – An annual budget is legally adopted for the Town's General Fund. This budget is prepared using the modified accrual basis of accounting. The adopted budget is balanced when the sum of estimated revenues and appropriated fund balance is equal to total appropriations. The proposed budget does not include any appropriation of fund balance.

Proprietary Funds – The annual budget for the Water Enterprise Fund is prepared using the modified accrual basis of accounting. The budget for this fund is presented in a separate document as it is not subject to Town Meeting or referendum approval.

General Fund Revenues and Expenditures

	Actual 2013-2014	Actual 2012-2013	Actual 2011-2012	Actual 2010-2011	Actual 2009-2010
Revenues					
Property taxes	$36,248,381	$34,364,251	$33,794,551	$32,548,912	$30,313,052
Intergovernmental revenues	19,727,811	19,347,462	19,517,186	16,821,153	16,597,510
Revenues from use of money	51,533	47,491	48,747	27,499	23,792
Charges for services and assessments	514,562	506,988	502,588	497,629	557,770
Licenses, permits and fees	662,264	683,481	656,649	638,568	727,187
Other	238,247	104,759	122,060	131,475	112,142
Total revenues	57,442,798	55,054,432	54,641,781	50,665,236	48,331,453
Expenditures					
Current:					
General government	3,387,956	3,196,386	3,649,080	3,427,070	3,391,100
Public works	3,695,205	2,849,686	2,440,714	2,468,024	2,102,583
Public safety	2,403,418	2,204,883	2,139,001	1,943,222	1,974,357
Community & Human Services	1,404,709	1,286,636	--	--	--
Civic and cultural	--	--	1,254,771	1,196,544	1,245,111
Health and welfare	--	--	434,075	422,047	425,473
Education	43,879,506	41,828,767	40,492,902	36,998,747	35,813,628
Debt service	2,054,914	2,095,890	2,914,282	3,693,538	3,690,958
Total expenditures	56,825,708	53,462,248	53,324,825	50,149,192	48,643,210
Excess (deficiency) of revenues over expenditures	617,090	1,592,184	1,316,956	516,044	(311,757)
Other financing sources (uses):					
Operating transfers in	--	--	214,746	--	--
Operating transfers out	(868,439)	(625,363)	(583,058)	(278,003)	(216,977)
Total other financing sources (uses)	(868,439)	(625,363)	(368,312)	(278,003)	(216,977)
Extraordinary item					
State teachers' on-behalf payments	--	--	--	--	(10,033,000)
State teachers' on-behalf revenue	--	--	--	--	10,033,000
Excess (deficiency of revenues and other financing sources over (under) expenditures and other financing uses	(251,349)	966,821	948,644	238,041	(528,734)
Fund balance, beginning of year	5,530,790	4,563,969	3,615,325	3,377,284	3,906,018
Fund balance, end of year	$5,279,441	$5,530,790	$4,563,969	$3,615,325	$3,377,284

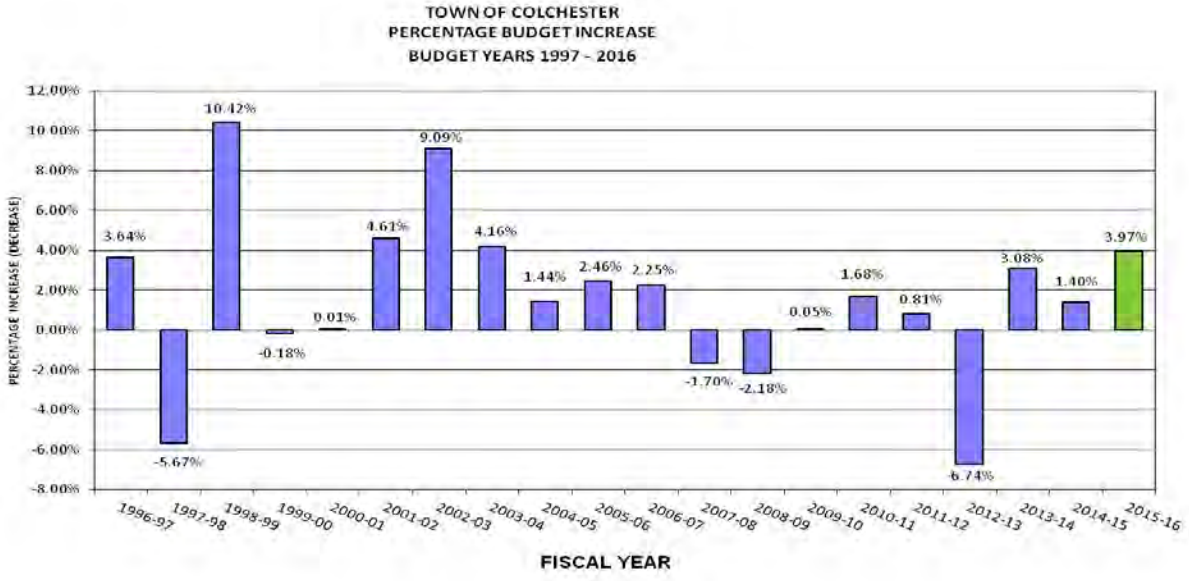
Source: Statement of Revenues, Expenditures and Changes in Fund Balances (Deficits) - Governmental Funds included in the audited financial statements.

BUDGET HISTORY - Town Operating, Debt Service & Capital

FISCAL YEAR	ADOPTED BUDGET	DOLLAR INCREASE	PERCENT INCREASE	MILL RATE	
1996-97	10,560,802	370,995	3.64%	25.02	
1997-98	9,962,126	(598,676)	-5.67%	25.02	
1998-99	11,000,128	1,038,002	10.42%	26.12	
1999-00	10,980,457	(19,671)	-0.18%	27.01	
2000-01	10,981,302	845	0.01%	27.53	
2001-02	11,487,069	505,767	4.61%	28.46	
2002-03	12,531,352	1,044,283	9.09%	29.40	**(1)**
2003-04	13,052,734	521,382	4.16%	30.35	
2004-05	13,241,059	188,325	1.44%	31.02	
2005-06	13,566,431	325,372	2.46%	31.75	
2006-07	13,871,593	305,162	2.25%	32.47	
2007-08	13,636,350	(235,243)	-1.70%	23.01	**(1)**
2008-09	13,338,957	(297,393)	-2.18%	23.01	
2009-10	13,344,980	6,023	0.05%	23.65	
2010-11	13,569,651	224,671	1.68%	25.07	
2011-12	13,679,697	110,046	0.81%	25.85	
2012-13	12,757,366	(922,331)	-6.74%	28.80	**(1)**
2013-14	13,149,850	392,484	3.08%	30.28	
2014-15	13,334,082	184,232	1.40%	30.57	
2015-16	13,863,442	529,360	3.97%	31.04	**(2)**

(1) Revaluation Year

(2) Proposed Budget



TOWN OF COLCHESTER
FY 2015-2016 PROPOSED BUDGET

MUNICIPAL EMPLOYEE HISTORY*

	2011	2012	2013	2014	2015	2016
General Government	106	105	105	103	102	100

**Number of employees, not FTEs, that are funded from all sources, not just budget*

EMPLOYEE BARGAINING ORGANIZATIONS

Employees	Bargaining Unit	Contract Expiration Date	FY 2015-16 Wage Increase
Public Works	Municipal Employees Union Independent, Local 506, SEIU, AFL-CIO, CLC	06/30/16	2.25%
Town Clerical	Local 1303-254, Council #4, AFSCME, AFL-CIO	06/30/17	2.25%
Fire/Ambulance	Colchester Firefighters Union, UPPFA, IAFF, Local 3831	06/30/15	Neg.[1]
Town Administrators	Municipal Employees Union Independent, Local 506 SEIU, AFL-CIO, CLC	06/30/14	Neg.[1]
Police	Colchester Police Local 2693T, AFSCME, Council #15	06/30/15	Neg.[1]
Library Employees	Local 1303-448 CT Council #4, AFSCME, AFL-CIO	06/30/16	2.00%

EMPLOYEE COMPENSATION

Employees	No. of Employees[2]	Salaries & Wages[2]
Public Works	19	$908,143
Town Clerical	14	$687,082
Fire/Ambulance[1]	6	$354,130
Administrators[1]	10	$718,250
Police[1]	11	$774,454
Library	5	$213,631
Non-Union	9	$507,389
Elected	3	$205,523
TOTAL	77	$4,368,602

EMPLOYEE BENEFITS

	2011	2012	2013	2014	2015	2016
Health Insurance Cost	$1,045,629	$1,122,201	$798,687	$1,002,760	$941,618	$782,635

[1] Contracts currently in negotiations

[2] Represents full-time and permanent part-time employees receiving benefits included in proposed budget

REVENUE SUMMARY

TOWN OF COLCHESTER

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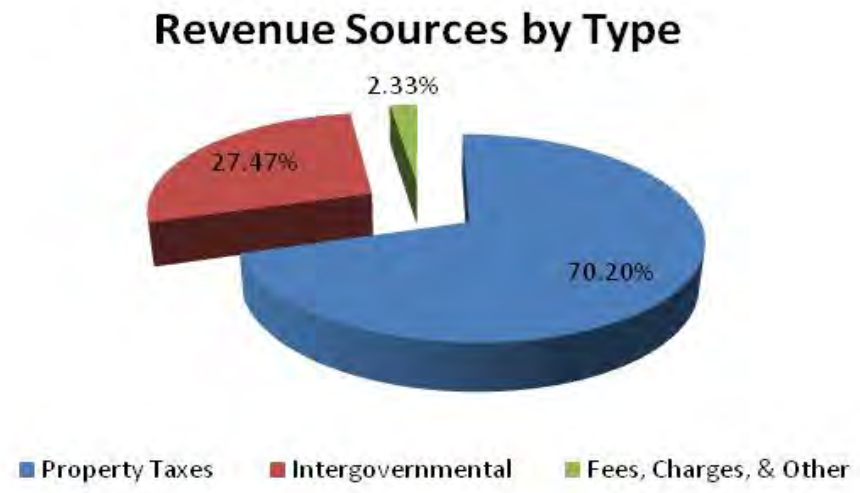
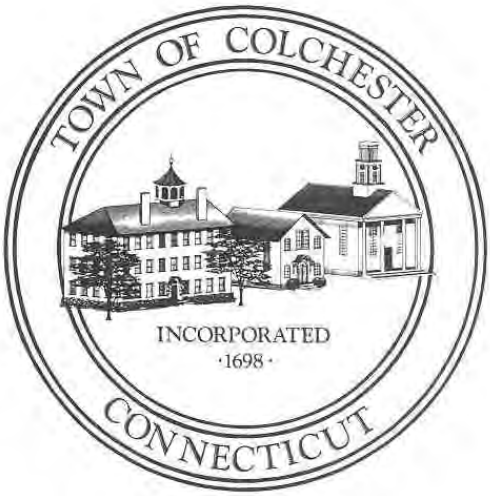
	FY 2012-2013 Actual Revenues	FY 2013-2014 Actual Revenues	FY 2014-2015 Adopted Budget	FY 2014-2015 Projected Actuals	FY 2015-2016 Proposed Budget
REVENUES:					
Property Taxes:					
Current taxes	33,626,453	35,565,318	36,376,654	36,313,255	37,159,267
Delinquent taxes	444,355	435,552	400,000	467,700	425,000
Interest & lien fees	293,443	247,511	200,000	256,100	225,000
Total property taxes	34,364,251	36,248,381	36,976,654	37,037,055	37,809,267
Intergovernmental:					
Property Tax Relief Revenue Sharing	110,088	0	46,349	0	0
Hold Harmless Grant	0	0	0	0	0
In lieu of taxes - PILOT	49,876	52,351	58,234	58,291	124,909
Manufacturing Transition Grant	30,957	0	0	0	0
Mashantucket Pequot/Mohegan Fund	72,749	67,828	70,381	71,476	72,385
Distribution to Towns	10,845	9,620	10,000	9,000	9,000
Elderly Freeze	2,000	0	0	0	0
Disability Exemptions	1,969	1,894	2,150	1,980	2,293
Elderly Circuit Breaker	50,265	48,326	54,905	48,857	51,430
Additional Veterans Exemptions	6,386	7,960	7,571	6,514	7,730
Local Capital Improvement	0	236,997	118,690	116,846	116,846
Youth Services Grant	18,750	18,833	18,833	18,833	14,000
Library Grant	5,375	5,702	5,222	5,158	0
Emergency Management	1,200	0	3,905	1,751	3,970
Total	360,460	449,511	396,240	338,706	402,563
Intergovernmental - Education:					
ECS	13,759,751	13,752,393	13,761,528	13,763,700	13,761,528
Transportation	203,028	186,936	181,305	175,278	181,064
Special Education	519,762	400,878	450,000	464,033	450,000
Total	14,482,541	14,340,207	14,392,833	14,403,011	14,392,592
Total intergovernmental	14,843,001	14,789,718	14,789,073	14,741,717	14,795,155

	FY 2012-2013 Actual Revenues	FY 2013-2014 Actual Revenues	FY 2014-2015 Adopted Budget	FY 2014-2015 Projected Actuals	FY 2015-2016 Proposed Budget
Charges for Services:					
Ambulance Fees	490,728	503,355	475,000	480,000	475,000
Recreation Fees	16,260	11,207	11,500	11,500	11,500
Total charges for services	506,988	514,562	486,500	491,500	486,500
Revenues from use of money:					
Investment interest earnings	47,491	51,533	52,500	51,500	52,500
Licenses/permits/fees:					
Vendor permits	340	480	330	400	400
Copier fees	18,324	17,667	17,000	17,016	16,950
ZBA fees	700	300	1,000	700	700
Conservation Commission fees	3,207	3,480	5,500	6,000	5,500
Zoning and Planning fees	11,100	12,950	12,000	13,000	12,000
Building fees	264,201	232,293	190,000	220,000	205,000
Fire marshal inspection fees	480	527	200	200	240
Conveyance tax	116,290	133,384	112,000	130,229	130,200
Town Clerk fees	108,576	98,962	106,000	102,492	102,500
Sports licenses	605	496	520	543	600
Land Records - Town	3,263	2,279	3,200	2,423	2,400
Pistol permits	12,320	10,360	10,000	6,000	6,000
Road inspection fees	4,189	6,638	6,600	25,226	10,600
Transfer Station fees	123,376	128,152	135,000	131,000	131,000
Library fines & fees	12,957	11,322	14,000	11,500	11,000
Dial-A-Ride	3,553	2,974	3,500	3,500	3,500
Total licenses/permits/fees	683,481	662,264	616,850	670,229	638,590

	FY 2012-2013 Actual Revenues	FY 2013-2014 Actual Revenues	FY 2014-2015 Adopted Budget	FY 2014-2015 Projected Actuals	FY 2015-2016 Proposed Budget
Other revenues:					
Tuition	8,890	68,606	10,000	42,522	10,000
Telecommunication property tax	40,888	40,003	40,000	40,000	40,000
Elderly Housing/Dublin Village	11,848	11,333	11,500	15,000	14,000
Miscellaneous	9,854	29,187	12,000	12,000	12,000
Insurance Reimbursement	385	2,052	0	3,176	0
Recovery/Settlement	0	59,996	0	0	0
State Fund for Building Inspection fees	1,679	766	800	900	800
CIRMA Member Equity Distribution	31,414	29,288	0	0	0
	104,958	241,231	74,300	113,598	76,800
Other financing sources:					
Use of Fund Balance	126,852	231,214	0	88,829	0
Total other financing sources	126,852	231,214	0	88,829	0
Total revenues	50,677,022	52,738,903	52,995,877	53,194,428	53,858,812

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EXPENDITURE SUMMARY

TOWN OF COLCHESTER

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TOWN OF COLCHESTER
BUDGET SUMMARY BY FUNCTION

	ACTUAL EXPENDITURES FY 2012-2013	ACTUAL EXPENDITURES FY 2013-2014	ADOPTED BUDGET FY 2014-2015	PROJECTED ACTUAL FY 2014-2015	PROPOSED BUDGET FY 2015-2016
GENERAL GOVERNMENT	3,197,836	3,386,891	3,442,025	3,302,716	3,383,684
PUBLIC SAFETY	2,214,604	2,396,650	2,492,989	2,474,643	2,693,377
PUBLIC WORKS	3,217,697	3,331,094	3,234,601	3,259,647	3,387,030
COMMUNITY & HUMAN SERVICES	1,286,695	1,403,656	1,469,948	1,454,389	1,539,620
DEBT	2,095,890	2,054,914	1,972,866	1,972,866	1,901,466
TRANSFERS	625,363	703,319	721,653	758,453	958,265
TOTAL TOWN	**12,638,085**	**13,276,524**	**13,334,082**	**13,222,714**	**13,863,442**
BOARD OF EDUCATION	**37,482,580**	**38,872,262**	**39,661,795**	**39,661,795**	**39,995,370**
TOTAL BUDGET	**50,120,665**	**52,148,786**	**52,995,877**	**52,884,509**	**53,858,812**

SUMMARY - GENERAL GOVERNMENT

	ACTUAL EXPENDITURES FY 2012-2013	ACTUAL EXPENDITURES FY 2013-2014	ADOPTED BUDGET FY 2014-2015	PROJECTED ACTUAL FY 2014-2015	PROPOSED BUDGET FY 2015-2016
LEGISLATIVE					
BOARDS AND COMMISSIONS	23,240	23,660	24,996	25,106	24,654
CONTINGENCY					
CONTINGENCY	0	0	52,790	0	54,745
MUNICIPAL MANAGEMENT					
FIRST SELECTMAN	271,362	217,121	215,393	261,221	235,321
HUMAN RESOURCES	61,506	89,304	107,275	61,240	139,309
FINANCE					
FINANCE	281,833	274,406	275,703	280,606	285,216
TAX COLLECTOR	154,498	173,780	151,342	146,209	151,230
ASSESSOR	238,980	255,658	269,557	271,228	277,090
DEVELOPMENT AND PLANNING					
PLANNING CODE ADMINISTRATION	502,901	513,220	508,700	429,191	472,880
TOWN CLERK					
TOWN CLERK	179,393	157,995	155,263	151,554	164,014

SUMMARY - GENERAL GOVERNMENT (CONTINUED)

	ACTUAL EXPENDITURES FY 2012-2013	ACTUAL EXPENDITURES FY 2013-2014	ADOPTED BUDGET FY 2014-2015	PROJECTED ACTUAL FY 2014-2015	PROPOSED BUDGET FY 2015-2016
REGISTRARS OF VOTERS					
REGISTRARS OF VOTERS	54,153	58,379	65,512	62,913	67,146
LEGAL & INSURANCES					
INSURANCES	1,332,749	1,544,180	1,516,957	1,516,946	1,395,486
PROBATE	4,836	4,558	5,340	5,340	4,458
INFORMATION TECHNOLOGY					
INFORMATION TECHNOLOGY	92,385	74,630	93,197	91,162	112,135
TOTAL GENERAL GOVERNMENT	**3,197,836**	**3,386,891**	**3,442,025**	**3,302,716**	**3,383,684**

SUMMARY - PUBLIC SAFETY

	ACTUAL EXPENDITURES FY 2012-2013	ACTUAL EXPENDITURES FY 2013-2014	ADOPTED BUDGET FY 2014-2015	PROJECTED ACTUAL FY 2014-2015	PROPOSED BUDGET FY 2015-2016
POLICE PROTECTION					
POLICE	1,136,387	1,229,490	1,241,940	1,223,852	1,389,951
FIRE PROTECTION					
FIRE	1,067,414	1,155,980	1,235,086	1,236,781	1,286,254
EMERGENCY MANAGEMENT					
EMERGENCY MANAGEMENT	10,803	11,180	15,963	14,010	17,172
TOTAL PUBLIC SAFETY	**2,214,604**	**2,396,650**	**2,492,989**	**2,474,643**	**2,693,377**

SUMMARY - PUBLIC WORKS

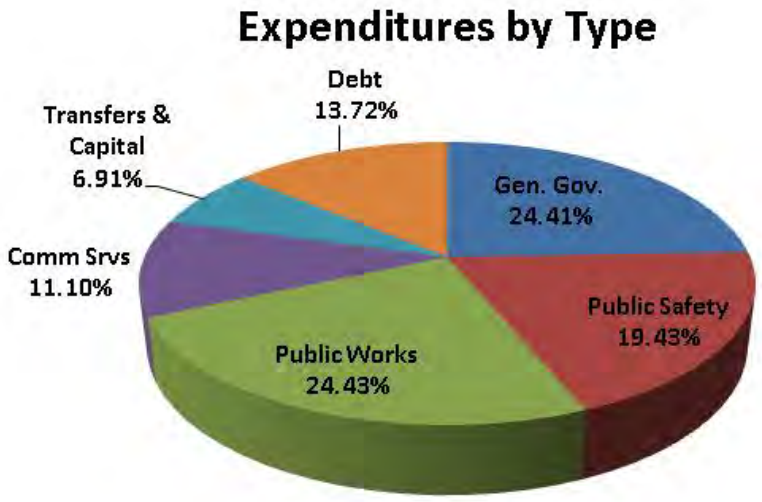
	ACTUAL EXPENDITURES FY 2012-2013	ACTUAL EXPENDITURES FY 2013-2014	ADOPTED BUDGET FY 2014-2015	PROJECTED ACTUAL FY 2014-2015	PROPOSED BUDGET FY 2015-2016
PUBLIC WORKS					
PUBLIC WORKS ADMINISTRATION	199,516	159,208	154,971	156,002	160,410
HIGHWAY	1,225,217	1,260,191	1,314,477	1,294,475	1,418,277
FLEET MAINTENANCE	364,000	371,483	368,081	365,259	368,162
GROUNDS MAINTENANCE	398,925	419,417	406,274	379,311	414,999
SNOW REMOVAL	469,223	588,869	469,405	551,626	502,945
FACILITIES	198,499	171,704	151,894	157,529	155,170
ENGINEERING					
ENGINEERING	101,326	118,309	104,509	104,399	104,725
TRANSFER STATION					
TRANSFER STATION	260,991	241,913	264,990	251,046	262,342
TOTAL PUBLIC WORKS	**3,217,697**	**3,331,094**	**3,234,601**	**3,259,647**	**3,387,030**

SUMMARY - COMMUNITY & HUMAN SERVICES

	ACTUAL EXPENDITURES FY 2012-2013	ACTUAL EXPENDITURES FY 2013-2014	ADOPTED BUDGET FY 2014-2015	PROJECTED ACTUAL FY 2014-2015	PROPOSED BUDGET FY 2015-2016
YOUTH & SOCIAL SERVICES					
YOUTH & SOCIAL SERVICES	294,438	312,936	332,079	326,890	358,691
HEALTH					
HEALTH	132,759	136,289	144,874	144,874	152,333
LIBRARY					
CRAGIN LIBRARY	520,738	535,201	540,307	533,228	555,918
RECREATION					
RECREATION	108,595	166,663	172,938	172,040	182,360
SENIOR SERVICES					
SENIOR SERVICES	230,165	252,567	279,750	277,357	290,318
TOTAL COMMUNITY & HUMAN SERVICES	**1,286,695**	**1,403,656**	**1,469,948**	**1,454,389**	**1,539,620**

SUMMARY - DEBT & TRANSFERS

	ACTUAL EXPENDITURES FY 2012-2013	ACTUAL EXPENDITURES FY 2013-2014	ADOPTED BUDGET FY 2014-2015	PROJECTED ACTUAL FY 2014-2015	PROPOSED BUDGET FY 2015-2016
DEBT					
DEBT SERVICE	2,095,890	2,054,914	1,972,866	1,972,866	1,901,466
TRANSFERS					
OTHER FINANCING USES	625,363	703,319	721,653	758,453	958,265
TOTAL DEBT & TRANSFERS	**2,721,253**	**2,758,233**	**2,694,519**	**2,731,319**	**2,859,731**



SUMMARY - EDUCATION

	ACTUAL EXPENDITURES FY 2012-2013	ACTUAL EXPENDITURES FY 2013-2014	ADOPTED BUDGET FY 2014-2015	PROJECTED ACTUAL FY 2014-2015	PROPOSED BUDGET FY 2015-2016
EDUCATION	**37,482,580**	**38,872,262**	**39,661,795**	**39,661,795**	**39,995,370**

SECTION THREE

Taxation & Collections

TOWN OF COLCHESTER

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Section Three – Taxation & Collections

Item

- Budget Summary
- Mill Rate Calculation
- Principal Taxpayers
- Property Tax Levies and Collections

TOWN OF COLCHESTER

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Town of Colchester
FY 2015-2016 Proposed Budget
Budget Summary & Mill Rate Calculation

BUDGET SUMMARY

	EDUCATION	TOWN	DEBT SERVICE	TRANSFERS/ CAPITAL	TOTAL
Appropriations	39,995,370	11,003,711	1,901,466	958,265	53,858,812
Estimated Revenue	14,402,592	2,296,953	0	0	16,699,545
Amount to be Raised by Taxation	25,592,778	8,706,758	1,901,466	958,265	37,159,267
MILLS	21.04	7.16	1.56	0.79	30.55

MILL RATE CALCULATION

	DOLLARS	MILLS
Amount to be Raised by Taxation	37,159,267	30.55
Reserve for Uncollected Revenue (estimated 98.4% collection rate)	594,548	0.49
TOTAL TAX WARRANT	37,753,815	31.04

Grand List	1,202,068,000	2015-16 Proposed Mill Rate	31.04
Estimated Prorates	1,900,000	2014-15 Mill Rate	30.57
M. V. Supplement	15,100,000	Increase in Mill Rate	0.47
Less Estimated BAA and adjustments	(2,500,000)		
List Net	1,216,568,000		

Dated: March 3, 2015

Principal Taxpayers

Name	Nature of Business	Taxable Valuation as of 10/01/2011	Percent of Net Taxable Grand List[1]
Connecticut Light & Power Company	Utility	$12,424,750	1.04
Country Place of Colchester LTD Partners	Housing Development	9,214,200	0.77
SS1 Colchester, LLC	Grocery Store	7,232,900	0.60
Norwich, City of	Utility	4,835,900	0.40
GAIA Colchester LLC	Manufacturing/Distribution	3,695,100	0.31
Sharr Realty LLC	Commercial Leasing	3,518,000	0.29
Church Street Oreo One LLC	Residential Subdivision	3,508,800	0.29
Alpha Q Inc	Manufacturing	3,498,330	0.29
S & S Worldwide Inc	Manufacturing/Distribution	3,401,500	0.28
Genesis Health Ventures of Bloomfield Inc.	Convalescent Home	3,220,000	0.27
	TOTAL	$54,549,480	4.56

[1] Based on 2013 Net Taxable Grand List of $1,195,815,175.

Property Tax Levies and Collections

Fiscal Year Ended 6/30	Net Taxable Grand List (000s)	Mill Rate	Total Adjustable Tax Levy	Percent of Annual Levy Collected at End of Fiscal Year	Percent of Annual Levy Uncollected at End of Fiscal Year	Percent of Annual Levy Uncollected as of 6/30/14
2014	$1,191,172	30.28	$36,156,049	98.4	1.6	1.63
2013	1,176,520	28.80	34,157,365	98.4	1.6	0.62
2012	1,297,298	25.85	33,774,748	98.4	1.6	0.32
2011	1,275,362	25.07	32,238,714	98.6	1.4	0.26
2010	1,268,249	23.65	30,066,131	98.3	1.7	0.25
2009	1,249,469	23.01	28,929,185	98.4	1.6	0.28
2008	1,223,766	23.01	28,443,115	97.7	2.3	0.26
2007	860,497	32.47	28,363,487	97.4	2.6	0.35
2006	826,761	31.75	26,735,437	97.8	2.2	0.27

SECTION FOUR

Department Operating Budgets

TOWN OF COLCHESTER

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Section Four – FY 2015-2016 Proposed Operating Budget (by Department)

Item

- General Government
- Public Safety
- Public Works
- Community & Human Services
- Debt Service
- Transfers/Capital
- Animal Control Fund

TOWN OF COLCHESTER

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General Government

TOWN OF COLCHESTER

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General Government

Departments

- Boards & Commissions
- Contingency
- First Selectman
- Human Resources
- Finance
- Tax Collector
- Assessor
- Planning/Building Code Administration
- Town Clerk
- Registrar of Voters
- Insurances
- Probate
- Information Technology

TOWN OF COLCHESTER

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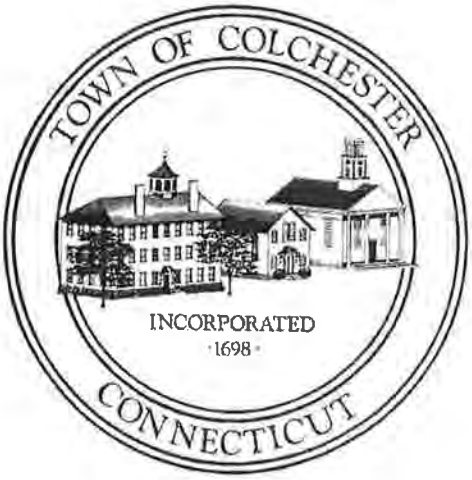
Boards and Commissions

The boards and commissions listed herein support various issues regarding municipal governance. The Town board and commissions requiring budgeted support are:

- Board of Finance
- Police Retirement Board
- Ethics Commission
- Board of Assessment Appeals
- Economic Development Commission
- Historic District Commission
- Fair Rent Commission
- Commission on Aging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TOWN OF COLCHESTER
PROPOSED BUDGET

BOARDS & COMMISSIONS

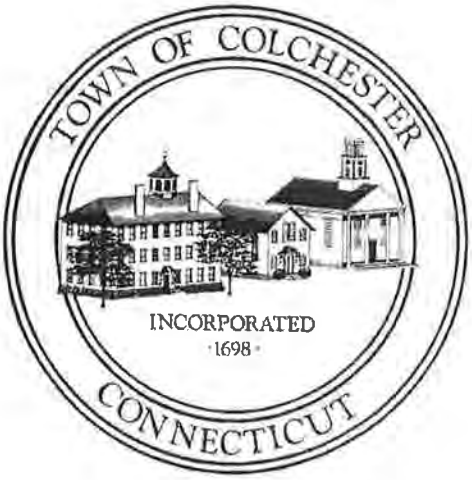
ACCOUNT	FY 2012-2013 ACTUAL EXPENDITURES	FY 2013-2014 ACTUAL EXPENDITURES	FY 2014-2015 ADOPTED BUDGET	FY 2014-2015 PROJECTED ACTUALS	FY 2015-2016 PROPOSED BUDGET
Overtime	3,645	3,417	3,826	1,556	1,573
Contractual, Temporary, Occassional Payroll	2,260	1,933	2,760	3,900	5,760
FICA	270	241	305	119	121
Office Supplies	0	0	175	25	25
Mileage, Training & Meetings	0	0	260	200	680
Professional Memberships	0	0	50	0	0
Financial & Accounting	12,760	12,760	11,165	11,165	11,310
Professional Services	3,600	3,800	4,400	6,300	2,900
Postage	31	30	225	75	105
Legal Notices	60	250	380	380	380
Printing & Publications	614	1,229	1,450	1,386	1,800
TOTAL	**23,240**	**23,660**	**24,996**	**25,106**	**24,654**

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
11105 - BOARDS AND COMMISSIONS						
40103 - OVERTIME				**1,573**		**1,573**
Meeting Clerk - Board of Assessment Appeals	1.00	1,200.00	1,200			
Meeting Clerk - Historic District Commission	1.00	373.00	373			
40105 - CONTR TEMP OCCAS				**5,760**		**5,760**
Meeting Clerk - Board of Finance	24.00	60.00	1,440			
Meeting Clerk - Police Retirement Board	2.00	60.00	120			
Meeting Clerk - Ethics Commission	3.00	60.00	180			
Meeting Clerk - Fair Rent Commission	2.00	60.00	120			
Meeting Clerk - WJJMS Building Project	24.00	60.00	1,440			
Meeting Clerk - Commission on Aging	14.00	60.00	840			
Meeting Clerk - Charter Revision	12.00	60.00	720			
Board member stipend - Board of Assessment Appeals	3.00	300.00	900			
41230 - FICA				**121**		**121**
FICA for Meeting Clerk's wages	1.00	121.00	121			
42301 - OFFICE SUPPLIES				**25**		**25**
Board of Assessment Appeals	1.00	25.00	25			
43213 - MILEAGE, TRAINING & MEETINGS				**680**		**680**
Commission on Aging - Lunch & Learn Programs	2.00	240.00	480			
CT Public Pension Forum conferences - Police Retirement Board	1.00	50.00	50			
Training seminars for BAA board members	3.00	50.00	150			
44202 - FINANCIAL & ACCOUNTING				**11,310**		**11,310**
Independent audit (Town share)	1.00	11,310.00	11,310			

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
44208 - PROFESSIONAL SERVICES				**2,900**		**2,900**
Police Retirement Plan - disclosure information/accounting reports required for financial statements	1.00	2,500.00	2,500			
Economic Development - Assistance with Plan development for revitalization, etc.	1.00	150.00	150			
Historic District Commission	1.00	250.00	250			
44217 - POSTAGE				**105**		**105**
Commission on Aging	1.00	30.00	30			
Historic District Commission	1.00	75.00	75			
44230 - LEGAL NOTICES				**380**		**380**
Board of Assessment Appeals	1.00	30.00	30			
Historic District Commission	1.00	350.00	350			
44232 - PRINTING & PUBLICATIONS				**1,800**		**1,800**
Commission on Aging	1.00	300.00	300			
Printing of adopted budget	1.00	1,300.00	1,300			
Economic Development Commission - Brochures to promote business growth	1.00	200.00	200			
TOTAL BOARDS AND COMMISSIONS				**24,654**		**24,654**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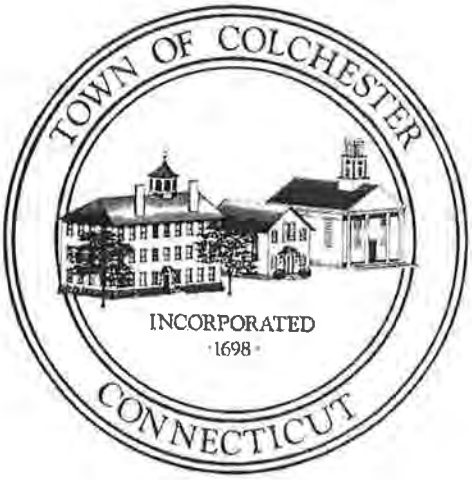
Department: Contingency

Description

Every year, the Town sets aside a fund to handle unanticipated expenses. In the past, the fund has been used for excess legal fees and snow removal costs.

Contingency Policy – The proposed expenditure budget of the Town shall include a recommendation for a contingency fund equal to one-half (0.5%) percent of the total proposed expenditures for the Town (excluding debt service, and capital & transfers out). Transfers from this account will be made in accordance with Town Charter provisions regarding budget transfers.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TOWN OF COLCHESTER
PROPOSED BUDGET

CONTINGENCY

ACCOUNT	FY 2012-2013 ACTUAL EXPENDITURES	FY 2013-2014 ACTUAL EXPENDITURES	FY 2014-2015 ADOPTED BUDGET	FY 2014-2015 PROJECTED ACTUALS	FY 2015-2016 PROPOSED BUDGET
Contingency	0	0	52,790	0	54,745
TOTAL	**0**	**0**	**52,790**	**0**	**54,745**

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
11110 - CONTINGENCY						
50900 - CONTINGENCY				**55,404**		**54,745**
Reserve for unanticipated expenditures	1.00	55,404.00	55,404		(659)	
TOTAL CONTINGENCY				**55,404**		**54,745**

Town of Colchester
FY 2015 – 2016
Proposed Budget

Department: First Selectman

Mission

To implement the policy and budgetary decisions of the town, offer a future vision, coordinate department activities, provide policy and budget recommendations, synchronize town and community organizations, manage town personnel, and ensure adherence to applicable contracts, policies, ordinances, regulations, and laws.

Description

The First Selectman is the Chief Executive Officer of the town and is elected directly by the voters. The First Selectman adheres to the policies and budgets that have been established by the town and the various boards and commissions.

The First Selectman is a member of the Board of Selectmen which is responsible for setting policy, entering into contracts, appointing officials and certain board members, recommending budget transfers, and other oversight activities.

The duties of the First Selectman are set forth in Article III of the town charter.

Staffing

First Selectman (full time)
Executive Assistant to the First Selectman (full time)
Department Clerk (part time)

2014 – 2015 Accomplishments

- Implemented Charter Review Commission
- Updated personnel policy
- Supported the senior center negotiating committee in an effort to explore options for the current senior center facility
- Facilitated a tri-board school building committee to support the WJJMS project
- Implemented Energy Performance and successfully reduced energy needs of the town hall
- Successful negotiation of two union contracts
- Improved Emergency Operation Center functionality
- Application and receipt of Emergency Management Performance Grant
- Completed implementation of improved security at town hall
- Assisted Dollar General, Sweet Frog, and Becker's opening
- Awarded the National Government Finance Officers' Association Distinguished Budget Presentation for the FY 2014-2015
- Awarded Clean Energy Communities Programs Bright Idea Grant
- Awarded the Risk Management Achievement Award

2015 – 2016 Objectives

- Implement televising board meetings through public access television to promote resident awareness
- Update personnel policy
- Streamline Boards & Commission process
- Implement and support the Charter Revision commission
- Revision of budget transfer policy
- Support implementation of computer configuration
- Successful negotiation of administrator's union, clerical union, and fire dept. contracts
- Strive to keep appointed boards and commissions 95% full

TOWN OF COLCHESTER
PROPOSED BUDGET

FIRST SELECTMAN

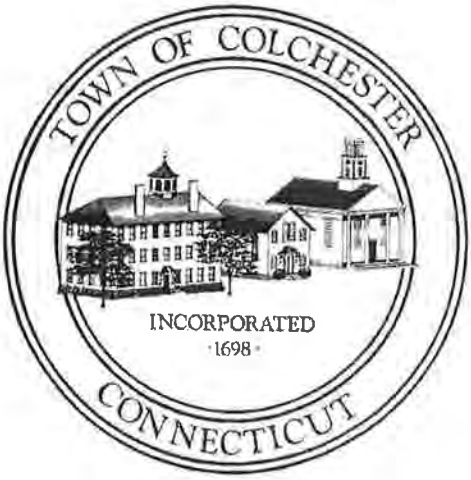
ACCOUNT	FY 2012-2013 ACTUAL EXPENDITURES	FY 2013-2014 ACTUAL EXPENDITURES	FY 2014-2015 ADOPTED BUDGET	FY 2014-2015 PROJECTED ACTUALS	FY 2015-2016 PROPOSED BUDGET
Regular Payroll	138,398	132,562	136,536	133,828	140,023
Contractual, Temporary, Occassional Payroll	1,275	3,825	1,500	1,500	1,500
Employee Related Insurances	316	290	329	207	437
FICA & Retirement	17,921	15,182	17,954	17,616	18,406
Copier	4,393	4,419	4,653	5,145	4,681
Office Supplies	1,189	1,392	1,250	1,250	1,650
Mileage, Training & Meetings	1,134	1,142	1,400	750	1,400
Professional Memberships	18,595	18,795	18,605	18,605	18,605
Legal	80,610	32,049	25,000	74,600	40,000
Professional Services	995	680	1,175	953	1,025
Postage	3,969	3,616	4,234	4,004	4,328
Legal Notices	0	60	250	100	250
Printing & Publications	114	220	240	280	280
Hebron Tax	306	54	75	341	400
Equipment Repairs	0	0	150	0	150
Parades & Celebrations	2,147	2,835	2,042	2,042	2,186
TOTAL	**271,362**	**217,121**	**215,393**	**261,221**	**235,321**

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
11201 - FIRST SELECTMAN						
40101 - REGULAR PAYROLL				**140,023**		**140,023**
First Selectman	1.00	80,995.00	80,995			
Executive Assistant to the First Selectman	1.00	45,100.00	45,100			
Part-time Clerk (4 hrs/day)	1.00	13,928.00	13,928			
40105 - CONTR TEMP OCCAS				**1,500**		**1,500**
Temporary staff for office coverage	1.00	1,500.00	1,500			
41210 - EMPLOYEE RELATED INS.				**437**		**437**
Life/AD&D Insurance	1.00	192.00	192			
Long Term Disability	1.00	245.00	245			
41230 - FICA & RETIREMENT				**18,406**		**18,406**
FICA	1.00	10,840.00	10,840			
Defined Contribution 401(a) Plan @ 6%	1.00	7,566.00	7,566			
42233 - COPIER				**4,681**		**4,681**
Central Copier - monthly lease payments	12.00	263.00	3,156			
Per copy charges	1.00	1,200.00	1,200			
Copy paper	1.00	325.00	325			
42301 - OFFICE SUPPLIES				**1,650**		**1,650**
General office supplies	1.00	1,250.00	1,250			
Postage meter supplies	1.00	400.00	400			
43213 - MILEAGE, TRAINING & MEETINGS				**1,400**		**1,400**
Mileage - meetings, conferences, workshops	1.00	900.00	900			
Workshop & conference fees	1.00	500.00	500			

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
43258 - PROFESSIONAL MEMBERSHIPS				**18,605**		**18,605**
Southeast CT Council of Governments	1.00	8,837.00	8,837			
CT Council of Small Towns	1.00	1,025.00	1,025			
CT Conference of Municipalities	1.00	8,653.00	8,653			
Colchester Business Association	1.00	90.00	90			
44203 - LEGAL				**40,000**		**40,000**
General legal matters	1.00	15,000.00	15,000			
Assessment appeals	1.00	20,000.00	20,000			
Charter Revision	1.00	5,000.00	5,000			
44208 - PROFESSIONAL SERVICES				**1,025**		**1,025**
Constant contact - communication with citizens	12.00	50.00	600			
GFOA Budget award application fees	1.00	425.00	425			
44217 - POSTAGE				**4,328**		**4,328**
Postage	1.00	1,000.00	1,000			
Postage meter - quarterly lease payments	4.00	777.00	3,108			
First class mail permit	1.00	220.00	220			
44230 - LEGAL NOTICES				**250**		**250**
Meeting warnings	1.00	250.00	250			
44232 - PRINTING & PUBLICATIONS				**280**		**280**
Department share - quarterly publication costs	4.00	70.00	280			
Colchester Connections						
45250 - HEBRON TAXES				**400**		**400**
Property taxes paid to Town of Hebron	1.00	400.00	400			
46224 - EQUIPMENT REPAIRS				**150**		**150**
Office Equipment Repairs	1.00	150.00	150			
47242 - PARADES & CELEBRATIONS				**2,186**		**2,186**
Grave markers & flags - Memorial Day	1.00	1,250.00	1,250			
Float prizes - Memorial Day parade	1.00	150.00	150			
School band donations - Memorial Day Parade	1.00	400.00	400			
Meeting Clerk - Memorial Day Parade Committee	1.00	186.00	186			
Employee recognition & bereavement	1.00	200.00	200			
TOTAL FIRST SELECTMAN				**235,321**		**235,321**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Town of Colchester
FY 2015 - 2016
Proposed Budget

Department: Human Resources

Mission

To provide a professional, risk-free workplace and to assist employees with rules, regulations, and policies that apply to employment and State and Federal workplace and labor laws.

Description

The First Selectman's Office administers the Human Resources functions of the Town of Colchester.

Staffing

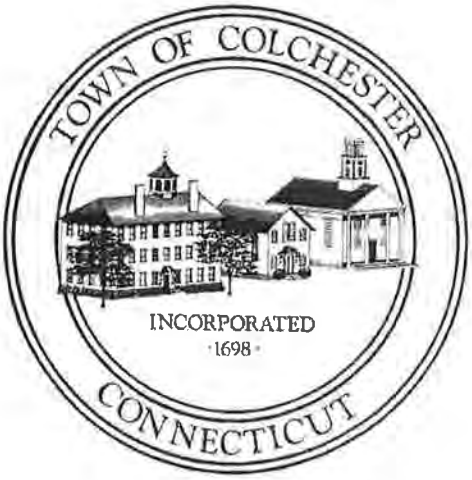
First Selectman's Office

2014 – 2015 Accomplishments

- Successful negotiation of Clerical Union Contract
- Implementation of Wellness Program provision into the union contracts
- Implementation of new health plans

2015 – 2016 Objectives

- Successful negotiation of three union contracts (Administrators and Fire Dept)
- Implement Town Hall security drills
- Implement Applitrak
- Continue implementation of Wellness Programs
- Implementation of biometric screening
- Update personnel policy for new insurance requirements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TOWN OF COLCHESTER
PROPOSED BUDGET

HUMAN RESOURCES

ACCOUNT	FY 2012-2013 ACTUAL EXPENDITURES	FY 2013-2014 ACTUAL EXPENDITURES	FY 2014-2015 ADOPTED BUDGET	FY 2014-2015 PROJECTED ACTUALS	FY 2015-2016 PROPOSED BUDGET
Office Supplies	0	0	150	0	0
Other Purchased Supplies	91	0	250	100	250
Mileage, Training & Meetings	0	0	200	0	1,000
Legal	54,241	83,246	55,000	55,000	55,000
Professional Services	2,525	2,310	3,460	3,040	3,450
Advertising	4,297	2,914	2,500	2,500	2,500
Printing & Publications	100	65	200	100	200
Programs	252	769	1,000	500	1,000
Contract Settlements	0	0	44,515	0	75,909
TOTAL	**61,506**	**89,304**	**107,275**	**61,240**	**139,309**

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
11205 - HUMAN RESOURCES						
42340 - OTHER PURCHASED SUPPLIES				**250**		**250**
Health & Safety - First Aid supplies, materials, etc.	1.00	250.00	250			
43213 - MILEAGE, TRAINING & MEETINGS				**1,000**		**1,000**
Human Resources training	1.00	1,000.00	1,000			
44203 - LEGAL				**55,000**		**55,000**
Contract negotiations and other labor/personnel related matters						
44208 - PROFESSIONAL SERVICES				**3,450**		**3,450**
Required Physicals & Testing for employment	1.00	200.00	200			
Employee Assistance Program (EAP) fees	1.00	2,500.00	2,500			
Applicant tracking software	1.00	750.00	750			
44231 - ADVERTISING				**2,500**		**2,500**
Position advertising	1.00	2,500.00	2,500			
44232 - PRINTING & PUBLICATIONS				**200**		**200**
Forms, booklets, and employee notifications	1.00	200.00	200			
47282 - PROGRAMS				**1,000**		**1,000**
Employee health and safety incentive programs	1.00	1,000.00	1,000			
50950 - CONTRACT SETTLEMENTS				**75,909**		**75,909**
Estimated salary & benefit increases for union contract settlements	1.00	75,909.00	75,909			
Administrators, Police & Fire union contracts in negotiation						
TOTAL HUMAN RESOURCES				**139,309**		**139,309**

Town of Colchester
FY 2015 - 2016
Proposed Budget

Department: Finance (Town & Board of Education)

Mission

To maintain all financial records and process all financial transactions of the Town and Board of Education including general ledger, monthly budget reports, annual financial statements, cash receipts, purchasing, accounts payable disbursements, and payroll disbursements. To provide analytical financial and budgetary information to the First Selectman, Superintendent of Schools, Board of Finance, Board of Selectmen, Board of Education, Town and School departments, and the general public in order to facilitate informed decision making.

Description

The Department of Finance is responsible for maintaining all budgets, accounts and financial records of the Town, including the Board of Education (BOE), coordinating all purchases for the Town and BOE and reviewing all fiscal requests to determine budgetary compliance. The department is also responsible for administration of the Town and BOE risk management program for property, liability, auto and workers compensation insurance, and the self-insured health insurance program for active and retired employees.

The Chief Financial Officer is head of the Finance Department and is jointly hired by, and responsible to, the Board of Selectmen and the Board of Education.

The Town Treasurer is elected directly by the voters and serves for a two-year term of office. The Treasurer is responsible for the receipt, deposit, investment and payment of all monies belonging to the Town.

The duties and responsibilities of the Department of Finance and the Chief Financial Officer are set forth in Article XII Section C-1202 of the Town Charter. The responsibilities of the Treasurer are set forth in Article V Section C-503 of the Town Charter.

Staffing

Chief Financial Officer	(full time – shared position with BOE)
Director of Finance	(full time – funded by Town budget)
Accounts Payable & Payroll Coordinator	(full time – funded by Town budget)
Treasurer	(elected – funded by Town budget)
Financial Administrator	(full time – funded by BOE budget)
Support Services Supervisor – Payroll	(full-time - funded by BOE budget)
Accounts Payable Coordinator	(full time – funded by BOE budget)

2014 – 2015 Accomplishments

- Issued audited financial statements for the fiscal year ended June 30, 2014 with unqualified audit opinion
- Issued State and Federal grant audit reports with no compliance or internal control findings
- For the period January-December 2014, increased the use of electronic payments to vendors to 16.5% of total payment transactions
- Issued Request for Proposals for Financial Advisory Services – contract awarded by Board of Selectmen in January 2015
- National Government Finance Officers' Association Distinguished Budget Presentation Award received for the FY 2014-2015 Adopted Budget
- Upgraded Munis financial software from Version 8.3 to Version 10.5
- Implemented employer mandate requirements of the Affordable Health Care Act with effective dates in calendar year 2014

2015 – 2016 Objectives

- Issue audited financial statements for the fiscal year ended June 30, 2015 with an unqualified opinion
- Development of FY 2016-2017 Town & BOE annual operating budgets
- Continue to implement reporting requirements of Uniform Chart of Accounts as required by the State of CT Office of Policy and Management
- Continue to implement employer mandate requirements of the Affordable Health Care Act
- Implement financing plan for WJJMS School building project (assumes project approved at referendum in June 2015)
- Continue to increase the use of electronic payments to vendors, including establishment of purchasing card program

TOWN OF COLCHESTER
PROPOSED BUDGET

FINANCE

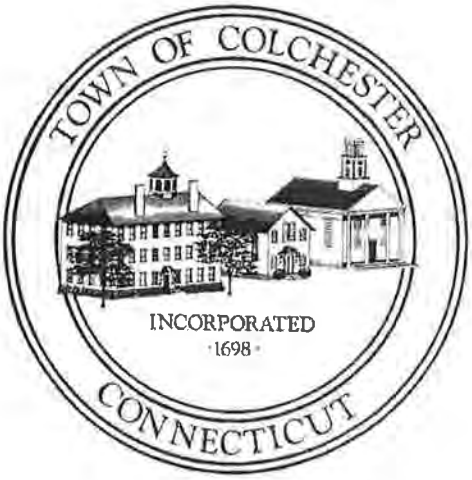
ACCOUNT	FY 2012-2013 ACTUAL EXPENDITURES	FY 2013-2014 ACTUAL EXPENDITURES	FY 2014-2015 ADOPTED BUDGET	FY 2014-2015 PROJECTED ACTUALS	FY 2015-2016 PROPOSED BUDGET
Regular Payroll	201,230	191,470	191,496	194,858	197,828
Contractual, Temporary, Occasional Payroll	4,760	4,993	4,613	4,613	4,728
Employee Related Insurances	718	746	792	780	1,263
FICA & Retirement	29,358	28,193	28,790	29,301	29,737
Copier	639	2,157	2,091	2,157	2,191
Office Supplies	886	855	1,000	1,000	1,000
Technical Reference Materials	50	50	100	100	100
Mileage, Training & Meetings	1,173	1,227	1,950	1,785	1,850
Professional Memberships	553	545	560	563	575
Data Processing	24,382	25,488	25,611	25,607	25,644
Professional Services	16,384	16,451	16,500	17,692	18,000
Postage	1,700	2,231	2,000	2,150	2,200
Equipment Repairs	0	0	200	0	100
TOTAL	**281,833**	**274,406**	**275,703**	**280,606**	**285,216**

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
11301 - FINANCE						
40101 - REGULAR PAYROLL				**197,828**		**197,828**
Chief Financial Officer (CFO) - 50% Town & 50% BOE	1.00	58,548.00	58,548			
Finance Director	1.00	78,283.00	78,283			
Union contract in negotiation						
Payroll/AP Coordinator (8 hrs/day)	1.00	59,547.00	59,547			
Longevity	1.00	1,450.00	1,450			
40105 - CONTR TEMP OCCAS				**4,728**		**4,728**
Treasurer	1.00	4,728.00	4,728			
41210 - EMPLOYEE RELATED INS.				**1,263**		**1,263**
Life/AD&D Insurance	1.00	840.00	840			
Long Term Disability Insurance	1.00	423.00	423			
41230 - FICA & RETIREMENT				**29,737**		**29,737**
FICA	1.00	15,495.00	15,495			
Defined Contribution 401(a) Plan - CFO @ 6% (50% Town & 50% BOE)	1.00	3,513.00	3,513			
Defined Contribution 401(a) Plan - Finance Director @ 8%	1.00	6,263.00	6,263			
Union contract in negotiation						
Defined Contribution 401(a) Plan - Payroll & A/P Coordinator @ 7.5%	1.00	4,466.00	4,466			
42233 - COPIER				**2,191**		**2,191**
Copier supplies - paper, etc.	1.00	325.00	325			
Monthly lease payments (shared with BOE) - Ricoh copier	12.00	105.50	1,266			
Per copy charges	1.00	600.00	600			

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
42301 - OFFICE SUPPLIES				**1,000**		**1,000**
Office supplies	1.00	1,000.00	1,000			
42343 - TECHNICAL REFERENCE MATERIALS				**100**		**100**
GAAFR Review & Other reference materials for Finance & Treasurer	1.00	100.00	100			
43213 - MILEAGE, TRAINING & MEETINGS				**1,850**		**1,850**
Mileage for use of personal vehicle - attendance at educational seminars and professional organization meetings	1.00	500.00	500			
CCM, GFOA, CSCPA sponsored meetings & seminars Continuing education requirements for certification	1.00	700.00	700			
Staff Training - Finance, Payroll/Personnel, computer, Munis Keep current on legal mandates, improve operational efficiency and implement cost saving measures	1.00	650.00	650			
43258 - PROFESSIONAL MEMBERSHIPS				**575**		**575**
CTGFOA membership - CFO, Finance Director	2.00	65.00	130			
National GFOA membership - CFO	1.00	190.00	190			
AICPA membership - CFO (50% Town/50% BOE)	1.00	120.00	120			
CSCPA membership - CFO (50% Town/50% BOE)	1.00	135.00	135			
44205 - DATA PROCESSING				**25,644**		**25,644**
Munis contract (shared with BOE) - 3 year contract renewal 7/1/13-6/30/16	1.00	23,625.00	23,625			
Crystal Reports for Munis - estimated 5% increase	1.00	769.00	769			
Check stock, Direct deposit paystubs, tax forms	1.00	1,250.00	1,250			
44208 - PROFESSIONAL SERVICES				**18,000**		**18,000**
Banking services fees	1.00	18,000.00	18,000			
44217 - POSTAGE				**2,200**		**2,200**
46224 - EQUIPMENT REPAIRS				**100**		**100**
Small office equipment repairs	1.00	100.00	100			
TOTAL FINANCE				**285,216**		**285,216**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Department : Tax Office

Mission:

The tax collector's office will provide professional, courteous and efficient service to the public. The tax collector directs and administers the statutory responsibilities of the office. We annually collect the highest percentage of current and delinquent real estate, motor vehicle and personal property taxes to maximize revenues to the town.

Description:

The tax collector's office is responsible for the collection of real estate, personal property and motor vehicle taxes listed by the assessor's office. We plan, organize and work according to statutory authority, and in accordance with an established collection cycle. The tax office prepares tax bills from the grand list furnished by the assessor. We record and collect payments when bills come due. These collections include lien fees, special assessments and interest from delinquent taxes. The tax collector's office provides information for banks, attorneys and the general public.

Delinquent tax collection and enforcement continued as a high priority during the fiscal year. We work with DMV, state marshals, collection agency and an attorney to assist in the collection of delinquent taxes.

Staffing:

Tax Collector (full time)
Assistant Tax Collector (full time)

2014-2015 Accomplishments

- Achieved 98.37% tax collection rate for FY 2013/2014
- Successfully kept high collection rate using a variety of enforcement tools
- Attended continuing education programs and tax collection software training for tax collector and assistant tax collector

Measures (January 1-December 31)	**2014**	**2013**	**2012**
• Bills sent:	25,960	26,050	26,045
• Delinquent statements & demands:	6,460	8,625	7,454
• Liens recorded:	167	157	181
• Accounts with marshal or collection agency:	6,188	4,444	2,936
• Accounts with attorney:	15	35	42

2015-2016 Objectives

- Continue education and training for tax collector and staff, including CCMC classes, software user group presentations, and professional development seminars through Connecticut Tax Collectors' Association and New London County Tax Collectors' Association.
- Achieve at least a 98.3% tax collection rate and strive to increase rate to 98.5% or better
- Increase outreach activities to help public obtain a better understanding of the tax office's activities and functions, including Government 101 class, off-site Q and A opportunities, and programs on how to use on-line bill view and pay services.

TOWN OF COLCHESTER
PROPOSED BUDGET

TAX COLLECTOR

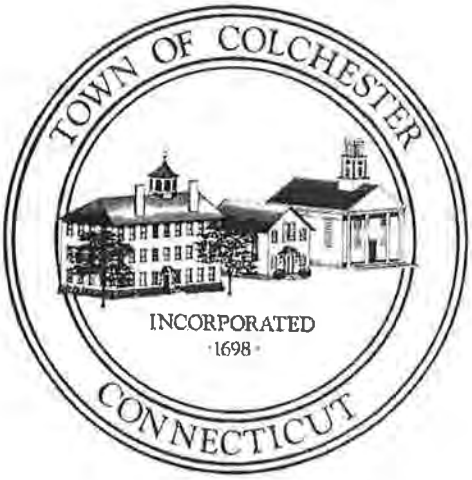
ACCOUNT	FY 2012-2013 ACTUAL EXPENDITURES	FY 2013-2014 ACTUAL EXPENDITURES	FY 2014-2015 ADOPTED BUDGET	FY 2014-2015 PROJECTED ACTUALS	FY 2015-2016 PROPOSED BUDGET
Regular Payroll	112,356	129,144	101,927	103,309	105,926
Contractual, Temporary, Occasional Payroll	0	0	1,500	1,500	1,500
Employee Related Insurances	112	277	346	224	476
FICA & Retirement	12,059	13,004	14,645	13,230	15,193
Office Supplies	3,374	3,100	2,500	2,400	2,500
Mileage, Training & Meetings	1,574	1,717	1,800	325	1,800
Professional Memberships	95	145	175	175	175
Data Processing	10,389	11,746	13,553	11,000	12,500
Postage	8,737	10,017	9,800	9,400	10,250
Service Contracts	4,178	4,000	4,216	4,016	250
Legal Notices	660	630	880	630	660
Office Equipment	964	0	0	0	0
TOTAL	**154,498**	**173,780**	**151,342**	**146,209**	**151,230**

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
11303 - TAX COLLECTOR						
40101 - REGULAR PAYROLL				**105,926**		**105,926**
Tax Collector	1.00	62,340.00	62,340			
Assistant Tax Collector - Certified (7 hrs/day)	1.00	43,136.00	43,136			
Longevity	1.00	450.00	450			
40105 - CONTR TEMP OCCAS				**5,906**	**(4,406)**	**1,500**
Temporary staff for office coverage	1.00	5,906.00	5,906			
41210 - EMPLOYEE RELATED INS.				**476**		**476**
Life/AD&D Insurance	1.00	231.00	231			
Long Term Disability Insurance	1.00	245.00	245			
41230 - FICA & RETIREMENT				**15,530**		**15,193**
FICA	1.00	8,555.00	8,555		(337)	
Defined Contribution 401(a) Plan - Tax Collector @ 6%	1.00	3,740.00	3,740			
Defined Contribution 401(a) Plan - Assistant Tax Collector @ 7.5%	1.00	3,235.00	3,235			
42301 - OFFICE SUPPLIES				**2,500**		**2,500**
General office supplies (envelopes, paper, toner, etc.)	1.00	2,500.00	2,500			
43213 - MILEAGE, TRAINING & MEETINGS				**1,800**		**1,800**
Annual workshop, professional organization meetings, certification classes	1.00	1,800.00	1,800			
Fees and mileage						
43258 - PROFESSIONAL MEMBERSHIPS				**175**		**175**
CT Tax Association & New London County Collectors Association dues	1.00	175.00	175			
Membership for Tax Collector & Assistant Tax Collector						
44205 - DATA PROCESSING				**12,500**		**12,500**
Annual software support fees; annual hardware maintenance plan,	1.00	12,500.00	12,500			
annual subscription fee for web hosting service of tax records;						
printing and processing of all tax bills; final posted rate book						

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
44217 - POSTAGE				**10,250**		**10,250**
Tax bills, delinquent notices, demand letters, balance bills, and correspondence	1.00	10,250.00	10,250			
44223 - SERVICE CONTRACTS				**250**		**250**
Locksmith - changing combination to office safe	1.00	250.00	250			
44230 - LEGAL NOTICES				**660**		**660**
Legal notices required by State Statute	6.00	110.00	660			
TOTAL TAX COLLECTOR				**155,973**		**151,230**


TOWN OF COLCHESTER
INCORPORATED
·1698·
CONNECTICUT

Department: Assessor's Office

Mission

To discover, list and value all taxable and exempt real and personal property located within the corporate limits of the town in order to ensure fair and equitable taxation. Complete a town-wide revaluation every five years in order to appraise all real property based on the current market. Certify an updated Grand List annually adding any new construction or sub-divisions, correcting any inequities, and publicizing all property and liability that will be used to generate the annual town "taxes" portion of the town budget.

Description

The Assessor for the town is appointed by the Board of Selectmen and reports directly to the First Selectman. The Assessor plans, directs, organizes and implements a continuing town-wide program of real and personal property assessment for the purpose of local taxation as prescribed by state statute.

The Assessor is required to perform inspections of new and existing properties and properties under construction and determine their value. Additionally, every five years, the Assessor coordinates and supervises a town-wide revaluation of all taxable and non-taxable property within the corporate limits of the town in order to reflect current market trends. The Assessor supervises all contracted appraisal work and defends the town in superior court regarding appeals arising from the assessment process.

The Assessor's Office is responsible for administering Federal, State and local exemption programs for Veterans, Elderly, Blind, Disabled, Disabled Veterans, Firefighters, and owners of handicapped modified motor vehicle.

The duties of the Assessor are set forth in the Connecticut General Statutes and most commonly found under Title 12.

Staffing

Assessor (full time)
Deputy Assessor (full time)
Assistant Assessor (full time)

2014 – 2015 Accomplishments

- Began major renovating & reconstructing the Assessor's office in order to operate more efficiently. Most of the work being performed by Assessor's staff. Approximately 75% complete.
- Began overhaul & reorganization of third floor storage room & filing system (75% completed) and disposed of data no longer covered under State Records Retention Schedule.
- Implemented a document scanning process for motor vehicle corrections in order to reduce hard copying filing and make it easier to find such documents at a later date.
- Resolved all but two remaining appeals/litigation which arose from the revaluation process with minimum financial impact.
- Began creating/construction of the Request for Proposal (RFP) for the 2016 Town-wide Revaluation.
- Filed annual Grand List in a timely manner.
- Revised & updated our tax relief options brochure.
- Administered Federal, State & Local Exemption programs for Veterans, Active Duty Service Members, Low income Veterans, Blind, Elderly, Disabled, & Volunteer Firefighter and filed all State reports for reimbursement in a timely manner.
- Deputy Assessor received his Certified Connecticut Municipal Assessor II Designation and became Certified by the State of Connecticut in the Revaluation of Land, Residential, Commercial & Industrial Properties.

Measurements (January 1 – December 31)	**2014**	**2013**	**2012**
• Properties Field Reviewed for Revaluation:	578	679	5,246
• Real Estate Appraisals:	564	788	6,194
• Motor Vehicles Valued:	18,824	19,107	19,263
• Personal Property Accounts Processed:	1,004	1,001	1,011
• Untaxed Assets Uncovered:	319	297	217

2015 – 2016 Objectives

- Fully complete the reconstruction and renovation of Assessor's office.
- Fully complete the reorganization of our storage room & third floor filing system.
- Complete the RFP for the 2016 Town-wide Revaluation and solicit bids.
- Review revaluation bid proposals and select a contractor to assist in the completion of the October 1, 2016 revaluation.
- Maintain revaluation inspection schedule as to reduce contractor costs to the town.
- Implement new bar code scanning technology in order to streamline the filing of Personal Property Declarations.
- Support & assist the Elderly Tax Relief efforts.

TOWN OF COLCHESTER
PROPOSED BUDGET

ASSESSOR

ACCOUNT	FY 2012-2013 ACTUAL EXPENDITURES	FY 2013-2014 ACTUAL EXPENDITURES	FY 2014-2015 ADOPTED BUDGET	FY 2014-2015 PROJECTED ACTUALS	FY 2015-2016 PROPOSED BUDGET
Regular Payroll	190,787	201,081	204,758	207,414	210,332
Overtime	1,704	1,733	1,250	1,000	1,250
Contractual, Temporary, Occasional Payroll	392	0	500	0	500
Employee Related Insurances	560	749	737	737	1,212
FICA & Retirement	22,222	28,774	31,528	31,873	32,372
Copier	1,857	2,008	1,977	2,472	2,442
Office Supplies	1,897	2,199	2,200	2,200	2,200
Other Purchased Supplies	31	0	50	50	50
Technical Reference Materials	430	430	500	500	500
Mileage, Training & Meetings	5,907	6,570	6,717	6,717	6,717
Professional Memberships	392	305	490	490	490
Data Processing	6,825	8,575	14,900	13,900	15,075
Professional Services	4,030	1,225	2,000	2,000	2,000
Postage	1,946	2,009	1,950	1,875	1,950
TOTAL	**238,980**	**255,658**	**269,557**	**271,228**	**277,090**

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
11304 - ASSESSOR						
40101 - REGULAR PAYROLL				**210,332**		**210,332**
Assessor	1.00	86,029.00	86,029			
Union contract in negotiation						
Deputy Assessor	1.00	69,099.00	69,099			
Assistant Assessor - Certified (8 hrs/day)	1.00	54,454.00	54,454			
Longevity	1.00	750.00	750			
40103 - OVERTIME				**1,250**		**1,250**
Overtime	1.00	1,250.00	1,250			
40105 - CONTR TEMP OCCAS				**500**		**500**
Temporary help for office coverage	1.00	500.00	500			
41210 - EMPLOYEE RELATED INS.				**1,212**		**1,212**
Life/AD&D Insurance	1.00	845.00	845			
Long term Disability Insurance	1.00	367.00	367			
41230 - FICA & RETIREMENT				**32,372**		**32,372**
FICA	1.00	16,224.00	16,224			
Defined Contribution 401(a) Plan - Assessor @ 8%	1.00	6,882.00	6,882			
Union contract in negotiation						
Defined Contribution 401(a) Plan - Deputy Assessor, and Assistant Assessor @ 7.5%	1.00	9,266.00	9,266			
42233 - COPIER				**2,442**		**2,442**
Monthly lease	12.00	138.50	1,662			
Per copy charges - $.007 per copy	1.00	600.00	600			
Paper for copier	1.00	180.00	180			
42301 - OFFICE SUPPLIES				**2,200**		**2,200**
State mandated forms, pricing books, cards, labels, Personal Property declarations, envelopes	1.00	2,200.00	2,200			

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
42340 - OTHER PURCHASED SUPPLIES				**50**		**50**
Data storage	1.00	50.00	50			
42343 - TECHNICAL REFERENCE MATERIALS				**500**		**500**
Subscription - NADA pricing guides, computer schedule, trailer/recreation vehicle guides	1.00	500.00	500			
43213 - MILEAGE, TRAINING & MEETINGS				**6,717**		**6,717**
Mileage for use of personal vehicles - State meetings, OPM training	1.00	6,717.00	6,717			
43258 - PROFESSIONAL MEMBERSHIPS				**490**		**490**
CAAO - CT Assoc. of Assessing Officers	1.00	150.00	150			
IAAO - International Assoc. of Assessing Officers	1.00	185.00	185			
SPA - Society of Professional Assessors	1.00	30.00	30			
HAAA - Hartford Area Assessors Association	1.00	45.00	45			
GNLAAA - Greater New London Area Assessors Association	1.00	40.00	40			
NRAAO - Northeastern Regional Association of Assessing Officers	1.00	40.00	40			
44205 - DATA PROCESSING				**15,075**		**15,075**
Quality Data Service Contract	1.00	8,525.00	8,525			
Vision CAMA - maintenance contract	1.00	6,300.00	6,300			
DMV service contract	1.00	250.00	250			
44208 - PROFESSIONAL SERVICES				**2,000**		**2,000**
Personal property audits	1.00	2,000.00	2,000			
44217 - POSTAGE				**1,950**		**1,950**
TOTAL ASSESSOR				**277,090**		**277,090**

TOWN OF COLCHESTER

INCORPORATED

·1698·

CONNECTICUT

Department: Planning/ Building Code Administration

Mission

To implement and ensure compliance with the State of Connecticut Codes regarding building, fire, electrical, mechanical, plumbing, energy and all State statutes related to building and fire as well as the local Colchester codes related to zoning wetland and subdivision and the Comprehensive Plan of Development. Responsible for the consideration and permitting of development in the town including subdivision and municipal improvements

Description

The Department is responsible for evaluating and permitting all development within the Town as well as the development of longer term land use policy. The Department ensures that all zoning regulations are applied correctly and consistently and reviews all new development proposals submitted to determine compliance with code as well as provides compliance and enforcement services for existing development. The Department is also the local environmental regulatory body and ensures that all inland wetland regulations are applied correctly and consistently and conducts all environment and open space reviews. The Department is also tasked with the enforcement of wetland and environmental regulations.

Once developments are permitted, the Department is responsible for reviewing and approving all plans and building permits including all required inspections related to issued permit and any follow up inspections as well as all certificate of occupancy. The Department also must provide follow up on all building code related complaints and issue notifications when required and follow up on all work related to correct violations. The Department also issues both burn permits and blasting permits.

The Department is also responsible long range land use policy and provides regular comprehensive review of development proposals to ensure consistency with the Plan of Conservation and Development. The Department also provides a major statistical function with the Preparation of Statistical Profile and the administration of the Geographic Information System (GIS). The Department is also tasked with the development of zoning code revisions, as well as updates of the Plan of Conservation and Development as well as the Open Space Plan

The Department was greatly impacted with the passing of Building Official Tim York. As Tim provided service well beyond that in his job description it was necessary to shift many responsibilities to others. The Department is now staffed by six professionals, 5 of which are full time and one of which is half time. Various administrative duties formally held by the Building Official are now held by the Planner. Others have been retained by the building official.

The Department provides primary staffing to the Planning and Zoning Commission, the Conservation Commission, the Open Space Commission, the Zoning Board of Appeals, the Economic Development Commission and the Historic District Commission. All of these positions involve administration and compliance with state mandates and regulations, including detailed notice and development decision requirements.

Staffing

Town Planner (full time)
Building Official (full time)
Zoning/Assistant Planner (full time)
Fire Marshall (50% time)
Environmental Planner (full time)
Land Use Assistant (full time)

2014-2015 Accomplishments

- Adoption of new Land Development Regulations
- Development of Plan of Conservation and Development
- Obtained Funding for se3veral open space projects
- Construction of Linwood Avenue Streetscape and Airline Trail Improvement ($325,000)
- Tony's junkyard cleanup expansion

Measures (January 1 – December 31)	**2014**	**2013**	**2012**
• Applications Reviewed:	236	249	251
• Applications Approved:	213	240	222
• Residential Applications Approved (Houses)	31	37	27
• Residential Applications Approved (Other)	182	186	179
• Commercial Applications Approved:	20	17	16
• Building Inspections:	910	1,018	919
• Fees Collected:	248,092	282,335	227,038
• Total Cost of Construction ($)	12,765,148	13,587,513	10,339,822

2015-2016 Objectives

- Complete and adopt update of Plan of Conservation and Development
- Complete re-organization of Code Enforcement Division
- Additional open space acquisition
- Increased portability of permitting

TOWN OF COLCHESTER
PROPOSED BUDGET

PLANNING & CODE ADMINISTRATION

ACCOUNT	FY 2012-2013 ACTUAL EXPENDITURES	FY 2013-2014 ACTUAL EXPENDITURES	FY 2014-2015 ADOPTED BUDGET	FY 2014-2015 PROJECTED ACTUALS	FY 2015-2016 PROPOSED BUDGET
Regular Payroll	367,231	372,468	377,641	317,189	352,591
Overtime	2,327	2,051	2,711	3,087	2,837
Contractual, Temporary, Occasional Payroll	177	1,214	500	1,100	500
Employee Related Insurances	1,423	1,512	1,540	1,380	2,437
FICA & Retirement	47,934	47,610	51,057	42,359	44,432
Copier	3,834	5,299	5,742	5,742	5,742
Office Supplies	2,470	2,476	2,500	2,500	2,500
Safety Equipment	565	282	600	600	600
Other Purchased Supplies	139	49	50	50	50
Technical Reference Materials	1,716	1,501	1,235	1,235	1,235
Mileage, Training & Meetings	2,288	2,528	3,000	3,000	3,000
Professional Memberships	6,595	6,104	7,000	6,200	7,000
Legal	54,015	43,810	35,000	25,000	25,000
Professional Services	2,710	15,241	8,000	8,000	12,000
Postage	845	1,154	1,500	1,200	1,500
Legal Notices	1,875	3,138	3,000	3,000	3,500
Printing & Publications	907	877	750	750	1,250
Telephone	0	0	516	516	516
Equipment Repairs	14	0	150	75	150
Vehicle Maintenance & Fuel	4,465	5,906	6,208	6,208	6,040
Office Equipment	1,371	0	0	0	0
TOTAL	**502,901**	**513,220**	**508,700**	**429,191**	**472,880**

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
11411 - PLANNING CODE ADMINISTRATION						
40101 - REGULAR PAYROLL				**352,591**		**352,591**
Town Planner	1.00	81,605.00	81,605			
Building Official	1.00	72,775.00	72,775			
Zoning Enforcement Officer	1.00	58,000.00	58,000			
Union contract in negotiation						
Wetlands Officer	1.00	53,628.00	53,628			
Union contract in negotiation						
Land Use Assistant (8 hrs/day)	1.00	52,107.00	52,107			
Fire Marshal (20 hrs/week)	1.00	32,226.00	32,226			
Longevity	1.00	2,250.00	2,250			
40103 - OVERTIME				**2,837**		**2,837**
Meeting Clerk - Planning & Zoning Commission	1.00	1,493.00	1,493			
Meeting Clerk - Zoning Board of Appeals	1.00	448.00	448			
Meeting Clerk - Wetlands Conservation Commission	1.00	896.00	896			
40105 - CONTR TEMP OCCAS				**500**		**500**
Temporary staff for office coverage	1.00	500.00	500			
41210 - EMPLOYEE RELATED INS.				**2,437**		**2,437**
Life/AD&D Insurance	1.00	1,728.00	1,728			
Long Term Disability Insurance	1.00	709.00	709			
41230 - FICA & RETIREMENT				**44,432**		**44,432**
FICA	1.00	27,227.00	27,227			
Defined Contribution 401(a) Plan - ZEO and Wetlands Officer @ 8%	1.00	8,930.00	8,930			
Union contract in negotiation						
Defined Contribution 401(a) Plan - Building Official @ 6%	1.00	4,367.00	4,367			
Defined Contribution 401(a) Plan - Land Use Assistant @ 7.5%	1.00	3,908.00	3,908			

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
42233 - COPIER				**5,742**		**5,742**
Per copy charges	1.00	1,150.00	1,150			
Copy supplies (shared cost)	1.00	500.00	500			
Annual Lease for copier & service contract (shared cost)	1.00	4,092.00	4,092			
42301 - OFFICE SUPPLIES				**2,500**		**2,500**
Shared cost	1.00	2,500.00	2,500			
42323 - PROT CLOTHING& SAFETY EQUIP				**600**		**600**
Routine replacement due to damage of required equipment such as hand tools, first aid kits, gloves	1.00	600.00	600			
42340 - OTHER PURCHASED SUPPLIES				**50**		**50**
Batteries, Film & Film processing	1.00	50.00	50			
42343 - TECHNICAL REFERENCE MATERIALS				**1,235**		**1,235**
Technical Journals, Code Publications, reference materials	1.00	1,235.00	1,235			
43213 - MILEAGE, TRAINING & MEETINGS				**3,000**		**3,000**
Mileage for use of personal vehicles - staff, board & commissions	1.00	3,000.00	3,000			
Classes, seminars and meetings						
Staff training to maintain required professional certifications						
43258 - PROFESSIONAL MEMBERSHIPS				**7,000**		**7,000**
Prof.Organization fees/membership dues - Town Planner, Building Officials, ZEO & Commissions	1.00	2,000.00	2,000			
Salmon River Watershed Conservation Compact	1.00	5,000.00	5,000			
44203 - LEGAL				**25,000**		**25,000**
44208 - PROFESSIONAL SERVICES				**12,000**		**12,000**
Consultant service and review of applications in the Historic Overlay Zone	1.00	12,000.00	12,000			
44217 - POSTAGE				**1,500**		**1,500**

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
44230 - LEGAL NOTICES				**3,500**		**3,500**
Legally required notices for ZPC, ZBA and CCC	1.00	3,500.00	3,500			
44232 - PRINTING & PUBLICATIONS				**1,250**		**1,250**
Printing cost for all administrative functions - regulations, POCD, permits and forms	1.00	1,250.00	1,250			
45216 - TELEPHONE				**516**		**516**
Air card for Building Official's printer (allows field use)	1.00	516.00	516			
46224 - EQUIPMENT REPAIRS				**150**		**150**
Cash register & other office equipment - minor repairs	1.00	150.00	150			
46390 - VEHICLE MAINTENANCE & FUEL				**6,040**		**6,040**
Equipment repairs & maintenance - 4 vehicles	1.00	2,500.00	2,500			
Unleaded & diesel gasoline	1,200.00	2.95	3,540			
TOTAL PLANNING CODE ADMINISTRATION				**472,880**		**472,880**

Town of Colchester
FY 2015 - 2016
Proposed Budget

Department: Town Clerk

Mission

To provide courteous, friendly and efficient record keeping services for the community insuring effective processing of personal records and preservation of historic documents so that the town has accurate and accessible data for future generations.

Description

The Town Clerk's Office is information central for Colchester residents when they need questions answered or help finding something within the Town Hall. We provide many services to the community such as notary public, rabies clinic, sports licenses, and copies of discharge papers.

This office responds to thousand of requests for certificates, permits, licenses, and public documents while also providing services to all boards, commissions and other departments within the building.

We also issue all the absentee ballots for every election, including referenda that are held in our town.

The position of Town Clerk is elected by a plurality of the votes cast at a municipal election every four years and is charged with the custody and control of all public records of the Town as well as over 400 other duties as set forth by Connecticut State Statutes.

Staffing

Town Clerk (full time)
Assistant Town Clerk (full time)

2014 – 2015 Accomplishments

- Started E-Recording for land records. This is the use of information technology to facilitate the performance of duties integral to the maintenance and tracking of electronic records in our office.
- Had Kofile Preservation Company reproduce and preserve Volume 29 Warrantee Deed Book and the 1791-1830 Treasurers' Book in an effort to preserve torn pages while making it easier for the public to handle.
- Initiated a contract with Point and Pay to accept credit/debit card payments from our customers.
- Began sorting of historical data for ease of public use.
- Re-arranged vault and office to meet with the State's qualifications.
- Hired and trained New Assistant Town Clerk

Measures (January 1 – December 31)	**2014**	**2013**	**2012**
Land Record Recordings:	2,646	3,473	3,556
Absentee Ballots Issued:	462	209	839
Dog Licenses Issued:	1,431	1,442	1,541
Marriage Licenses Issued:	64	64	39
Birth, Marriage, & Death Cert. Issued:	373	401	366
Sporting Licenses Issued:	981	1,114	1,144
Documents Notarized:	845	1,078	817

2015 – 2016 Objectives

- Start using E-Code 360. An online system for viewing our General Code and Ordinances.
- Continue back scanning land records and maps for our on-line system
- Streamline the process for storing information regarding Boards and Commissions possibly using the same system as E-Code 360 for easier search and filing of our agendas and minutes.
- Bring back the Top Dog Contest.
- Initiate and run a Rabies Clinic in conjunction with Bozrah and Colchester Veterinary Clinic.

TOWN OF COLCHESTER
PROPOSED BUDGET

TOWN CLERK

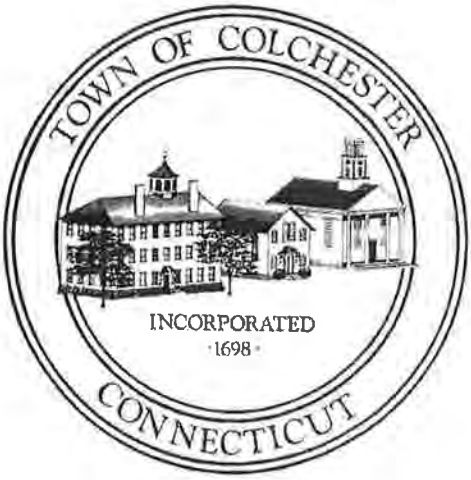
ACCOUNT	FY 2012-2013 ACTUAL EXPENDITURES	FY 2013-2014 ACTUAL EXPENDITURES	FY 2014-2015 ADOPTED BUDGET	FY 2014-2015 PROJECTED ACTUALS	FY 2015-2016 PROPOSED BUDGET
Regular Payroll	128,696	107,680	98,783	100,703	107,782
Overtime	296	109	0	250	0
Contractual, Temporary, Occasional Payroll	0	375	1,500	1,500	1,500
Employee Related Insurances	451	351	340	298	476
FICA & Retirement	17,207	11,846	14,170	8,173	15,511
Copier	4,095	4,447	4,550	4,200	4,200
Office Supplies	1,257	2,824	1,500	1,500	1,500
Technical Reference Materials	550	550	550	550	1,195
Mileage, Training & Meetings	793	269	950	1,150	800
Professional Memberships	270	270	270	270	150
Indexing & Recording	21,376	21,168	24,500	24,080	23,000
Postage	1,828	1,769	2,250	2,000	2,100
Legal Notices	1,211	4,600	2,900	4,600	3,000
Printing & Publications	742	1,071	2,000	1,600	1,800
Micro Film	621	666	700	680	700
Equipment Repairs	0	0	300	0	300
TOTAL	**179,393**	**157,995**	**155,263**	**151,554**	**164,014**

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
11501 - TOWN CLERK						
40101 - REGULAR PAYROLL				**107,782**		**107,782**
Town Clerk	1.00	62,188.00	62,188			
Assistant Town Clerk - Certified (7 hrs/day)	1.00	45,594.00	45,594			
40105 - CONTR TEMP OCCAS				**5,906**		**1,500**
Temporary help for office coverage	1.00	5,906.00	5,906		(4,406)	
41210 - EMPLOYEE RELATED INS.				**476**		**476**
Life/AD&D Insurance	1.00	231.00	231			
Long Term Disability Insurance	1.00	245.00	245			
41230 - FICA & RETIREMENT				**15,848**		**15,511**
FICA	1.00	8,697.00	8,697		(337)	
Defined Contribution Plan - 401(a) - Town Clerk @ 6%	1.00	3,731.00	3,731			
Defined Contribution Plan - 401(a) - Assistant Town Clerk @ 7.5%	1.00	3,420.00	3,420			
42233 - COPIER				**4,200**		**4,200**
Copier lease - July (lease expires 7/31/15)	1.00	219.00	219			
Copier lease - August-June	11.00	187.00	2,057			
Per copy charges - Town Clerk & Registrars copier	1.00	574.00	574			
Paper & supplies for regular and map copier	1.00	900.00	900			
Annual map copier service contract.	1.00	450.00	450			
42301 - OFFICE SUPPLIES				**1,500**		**1,500**
Pens, vital paper, folders, map strips, and other supplies	1.00	1,500.00	1,500			
42343 - TECHNICAL REFERENCE MATERIALS				**1,195**		**1,195**
General Code - E-code 360 annual subscription for code updates	1.00	1,195.00	1,195			
43213 - MILEAGE, TRAINING & MEETINGS				**800**		**800**
State mandated training for Town Clerk or Assistant	1.00	800.00	800			
Conferences, workshops re: changes in regulations; including mileage						

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
43258 - PROFESSIONAL MEMBERSHIPS				**150**		**150**
Town Clerks' Associations - CT	1.00	150.00	150			
44207 - INDEXING & RECORDING				**23,000**		**23,000**
Recordings, Indexing, Imaging	12.00	1,615.00	19,380			
Auditing of Indexing & Imaging	1.00	2,700.00	2,700			
Additional auditing, microfilming, vitals	1.00	920.00	920			
44217 - POSTAGE				**2,100**		**2,100**
Postage for returning recorded documents, absentee ballots, general correspondence, dog license notices	1.00	2,100.00	2,100			
44230 - LEGAL NOTICES				**3,000**		**3,000**
Warnings for Town meetings, budget referenda, Elections, audit, dog notices	1.00	3,000.00	3,000			
44232 - PRINTING & PUBLICATIONS				**1,800**		**1,800**
Imprinted envelopes and minute books	1.00	700.00	700			
Bindings of minute books for boards and commissions						
General code updates for codebook & ordinances	1.00	1,100.00	1,100			
44271 - MICRO FILM REPAIRS				**700**		**700**
Annual microfilming & storage of maps.	1.00	700.00	700			
46224 - EQUIPMENT REPAIRS				**300**		**300**
Office Equipment repairs - town and vital seals, copier parts	1.00	300.00	300			
TOTAL TOWN CLERK				**168,757**		**164,014**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Town of Colchester
FY 2015-2016
Proposed Budget

Department: Registrars' of Voters

Mission

To provide and manage free, impartial and democratic elections, administer voter registration enrollment procedures, and maintain and manage accurate voter registration records.

Description

The Registrars follow the statutes and laws of the Secretary of the State, which are monitored by the State's Election Enforcement Commission. The Registrars budget is established and supported by the Town.

The Registrars of Voters are responsible for running local, state and federal elections, referenda and primaries for the town while adhering to state election laws.

We maintain an accurate database for the town through voter registration and the yearly canvass. This year the Registrars' of Voters successfully implemented new Online Voter Registration procedure, Electronic Voter Check in and successfully managed a 7 fold increase in Election Day Voter Registration.

Staffing

Registrar (Democratic)
Registrar (Republican)
Deputy Registrar (Democratic)
Deputy Registrar (Republican)

2014 – 2015 Accomplishments

- Attended ROVAC State Conferences
- Supervised absentee ballot voting session at local convalescent home and rehabilitation facilities for November 2014 Gubernatorial Election
- Attended District ROVAC meetings
- NCOA canvass conducted to update voter lists
- Had 5 moderators trained and certified by the State
- Registered High School Students
- Conducted 3 Budget Referenda
- 1 Recount - Budget referendum
- Completed Maintenance of Tabulators
- Made a presentation at Government 101 Class on Registrars' Responsibilities and Duties
- Successfully registered 142 New Voters using the new online voter registration procedure

2015 – 2016 Objectives

- Continue to maintain accurate voter database
- Keep moderator's certification up to date by having them trained when certification expires
- Continue to update emergency plan for election day disasters and follow when needed
- Attend Spring and Fall ROVAC conferences for education and updates of new legislation
- Attend monthly County Meetings for training
- Administer same day voter registration for Municipal Election
- Continue yearly Tabulator Maintenance
- Make sure all records are maintained in compliance with the State Regulations
- Prepare for 2016 National Election and Primary

TOWN OF COLCHESTER
PROPOSED BUDGET

REGISTRARS OF VOTERS

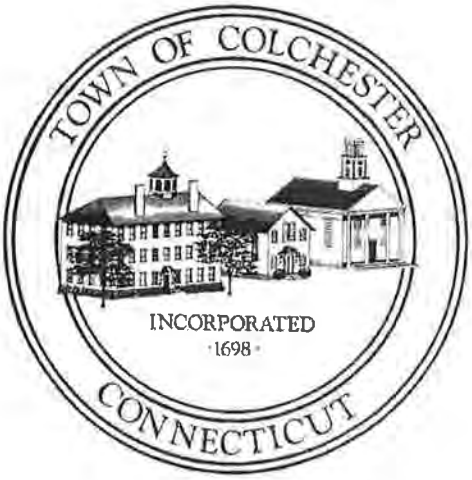
ACCOUNT	FY 2012-2013 ACTUAL EXPENDITURES	FY 2013-2014 ACTUAL EXPENDITURES	FY 2014-2015 ADOPTED BUDGET	FY 2014-2015 PROJECTED ACTUALS	FY 2015-2016 PROPOSED BUDGET
Regular Payroll	24,750	25,368	25,370	25,370	26,004
Contractual, Temporary, Occasional Payroll	16,018	17,521	18,750	19,790	18,850
FICA	2,075	2,285	2,170	2,171	2,220
Office Supplies	356	419	500	500	600
Other Purchased Supplies	1,491	1,893	2,000	1,600	3,150
Mileage, Training & Meetings	1,636	1,688	1,750	1,750	1,750
Professional Memberships	110	110	200	110	200
Professional Services	1,408	1,448	3,500	2,800	3,500
Postage	673	823	1,500	500	1,500
Service Contracts	830	340	3,552	3,022	3,152
Printing & Publications	4,404	6,395	5,500	4,800	5,500
Telephone	402	89	720	500	720
TOTAL	**54,153**	**58,379**	**65,512**	**62,913**	**67,146**

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
11601 - REGISTRARS OF VOTERS						
40101 - REGULAR PAYROLL				**26,004**		**26,004**
Registrars salary	2.00	13,002.00	26,004			
40105 - CONTR TEMP OCCAS				**18,850**		**18,850**
Regular election - Registrars, Deputy registrars, pollworkers	1.00	6,900.00	6,900			
Referenda - Registrars, Deputy registrars, pollworkers	2.00	2,800.00	5,600			
Primary - Registrars, Deputy Registrars, pollworkers	1.00	6,000.00	6,000			
Election Audit	1.00	250.00	250			
Head Moderator	1.00	100.00	100			
41230 - FICA				**2,220**		**2,220**
FICA	1.00	2,220.00	2,220			
42301 - OFFICE SUPPLIES				**600**		**600**
General office supplies including toner cartridges	1.00	600.00	600			
42340 - OTHER PURCHASED SUPPLIES				**6,300**		**3,150**
Meals for poll workers & canvassing supplies	1.00	2,000.00	2,000			
Battery less memory cards (3)	1.00	1,150.00	1,150			
Laptop & Carrying case for election day (online voter checkin)	1.00	650.00	650		(650)	
Fireproof file cabinet	1.00	2,500.00	2,500		(2,500)	
43213 - MILEAGE, TRAINING & MEETINGS				**1,750**		**1,750**
Conferences (2) for Registrars and Deputies	1.00	1,750.00	1,750			
43258 - PROFESSIONAL MEMBERSHIPS				**200**		**200**
Annual dues - ROVAC	1.00	200.00	200			
44208 - PROFESSIONAL SERVICES				**3,500**		**3,500**
Use of polling locations, cleaning of tabulators	1.00	3,500.00	3,500			
44217 - POSTAGE				**1,500**		**1,500**

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
44223 - SERVICE CONTRACTS				**3,152**		**3,152**
Voting machine maintenance	1.00	1,830.00	1,830			
Voter checklist software - licensing & maintenance fees	1.00	1,322.00	1,322			
44232 - PRINTING & PUBLICATIONS				**5,500**		**5,500**
Printing of ballots	1.00	5,500.00	5,500			
45216 - TELEPHONE				**720**		**720**
Phone charges - polling locations	1.00	720.00	720			
TOTAL REGISTRARS OF VOTERS				**70,296**		**67,146**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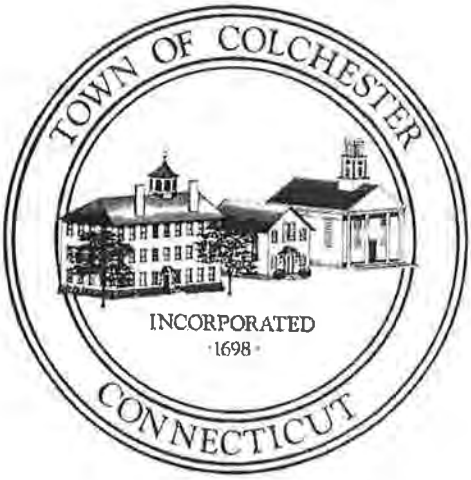
Town of Colchester
FY 2015 - 2016
Proposed Budget

Department: Insurances

Description:

This section includes employee health insurance, other post-employment benefits (OPEB), workers' compensation insurance, municipal insurance (including liability), and unemployment compensation.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TOWN OF COLCHESTER
PROPOSED BUDGET

INSURANCES

ACCOUNT	FY 2012-2013 ACTUAL EXPENDITURES	FY 2013-2014 ACTUAL EXPENDITURES	FY 2014-2015 ADOPTED BUDGET	FY 2014-2015 PROJECTED ACTUALS	FY 2015-2016 PROPOSED BUDGET
Health Insurance	798,687	1,002,726	941,618	941,866	782,635
Other Post Employment Benefits	0	0	0	0	0
Workers Compensation Insurance	319,212	330,663	347,093	336,379	379,601
Municipal Insurance	200,104	206,884	213,868	214,924	220,250
Unemployment Compensation	14,746	3,907	14,378	23,777	13,000
TOTAL	**1,332,749**	**1,544,180**	**1,516,957**	**1,516,946**	**1,395,486**

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
11701 - INSURANCES						
41211 - HEALTH INSURANCE				**782,635**		**782,635**
Projected claims - 120%	1.00	1,362,668.00	1,362,668			
Per Lockton estimate dated 12/5/14						
Fixed expenses - 100%	1.00	182,301.00	182,301			
Per Lockton estimate dated 12/5/14						
Consultant fees (Town share)	1.00	9,455.00	9,455			
Per Lockton estimate dated 12/5/14						
Reduce funding for expected claims based on balance in Self insurance fund	1.00	(475,409.00)	(475,409)			
Employee contributions	1.00	(215,000.00)	(215,000)			
Reduce for approximate amount allocated to Sewer/Water	1.00	(84,800.00)	(84,800)			
Fully insured premium for vision rider in Administrators' union contract	12.00	285.00	3,420			
Estimated 5% increase						
41260 - WORKERS' COMP INSURANCE				**379,601**		**379,601**
Workers Compensation premium	1.00	379,601.00	379,601			
Per estimate from USI Connecticut dated 1/5/15						

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
44206 - MUNICIPAL INSURANCE				**220,250**		**220,250**
Property/I.M./Crime	1.00	16,854.00	16,854			
Per estimate from USI Connecticut dated 1/5/15						
Boiler	1.00	2,010.00	2,010			
Per estimate from USI Connecticut dated 1/5/15						
General Liability	1.00	56,396.00	56,396			
Per estimate from USI Connecticut dated 1/5/15						
Law Enforcement Liability	1.00	6,466.00	6,466			
Per estimate from USI Connecticut dated 1/5/15						
Automobile	1.00	19,380.00	19,380			
Per estimate from USI Connecticut dated 1/5/15						
Public Officials, including EPLI	1.00	15,713.00	15,713			
Per estimate from USI Connecticut dated 1/5/15						
Umbrella (annual)	1.00	30,846.00	30,846			
Per estimate from USI Connecticut dated 1/5/15						
Crime	1.00	725.00	725			
Per estimate from USI Connecticut dated 1/5/15						
Fire Department Package (VFIS)	1.00	41,212.00	41,212			
Per estimate from USI Connecticut dated 1/5/15						
Fire Department Umbrella (VFIS)	1.00	4,939.00	4,939			
Per estimate from USI Connecticut dated 1/5/15						
Fire Department - Accident/sickness	1.00	2,924.00	2,924			
Per estimate from USI Connecticut dated 1/5/15						
Bond (Tax Collector & Assistant Tax Collector)	1.00	1,260.00	1,260			
Per estimate from USI Connecticut dated 1/5/15						
Fiduciary liability - Police Retirement Board	1.00	1,225.00	1,225			
Per estimate from USI Connecticut dated 1/5/15						
Miscellaneous Adds & Changes	1.00	2,000.00	2,000			
Per estimate from USI Connecticut dated 1/5/15						
Insurance broker fees	1.00	18,300.00	18,300			
Per estimate from USI Connecticut dated 1/5/15						

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
44243 - UNEMPLOYMENT COMPENSATION				**13,000**		**13,000**
Unemployment compensation paid per case.	1.00	12,000.00	12,000			
Third Party Administrator & claims management fees	4.00	250.00	1,000			
TOTAL INSURANCES				**1,395,486**		**1,395,486**

Town of Colchester
FY 2015 – 2016
Proposed Budget

Department: Probate

Description

Colchester is part of the Windham-Colchester Probate District. The district headquarters is at 979 Main Street in Willimantic. Operations and hours are split between the main office in Willimantic and the satellite office in Colchester, located in the Town Hall.

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TOWN OF COLCHESTER
PROPOSED BUDGET

PROBATE

ACCOUNT	FY 2012-2013 ACTUAL EXPENDITURES	FY 2013-2014 ACTUAL EXPENDITURES	FY 2014-2015 ADOPTED BUDGET	FY 2014-2015 PROJECTED ACTUALS	FY 2015-2016 PROPOSED BUDGET
Windham/Colchester Probate District	4,836	4,558	5,340	5,340	4,458
TOTAL	**4,836**	**4,558**	**5,340**	**5,340**	**4,458**

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
11702 - PROBATE						
47250 - WINDHAM-COLCHESTER PROBATE				**4,458**		**4,458**
Per capita fees	1.00	4,458.00	4,458			
TOTAL PROBATE				**4,458**		**4,458**

Town of Colchester
FY 2015-2016
Proposed Budget

Department: Information Technology

Mission

The Information Technology department will provide the highest quality technology-based services, in the most cost-effective manner, to facilitate the operations of all town departments.

Description

The Information Technology department manages all computer based technology for seven sites and more than 175 computers.

In addition to hardware support, the Information Technology Department is responsible for system administration, long range technology planning, software integration, custom programming, website management and managing the Town's digital mapping system known as GIS.

Although this is a part time department, the Information Technology staff is on call 24 hours a day, 7 days a week, 365 days a year.

Staffing

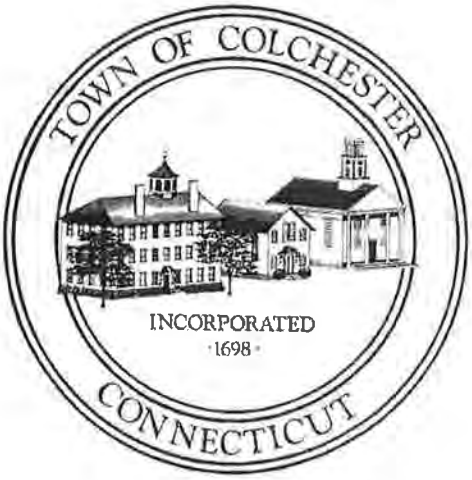
Information Technology/GIS Coordinator (part time)
Network Technician (part time)

2014 – 2015 Accomplishments

- Began implementation of computer virtualization
- E-mail service upgrade
- Security upgrade

2015 – 2016 Objectives

- Library technology upgrade
- Continue Implementation of computer virtualization
- Implement IT ticketing/tracking system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TOWN OF COLCHESTER
PROPOSED BUDGET

INFORMATION TECHNOLOGY

ACCOUNT	FY 2012-2013 ACTUAL EXPENDITURES	FY 2013-2014 ACTUAL EXPENDITURES	FY 2014-2015 ADOPTED BUDGET	FY 2014-2015 PROJECTED ACTUALS	FY 2015-2016 PROPOSED BUDGET
Regular Payroll	41,909	42,274	49,974	48,084	60,135
Overtime	4	0	0	0	0
FICA & Retirement	3,206	3,234	3,823	3,678	4,600
Other Supplies	1,853	1,943	2,000	2,000	2,000
Professional Services	28,962	27,179	37,400	37,400	45,400
Equipment	16,451	0	0	0	0
TOTAL	**92,385**	**74,630**	**93,197**	**91,162**	**112,135**

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
11801 - INFORMATION TECHNOLOGY						
40101 - REGULAR PAYROLL				**60,135**		**60,135**
GIS/Project Coordinator - 15 hrs/week	1.00	26,096.00	26,096			
Network Technician - 29 hrs/week (increase from 23 hrs/week)	1.00	34,039.00	34,039			
41230 - FICA & RETIREMENT				**4,600**		**4,600**
FICA	1.00	4,600.00	4,600			
42315 - OTHER SUPPLIES				**2,000**		**2,000**
Cables, network cards, memory, surge suppressors, video cards, hard drives, etc.	1.00	2,000.00	2,000			
44208 - PROFESSIONAL SERVICES				**45,400**		**45,400**
Website Hosting & Support (Virtual Town Hall)	1.00	3,600.00	3,600			
Hosted email	1.00	12,000.00	12,000			
Geographic Information System - software licensing	1.00	3,600.00	3,600			
Geographic Information System - Shapefile maintenance	1.00	8,000.00	8,000			
Geographic Information System - Online viewer	1.00	3,000.00	3,000			
Offsite System data backup service	3.00	500.00	1,500			
Outsourced Technical Services	1.00	4,000.00	4,000			
Antivirus Software licensing	1.00	2,200.00	2,200			
Microsoft license maintenance	1.00	7,500.00	7,500			
TOTAL INFORMATION TECHNOLOGY				**112,135**		**112,135**

Public Safety

TOWN OF COLCHESTER

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Public Safety

Departments

- Police
- Fire/Emergency Medical Services
- Emergency Management

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Town of Colchester
FY 2015 – 2016
Proposed Budget

Department: Police/Resident Trooper's Office

Mission

Provide a safe community by protecting life and property, enforcing the law, preventing and detecting crime, and creating a safe environment for the persons who live in, work, and visit the Colchester Community.

Description

The Colchester Police Department/Colchester Resident Trooper's Office, located at the Northwest corner of the Colchester Town Hall, is a full service police department. It is supervised and supported by The Connecticut State Police and responsible as the initial law enforcement agency for the Town of Colchester.

Community services provided by the Colchester Police include, but are not limited to: Child Car Seat Installation, Youth Services, Juvenile Review Board, TRIAD, a Prescription Drug Drop-Box Program, and support of a number of additional Community Policing initiatives.

The Colchester Police Department works with the Colchester Board of Education in providing the schools with a Full-time School Resource Officer (SRO). The duties of the SRO range from providing law enforcement education to law enforcement advisement to students and faculty. Included in this effort is the development of the C.A.R.D. (Colchester Acts to Resist Drugs) Program. This joint venture between the school system and the Police/Resident Trooper's Office, focuses on teaching life skills and positive decision making techniques to the youth of our community.

Staffing

Resident State Trooper Supervisor (1 full-time)
- CSP Sergeant - 1

Administrative Officers/personnel (1 full-time)
- S.R.O. (Officer First Class) – 1
- Administrative Assistant (1 Civilian - full time)

Patrol Officers (9 full-time)
- Police Officer First Class – 8
- Police Officer – 1 (*1 eligible for Ofc. rank in FY 15-16*)
- Police Officer – 1 vacancy (*hiring process ongoing*)

FY 2014 – 2015 Accomplishments

- Maintaining staffing at 11 sworn members (1 School Resource Officer, 10 patrol officers)
- Provided Late Evening and Midnight shift coverage during summer months
- Equipped all sworn officers with department-issued patrol rifles and associated training.
- Provided Active Shooter Response and Advanced MV Enforcement Techniques training for officers
- Obtained 6 Portable and 3 Mobile radios for mandatory upgrade of radio infrastructure (year 1 of 2 year replacement program).
- Obtained AR-15 armorer training for 2 officers to reduce maintenance outsourcing for department firearms.
- Promoted 3 officers to the rank of Officer First Class.
- Utilized State grant funding to obtain two new radar units for traffic enforcement.
- Continued participation in Juvenile Review Board with Youth Services.
- Continued participation in TRIAD Program with Senior Services.
- Continuing implementation of Colchester-specific substance abuse program with school system (CARD – Colchester Acts to Resist Drugs).
- Purchase of new police S.U.V. to update aging police fleet.
- Presentations to child care facilities, business groups and other community organizations
- Department involvement in Colchester Food Bank Food Drive and "Cop on Top" fundraiser for Special Olympics.
- Participation in Prescription Drug Drop-Box Program
- Processing of over 100 Town Pistol Permits

Measures (January 1 – December 31)	**2014**	**2013**	**2012**
• Motor Vehicle Warnings:	999	708	950
• Motor Vehicle Arrests:	419	429	582
• Motor Vehicle Accidents:	141	157	149
• Criminal Investigations:	299	332	447
• Pistol Permits Issued:	105	201	111
• DWI Arrests:	23	34	44
• Calls for Service:	6,780	5,654	5,831

FY 2015 – 2016 Objectives

- Replacement of 3 mobile and 6 portable police radios to comply with mandatory CSP radio upgrade in FY 2015/16 (incremental replacement to take place over 2 years).
- Equip all sworn officers with department-issued level IV armor plates and IFAK trauma kits.
- Firearms Instructor training for 1 officer to replenish available cadre of instructors.
- Replace 4 obsolete TASER units (multi-year replacement plan).
- Continue annual replacement of older police vehicles with new police utility vehicle.
- Continue annual replacement vehicle MDTs and MVR equipment assigned to police vehicles.
- Replacement of 2 obsolete radar units for speed enforcement.
- Promotion of 1 officer to the rank of Officer First Class.
- Hire, train and equip one police officer to replace officer vacancy.

TOWN OF COLCHESTER
PROPOSED BUDGET

POLICE

ACCOUNT	FY 2012-2013 ACTUAL EXPENDITURES	FY 2013-2014 ACTUAL EXPENDITURES	FY 2014-2015 ADOPTED BUDGET	FY 2014-2015 PROJECTED ACTUALS	FY 2015-2016 PROPOSED BUDGET
Regular Payroll	661,846	706,651	738,259	702,059	756,020
Overtime	107,080	112,575	85,939	115,627	121,120
Contractual, Temporary, Occasional Payroll	104	0	500	0	0
Employee Related Insurances	3,119	3,542	3,414	3,357	5,920
FICA & Retirement	155,917	175,675	185,440	178,091	191,180
Copier	3,761	3,676	3,936	3,753	3,200
Office Supplies	1,145	1,239	1,500	1,500	1,500
Uniform Purchases	7,927	3,640	4,500	4,500	5,700
Police Equipment	9,148	1,748	3,040	3,040	18,840
Mileage, Training & Meetings	5,921	11,222	9,600	9,000	9,400
Professional Memberships	3,399	3,309	3,392	3,392	3,392
Resident Trooper	110,947	130,979	135,140	135,140	203,699
Resident Trooper Overtime	8,127	6,999	5,000	5,000	7,000
Professional Services	12,100	11,832	12,650	11,870	12,650
Postage	233	358	300	300	300
Printing & Publications	274	277	400	400	500
Telephone	5,147	4,746	5,220	5,123	5,220
Equipment Repairs	377	857	810	700	2,810
Vehicle Maintenance & Fuel	39,815	50,165	42,900	41,000	41,500
TOTAL	**1,136,387**	**1,229,490**	**1,241,940**	**1,223,852**	**1,389,951**

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
12101 - POLICE						
40101 - REGULAR PAYROLL				**756,020**		**756,020**
Police Officer First Class - Step 4 (8 hrs/day)	1.00	74,241.00	74,241			
Union contract in negotiation						
Police Officer First Class - Step 4 (8 hrs/day)	1.00	74,241.00	74,241			
Union contract in negotiation						
Police Officer First Class - Step 4 (8 hrs/day)	1.00	74,241.00	74,241			
Union contract in negotiation						
Police Officer First Class - Step 4 (8 hrs/day)	1.00	74,241.00	74,241			
Union contract in negotiation						
Police Officer First Class - Step 4 (8 hrs/day)	1.00	74,241.00	74,241			
Union contract in negotiation						
Police Officer First Class - Step 3 (8 hrs/day)	1.00	71,201.00	71,201			
Union contract in negotiation						
Police Officer First Class - Step 3 (8 hrs/day)	1.00	71,201.00	71,201			
Union contract in negotiation						
Police Officer First Class - Step 2 (8 hrs/day)	1.00	68,686.00	68,686			
Union contract in negotiation						
Police Officer First Class - Step 2 (8 hrs/day)	1.00	68,686.00	68,686			
Union contract in negotiation						
Police Officer - Step 5 (8 hrs/day)	1.00	64,431.00	64,431			
Union contract in negotiation						
Police Officer - Step 3 (8 hrs/day) - current vacant position	1.00	59,044.00	59,044			
Union contract in negotiation						
Assistant to Department Head (8 hrs/day)	1.00	52,107.00	52,107			
Increased hours from 7 hrs/day per union contract settlement						
Longevity	1.00	3,700.00	3,700			
School Resource Officer salary to be paid by BOE	1.00	(74,241.00)	(74,241)			
(Police Officer First Class - Step 4)						
40103 - OVERTIME				**121,120**		**121,120**
Patrol overtime	1.00	120,000.00	120,000			
Meeting Clerk - Police Commission	1.00	1,120.00	1,120			
41210 - EMPLOYEE RELATED INS.				**5,920**		**5,920**
Life/AD&D Insurance	1.00	4,455.00	4,455			
Long Term Disability Insurance.	1.00	1,465.00	1,465			

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

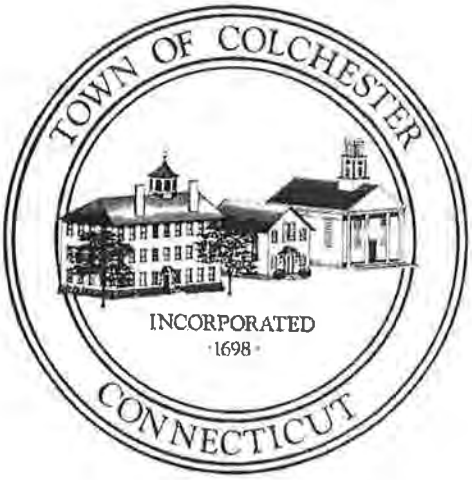
	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
41230 - FICA & RETIREMENT				**191,180**		**191,180**
FICA	1.00	72,779.00	72,779			
Defined Benefit Pension Plan - Police Officers hired prior to 1/1/12 @ 15.39% of base pay per actuarial valuation	1.00	104,615.00	104,615			
Defined contribution 401(a) Plan @ 8% - Police Officer hired after 1/1/12 Includes current vacant position	1.00	9,878.00	9,878			
Defined Contribution 401(a) Plan - Assistant to Department Head @ 7.5%	1.00	3,908.00	3,908			
42233 - COPIER				**3,200**		**3,200**
Copier lease - July (lease expires 7/31/15)	1.00	237.00	237			
Copier lease - August-June	11.00	133.00	1,463			
Removal of existing copier (transportation & shipping)	1.00	300.00	300			
Per copy charges	1.00	800.00	800			
Copy Paper	1.00	400.00	400			
42301 - OFFICE SUPPLIES				**2,500**		**1,500**
General office supplies	1.00	1,500.00	1,500			
Upgrade office furniture - chairs	1.00	1,000.00	1,000		(1,000)	
42324 - UNIFORM PURCHASES				**8,800**		**5,700**
Body armor (5 year replacement plan)	2.00	800.00	1,600			
Boot allowance (2 year replacement plan)	5.00	200.00	1,000			
New uniform pants (2 per officer)	1.00	1,800.00	1,800		(900)	
New uniform shirts (2 per officer with winter shirts)	1.00	2,400.00	2,400		(1,200)	
Replacement web gear - each officer	10.00	200.00	2,000		(1,000)	

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
42338 - POLICE EQUIPMENT & SUPPLIES				**42,605**		**18,840**
Mobile radios - mandatory replacement	3.00	4,075.00	12,225		(12,225)	
Portable radios - mandatory replacement	6.00	3,950.00	23,700		(7,900)	
Taser unit - replacement with holster, battery, 4 year warranty	4.00	1,220.00	4,880		(2,440)	
Taser cartridges	12.00	50.00	600			
Radar units - replacement	2.00	600.00	1,200		(1,200)	
43213 - MILEAGE, TRAINING & MEETINGS				**9,400**		**9,400**
Mileage for training & other police activities	1.00	800.00	800			
Personal vehicle use						
Ammunition (duty pistol/duty rifle)	1.00	8,000.00	8,000			
AR-15 Armorer course	1.00	400.00	400			
POSTC class dues	1.00	200.00	200			
43258 - PROFESSIONAL MEMBERSHIPS				**3,392**		**3,392**
Law Enforcement Council (L.E.C.)	1.00	3,392.00	3,392			
44200 - RESIDENT TROOPER				**203,699**		**203,699**
Resident Trooper Supervisor (100% Town per Governor's proposed budget)	1.00	203,699.00	203,699			
Per letter from State of CT Department of Emergency Services						
and Public Protection dated 2/18/15						
44204 - RESIDENT TROOPER OT				**7,000**		**7,000**
Trooper (State Police) overtime	1.00	7,000.00	7,000			

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
44208 - PROFESSIONAL SERVICES				**12,650**		**12,650**
Uniform allowance - 11 officers, 230 days/officer, $5/day	2,530.00	5.00	12,650			
44217 - POSTAGE				**300**		**300**
Mailing costs	1.00	300.00	300			
44232 - PRINTING & PUBLICATIONS				**500**		**500**
Legal updates	1.00	500.00	500			
45216 - TELEPHONE				**5,220**		**5,220**
Mobile Data Terminal Service - 8 cruisers	12.00	435.00	5,220			
46224 - EQUIPMENT REPAIRS				**2,810**		**2,810**
Radar calibration - 4 units, 2 times/year	8.00	70.00	560			
Laser calibration - 2 units, once per year	2.00	125.00	250			
Electronic maintenance (vehicle equipment, MDT, emergency lights, MVR)	1.00	2,000.00	2,000			
46390 - VEHICLE MAINTENANCE & FUEL				**41,500**		**41,500**
Gasoline	10,000.00	2.95	29,500			
Repairs/parts	1.00	12,000.00	12,000			
TOTAL POLICE				**1,417,816**		**1,389,951**


TOWN OF COLCHESTER
INCORPORATED
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CONNECTICUT

Town of Colchester
FY 2015-2016
Proposed Budget

Department: Fire Department / Emergency Medical Services

Mission

To protect and preserve lives and property of the people in the Town of Colchester through medical, fire, and rescue intervention.

Description

The Colchester Fire Department protects lives and property from fire and hazardous incident damage and provides timely emergency medical services in the Town of Colchester and other neighboring municipalities. The fire department incorporates up-to-date and efficient fire prevention, fire suppression, hazardous incident mitigation and emergency medical technologies into its procedures, equipment and methods.

The Colchester Fire Department is a combination emergency service organization comprised of volunteer and career staffing dedicated to serving the Community of Colchester CT.

Company One (HQ) is located at 52 Old Hartford Road.
Company Two (sub-station) is located at 424 Westchester Road, Rt. 149.

This department's budget reflects the operational needs of these facilities and personnel but also the Town of Colchester's participation in the *911* KX Regional Dispatch service.

The Town of Colchester Fire & EMS bills for ambulance transports through patients' insurance. This is reflected in Revenue Summary: *Charges for Service/Ambulance Fees* (Fiscal Year Budget Report).

Staffing

Fire/EMS Chief (full-time)
Administrative Assistant (full-time)
Deputy Chief (full-time)
Assistant Chiefs (2 volunteer positions)
Health and Safety Officer Captain (full-time)
Firefighter/Emergency Medical Technicians (4 full-time) Monday-Saturday
Firefighter/Emergency Medical Technicians (1 Per Diem) Saturday/Sunday
110 Volunteer Members (Fire-EMS-Fire Police)

2014-2015 Accomplishments

- *In calendar year 2014*- responded to **1794** calls for service
- *In calendar year 2014*- **165** scheduled training sessions = **1342** classroom hours
- *Ambulance Incentive Program* continuation and monitoring
- *Emergency Operations Cente*r training and support
- Participation in *State-Wide Fire Rescue Disaster Plan*
- Provided support for *Regional Consolidation Process* of Dispatch Center KX-CEC (Montville)
- Continued efforts towards volunteer recruitment and retention
- Accepted delivery of apparatus replacement of *Heavy Rescue 128* (Jan. 2015)
- *Grand Opening* of CHVFCo Fire Museum 100 South Main St.(May 2014)
- Completed Strategic Plan RFQ and reviewed responses

Measures (January 1 – December 31)	**2014**	**2013**	**2012**
Total Man Hours: *Emergency*	13,039	14,540	14,861
Training	4994	6478	6,188
Fire Calls:	58	79	66
Fire Alarms	121	150	130
Medical Calls:	1284	1281	1210
Rescue/MVA	109	124	104
Hazmat/Elec.	42	52	52
Other Calls (Service):	180	214	251
Mutual Aid (given & received):	181	216	262

2015-2016 Objectives

- Replacement of Flashover Training Unit (Schuster Park Training Ground)
- Complete Strategic Plan with JLN Associates
- Continue the process to improve fire department's ISO rating to Class 3 (currently Class 4)
- Continued focus on staffing (volunteer incentives / career component)
- Continued focus on Safety and Training
- Continued focus on Volunteer Recruitment and Retention

TOWN OF COLCHESTER
PROPOSED BUDGET

FIRE/EMERGENCY MEDICAL SERVICES

ACCOUNT	FY 2012-2013 ACTUAL EXPENDITURES	FY 2013-2014 ACTUAL EXPENDITURES	FY 2014-2015 ADOPTED BUDGET	FY 2014-2015 PROJECTED ACTUALS	FY 2015-2016 PROPOSED BUDGET
Regular Payroll	431,039	435,643	489,080	496,129	485,787
Overtime	27,697	23,981	25,000	25,000	25,000
Contractual, Temporary, Occasional Payroll	52,737	125,752	120,303	120,417	128,303
Employee Related Insurances	1,758	1,693	2,187	2,186	3,742
FICA & Retirement	64,156	69,472	80,538	81,583	82,131
Copier	2,429	2,385	2,658	2,658	2,658
Office Supplies	3,259	3,048	3,000	3,000	3,000
Safety Equipment	32,083	32,936	41,012	40,812	47,706
Custodial/Maintenance Supplies	3,340	3,913	4,000	4,000	4,000
Operating Supplies	435	138	500	500	500
Technical Reference Materials	312	266	400	400	400
Emergency Medical Supplies	17,261	18,046	23,410	22,980	24,400
Fire Equipment Supplies	31,455	34,723	34,580	33,700	34,580
Firefighting Foam	2,190	1,175	2,200	2,200	2,200
Mileage, Training & Meetings	19,329	31,882	33,400	32,325	35,400
Professional Memberships	750	749	800	825	800
Professional Services	37,622	37,756	35,625	36,000	48,625
Postage	258	577	400	300	400
Service Contracts	114,643	112,884	127,012	122,765	146,692
Advertising	0	0	250	0	250
Fuel Compensation	52,552	52,600	52,500	52,500	52,500
Physicals & Testing	3,612	6,496	7,500	5,500	7,500
Telephone	6,543	6,679	7,254	5,335	7,254
Fuel & Heating	20,127	18,054	20,092	18,331	17,861
Water	1,456	1,360	1,000	1,000	1,000
Electricity	33,030	28,692	15,442	21,485	22,400
Equipment Repairs	5,123	5,976	5,500	5,000	5,500
Building Repairs	8,034	3,883	8,500	7,600	8,500
Other Equipment Repairs	8,295	8,733	9,560	9,000	9,560
Vehicle Maintenance & Fuel	81,299	82,475	77,033	79,700	73,255
Machinery & Equipment	1,338	192	1,850	1,050	1,850
Building & Grounds Improvements	3,252	3,821	2,500	2,500	2,500
TOTAL	**1,067,414**	**1,155,980**	**1,235,086**	**1,236,781**	**1,286,254**

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
12202 - FIRE						
40101 - REGULAR PAYROLL				**485,787**		**485,787**
Fire Chief	1.00	75,750.00	75,750			
Fire Captain/Safety Officer	1.00	68,466.00	68,466			
Union contract in negotiation						
Deputy Chief	1.00	70,551.00	70,551			
Union contract in negotiation						
EMT/Firefighter - Step 6 (8 hours per day)	1.00	57,619.00	57,619			
Union contract in negotiation						
EMT/Firefighter - Step 6 (8 hours per day)	1.00	57,619.00	57,619			
Union contract in negotiation						
EMT/Firefighter - Step 5 (8 hours per day)	1.00	52,987.00	52,987			
Union contract in negotiation						
EMT/Firefighter - Step 3 (8 hours per day)	1.00	46,888.00	46,888			
Union contract in negotiation						
Assistant to Department Head (8 hrs/day)	1.00	52,107.00	52,107			
Longevity	1.00	3,800.00	3,800			
40103 - OVERTIME				**25,000**		**25,000**
OT for F/T employees - mandatory payment for all work performed prior to and after normal hours	1.00	25,000.00	25,000			
40105 - CONTR TEMP OCCAS				**128,303**		**128,303**
2 Chief Officers	1.00	10,428.00	10,428			
6 Captains	1.00	5,404.00	5,404			
18 Lieutenants/Engineers	1.00	4,132.00	4,132			
EMS Administrator	1.00	667.00	667			
Fire Police	1.00	1,242.00	1,242			
Per Diem	1.00	31,516.00	31,516			
Increase to cover full year cost of Saturday/Sunday shift coverage						
Part-time EMT/Firefighter positions eliminated in January 2015						
On-Call differential	1.00	2,651.00	2,651			
Vacation coverage additional pay per union contract	1.00	263.00	263			
Ambulance staffing	1.00	72,000.00	72,000			
41210 - EMPLOYEE RELATED INS.				**3,742**		**3,742**
Life/AD&D Insurance.	1.00	2,765.00	2,765			
Long Term Disability Insurance.	1.00	977.00	977			

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
41230 - FICA & RETIREMENT				**82,131**		**82,131**
FICA	1.00	48,889.00	48,889			
Defined Contribution 401(a) Plan @ 6% - Fire Chief	1.00	4,545.00	4,545			
Defined Contribution 401(a) Plan @ 7% - Fire Union	1.00	24,789.00	24,789			
Union contract in negotiation						
Defined Contribution 401(a) Plan - Assistant to Department Head @ 7.5%	1.00	3,908.00	3,908			
42233 - COPIER				**2,658**		**2,658**
Monthly lease payments	12.00	121.50	1,458			
Per Copy charges @ $.007 per copy	1.00	600.00	600			
Copy Paper	1.00	600.00	600			
42301 - OFFICE SUPPLIES				**3,000**		**3,000**
General office and computer supplies	1.00	3,000.00	3,000			
42323 - PROT CLOTHING& SAFETY EQUIP				**51,739**		**47,706**
Turnout gear, helmets, bunker coats, pants, boots (8 sets)	8.00	4,033.00	32,264		(4,033)	
continuing replacement required by NFPA/OSHA/NIOSH						
Protective clothing repair - used & worn gear	1.00	1,000.00	1,000			
Flame-resistant work uniforms for paid staff and Chief	1.00	5,625.00	5,625			
annual replacement						
NFPA/EMS Winter response clothing	1.00	900.00	900			
career staff annual replacement						
Cadet turnout gear updates.	1.00	1,700.00	1,700			
EMS Division Gear	1.00	8,000.00	8,000			
Increase in EMS personnel						
Miscellaneous supplies	1.00	2,250.00	2,250			
continuing replacement required by NFPA/OSHA/NIOSH						
42331 - CUSTODIAL/MAINTENANCE SUPPLIES				**4,000**		**4,000**
Cleaning & maintenance supplies for station and grounds	1.00	4,000.00	4,000			
42340 - OPERATING SUPPLIES				**500**		**500**
Cleaning agents, vehicle maintenance supplies, water softener salts,	1.00	500.00	500			
wax, rags, etc. - Company 2						

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
42343 - TECHNICAL REFERENCE MATERIALS				**400**		**400**
Annual periodicals & subscriptions for various Fire Rescue & EMS topics	1.00	400.00	400			
12 month subscriptions						
42345 - EMERGENCY MEDICAL SUPPLIES				**31,100**		**24,400**
Emergency food for extended calls	1.00	1,000.00	1,000			
EMS Supplies - replenishment of all Town dept. first aid kits,	1.00	18,370.00	18,370		(2,500)	
first responder bags (addition of glucometry readings, and Narcan)						
Replacement of AEDs	2.00	2,100.00	4,200		(4,200)	
Dated Medical Supplies - Sterile waterglucose, epi-pens, d-fib pads	1.00	1,100.00	1,100			
Medical Oxygen - refills, rental, testing, to include per delivery fee	1.00	4,000.00	4,000			
EMS Cleaning Supplies	1.00	1,930.00	1,930			
Mass Casualty - large incident materials	1.00	500.00	500			
42346 - FIRE EQUIP SUPPLIES				**34,580**		**34,580**
Batteries, Hazmat materials, sealants, fire extinguisher, breathing air	1.00	7,000.00	7,000			
Level B Hazmat suits-1 time use - OSHA required	1.00	700.00	700			
Hydro test 10 pressurized water extinguishers - required testing	1.00	200.00	200			
Hydro-test SCBA 4500 psi bottles - required testing	1.00	1,400.00	1,400			
Hazmat meters, module replacement cal materials - required testing	1.00	1,500.00	1,500			
Replacement of portable radios - 6	1.00	5,000.00	5,000			
Replacement of portable radio chargers - 6	1.00	1,700.00	1,700			
Replacement of pagers Motorola Minitor V (Fire/EMS/Cadet) - 6	1.00	3,500.00	3,500			
Rescue equipment - trench, water, ice rescue	1.00	2,000.00	2,000			
Fire Police equipment (personnel gear & equipment updates)	1.00	3,380.00	3,380			
Replacement of portable radio batteries - 6	1.00	1,700.00	1,700			
Replacement of fire hose	1.00	6,000.00	6,000			
Firefighting supplies, hand tools, ropes - Company 2	1.00	500.00	500			

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
42347 - FIRE FIGHTING FOAM				**2,200**		**2,200**
Firefighting foam	1.00	2,200.00	2,200			
43213 - MILEAGE, TRAINING & MEETINGS				**36,400**		**35,400**
Meeting & conference travel	1.00	2,000.00	2,000			
Training programs & reference materials.	1.00	1,400.00	1,400			
Public Fire prevention materials.	1.00	3,500.00	3,500			
Mandatory training OSHA, NFPA, etc.	1.00	28,500.00	28,500		(1,000)	
Increase due to daytime training programs						
EMS mandatory training equipment	1.00	1,000.00	1,000			
43258 - PROFESSIONAL MEMBERSHIPS				**800**		**800**
Professional Affiliations - dues for NFPA, Fire Chiefs, Safety Officer, etc.	1.00	800.00	800			
44208 - PROFESSIONAL SERVICES				**48,625**		**48,625**
Shared Response payments - 7.5% of revenue from ambulance billings	1.00	35,625.00	35,625			
Estimated revenue of $475,000						
Consultant services - review of Strategic Plan	1.00	13,000.00	13,000			
44217 - POSTAGE				**400**		**400**
Postage fees to send out equpment for repair/return postage of repaired items	1.00	400.00	400			

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
44223 - SERVICE CONTRACTS				**146,692**		**146,692**
911 KX - Dues for Central Alarm	1.00	108,372.00	108,372			
Breathing air testing - required	1.00	900.00	900			
Annual furnace/hot water maintenance - required, semi-annual	1.00	2,100.00	2,100			
EMS Biohazard waste removal - required	1.00	1,700.00	1,700			
Annual contract for hazardous waste removal - required	1.00	865.00	865			
Annual pager radio service contract - maintenance & service of pagers	1.00	1,400.00	1,400			
Annual fire pump testing/certifications - required	1.00	1,455.00	1,455			
Annual ground ladder testing & certification - required	1.00	630.00	630			
Annual aerial ladder testing & certification - required	1.00	695.00	695			
Annual defibrillator calibration/certification - required	1.00	2,340.00	2,340			
Annual hydraulic rescue tool service - required	1.00	1,355.00	1,355			
Overhead door maintenance/service - old doors maintenance & service	1.00	1,250.00	1,250			
Stretcher service inspection STRYKER required	1.00	1,648.00	1,648			
Annual posi-chek 3 calibration/certification	1.00	1,875.00	1,875			
Fire Extinguisher inspections - required	1.00	1,200.00	1,200			
Emergency generator services at Headquarters - required	1.00	850.00	850			
Annual firehouse - NFIRS reporting system - software contract	1.00	2,167.00	2,167			
Annual carpet cleaning - upkeep	1.00	865.00	865			
Building Alarm system testing and monitoring - required	1.00	344.00	344			
Kitchen hood inspections - required	1.00	500.00	500			
Sprinkler system - required	1.00	300.00	300			
Mask-fit tester certification/calibration - required	1.00	860.00	860			
Training Calendar Contract	1.00	80.00	80			
EMS Charts - OEMS Run Forms	1.00	764.00	764			
Air-fill station - breathing air compressor service contract	1.00	755.00	755			
Fire hose testing @ $.21/ft - required annually	1.00	4,728.00	4,728			
Approximately 22,300 ft & re-coupling/re-testing						
Fire alarm testing & monitoring service contract	1.00	400.00	400			
IamResponding system	1.00	725.00	725			
Exterminating Services - Company 2 - monthly charges	12.00	25.00	300			
Furnace service - maintenance and service - Company 2	1.00	450.00	450			
Water Testing - Company 2	1.00	500.00	500			
ER Generator - maintenance and service - Company 2	1.00	550.00	550			
Building Alarm system testing and monitoring - required - Company 2	1.00	300.00	300			
Overhead Doors - maintenance and service - Company 2	1.00	350.00	350			
Fire Alarm System Monitoring and service - Company 2	1.00	180.00	180			
Annual maintenance contract - Ladder 128, parts & labor	1.00	2,639.00	2,639			
Annual air conditioning inspection/maintenance	1.00	300.00	300			

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
44231 - ADVERTISING				**250**		**250**
Bid advertising	1.00	250.00	250			
44243 - COMPENSATION				**52,500**		**52,500**
Fuel compensation for volunteer staff	1.00	52,500.00	52,500			
44286 - PHYSICALS & TESTING				**7,500**		**7,500**
Physicals & Testing - required physicals	1.00	4,000.00	4,000			
Annual OSHA Pulmonary Function Tests - required	1.00	1,500.00	1,500			
TB screening, random drug screens - required	1.00	2,000.00	2,000			
45216 - TELEPHONE				**7,254**		**7,254**
Headquarters telephones, fax	1.00	1,319.00	1,319			
Cell phones (6), air card for laptops on ER vehicles	12.00	195.00	2,340			
Telephone maintenance & repair	1.00	400.00	400			
Verizon modem for rescue apparatus - electronic patient care reporting	1.00	2,500.00	2,500			
Telephone & alarms circuits - Company 2	1.00	239.00	239			
Internet service - Company 2	1.00	456.00	456			
45221 - FUEL/HEATING				**17,861**		**17,861**
Heating oil - Company 1 - 7 furnaces, 2 hot water heaters, generator	4,800.00	2.90	13,920			
Propane - stove - Company 1	274.00	1.50	411			
Heating oil - Company 2	1,200.00	2.90	3,480			
Propane - Company 2	1.00	50.00	50			
45350 - WATER				**1,000**		**1,000**
Static & dry hydrants.	1.00	1,000.00	1,000			
45622 - ELECTRIC				**22,400**		**22,400**
Electricity - Company 1	1.00	20,000.00	20,000			
Electricity - Company 2	1.00	2,400.00	2,400			
46224 - EQUIPMENT REPAIRS				**5,500**		**5,500**
Office equipment repairs.	1.00	1,000.00	1,000			
Radio & alarm repairs, lights & sirens	1.00	4,200.00	4,200			
Radio licensing modifications	1.00	200.00	200			
Small equipment repairs - Company 2	1.00	100.00	100			

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
46226 - BUILDING REPAIRS				**8,500**		**8,500**
Plumbing, electrical, miscellaneous building repairs	1.00	4,650.00	4,650			
Ground maintenance & supplies	1.00	600.00	600			
Training facility maintenance and repairs	1.00	2,000.00	2,000			
Building repairs - Company 2	1.00	750.00	750			
Overhead door repairs - Company 2	1.00	500.00	500			
46327 - OTHER EQUIPMENT REPAIR				**9,560**		**9,560**
Repair/maintenance of small engine tools, building/grounds maintenance equipment and other equipment	1.00	3,600.00	3,600			
SCBA - ISI repair parts for breathing apparatus	1.00	5,000.00	5,000			
Small equipment repairs (fire pumps, doors, tools)	1.00	960.00	960			
46390 - VEHICLE MAINTENANCE & FUEL				**73,255**		**73,255**
Emergency account to purchase fuel when Town pumps are unavailable	1.00	200.00	200			
Unleaded Gasoline	2,700.00	2.95	7,965			
Truck repairs & parts.	1.00	30,000.00	30,000			
Diesel gasoline	8,500.00	2.94	24,990			
Unanticipated truck repairs & parts	1.00	10,000.00	10,000			
Emergency account for fuel when Town pumps are unavailable - Company 2	1.00	100.00	100			
48404 - MACHINERY & EQUIPMENT				**1,850**		**1,850**
Security system continuations - entry identification	1.00	1,500.00	1,500			
Fax machine - secure line for HIPAA information	1.00	350.00	350			
48417 - BLDG & GROUNDS IMPROVEMENTS				**2,500**		**2,500**
50% of fees for installing fire hydrants. Remaining 50% paid by Water Dept. Joint infrastructure program for water distribution system	1.00	2,500.00	2,500			
TOTAL FIRE				**1,297,987**		**1,286,254**

Town of Colchester
FY 2015 – 2016
Proposed Budget

Department: Emergency Management

Mission

The mission of the Town of Colchester Emergency Management is to maintain the highest possible level of preparedness to protect the lives and property of the Town of Colchester citizenry before, during, and after a natural or manmade disaster.

Description

The Emergency Management Department is responsible for applying for and managing grant programs with the State and Federal government, coordinating and developing emergency operation plans and overseeing the Emergency Operations Center (EOC), staffing the EOC during emergencies/activations, providing support to the First Selectman to coordinate actual or potential emergencies, serving as the Town's liaison on emergency preparedness and coordinating with other agencies, attending/participating in various meetings for security, ARES (Amateur Radio Emergency Services), DEMHS (Department of Emergency Management and Homeland Security), and maintaining all communications equipment located at the EOC.

Staffing

Emergency Management Director (part-time)

2014 – 2015 Accomplishments

- Upgrade of the Emergency Operations Center – new server and other computer peripherals.
- Conducted a table top exercise that included town and school administration
- Continued training for NIMS/ICS for staff.
- Enhanced the communications capabilities for ARES (amateur radio emergency services), portable cost effect HAM radio.
- Reimbursement EMPG FY 12 grants. Increased Grant annual amounts.
- Deployed Regional Sign assets to three events.

2015 – 2016 Objectives

- Install enhanced amateur radio antennas, apply for EMPG funding to upgrade radios, toning capabilities.
- Secure grant funding for additional CERT volunteers and large animal volunteers
- Seeking additional amateur radio operators to assist with communications

TOWN OF COLCHESTER
PROPOSED BUDGET

EMERGENCY MANAGEMENT

ACCOUNT	FY 2012-2013 ACTUAL EXPENDITURES	FY 2013-2014 ACTUAL EXPENDITURES	FY 2014-2015 ADOPTED BUDGET	FY 2014-2015 PROJECTED ACTUALS	FY 2015-2016 PROPOSED BUDGET
Regular Payroll	2,314	3,599	4,475	2,387	4,596
FICA	165	272	343	183	351
Office Supplies	73	160	200	200	200
Other Purchased Supplies	2,108	464	3,000	3,000	3,000
Emergency Medical Supplies	684	0	250	250	250
Postage	0	0	25	0	25
Service Contracts	1,179	960	1,420	1,500	1,500
Printing & Publications	0	0	250	250	250
Telephone	2,537	5,136	4,500	4,740	4,500
Equipment Repairs	547	589	1,500	1,500	2,500
Machinery & Equipment	1,196	0	0	0	0
TOTAL	**10,803**	**11,180**	**15,963**	**14,010**	**17,172**

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
12301 - EMERGENCY MANAGEMENT						
40101 - REGULAR PAYROLL				**4,596**		**4,596**
Emergency Management Director - stipend	1.00	2,447.00	2,447			
Deputy Emergency Management Director - 2 hrs/week	1.00	2,149.00	2,149			
41230 - FICA				**351**		**351**
FICA	1.00	351.00	351			
42301 - OFFICE SUPPLIES				**200**		**200**
Pens, paper, markers, cartridges	1.00	200.00	200			
42340 - OTHER PURCHASED SUPPLIES				**3,000**		**3,000**
Supplies for planned activation of EOC for training & other purposes, including radio replacements	1.00	3,000.00	3,000			
42345 - EMERGENCY MEDICAL SUPPLIES				**250**		**250**
44217 - POSTAGE				**25**		**25**
44223 - SERVICE CONTRACTS				**1,500**		**1,500**
Emergency Operations Center - Alarm monitoring	12.00	40.00	480			
Emergency Operations Center - monthly pest control services	12.00	85.00	1,020			
44232 - PRINTING & PUBLICATIONS				**250**		**250**
Publication for Public Emergency Information	1.00	250.00	250			
45216 - TELEPHONE				**4,500**		**4,500**
Monthly cable, internet and VOIP at EOC	12.00	280.00	3,360			
Monthly cell phone with data charges	12.00	95.00	1,140			
46224 - EQUIPMENT REPAIRS				**2,500**		**2,500**
Antenna replacement and other equipment repairs	1.00	2,500.00	2,500			
TOTAL EMERGENCY MANAGEMENT				**17,172**		**17,172**

Public Works

TOWN OF COLCHESTER

INCORPORATED

·1698·

CONNECTICUT

Public Works

Departments

- Public Works Administration
- Highway
- Fleet Maintenance
- Grounds Maintenance
- Snow Removal
- Facilities
- Engineering
- Transfer Station

TOWN OF COLCHESTER

INCORPORATED

·1698·

CONNECTICUT

Town of Colchester
FY 2015 – 2016
Proposed Budget

Department: Public Works Administration

Mission:

To ensure Town residents receive the best infrastructure-related services in the most cost-effective and efficient manner.

Description:

Provides the management and supervision of the public works divisions of highway, fleet maintenance, facilities, grounds maintenance, engineering, waste management, and snow removal.

Staffing

Public Works Director (half-time)
Director of Operations (full-time)
Administrative Assistant (half-time)

2014 – 2015 Accomplishments

- Consistent review of Town road quality and safety issues on all public right of ways and properties.
- Preparation of Energy Performance M&V items.
- Training work force into cross trained staff to address Mission Critical priorities. Improve capability and development of each staff member by having staff members attend the UConn Technology Transfer center and the Road Master and Scholar programs and continue cross training throughout the department.
- Tested new pavement restoration technology in order to maximize Road Improvement dollars.
- New Fixed Electrical Supply Contract Town wide.
- Participate in School Security response planning and bid out and install first phases of Town and School Security Systems.
- Operate Town wide Building Automation Systems in order to provide maximum savings. Implement contingency project funds for required repairs various town and school buildings.
- Started Town wide consolidated Facility Study & Capital Improvement List first four projects.

2015 – 2016 Objectives

- Review and plan snow operations, both pre- and post- season, to more effectively respond to both generated and anticipated problems and to reduce the average cost of snow/ice events
- Implement sign inventory and maintenance program upon receipt of GIS data.
- Compile aging steel pipe drainage system data for eventual cost data for replacement due to failure.
- Respond to citizen inquires within 24 hours
- Prepare multi-year contracts for annual maintenance services in order to provide for cost savings and ensure Energy Performance Contract guarantee by having contract required maintenance.
- Continue to explore utilization of existing town work forces conducting minor capital work in order to lower costs of Capital Improvement Projects.

TOWN OF COLCHESTER
PROPOSED BUDGET

PUBLIC WORKS ADMINISTRATION

ACCOUNT	FY 2012-2013 ACTUAL EXPENDITURES	FY 2013-2014 ACTUAL EXPENDITURES	FY 2014-2015 ADOPTED BUDGET	FY 2014-2015 PROJECTED ACTUALS	FY 2015-2016 PROPOSED BUDGET
Regular Payroll	171,948	137,392	133,042	134,144	135,762
Employee Related Insurances	435	605	483	602	805
FICA & Retirement	25,224	18,777	18,224	18,310	20,210
Copier	309	352	322	317	730
Office Supplies	300	362	300	299	300
Safety Equipment	132	200	600	600	603
Professional Memberships	0	0	200	180	200
Postage	1	1	100	50	100
Advertising	0	311	300	100	300
Telephone	1,167	1,208	1,400	1,400	1,400
TOTAL	**199,516**	**159,208**	**154,971**	**156,002**	**160,410**

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
13200 - PUBLIC WORKS ADMINISTRATION						
40101 - REGULAR PAYROLL				**135,762**		**135,762**
Public Works Director (40% Town, 10% BOE & 50% Sewer & Water)	1.00	42,230.00	42,230			
Director of Operations	1.00	69,700.00	69,700			
Union contract in negotiation						
Administrative Assistant - 8 hrs/day (50% Town & 50% S/W)	1.00	22,857.00	22,857			
Longevity	1.00	975.00	975			
41210 - EMPLOYEE RELATED INS.				**805**		**805**
Life/AD&D Insurance	1.00	573.00	573			
Long Term Disability	1.00	232.00	232			
41230 - FICA & RETIREMENT				**20,210**		**20,210**
FICA	1.00	10,386.00	10,386			
Defined Contribution 401(a) Plan - Director of Operations @ 8%	1.00	5,576.00	5,576			
Union contract in negotiation						
Defined Contribution 401(a) Plan - Director of Public Works @ 6% (40% Town, 10% BOE & 50% S&W)	1.00	2,534.00	2,534			
Defined Contribution 401(a) Plan - Administrative Assistant @ 7.5% (50% Town, 50% S&W)	1.00	1,714.00	1,714			
42233 - COPIER				**730**		**730**
Annual lease Copier	12.00	55.00	660			
Per copy charges	1.00	70.00	70			
42301 - OFFICE SUPPLIES				**300**		**300**
42323 - PROT CLOTHING& SAFETY EQUIP				**603**		**603**
Personal protective equipment	2.00	200.00	400			
Safety Shoes - PW Director & Director of Operations						
Rain gear -- Director of Operations	1.00	75.00	75			
First aid supplies -- Director of Operations	1.00	21.00	21			
Gloves, 6 pairs - Director of Operations	6.00	5.00	30			
Winter gloves - 2 pair - Director of Operations	2.00	10.00	20			
Eye Protection - Director of Operations	1.00	12.00	12			
Rubber boots - Director of Operations	1.00	45.00	45			

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
43258 - PROFESSIONAL MEMBERSHIPS				**200**		**200**
CT Tree Warden Association	1.00	200.00	200			
44217 - POSTAGE				**100**		**100**
44231 - ADVERTISING				**300**		**300**
Advertising for bids	1.00	300.00	300			
45216 - TELEPHONE				**1,400**		**1,400**
Cell phones - Director of Operations and 50% for Public Works Director	1.00	1,400.00	1,400			
TOTAL PUBLIC WORKS ADMINISTRATION				**160,410**		**160,410**

TOWN OF COLCHESTER

INCORPORATED

·1698·

CONNECTICUT

Town of Colchester
FY 2015 – 2016
Proposed Budget

Department: Public Works - Division of Highway

Mission:

The Mission of the Colchester Highway Division is to provide a safe and well maintained infrastructure and transportation system by keeping current with modern technologies and production methods and adapting to the changing environment of a growing community

Description:

The Colchester Highway Division's overall responsibility is to maintain and repair the roadway and drainage system of the Town of Colchester. This includes snow and ice management, road construction, pavement maintenance, and right-of –way maintenance. The Department also provides support services to other Town departments. These duties have been created to ensure a safe and reliable infrastructure, consistent with the needs and expectations of a growing population.

Staffing

DPW Supervisor (full time)
Maintainer 3 (full time - 4)
Maintainer 2 (full time - 3)
Assisted 3 days a week by Transfer Station employee

2014 – 2015 Accomplishments

- 2014-present 41 snow -ice storm responses and assist Colchester Water Department on 7 main breaks.
- Cold in place recycling" cold-in-place recycling for: Pickerel Lake Road, Pickerel Road.
- Shim & Chipseal Surface Treatments: MacDonald Road, School Road, Gillette's Lane.
- MulchSeal Crack Seal Treatment: Old Hartford Road, (Not to be utilized in future)
- Re-Construct 117 Driveway Aprons in conjuction with Road Improvement or Drainage work.
- Repaired Cross Pitch issues Gillette's Lane
- Repainted 53 miles of collector street centerlines and stop bars.
- Rebuilt 19 Catch Basins. Replaced 120 feet of Deteriorated CMP culverts.
- Reconstructed 2 Catch Basins on School properties.

- Completed Town Wide Road Sweeping.
- Completed annual catch basin cleaning in 13 days, transferring savings to Road Side tree care line item.
- Worked in conjunction with other divisions for right of way clearing and drainage easement and detention basin vegetative control, multiple locations.
- Conducted all scheduled crack sealing of roads called for under the Road Improvement Plan.
- Supported and Conducted Damaged Tree Removal & Trimming 25 days (to date) within Road Right of Ways.
- Cleared and began Airline Trailhead grant funded work.

Measures (January 1 – December 31)	**2014**	**2013**	**2012**
• % Roads – Grade A:	18%	16%	14%
• % Roads – Grade B:	47%	50%	55%
• % Roads – Grade C:	32%	32%	27%
• % Roads – Grade D:	03%	02%	03%
• % Roads – Grade F:	00%	00%	00%

2015 – 2016 Objectives

- Utilize Contracted and rental options, such as paving equipment, road grading, catch basin cleaning in an attempt to operate more efficiently.
- Adjusting baseline needs of the Town-wide road improvement plan dependent upon funding. At present time, Mill Hill Road, Bull Hill, and Brainard Road will be likely candidates for most roadway funding provided and in most need of improvement.
- Work with other divisions to conduct grant funded improvements to Airline trailhead of the Colchester spur.
- Continue to address previously deferred vegetative control on additional detention basin areas and right of ways that are the responsibility of the Town.
- Conduct work required under Bridge survey in regard to sediment and safety issues.
- Continue annual base maintenance, Road Sweeping, Roadside Cutting, Catch Basin Cleaning.

TOWN OF COLCHESTER
PROPOSED BUDGET

HIGHWAY

ACCOUNT	FY 2012-2013 ACTUAL EXPENDITURES	FY 2013-2014 ACTUAL EXPENDITURES	FY 2014-2015 ADOPTED BUDGET	FY 2014-2015 PROJECTED ACTUALS	FY 2015-2016 PROPOSED BUDGET
Regular Payroll	341,321	349,685	391,880	385,500	406,769
Overtime	12,687	10,551	12,500	12,500	12,500
Contractual, Temporary, Occasional Payroll	100	275	500	300	500
Employee Related Insurances	1,664	1,612	1,649	1,577	2,513
FICA & Retirement	41,808	41,032	50,307	49,702	52,210
Safety Equipment	4,042	3,966	4,152	4,056	4,152
Other Purchased Supplies	145,039	139,919	155,909	155,859	158,446
Mileage, Training & Meetings	2,725	2,697	2,800	2,800	2,800
Professional Services	20,170	19,985	37,610	37,410	42,610
Equipment Rental	13,507	7,741	10,318	8,500	10,350
Uniform Rental	3,929	3,724	4,506	4,506	4,732
Traffic Control	77,002	74,054	79,000	79,000	79,000
Equipment Repairs	0	0	200	200	200
Vehicle Maintenance & Fuel	161,224	204,950	186,581	176,000	191,495
Road Improvements	399,999	400,000	376,565	376,565	450,000
TOTAL	**1,225,217**	**1,260,191**	**1,314,477**	**1,294,475**	**1,418,277**

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
13201 - HIGHWAY						
40101 - REGULAR PAYROLL				**406,769**		**406,769**
Public Works Supervisor - Step 7 (8 hrs/day)	1.00	54,957.00	54,957			
Maintainer III - Step 7 (8 hrs/day)	1.00	48,502.00	48,502			
Maintainer III - Step 9 (8 hrs/day)	1.00	52,484.00	52,484			
Maintainer III - Step 9 (8 hrs/day)	1.00	52,484.00	52,484			
Maintainer III - Step 9 (8 hrs/day)	1.00	52,484.00	52,484			
Maintainer II - Step 11 (8 hrs/day)	1.00	48,502.00	48,502			
Maintainer II - Step 9 (8 hrs/day)	1.00	44,854.00	44,854			
Maintainer II - Step 11 (8 hrs/day)	1.00	48,502.00	48,502			
Longevity	1.00	4,000.00	4,000			
40103 - OVERTIME				**12,500**		**12,500**
Roads Overtime (not snow)	1.00	12,500.00	12,500			
40105 - CONTR TEMP OCCAS				**500**		**500**
Tree Warden -$100 plus 5 CEUs/year	1.00	500.00	500			
41210 - EMPLOYEE RELATED INS.				**2,513**		**2,513**
Life/AD&D Insurance	1.00	1,536.00	1,536			
Long Term Disability	1.00	977.00	977			
41230 - FICA & RETIREMENT				**52,210**		**52,210**
FICA	1.00	32,072.00	32,072			
Defined Contribution 401(a) Plan - Road Crew @ 5% (8 employees)	1.00	20,138.00	20,138			

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
42323 - PROT CLOTHING& SAFETY EQUIP				**4,152**		**4,152**
Safety Shoes	8.00	200.00	1,600			
Rain gear	8.00	72.00	576			
First aid supplies	8.00	20.00	160			
Gloves, 6 pairs each	48.00	5.00	240			
Annual replacement of 1 Forestry & Hard hats	1.00	110.00	110			
Winter gloves - 2 pair each	16.00	10.00	160			
Eye Protection	8.00	12.00	96			
Rubber boots	8.00	45.00	360			
Coveralls, replacements	6.00	100.00	600			
Safety Traffic Vests	1.00	250.00	250			
42340 - OTHER PURCHASED SUPPLIES				**158,446**		**158,446**
Meals in storms (emergencies)	1.00	150.00	150			
14 Catch Basins	14.00	775.00	10,850			
3 palletts CB Block, 1 pallett cement brick for catch basin repairs	1.00	1,000.00	1,000			
Misc. items (bottled gas - propane, rags, car soap, flashlights, batteries), etc.	1.00	1,000.00	1,000			
1,000/tons hot patch (class 2)	1,000.00	60.00	60,000			
40/tons cold patch	40.00	103.00	4,120			
Replacement drainage pipe - various repairs	1.00	6,000.00	6,000			
Crack material - 5 pallets	5.00	2,500.00	12,500			
Hand tools, rakes, shovels, grease guns, wrenches, misc. job specific tools	1.00	1,500.00	1,500			
52 miles center line paint	52.00	338.00	17,576			
Annual stop bars paint	300.00	14.00	4,200			
SAND, SALT, GRAVEL, CEMENT						
600 tons Processed gravel, bank run gravel, stone for unpaved road grading	600.00	19.50	11,700			
Cement & redimix concrete	1.00	1,200.00	1,200			
Drainage stone - Rip Rap for road drainage repairs	500.00	23.00	11,500			
Topsoil for backup curb repairs	180.00	21.50	3,870			
Ground supplies: Seed, erosion control matting, hay bales, fertilizers	1.00	1,000.00	1,000			
TRAFFIC CONTROL SIGNS						
Street Signs and warning signs, cones	1.00	8,000.00	8,000			
Catch basin tops, manholes and water valve risers for paving	8.00	285.00	2,280			
43213 - MILEAGE, TRAINING & MEETINGS				**2,800**		**2,800**
Training seminars & educational programs, mileage reimbursement	1.00	2,800.00	2,800			
OSHA, CIRMA, T2, Uconn						

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
44208 - PROFESSIONAL SERVICES				**42,610**		**42,610**
Contracted tree services - Road side, blasting, etc.	1.00	23,000.00	23,000			
Vacuum truck contractor, catch basin & sediment structure cleaning	14.00	1,250.00	17,500			
PHYSICALS:						
DOT - CDL bi-annual physicals	6.00	90.00	540			
2 staff pulmonary testing (respirator monitoring)	2.00	140.00	280			
CDL random drug tests	6.00	85.00	510			
CDL random alcohol testing	2.00	40.00	80			
Combined drug & alcohol test for post accident/reasonable cause	4.00	100.00	400			
Pre-employment physicals	2.00	150.00	300			
44237 - EQUIPMENT RENTAL				**10,350**		**10,350**
Equipment rental - mini excavator, bobcat with forestry attachment, pumps, generators, etc.	1.00	7,000.00	7,000			
Brush removal right of ways (shared cost with Water & Sewer)	1.00	3,350.00	3,350			
44238 - UNIFORM RENTALS				**4,732**		**4,732**
Uniform rental (second year of 3 year contract)	1.00	4,732.00	4,732			
45389 - TRAFFIC CONTROL LIGHTS				**79,000**		**79,000**
Electricity for traffic control lights	1.00	79,000.00	79,000			
46224 - EQUIPMENT REPAIRS				**200**		**200**
Radio repairs and batteries	1.00	200.00	200			
46390 - VEHICLE MAINTENANCE & FUEL				**191,495**		**191,495**
Unleaded Gas	4,900.00	2.95	14,455			
Diesel gasoline	16,000.00	2.94	47,040			
Equipment Repair Parts	1.00	130,000.00	130,000			
48439 - ROAD IMPROVEMENT				**500,000**		**450,000**
Road Improvement/Paving projects and Maintenance	1.00	500,000.00	500,000		(50,000)	
TOTAL HIGHWAY				**1,468,277**		**1,418,277**

Town of Colchester
FY 2015 – 2016
Proposed Budget

Department: Public Works - Division of Fleet Services

Mission

Provide a safe and reliable fleet of equipment and vehicles for the Town at a reasonable cost to the taxpayers.

Description

Fleet Services is a division of Colchester's Public Works Department and works out of the Town Garage under the Director of Operations. Fleet services the Town's $7+ million dollar fleet. Fleet is also responsible for gasoline and diesel inventory, billing, as well as building and grounds maintenance.

Staffing

Fleet Supervisor (full time)
Mechanic II (full time)
Mechanic III (full time - 2)
Mechanic Helper (part time- shared with Transfer Station)

2014 – 2015 Accomplishments

- Realized savings in propane heating costs by continued use of waste oil furnace.
- Continuation of chemical rust prevention program on new vehicles.
- Continuation of undercarriage washing on senior buses, youth vans and police vehicles.
- 100 % of snow blowers serviced in-house.
- Replaced a Mechanic II with a skilled Mechanic III, now able and starting to perform in-depth engine, transmission and rear axle work (as time permits) with this change.
- Completed 50% of police vehicle safety inspections within two weeks of due date.
- Completed 50% of senior bus safety inspections within two weeks of due date.
- Completed 50% of ambulance safety inspections within two weeks of due date.
- 50% of first run snow removal equipment was fully operational by October 15.
- 75% of all snow removal equipment was fully operational by November 15.
- Obtained laptop computer for heavy duty truck diagnostics, now able and starting to perform in-depth diesel engine work as time permits.
- Now utilizing on-line parts ordering with vendors.

Measures (January 1 – December 31)	2014	2013	2012
• Work Orders (Closed)	1,633	1,338	987
• Work Orders (Opened)	1,216	1,801	1,523

2015 – 2016 Objectives

- Reinstitute Fleet staff training program.
- Address building repair issues in-house due to limited funding.
- Train staff for direct input of Fleet Maintenance software repair data when software is up and running.
- Continue educating all staff to assist in maintaining and performing light repairs to their equipment.
- Another Mechanic II is retiring, need to focus on replacing with a skilled Mechanic III.
- Evaluate the need for increasing staff due to reduced outsourcing, PM programs, safety inspection reoccurrence time frames and repair times.
- Evaluate the need to obtain necessary tools and computer software with current staffing.
- Complete 100% of fire apparatus safety inspections within two weeks of due date.
- Complete 100% of police vehicle safety inspections within two weeks of due date.
- Complete 100% of senior bus safety inspections within two weeks of due date.
- Complete 100% of ambulance safety inspections within two weeks of due date.
- Have 100% of first run snow removal equipment fully operational by October 15.
- Have 100% of all snow removal equipment fully operational by November 15.

TOWN OF COLCHESTER
PROPOSED BUDGET

FLEET MAINTENANCE

ACCOUNT	FY 2012-2013 ACTUAL EXPENDITURES	FY 2013-2014 ACTUAL EXPENDITURES	FY 2014-2015 ADOPTED BUDGET	FY 2014-2015 PROJECTED ACTUALS	FY 2015-2016 PROPOSED BUDGET
Regular Payroll	229,782	239,715	246,519	246,742	248,397
Overtime	3,054	4,024	4,000	4,000	4,000
Contractual, Temporary, Occasional Payroll	900	900	900	875	900
Employee Related Insurances	848	909	840	864	1,449
FICA & Retirement	30,906	31,931	32,461	33,842	34,078
Office Supplies	469	354	500	450	460
Safety Equipment	2,207	872	2,000	1,898	1,800
Custodial/Maintenance Supplies	958	1,507	1,000	1,000	1,000
Fleet Repair & Maintenance Supplies	24,925	23,920	25,000	25,000	25,000
Mileage, Training & Meetings	150	0	300	375	300
Professional Memberships	200	200	200	200	200
Professional Services	284	284	500	575	700
Service Contracts	16,335	10,435	13,550	11,224	13,479
Uniform Rental	3,328	3,282	3,000	3,000	3,150
Fuel & Heating	3,252	8,129	5,375	2,000	3,750
Electricity	13,872	14,958	11,000	11,000	11,000
Equipment Repairs	3,853	7,218	2,000	3,000	2,800
Building Repairs	12,926	12,011	9,000	9,000	5,000
Vehicle Maintenance & Fuel	8,761	10,834	9,936	10,214	10,699
Machinery & Equipment	5,556	0	0	0	0
Office Equipment	1,434	0	0	0	0
TOTAL	**364,000**	**371,483**	**368,081**	**365,259**	**368,162**

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
13202 - FLEET MAINTENANCE						
40101 - REGULAR PAYROLL				**248,397**		**248,397**
Fleet Maintenance Supervisor	1.00	78,946.00	78,946			
Union contract in negotiation						
Mechanic III - Step 9 (8 hrs/day)	1.00	61,371.00	61,371			
Mechanic III - Step 2 (8 hrs/day)	1.00	51,373.00	51,373			
Mechanic II - Step 9 (8 hrs/day)	1.00	54,957.00	54,957			
Longevity	1.00	1,750.00	1,750			
40103 - OVERTIME				**4,000**		**4,000**
Overtime	1.00	4,000.00	4,000			
40105 - CONTR TEMP OCCAS				**900**		**900**
Tool allowance - 3 employees @ $25 per month	12.00	75.00	900			
41210 - EMPLOYEE RELATED INS.				**1,449**		**1,449**
Life/AD&D Insurance	1.00	960.00	960			
Long Term Disability Insurance	1.00	489.00	489			
41230 - FICA & RETIREMENT				**34,078**		**34,078**
FICA	1.00	19,376.00	19,376			
Defined Contribution 401(a) Plan - Fleet Maintenance Supervisor @ 8%	1.00	6,316.00	6,316			
Union contract in negotiation						
Defined Contribution 401(a) Plan - Mechanics @ 5%	1.00	8,386.00	8,386			

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

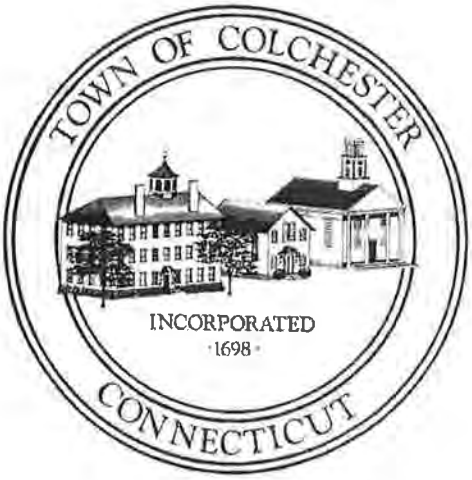
	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
42301 - OFFICE SUPPLIES				**460**		**460**
Copy/Printer Paper	2.00	30.00	60			
General Office Supplies	1.00	100.00	100			
Toner & ink cartridges for printers	1.00	300.00	300			
42323 - PROT CLOTHING& SAFETY EQUIP				**1,800**		**1,800**
OSHA required safety shoes	4.00	200.00	800			
Protective equipment for steam cleaning	1.00	200.00	200			
Eyewear for welding, grinding, chemicals, and impact protection	4.00	125.00	500			
Tyvek suits	1.00	200.00	200			
Gloves	1.00	100.00	100			
42331 - CUSTODIAL/MAINTENANCE SUPPLIES				**1,000**		**1,000**
Paper towels, toilet paper, soaps & cleaners	1.00	1,000.00	1,000			
42341 - FLEET REPAIR & MAINT SUPPLIES				**25,000**		**25,000**
Nuts, bolts, hose clamps, wire connectors, heat shrink, motor and hydraulic oil, gear lube, and antifreeze, etc.	1.00	25,000.00	25,000			
43213 - MILEAGE, TRAINING & MEETINGS				**300**		**300**
Overhead hoist training (OSHA requirement)	1.00	300.00	300			
43258 - PROFESSIONAL MEMBERSHIPS				**200**		**200**
Motor Transport Assoc. Membership for Town-wide drug and alcohol testing	1.00	200.00	200			
44208 - PROFESSIONAL SERVICES				**700**		**700**
OSHA required audiograms	4.00	50.00	200			
Random Drug Testing	1.00	250.00	250			
CDL physicals	2.00	125.00	250			

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
44223 - SERVICE CONTRACTS				**13,479**		**13,479**
Water cooler	12.00	10.00	120			
Fire extinguisher testing & maintenance	1.00	100.00	100			
Monitoring of security alarm	12.00	15.00	180			
Waste oil furnace maintenance	1.00	1,000.00	1,000			
Parts washer service contract	4.00	445.00	1,780			
Overhead hoist inspections - OSHA requirement	3.00	200.00	600			
Service/repair of overhead doors (17)	1.00	2,500.00	2,500			
Underground storage tank registration - DEEP requirement	2.00	100.00	200			
Annual service of 3 propane heating units	1.00	300.00	300			
Two year cleaning of Oil & Water separator - DEEP requirement due June 2016	1.00	2,600.00	2,600			
Monitoring of fire alarm	12.00	25.00	300			
Internet	12.00	141.00	1,692			
Oxygen & acetylene bottle rental	1.00	357.00	357			
Pressure washer maintenance	1.00	600.00	600			
RTA Software maintenance fee	1.00	500.00	500			
Navistar engine diagnostic code software	1.00	300.00	300			
Annual service of fire alarm	1.00	150.00	150			
Annual service of security alarm	1.00	200.00	200			
44238 - UNIFORM RENTALS				**3,150**		**3,150**
Uniforms (4 men x 52 weeks) includes cloth wipers	1.00	3,150.00	3,150			
45221 - FUEL/HEATING				**3,750**		**3,750**
Propane for Town Garage	1,500.00	1.50	2,250			
Propane for Wash Bay	1,000.00	1.50	1,500			

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
45622 - ELECTRIC				**11,000**		**11,000**
Electricity for Town Garage complex	1.00	11,000.00	11,000			
46224 - EQUIPMENT REPAIRS				**2,800**		**2,800**
Repairs to the gas and diesel pumps, dispensers, and piping	1.00	2,000.00	2,000			
Pressure decay test for Vapor Recovery system - DEEP requirement	1.00	300.00	300			
Testing of in-ground gas and diesel tanks - DEEP requirement	1.00	500.00	500			
46226 - BUILDING REPAIRS				**5,000**		**5,000**
Maintain Interior/Exterior of Town Garage and Wash Bay	1.00	5,000.00	5,000			
46390 - VEHICLE MAINTENANCE & FUEL				**10,699**		**10,699**
Gas for Water Dept.	1,600.00	2.95	4,720			
Gas for Fleet	180.00	2.95	531			
Vehicle & Equipment Repairs for Fleet Maintenance	1.00	4,500.00	4,500			
Diesel for Water Department	100.00	2.94	294			
Diesel for Fleet pressure washing	100.00	2.94	294			
Propane for forklift	12.00	30.00	360			
TOTAL FLEET MAINTENANCE				**368,162**		**368,162**


TOWN OF COLCHESTER
INCORPORATED
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CONNECTICUT

Town of Colchester
FY 2015 – 2016
Proposed Budget

Department: Public Works – Division of Grounds Maintenance

Mission

Properly maintain community parks, open spaces, governmental, and school grounds for public and professional use and sport teams.

Description

The Grounds Maintenance Division maintains approximately 360 acres of public land, town parks, open space, municipal and school grounds, and athletic facilities. Additionally, they provide snow removal for Town properties, including sidewalks.

Staffing

DPW Supervisor
Maintainer II (full time -1)
Maintainer I (full time - 4)

2014 – 2015 Accomplishments

- Maintained over 360 acres of town and school grounds
- Completed R-2 Repair, under drain and sod for infield.
- Replaced damaged water lines to R-2 and R-3 fields.
- Installed donated recreation equipment.
- Tennis court repair surface and nets.
- Cross trained with Fleet Maintenance and Highway to provide more efficient services.
- Assist Facilities Manager to expedite multiple work order completion
- Developed standard procedures and schedule for the maintenance of all Town facilities
- Began Turf aeration program.
- Soil Testing and develop athletic field turf maintenance program.
- Developed costs for irrigation system enhancements.

Measures (January 1 – December 31)	**2014**	**2013**	**2012**
• Hours of Mowing	2625	2503	2540
• Hours of Snow Removal	1025	961	641
• Hours of Field Maintenance/Prep	1235	1218	922
• Hours of Trash Removal	560	558	653

2015 – 2016 Objectives

- Continue cross training within the Department in order to provide a more Mission Critical workforce.
- Continue to provide for public accessible and well maintained public spaces.
- Work with other Department divisions for use of Grant Funding at Airline trailhead of Colchester Spur for improvement to trail system.

TOWN OF COLCHESTER
PROPOSED BUDGET

GROUNDS MAINTENANCE

ACCOUNT	FY 2012-2013 ACTUAL EXPENDITURES	FY 2013-2014 ACTUAL EXPENDITURES	FY 2014-2015 ADOPTED BUDGET	FY 2014-2015 PROJECTED ACTUALS	FY 2015-2016 PROPOSED BUDGET
Regular Payroll	228,829	228,052	248,742	219,468	254,015
Overtime	7,316	8,835	8,600	8,600	8,600
Contractual, Temporary, Occasional Payroll	26,714	23,270	0	5,550	0
Employee Related Insurances	1,035	1,180	1,199	1,118	1,847
FICA & Retirement	30,504	31,021	32,061	28,955	31,703
Safety Equipment	2,589	1,506	2,200	2,200	2,200
Custodial/Maintenance Supplies	2,980	2,889	3,000	3,000	3,000
Grounds Maintenance Supplies	10,145	10,605	15,500	15,500	15,500
Other Purchased Supplies	5,821	5,040	4,900	4,900	4,900
Mileage, Training & Meetings	90	0	450	450	450
Professional Services	6,994	5,583	5,000	5,000	10,900
Service Contracts	3,405	4,470	3,920	5,670	5,670
Advertising	0	0	200	200	200
Equipment Rental	0	350	500	500	500
Uniform Rental	2,849	2,416	2,500	2,500	2,500
Telephone	513	637	660	660	660
Fuel & Heating	1,932	3,041	2,300	2,300	2,300
Electricity	23,701	26,237	23,148	26,000	26,000
Equipment Repairs	166	909	800	800	800
Building Repairs	1,911	3,199	1,800	1,800	1,800
Other Repairs	1,645	1,686	2,000	2,000	2,000
Vehicle Maintenance & Fuel	31,478	51,884	40,794	36,140	39,454
Machinery & Equipment	8,308	3,826	0	0	0
Building & Grounds Improvements	0	2,781	6,000	6,000	0
TOTAL	**398,925**	**419,417**	**406,274**	**379,311**	**414,999**

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
13203 - GROUNDS MAINTENANCE						
40101 - REGULAR PAYROLL				**254,015**		**254,015**
Public Works Supervisor - Step 9 (8 hrs/day)	1.00	59,195.00	59,195			
Maintainer II - Step 7 (8 hrs/day)	1.00	45,581.00	45,581			
Maintainer I - Step 8 (8 hrs/day)	1.00	39,442.00	39,442			
Maintainer I - Step 1 (8 hrs/day)	1.00	34,369.00	34,369			
Maintainer I - Step 2 (8 hrs/day)	1.00	35,037.00	35,037			
Maintainer I - Step 7 (8 hrs/day)	1.00	38,691.00	38,691			
Longevity	1.00	1,700.00	1,700			
40103 - OVERTIME				**8,600**		**8,600**
Overtime	1.00	8,600.00	8,600			
41210 - EMPLOYEE RELATED INS.				**1,847**		**1,847**
Life/AD&D insurance.	1.00	1,152.00	1,152			
Long Term Disability insurance.	1.00	695.00	695			
41230 - FICA & RETIREMENT				**31,703**		**31,703**
FICA	1.00	20,089.00	20,089			
Defined Contribution 401(a) Plan - Grounds Maintenance Crew @ 5%	1.00	11,614.00	11,614			
42323 - PROT CLOTHING& SAFETY EQUIP				**2,200**		**2,200**
Safety shoes	6.00	200.00	1,200			
Gloves - work, latex & winter, safety glasses, vests, hardhats, etc.	1.00	600.00	600			
Replace chaps - 2 per year	2.00	200.00	400			
42331 - CUSTODIAL/MAINTENANCE SUPPLIES				**3,000**		**3,000**
Custodial supplies for parks garage, parks facilities, bags for park trash pickup	1.00	3,000.00	3,000			

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
42334 - GROUNDS MAINTENANCE SUPPLIES				**15,500**		**15,500**
Infield clay mix, turface, topsoil, fertilizer, grass seed, bark mulch - to be used at Parks, RecPlex and all Town facilities	1.00	15,500.00	15,500			
42340 - OTHER PURCHASED SUPPLIES				**4,900**		**4,900**
Motor oil and lubricants, trimmer string, tape paint, tools, signs and miscellaneous supplies	1.00	4,900.00	4,900			
43213 - MILEAGE, TRAINING & MEETINGS				**450**		**450**
Employee training courses - OSHA, requirements, Uconn T2	1.00	450.00	450			
44208 - PROFESSIONAL SERVICES				**5,300**		**10,900**
Electrical services - repairs for lights, gazebo, pavilion, bathrooms, power receptacles, etc.	1.00	700.00	700			
Locksmith services	1.00	300.00	300			
Fence repairs - annual repair & maintenance	1.00	650.00	650			
Irrigation system repair and maintenance R-8 & R-7 and pump	1.00	800.00	800			
Tree services - one day truck and crew	1.00	1,000.00	1,000			
Drug testing - CDL requirement, pre-employment	1.00	500.00	500			
Aerial lift for light replacement and repairs	1.00	1,350.00	1,350			
Field maintenance					5,600	
44223 - SERVICE CONTRACTS				**5,670**		**5,670**
Fire extinguisher service	1.00	140.00	140			
Parks garage security monitoring	12.00	45.00	540			
Heater/Boiler inspection - Parks Garage	1.00	240.00	240			
Skylogix annual service agreement - RecPlex lighting	1.00	1,750.00	1,750			
Plumbing & portable toilet facilities (Town Green/Ruby Cohen)	1.00	3,000.00	3,000			
44231 - ADVERTISING				**200**		**200**
Bid Advertising	1.00	200.00	200			

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
44237 - EQUIPMENT RENTAL				**500**		**500**
Miscellaneous equipment	1.00	500.00	500			
44238 - UNIFORM RENTALS				**2,500**		**2,500**
Grounds Maintenance Crew uniforms.	1.00	2,500.00	2,500			
45216 - TELEPHONE				**660**		**660**
Cell Phone - PW Supervisor - monthly charges	12.00	55.00	660			
45221 - FUEL/HEATING				**2,300**		**2,300**
Parks Garage - Propane	1.00	2,300.00	2,300			
45622 - ELECTRIC				**26,000**		**26,000**
RecPlex sports lighting, electricity at Town Green, Parks and Garage	1.00	26,000.00	26,000			
46224 - EQUIPMENT REPAIRS				**800**		**800**
General repairs on Park equipment.	1.00	800.00	800			
46226 - BUILDING REPAIRS				**1,800**		**1,800**
General Building repairs, Storage areas, dugouts, bathrooms, pavilion	1.00	1,800.00	1,800			
46229 - OTHER REPAIR SERVICES				**2,000**		**2,000**
Repairs of picnic tables, bleachers, playground equipment, scoreboards, fountains, etc. (Not for buildings)	1.00	2,000.00	2,000			

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
46390 - VEHICLE MAINTENANCE & FUEL				**39,454**		**39,454**
Vehicle and large equipment repairs	1.00	20,000.00	20,000			
Diesel gasoline	1,600.00	2.94	4,704			
Unleaded gasoline for vehicles and equipment	5,000.00	2.95	14,750			
48417 - BUILDING & GROUNDS IMPROVEMENTS				**11,200**		**0**
Construction of two sand volleyball courts at RecPlex near tennis courts	2.00	4,000.00	8,000		(8,000)	
Benches along RecPlex walking path	4.00	800.00	3,200		(3,200)	
TOTAL GROUNDS MAINTENANCE				**420,599**		**414,999**

TOWN OF COLCHESTER

INCORPORATED

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CONNECTICUT

Town of Colchester
FY 2015 – 2016
Proposed Budget

Department: Public Works – Snow Removal

Mission

During the Winter Season, Snow and Ice removal from Town Roads, Board of Education and Town Properties, is conducted by Town Staff, Board of Education Employees, and Private Contractors. The effort is one of the mission critical duties of the Department and Town. The Department organizes staff and contractors to efficiently provide these services to minimize the inconvenience and maintain school operations, public services and private transportation throughout the Town.

Description

The Town work forces along contractors conduct Snow Removal and De-icing of 107.12 miles of paved roads and 8.75 miles of unpaved roads, all town facilities parking areas and sidewalks, all school parking areas and sidewalks, and all sidewalks that are adjacent to town owned properties throughout Colchester. This past year, the bulk of the snow fall occurred from January 26, 2015 through the rest of the season. Prior to that date the department responded to 21 small snow fall and de-icing events. After that date, over 70 inches of snow fell and February 2015 set the record for coldest average temperatures in history. Average historic snowfall for the area is 42 inches.

Staffing

Full Staffing of the Highway Division, Grounds Maintenance Division, Transfer Station Division, 4 Privately Contracted Road plow routes, and one privately contracted School Parking Lot contractor. The equipment maintenance-repair and personnel are augmented by staff at the Fleet Maintenance Division and the Sewer and Water Department.

2014 – 2015 Accomplishments

- Responded to 41 Snow-Icing Events (through 3/2/2015)
- Trained staff for additional road routes.
- Re-bid and renewed three year contracts for Streets and Roads Contract Services; and School Parking Lots. Including contract oversight to remove low bidder that could not adequately perform work at School Parking Lots and re-award contract to next bidder without incident.
- Prepared FEMA reimbursement request Jan. 26-28, 2015 Storm.
- Coordinated one source De-Icing Material between BOE and Town Facilities
- Continued Small-Road-Hot Spot operations.
- Issued 16 Sidewalk Warning letters and 4 Citations to date.

Measures (October 14 – May 15)	**2014**	**2013**	**2012**
***(FEMA Events)**			
• Storm Events	41*(1)	40	22*(1)
• Mailbox Replacements	35 (To Date)	48	74

2015 – 2016 Objectives

- Add route maps with specific route data and local street issues to the plow route book.
- Continue to identify route specific issues that enhance public satisfaction level.
- Identify and obtain mission critical equipment that will improve efficiency and operations.

TOWN OF COLCHESTER
PROPOSED BUDGET

SNOW REMOVAL

ACCOUNT	FY 2012-2013 ACTUAL EXPENDITURES	FY 2013-2014 ACTUAL EXPENDITURES	FY 2014-2015 ADOPTED BUDGET	FY 2014-2015 PROJECTED ACTUALS	FY 2015-2016 PROPOSED BUDGET
Overtime	110,043	166,299	110,000	135,000	110,000
FICA	8,148	12,318	8,415	10,328	8,415
Sand & Salt Supplies	127,722	182,446	135,200	190,400	183,200
Other Purchased Supplies	25,571	26,888	17,150	19,718	24,450
Professional Services	197,739	200,918	198,640	196,180	176,880
TOTAL	**469,223**	**588,869**	**469,405**	**551,626**	**502,945**

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
13204 - SNOW REMOVAL						
40103 - OVERTIME				**110,000**		**110,000**
Town Crew - snow removal	1.00	110,000.00	110,000			
41230 - FICA				**8,415**		**8,415**
FICA	1.00	8,415.00	8,415			
42333 - SAND SALT GRAVEL				**183,200**		**183,200**
300 yds sand @ $22/yd	300.00	22.00	6,600			
1800 tons treated salt delivered $93/ton	1,800.00	93.00	167,400			
Icemelt for sidewalks - 4 pallets	4.00	2,300.00	9,200			
42340 - OTHER PURCHASED SUPPLIES				**24,450**		**24,450**
Mail boxes and posts	50.00	45.00	2,250			
Snow Plow cutting edges/blades	1.00	10,000.00	10,000			
Meals for town crew during snow storms	1.00	12,000.00	12,000			
Tools for grounds crew - shovels, spreaders, scrapers	1.00	200.00	200			
44208 - PROFESSIONAL SERVICES				**176,880**		**176,880**
Contracted truck routes, emergency loaders, sanders and drivers	500.00	158.00	79,000			
Diesel fuel for contractors	2,000.00	2.94	5,880			
School parking lots - fixed price (second year of 3 yr contract)	1.00	92,000.00	92,000			
TOTAL SNOW REMOVAL				**502,945**		**502,945**

Town of Colchester
FY 2015 – 2016
Proposed Budget

Department: Public Works – Division of Facilities

Mission

Maintain and improve the Town buildings in a manner that supports the programs and departments which use them in the most cost effective way.

Description

The Facilities Department is responsible for the cleaning and maintenance of Town buildings, which includes: selecting vendors through an competitive bidding process to provide materials and services to meet State and local safety requirements and specific maintenance services; application for grants to help offset the cost of improvements to the facilities; perform general maintenance activities; select energy suppliers through a bidding process; and advise the First Selectman of facility needs as appropriate.

Staffing

Facilities Manager (full time – shared position with BOE)
Custodians (full time - 1)
Custodian (part time) - Senior Center and Youth Center

2014-2015 Accomplishments

- Replace first floor surface at Youth Center.
- Senior Center support office reconfiguration project.
- Oversight of Energy Performance Contract equipment installation and commissioning of equipment. Provide inspection of differed maintenance that has previously resulted in equipment failure in mechanical and HVAC systems Town wide, utilizing Energy Management System Contingency funds
- Replaced non-required valve/booster pumps at WJJS and coordinating said work with staff of the Colchester Water Department.
- Various repair maintenance projects, Senior Center, Police Department, Floors and Walls.
- Extend Snow Response with Town and School Work Forces.
- Assist Director of Public Works with inspection of Capital Projects.

Measures (January 1 – December 31)	**2014**	**2013**	**2012**
• Electricity Used (kW)	….	1,182,089*	1,813,813
• Oil Purchased (gal.)	….	19,284	13,394
• Propane Purchased (gal.)	….	3831*	6417
• Work Orders	…	268	187

*Water and Sewer Electricity/Propane Removed from Total.

2015-2016 Objectives

- Continue multi-year contract service RFP's for services that were previously bid annually in order to provide greater stability to budgeting process and more favorable pricing.
- Provide for equipment required maintenance schedule per manufacturer's requirements in order to maintain guaranteed energy savings.
- Door and Entryway repairs Town Hall, roof/gutter de-icing system installation.
- Address Sprinkler repair/design issue at Library.

TOWN OF COLCHESTER
PROPOSED BUDGET

FACILITIES

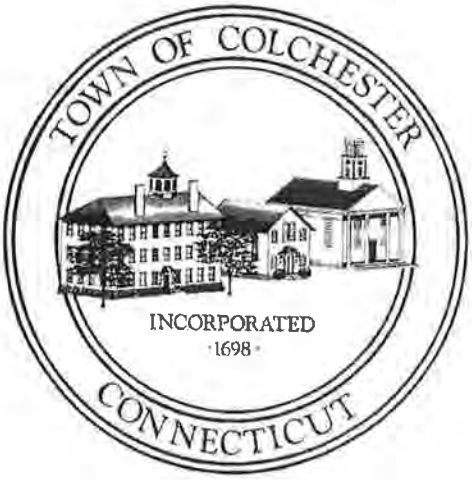
ACCOUNT	FY 2012-2013 ACTUAL EXPENDITURES	FY 2013-2014 ACTUAL EXPENDITURES	FY 2014-2015 ADOPTED BUDGET	FY 2014-2015 PROJECTED ACTUALS	FY 2015-2016 PROPOSED BUDGET
Regular Payroll	72,208	43,909	49,103	47,343	49,061
Overtime	365	439	0	450	0
Employee Related Insurances	326	0	171	171	248
FICA & Retirement	8,525	4,321	6,263	6,232	6,260
Safety Equipment	277	37	300	300	400
Custodial/Maintenance Supplies	4,944	6,810	5,300	5,300	5,300
Paint & Paint Supplies	1,566	302	1,000	1,000	1,000
Mileage, Training & Meetings	0	0	0	0	150
Service Contracts	18,323	18,753	26,401	26,376	26,776
Advertising	0	0	200	227	200
Telephone	13,006	12,874	11,364	11,350	11,365
Fuel & Heating	6,599	12,482	7,280	7,280	6,525
Electricity	63,831	62,034	35,085	42,000	38,000
Building Repairs	6,099	8,008	7,500	7,500	8,000
Vehicle Maintenance & Fuel	1,513	1,735	1,927	2,000	1,885
Building & Grounds Improvements	917	0	0	0	0
TOTAL	**198,499**	**171,704**	**151,894**	**157,529**	**155,170**

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
13205 - FACILITIES						
40101 - REGULAR PAYROLL				**49,061**		**49,061**
Facilities Manager - (50% Town/50% BOE)	1.00	36,804.00	36,804			
Union contract in negotiation						
Part-time Custodian - Senior Ctr & Youth Services Ctr (3.95 hrs/day)	1.00	10,193.00	10,193			
Part-time Custodian - Fire Department - 4 hrs/week	1.00	2,064.00	2,064			
41210 - EMPLOYEE RELATED INS.				**248**		**248**
Life/AD&D insurance	1.00	138.00	138			
Long-term disability insurance	1.00	110.00	110			
41230 - FICA & RETIREMENT				**6,260**		**6,260**
FICA	1.00	3,754.00	3,754			
457 Plan contribution - Facility Manager @ 7%	1.00	2,506.00	2,506			
42323 - PROTECTIVE CLOTHING & SAFETY EQUIPMENT				**400**		**400**
Safety shoes for Facilities Manager (shared cost with BOE)	1.00	100.00	100			
Gloves, eye protection, personl protection equipment	1.00	200.00	200			
Clothing allowance for Facilities Manager (shared cost with BOE)	1.00	100.00	100			
42331 - CUSTODIAL/MAINTENANCE SUPPLIES				**5,300**		**5,300**
Paper goods, soaps, cleaning supplies for Town Hall	1.00	5,300.00	5,300			
42332 - PAINT & PAINT SUPPLIES				**1,000**		**1,000**
Paint and supplies for office repainting	1.00	1,000.00	1,000			
43213 - MILEAGE, TRAINING & MEETINGS				**150**		**150**
Two training courses for CEU and OSHA compliance issues	2.00	75.00	150			

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
44223 - SERVICE CONTRACTS				**26,776**		**26,776**
Security System Service and Monitoring - Town Hall	1.00	180.00	180			
Elevator inspection and service - Town Hall	4.00	175.00	700			
Emergency Generator service and repair - Town Hall	1.00	625.00	625			
Heating/cooling system maintenance - Town Hall	1.00	2,400.00	2,400			
Sprinkler system inspection and service - Town Hall (O&V inspection due 2016)	1.00	625.00	625			
PA system maintenance and repair (meeting room) - Town Hall	1.00	500.00	500			
Exterminating services, pest control - Town Hall	12.00	102.00	1,224			
Annual Fire Extinguisher maintenance - Town Hall	1.00	150.00	150			
Fire Alarm Service and Monitoring - Town Hall	1.00	850.00	850			
Estimate of service repair calls at contract rates	1.00	7,500.00	7,500			
Energy Project - measurement & verification services	1.00	12,022.00	12,022			
44231 - ADVERTISING				**200**		**200**
Advertising, signs	1.00	200.00	200			
45216 - TELEPHONE				**11,365**		**11,365**
Emergency phone - Elevator	12.00	37.50	450			
Telephone maintenance & change fees	1.00	475.00	475			
Cell phone charges	12.00	50.00	600			
VOIP - monthly charges	12.00	820.00	9,840			
45221 - FUEL/HEATING				**6,525**		**6,525**
Heating oil - Town Hall	2,250.00	2.90	6,525			
45622 - ELECTRICITY				**38,000**		**38,000**
Electricity - Town Hall	1.00	38,000.00	38,000			
46226 - BUILDING REPAIRS				**8,000**		**8,000**
General unanticipated building repairs, including 2 exterior doors - Town Hall	1.00	8,000.00	8,000			
46390 - VEHICLE MAINTENANCE & FUEL				**1,885**		**1,885**
Maintain facility vehicle	1.00	1,000.00	1,000			
Gas for Facility vehicle	300.00	2.95	885			
TOTAL FACILITIES				**155,170**		**155,170**


TOWN OF COLCHESTER
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Town of Colchester
FY 2015 - 2016
Proposed Budget

Department: Public Works – Division of Engineering

Mission
To sustain and improve the quality of life for the Town's residents by guiding site development to yield safe and adequate access with minimal environmental impacts to the Town's natural resources and to promote necessary municipal infrastructure improvements to support future growth.

Description
The Town Engineer is a licensed professional engineer who provides technical support to the various land use commissions, town departments and governing boards on matters such as site development and subdivision design as well as issues relating to municipal infrastructure maintenance and improvements. The Town Engineer also performs construction inspection for public improvements associated with new site development and new subdivision roads as well as town owned/funded road and infrastructure improvements. The Town Engineer has extensive interaction with the Code Administration Department and the Public Works Department.

Staffing
Town Engineer (full time)
Administrative Assistant (for Planning & Code Administration department)

2014 - 2015 Accomplishments

- Updated Town's Mail-A-Map and State's TAR map with changes to road system.
- Coordinated/supervised the 2014 household hazardous waste collection.
- Performed construction inspections for North Court (private road in phase 5 of Northwoods Development), Dollar General site on Upton Road, and Colchester Caring Community site on Waterhole Road and processed associated requests for bond reductions and reviewed As-Built plans.
- Performed contract administration and construction inspection for Linwood Avenue Streetscape Improvements.
- Performed field investigation, prepared improvement plan and provided construction supervision for repair work by PWD to address drainage/icing problems on Taylor Road near Esther Lane.
- Issued 8 roadwork permits and 26 driveway permits in 2014.
- Performed field investigation and made repair recommendations for drainage facilities to address pavement depression/sink-hole issues on Lynn Lane and Midland Drive. Also investigated and made repair recommendations for drainage facilities on Loomis Road.
- Procured drainage outfall mapping for several roads in town for PWD to facilitate maintenance.
- Assisted City of New London with job applicant interviews for Assistant Town Engineer Position.
- Responded to recommendation from DOT Bridge Design Section regarding need to hire a consultant to prepare a bridge repair/replacement feasibility study for Paper Mill Road Bridge.

Also used feasibility study to apply for 2015 STEAP grant funding to rehabilitate Paper Mill Road Bridge.

- Coordinated with town's contractor and State DOT to install a section of stamped concrete walk and a bench on the town green (extension of Lebanon Ave & South Main St. Streetscape).
- Received approval from STC for "No right turn on red" signs for N&S bound Route 85 traffic at intersection with Dr. Foote Road and Halls Hill Road and for East bound Route 16 traffic onto Route 85 (in front of Cragin Library crosswalk).
- Performed field investigation/assessment of town road pavement conditions to develop recommendations for PWD regarding future maintenance, repair and reconstruction. Updated long term pavement management program for all town roads including projected costs and submitted report to PWD and First Selectman.
- Worked with DOT on issues pertaining to ongoing culvert rehabilitation/relining work beneath Route 2 in area of Wall Street and Linwood Cemetery Road. Also, worked with DOT and their consultant on similar proposal for culvert rehabilitation being planned for under Route 11 Southbound over Cabin Brook and on proposal to replace culverts on Route 85 over Cabin Brook near intersection with Lake Hayward Road.
- Prepared drainage improvement record plan to document drainage improvements completed by PWD at R-2 Baseball Field on Old Hebron Road.
- Met with PWD and paving contractor to define and secure warranty repair work needed to address defective pavement previously installed by paving contractor on Cabin Road and Marvin Road.
- Coordinated with "Solar One" representative to secure warranty work on defective solar light installed on Linwood Ave. and with "SiteScapes" representative to secure warranty work for damaged bench on Lebanon Ave.

2015 - 2016 Objectives

- Update State TAR map and town's Mail-A-Map.
- Coordinate and supervise the 2015 household hazardous waste collection.
- Perform construction inspection for approved Piechta Subdivision on McDonald Rd/Homonick Rd., White Oak Farm Subdivision – Broad Meadow Road and Dunkin Donuts/gas station site at intersection of Route 16 and Route 149.
- Follow up with Local Traffic Authority traffic safety requests to State Traffic Commission including: Proposed crosswalk on Lebanon Ave at Hammond Ct. and traffic signal/safety issues at Route85/Route16/Noel's Plaza drive entrance.
- Assist Planning Dept. with preliminary plans and cost estimates needed for Grant application for proposed Lebanon Ave. Streetscape Improvements in the area between Windham Ave. and the vicinity of Highland Farms driveway.
- Work with town's consultants to develop reconstruction plans and specifications for Paper Mill Road Bridge over Jeremy River and with administration of the planned Norton Mill Dam removal project just downstream of Paper Mill Road Bridge.
- Perform plan reviews for new development proposals as they are submitted.

TOWN OF COLCHESTER
PROPOSED BUDGET

ENGINEERING

ACCOUNT	FY 2012-2013 ACTUAL EXPENDITURES	FY 2013-2014 ACTUAL EXPENDITURES	FY 2014-2015 ADOPTED BUDGET	FY 2014-2015 PROJECTED ACTUALS	FY 2015-2016 PROPOSED BUDGET
Regular Payroll	86,014	88,146	88,146	88,146	88,146
Employee Related Insurances	266	282	291	291	507
FICA & Retirement	13,107	13,393	13,735	13,735	13,735
Copier	573	792	792	792	792
Office Supplies	443	431	445	445	445
Mileage, Training & Meetings	343	350	500	400	500
Professional Memberships	580	580	600	590	600
Professional Services	0	3,900	0	0	0
Refunds	0	10,435	0	0	0
TOTAL	**101,326**	**118,309**	**104,509**	**104,399**	**104,725**

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
13301 - ENGINEERING						
40101 - REGULAR PAYROLL				**88,146**		**88,146**
Town Engineer	1.00	87,396.00	87,396			
Union contract in negotiation						
Longevity	1.00	750.00	750			
41210 - EMPLOYEE RELATED INS.				**507**		**507**
Life/AD&D Insurance	1.00	384.00	384			
Long Term Disability Insurance	1.00	123.00	123			
41230 - FICA & RETIREMENT				**13,735**		**13,735**
FICA	1.00	6,743.00	6,743			
Defined Contribution 401(a) Plan @ 8%	1.00	6,992.00	6,992			
Union contract in negotiation						
42233 - COPIER				**792**		**792**
Monthly lease (shared cost w/ Planning & Code Administration)	1.00	792.00	792			
42301 - OFFICE SUPPLIES				**445**		**445**
Shared cost with Planning & Code Administration	1.00	445.00	445			
43213 - MILEAGE, TRAINING & MEETINGS				**500**		**500**
Inspections, meetings, & workshops	1.00	500.00	500			
43258 - PROFESSIONAL MEMBERSHIPS				**600**		**600**
Professional Registration Fees & membership dues	1.00	600.00	600			
(e.g. CASHO, ASCE & PE license)						
TOTAL ENGINEERING				**104,725**		**104,725**

Town of Colchester
FY 2015 – 2016
Proposed Budget

Department : Public Works - Division of Transfer Station

Mission:
To provide Town residents a legal, sanitary means for disposal of all their waste materials

Description:
The Colchester Transfer Station provides a disposal option to individually-contracted curbside collection services as well as disposal options not typically included the curbside services. The Transfer station also acts as the first Debris stockpile/disposal site for the Town and residents following extreme weather events.

A responsibility of the staff is to reduce disposal costs by monitoring market trends and attempt to gain the lowest disposal cost and highest credits for all disposed products and materials. Work with the Regional Recycling Association to increase recycling percentages and to increase services offered the residents of Colchester.

Staff:
Transfer Station Operator (shared FTE with Highway Division)
Transfer Station Equipment Operator (shared FTE with Fleet Division)

2014 - 2015 Accomplishments

- New Scrap metal contract negotiated.
- Cross trained more staff in operation of station.
- Provided wood mulch for reuse by Town residents
- Continued to construct Improved Traffic Flow ramp.
- Replaced oil / anti-freeze tank.
- 248 households served at the Colchester Household Hazardous Waste Collection event.

Measures (January 1 – December 31)	**2014**	**2013**	**2012**
• Waste Handled (tons):	…..	1451.1	1516.29

2015 – 2016 Objectives

- Rebid Transportation Services.
- Continue to market materials to the most advantageous financial provider/vendor
- Improve safety fencing for users and traffic flow at Transfer Station.
- Determine if working with SCRRRA and State DEEP to provide for Latex Paint Stewardship/Recycling to Town of Colchester residents can be done no increase cost or to conduct such by referring to established private location.
- Replace Deere 710 backhoe as part of Equipment replacement plan.

TOWN OF COLCHESTER
PROPOSED BUDGET

TRANSFER STATION

ACCOUNT	FY 2012-2013 ACTUAL EXPENDITURES	FY 2013-2014 ACTUAL EXPENDITURES	FY 2014-2015 ADOPTED BUDGET	FY 2014-2015 PROJECTED ACTUALS	FY 2015-2016 PROPOSED BUDGET
Regular Payroll	76,315	78,979	87,082	75,047	85,808
Overtime	5,735	6,524	6,000	7,658	6,000
Employee Related Insurances	359	412	413	367	625
FICA & Retirement	9,846	10,336	11,453	8,649	11,291
Office Supplies	237	102	250	250	250
Safety Equipment	517	237	600	240	600
Other Purchased Supplies	485	232	1,100	1,100	1,196
Transportation	92,424	96,607	95,000	95,000	95,000
Mileage, Training & Meetings	452	367	690	690	690
Professional Services	16,778	24,517	29,515	29,515	29,515
Service Contracts	453	625	810	654	690
Uniform Rental	1,010	833	853	856	893
Landfill Operation	830	830	1,000	1,000	3,800
Septage Disposal Facility	13,212	0	0	0	0
Telephone	358	409	420	420	420
Electricity	1,646	1,899	1,800	1,800	1,800
Building Repairs	0	418	1,000	1,000	1,000
Household Hazardous Waste Disposal	16,364	13,874	17,000	17,000	17,000
Vehicle Maintenance & Fuel	23,970	4,712	10,004	9,800	5,764
TOTAL	**260,991**	**241,913**	**264,990**	**251,046**	**262,342**

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
13601- TRANSFER STATION						
40101 - REGULAR PAYROLL				**85,808**		**85,808**
Transfer Station Operator - Step 9 (8 hrs/day)	1.00	46,458.00	46,458			
Equipment Operator - Step 2 (8 hrs/day)	1.00	38,900.00	38,900			
Longevity	1.00	450.00	450			
40103 - OVERTIME				**6,000**		**6,000**
Overtime (not Saturday)	1.00	6,000.00	6,000			
41210 - EMPLOYEE RELATED INS.				**625**		**625**
Life/AD&D Insurance	1.00	384.00	384			
Long Term Disability	1.00	241.00	241			
41230 - FICA & RETIREMENT				**11,291**		**11,291**
FICA	1.00	7,023.00	7,023			
Defined Contribution 401(a) Plan @ 5%	1.00	4,268.00	4,268			
42301 - OFFICE SUPPLIES				**250**		**250**
Cash register supplies, wasp spray, garbage bags, rags, etc.	1.00	250.00	250			
42323 - PROT CLOTHING& SAFETY EQUIP				**600**		**600**
Safety boot allowance	2.00	200.00	400			
Gloves, dust mask, eye/ear protection, vests, etc.	1.00	200.00	200			
42340 - OTHER PURCHASED SUPPLIES				**1,196**		**1,196**
Poles, covers for dumpsters, signage	1.00	300.00	300			
Hand tools - day to day maintenance	1.00	200.00	200			
Paint & paint supplies, graffiti conrol	1.00	100.00	100			
Sand, salt, gravel for safety of roads and pads within stations and spill cleanup	1.00	250.00	250			
Ground supplies - seed, fertilizer, erosion control mats, hay bales, etc.	1.00	250.00	250			
Bottled water	12.00	8.00	96			

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
43212 - TRANSPORTATION				**95,000**		**95,000**
Monthly fees for refuse removal - Town Hall, Fire Department, Senior Center, Library, Grounds, Yard	1.00	95,000.00	95,000			
MSW, bulky and recycling, various commodity accepted, transportation and disposal cost from the Transfer Station						
43213 - MILEAGE, TRAINING & MEETINGS				**690**		**690**
2 training courses @ $75 per course	2.00	75.00	150			
Mileage	12.00	45.00	540			
44208 - PROFESSIONAL SERVICES				**29,515**		**29,515**
Quarterly monitoring	1.00	12,050.00	12,050			
Annual report/hydrogeological study - plume mapping	1.00	2,000.00	2,000			
Contracted brush grinding services	1.00	11,000.00	11,000			
Staff physicals (2 @ $65 each)	2.00	65.00	130			
Pulmonary check-up (one)	1.00	35.00	35			
Drug/alcohol random test screening	1.00	300.00	300			
General discharge permit - water quality monitoring	1.00	2,000.00	2,000			
Annual hillside mowing of landfill	1.00	2,000.00	2,000			
44223 - SERVICE CONTRACTS				**690**		**690**
Portable restroom	12.00	50.00	600			
Annual fire extinguisher services	1.00	90.00	90			
44238 - UNIFORM RENTALS				**893**		**893**
2 employees, 52 weeks	1.00	893.00	893			
44259 - LANDFILL OPERATION				**3,800**		**3,800**
Landfill/Transfer Station operation permit - DEEP	1.00	830.00	830			
Incidental operating expenses	1.00	170.00	170			
Waste oil/Anti Freeze tank replacement	1.00	2,800.00	2,800			
45216 - TELEPHONE				**420**		**420**
Monthly charges	12.00	35.00	420			

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
45622 - ELECTRIC				**1,800**		**1,800**
Electricity	12.00	150.00	1,800			
46226 - BUILDING REPAIRS				**1,000**		**1,000**
Repairs to tipping pad and fencing, gatehouse, garage, storage area	1.00	1,000.00	1,000			
46228 - HOUSEHOLD HAZARD DISPOSAL				**17,000**		**17,000**
Household Hazardous Waste collectionn program	1.00	17,000.00	17,000			
Colchester's share of the 9 annual collection events in Southeastern CT						
46390 - VEHICLE MAINTENANCE & FUEL				**5,764**		**5,764**
Equipment Gasoline/Diesel	600.00	2.94	1,764			
Equipment Repairs	1.00	4,000.00	4,000			
TOTAL TRANSFER STATION				**262,342**		**262,342**

Community & Human Services

TOWN OF COLCHESTER

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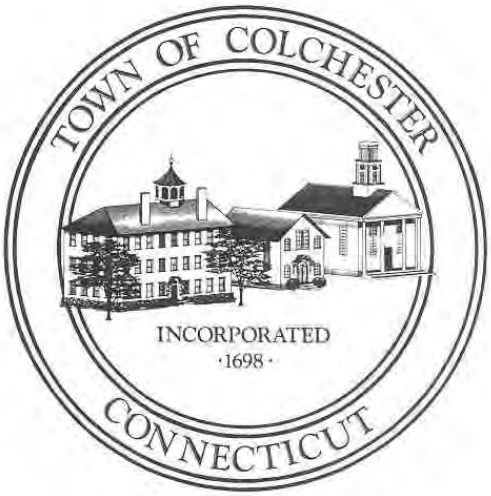
Community & Human Services

Departments

- Youth & Social Services
- Health
- Cragin Memorial Library
- Recreation
- Senior Services


TOWN OF COLCHESTER
INCORPORATED
·1698·
CONNECTICUT

Town of Colchester
FY 2015 – 2016
Proposed Budget

Department: Youth & Social Services

Mission

The Department of Youth & Social Services provides programs and services designed to improve the quality of life for youth, families and individuals so that they may reach their full potential as healthy members of society.

Description

We believe that positive growth and development are fostered when adolescents have developed a sense of competency, a feeling of connectedness to others, a belief in their control over their fate in life and a stable identity. Our youth programs aim to give young people the chance to build skills, exercise leadership, form relationships with caring adults, and help their communities. This framework places value on young people regardless of their situations and emphasizes their strengths and potential.

Our Social Service programs are designed to assist individuals and families in meeting their basic needs and are designed to encourage personal responsibility, foster independence, and promote self-sufficiency while maintaining the dignity and privacy of the client.

Staffing

Director (full time)
Program Coordinators (2 - full time)
Social Services Coordinator (1 regular part-time, 1 seasonal part-time)
Program/Administrative Coordinator (full time)
Youth Center Supervisors (4 - part time)

2014 – 2015 Accomplishments

- Became an approved site for the United Way Mobile Food Truck which has served an average of 70-100 different families each every month.
- Received $30,000 grant for Juvenile Justice/School Based arrests project
- Over 100 youths and adults attended a Community Conversation titled, Generation Rx: the facts about Opiate abuse, sponsored by Youth FIRST Coalition.
- Trained 150 community members in QPR suicide prevention
- In 2014 the Summer Lunch Program provided 1,316 lunches to Colchester children, with an average of 40 kids participating each day.
- Expanded the Back-To-School Clothing Program to include new school clothes as well as supplies and backpacks. As a result: 105 kids received school supplies, 45 received backpacks, 50 kids received new clothes and 15 received gift certificates for haircuts.
- Approximately 200 (unduplicated) families utilized the food bank in the past year.
- More than 200 middle school students have participated in the drop-in youth center program.

Measures (January 1 – December 31)	**2014**	**2013**	**2012**
• Families Served by Food Bank (duplicated):	2,013	1,283	1,119
• Pounds of food distributed:	68,163	64,771	57,208
• Households Served by Fuel Bank:	60	42	55
• Energy Assistance Applications (all source):	370	364	496
• Number of Programs:	298	281	310
• Program Participants:	7,973	6,429	8,658
• Volunteer Hours	1,448	1,247	1,184

2015 – 2016 Objectives

- Provide at least 5 different school based programs throughout the school year
- Keep abreast of issues and trends impacting adolescents through professional development opportunities.
- Continue research to develop a proposal for a community wide mentoring program that meets the diverse needs of our youth.
- Expand summer lunch program to two sites this year to accommodate older kids and teens.

TOWN OF COLCHESTER
PROPOSED BUDGET

YOUTH & SOCIAL SERVICES

ACCOUNT	FY 2012-2013 ACTUAL EXPENDITURES	FY 2013-2014 ACTUAL EXPENDITURES	FY 2014-2015 ADOPTED BUDGET	FY 2014-2015 PROJECTED ACTUALS	FY 2015-2016 PROPOSED BUDGET
Regular Payroll	224,737	225,966	234,984	232,654	248,911
Contractual, Temporary, Occasional Payroll	7,770	9,048	9,488	10,064	12,168
Employee Related Insurances	815	826	960	944	1,565
FICA & Retirement	28,678	29,830	33,385	31,021	36,009
Copier	1,791	2,293	1,900	2,657	2,048
Office Supplies	1,743	1,389	1,800	1,800	1,800
Custodial/Maintenance Supplies	0	1,305	1,500	1,500	1,575
Mileage, Training & Meetings	1,339	1,667	2,120	2,000	2,000
Professional Memberships	555	565	575	575	575
Professional Services	169	354	11,500	9,300	11,500
Postage	801	627	600	600	600
Service Contracts	694	769	1,000	850	840
Printing & Publications	843	797	1,000	600	400
Telephone	1,036	1,109	1,020	1,020	2,160
Fuel & Heating	2,616	4,458	3,250	3,840	3,190
Electricity	1,112	1,377	907	1,375	1,400
Building Repairs	1,000	2,247	2,000	2,000	2,000
Vehicle Maintenance & Fuel	3,596	4,247	5,090	5,090	4,950
Programs	15,143	20,562	19,000	19,000	24,000
Building & Grounds Improvements	0	3,500	0	0	1,000
TOTAL	**294,438**	**312,936**	**332,079**	**326,890**	**358,691**

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
14102 - YOUTH & SOCIAL SERVICES						
40101 - REGULAR PAYROLL				**257,138**		**248,911**
Youth & Social Services Director	1.00	72,484.00	72,484			
Union contract in negotiation						
Program Coordinator II (7 hrs/day)	1.00	50,013.00	50,013			
Program Coordinator I (7 hrs/day)	1.00	45,740.00	45,740			
Administrative Assistant & Program Coordinator (7 hrs/day)	1.00	42,861.00	42,861			
Social Services Coordinator - (7 hrs/day)	1.00	41,137.00	41,137		(8,227)	
Increase hours from 22 hrs/week to 28 hrs/week						
Department request - increase from 22 hrs/week to full-time 35 hrs/week						
Social Services Coordinator - Part-time (14 hrs/week for 14 weeks)	1.00	4,153.00	4,153			
Longevity	1.00	750.00	750			
40105 - CONTR TEMP OCCAS				**13,552**		**12,168**
YSB Center Supervisor (2 hrs/day, 68 days)	1.00	2,092.00	2,092			
YSB Center Supervisor (2 hrs/day, 68 days)	1.00	2,092.00	2,092			
YSB Center Supervisor (2 hrs/day, 68 days)	1.00	3,476.00	3,476		(1,384)	
Department request - increase to 113 days for Summer lunch program						
YSB Center Supervisor (3 hrs/day, 77 days)	1.00	3,800.00	3,800			
YSB Center Supervisor (2 hrs/day, 68 days)	1.00	2,092.00	2,092			
New position (reinstatement of position eliminated in prior years)						
41210 - EMPLOYEE RELATED INS.				**1,917**		**1,565**
Life/AD&D insurance	1.00	1,076.00	1,076			
Long Term Disability insurance	1.00	489.00	489			
Life/AD&D insurance	1.00	230.00	230		(230)	
Request to increase of Social Service Coordinator to full-time						
Long Term Disability insurance	1.00	122.00	122		(122)	
Request to increase of Social Service Coordinator to full-time						
41230 - FICA & RETIREMENT				**39,829**		**36,009**
FICA	1.00	20,548.00	20,548		(735)	
Defined Contribution 401(a) Plan - Youth & Social Services Director @ 8%	1.00	5,799.00	5,799			
Union contract in negotiation						
Defined Contribution 401(a) Plan - Program Coordinators and Administrative Assistant @ 7.5%	1.00	10,397.00	10,397			
Defined Contribution 401(a) Plan - Social Services Coordinator	1.00	3,085.00	3,085		(3,085)	
Request to increase of Social Service Coordinator to full-time						

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
42233 - COPIER				**2,048**		**2,048**
Copier lease - July (lease expires 7/31/15)	1.00	138.00	138			
Copier lease - August-June	11.00	85.00	935			
Per copy charges	1.00	975.00	975			
42301 - OFFICE SUPPLIES				**1,800**		**1,800**
42331 - CUSTODIAL/MAINTENANCE SUPPLIES				**1,575**		**1,575**
Custodial & building maintenance supplies	1.00	1,575.00	1,575			
43213 - MILEAGE, TRAINING & MEETINGS				**2,000**		**2,000**
Registration fees for professional development conferences/training	1.00	1,200.00	1,200			
Mileage reimbursement	1.00	800.00	800			
43258 - PROFESSIONAL MEMBERSHIPS				**575**		**575**
CYSA Membership	1.00	475.00	475			
CT Clearinghouse	1.00	20.00	20			
CT Local Administrators of Social Services	1.00	80.00	80			
44208 - PROFESSIONAL SERVICES				**11,500**		**11,500**
Fees For Public Passenger Endorsement	1.00	300.00	300			
Substance Abuse counseling program	1.00	11,200.00	11,200			
44217 - POSTAGE				**600**		**600**
Brochures, printing, advertising	1.00	600.00	600			
44223 - SERVICE CONTRACTS				**840**		**840**
Fire alarm testing - Youth Center	1.00	100.00	100			
Fire alarm monitoring - Youth Center	1.00	240.00	240			
Boiler inspection and maintenance - Youth Center	1.00	360.00	360			
Water cooler rental - Youth Center	12.00	7.50	90			
Fire extinguisher inspection	1.00	50.00	50			

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
44232 - PRINTING & PUBLICATIONS				**400**		**400**
Brochures, forms, envelopes	1.00	400.00	400			
45216 - TELEPHONE				**2,160**		**2,160**
Youth Center phone line for alarm monitoring	12.00	40.00	480			
Youth Center phone, internet & cable	12.00	140.00	1,680			
45221 - FUEL/HEATING				**3,190**		**3,190**
Heating oil - Youth Center	1,100.00	2.90	3,190			
45622 - ELECTRIC				**1,400**		**1,400**
Electricity - Youth Center	1.00	1,400.00	1,400			
46226 - BUILDING REPAIRS				**2,000**		**2,000**
Youth Center - unanticipated plumbing, heating, building repairs	1.00	2,000.00	2,000			
46390 - VEHICLE MAINTENANCE & FUEL				**4,950**		**4,950**
Repairs and maintenance	1.00	2,000.00	2,000			
Unleaded gasoline	1,000.00	2.95	2,950			
47282 - PROGRAMS				**24,000**		**24,000**
Youth programs, curriculum, videos, materials, supplies, refreshments, etc.	1.00	14,000.00	14,000			
Contribution to Colchester Collaborative for Children (C3)	1.00	10,000.00	10,000			
48417 - BUILDING & GROUNDS IMPROVEMENTS				**1,000**		**1,000**
Improvements to Youth Center	1.00	1,000.00	1,000			
TOTAL YOUTH & SOCIAL SERVICES				**372,474**		**358,691**

Town of Colchester
FY 2015 – 2016
Proposed Budget

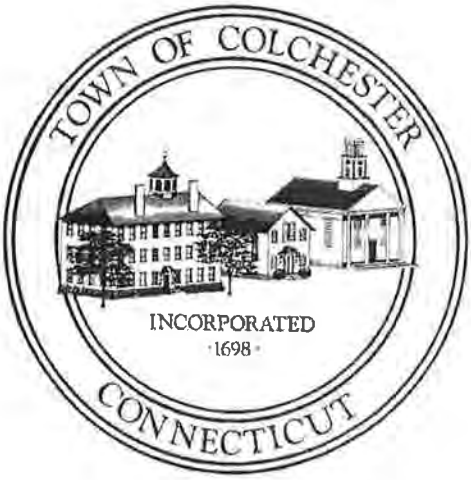
Department: Health

Description

Colchester is a member of the Chatham Health District.

The Chatham Health District serves the Towns of Colchester, East Haddam, East Hampton, Haddam, Hebron, Marlborough and Portland, and provides public health programs in nine target areas:

1. Public Health Statistics
2. Health Education
3. Nutritional Services
4. Maternal and Child Health Services
5. Communicable and Chronic Disease Control
6. Environmental Health
7. Community Nursing
8. Emergency Medical Services Planning / Emergency Response Planning
9. Bio-Terrorism Planning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TOWN OF COLCHESTER
PROPOSED BUDGET

HEALTH

ACCOUNT	FY 2012-2013 ACTUAL EXPENDITURES	FY 2013-2014 ACTUAL EXPENDITURES	FY 2014-2015 ADOPTED BUDGET	FY 2014-2015 PROJECTED ACTUALS	FY 2015-2016 PROPOSED BUDGET
Chatham Health District	132,759	136,289	144,874	144,874	152,333
TOTAL	**132,759**	**136,289**	**144,874**	**144,874**	**152,333**

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
14201 - HEALTH						
47260 - CHATHAM HEALTH DISTRICT				**152,333**		**152,333**
Per capita fees	1.00	152,333.00	152,333			
Based on Department of Public Health 2013 population estimate of 16,210						
TOTAL HEALTH				**152,333**		**152,333**

Town of Colchester
FY 2015-2016
Proposed Budget

Department: Cragin Memorial Library

Mission

The Cragin Memorial Library has been the public library of the town of Colchester since 1905. It is the Library's mission to provide for the informational, cultural, and recreational needs of the people of Colchester through the provision of an organized collection of print, multimedia, and electronic resources. The Library will work to provide people of all ages with high demand, high interest resources in a variety of formats.

Description

The Cragin Memorial Library serves the residents of Colchester with a collection of 63,000 items and is open 47 hours each week. Fifty-two percent of town residents have a valid library card. In addition to a comprehensive collection of book and media offerings, the Library provides free programs for all ages, personal service, Inter-Library Loan, public Internet computers, and Wireless Internet access to the Library's visitors. The Library also serves as a community destination, hosting hundreds of community activities for many organizations including scouts, sports league registration, and civic groups.

The Library is a town department with an advisory board to consult on policies and the general activity of the Library. The Library's programming is made possible through the community support provided by the Friends of Cragin Memorial Library.

Staffing

Library Director
Children's & Youth Services Librarian
Assistant Director/Adult Services Coordinator
Library Programming Assistant (part time)
Cataloger
Circulation Supervisor
Assistant to Children's Librarian
Library Assistants (part-time - 3)
Shelver (part-time – 3)

2014-2015 Accomplishments

- Provided weekly bookmobile service to summer day camp programs, serving approximately 500 children.
- Monthly outreach visits to local early childhood settings.
- Initial survey of historic Colchester materials
- Support Library Board and Friends of the Library fundraising for a total of $15,000

Measures (January 1 – December 31)	**2014**	**2013**	**2012**
• Circulation (Total Items Borrowed):	139,382	138,672	144,316
• Inter-Library Loan Items Borrowed:	7,292	4,985	5,351
• Inter-Library Loan Items Loaned:	4,639	4,324	4,917
• Computer Uses:	15,382	16,373	13,203
• Reference Questions:	8,338	10,545	10,298
• Total Programs:	458	505	526
• Total Program Attendance:	8,398	8,734	8,955
• Meeting Room Uses:	536	695	638
• Meeting Room Attendance:	4,215	5,562	5,542

2015-2016 Objectives

- Reinstatement of Saturday hours to six hours, year-round.
- Maintain Summer Outreach bookmobile services for six locations.
- Provide regular library programming for teens. (Pending Federal/State LSTA grant funding)
- Creation of MakerSpace for all ages, featuring 3-D Printer and other technology tools.
- Support Library Board and Friends of the Library fundraising for a total of $17,500.

TOWN OF COLCHESTER
PROPOSED BUDGET

CRAGIN LIBRARY

ACCOUNT	FY 2012-2013 ACTUAL EXPENDITURES	FY 2013-2014 ACTUAL EXPENDITURES	FY 2014-2015 ADOPTED BUDGET	FY 2014-2015 PROJECTED ACTUALS	FY 2015-2016 PROPOSED BUDGET
Regular Payroll	324,815	332,627	336,572	332,687	350,622
Employee Related Insurances	1,155	1,277	1,270	1,257	2,033
FICA & Retirement	42,019	42,865	44,708	42,551	46,080
Copier	1,612	2,921	4,000	4,000	2,360
Office Supplies	4,024	3,789	3,900	3,860	3,900
Custodial/Maintenance Supplies	1,643	4,009	3,500	3,370	3,500
Books, Magazines, & Periodicals	48,500	48,482	48,500	48,500	50,000
Library Media Supplies	4,985	2,708	4,000	3,890	4,000
Mileage, Training & Meetings	713	1,248	1,000	930	1,000
Professional Memberships	990	1,013	1,045	1,095	1,095
Data Processing	30,945	31,540	31,740	31,740	31,740
Postage	264	295	300	250	300
Service Contracts	5,385	7,770	9,717	8,745	9,555
Printing & Publications	183	211	400	600	1,200
Telephone	2,723	2,759	3,000	2,750	3,000
Fuel & Heating	11,547	13,525	13,000	15,350	11,600
Water & Sewer	2,879	2,892	2,890	2,918	2,918
Electricity	34,750	32,914	28,565	26,000	28,565
Equipment Repairs	80	0	200	735	200
Building Repairs	1,027	1,995	1,500	1,500	1,500
Programs	499	361	500	500	750
TOTAL	**520,738**	**535,201**	**540,307**	**533,228**	**555,918**

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
15101 - CRAGIN LIBRARY						
40101 - REGULAR PAYROLL				**354,072**		**350,622**
Director	1.00	80,484.00	80,484			
Union contract in negotiation						
Assistant Director (7 hrs/day)	1.00	53,446.00	53,446			
Children's Librarian (7 hrs/day)	1.00	54,380.00	54,380			
Cataloger (7 hrs/day)	1.00	38,090.00	38,090			
Circulation Supervisor (7 hrs/day)	1.00	37,239.00	37,239			
Assistant to Children's Librarian (7 hrs/day)	1.00	30,476.00	30,476			
Programming Assistant (13 hrs/week)	1.00	13,617.00	13,617			
Part-time Library Assistant (17.25 hrs/week)	1.00	12,510.00	12,510			
Part-time Library Assistant (13 hrs/week)	1.00	8,379.00	8,379			
Part-time Library Assistant (12.125 hrs/week)	1.00	7,815.00	7,815			
Part-time Shelver (1.5 hrs/day)	1.00	3,807.00	3,807			
Part-time Shelver (1.5 hrs/day)	1.00	3,807.00	3,807			
Part-time Shelver (1.5 hrs/day)	1.00	3,807.00	3,807			
Reinstate Saturday hours - Summer	1.00	1,679.00	1,679		(1,679)	
Reinstate Saturday hours - School year	1.00	2,765.00	2,765			
Summer bookmobile hours - visit 6 Childrens Summer Program (new program)	1.00	1,771.00	1,771		(1,771)	
41210 - EMPLOYEE RELATED INS.				**2,033**		**2,033**
Life/AD&D insurance.	1.00	1,344.00	1,344			
Long Term Disability insurance.	1.00	689.00	689			
41230 - FICA & RETIREMENT				**46,345**		**46,080**
FICA	1.00	26,611.00	26,611			
Defined Contribution 401(a) Plan - Director @ 8%	1.00	6,439.00	6,439			
Union contract in negotiation						
Defined Contribution 401(a) Plan - Staff @ 6%	1.00	12,818.00	12,818			
FICA - Reinstate Saturday hours - Summer	1.00	129.00	129		(129)	
FICA - Reinstate Saturday hours - School year	1.00	212.00	212			
FICA - Summer bookmobile hours - visit 6 Childrens' Programs (new initiative)	1.00	136.00	136		(136)	

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

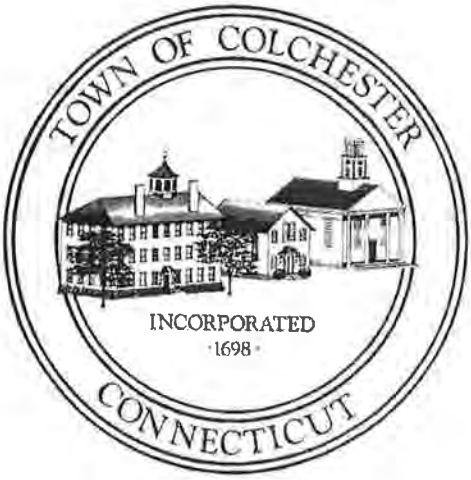
	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
42233 - COPIER				**2,360**		**2,360**
Monthly lease payments	12.00	180.00	2,160			
Per copy charges	4.00	50.00	200			
42301 - OFFICE SUPPLIES				**3,900**		**3,900**
Office supplies. Copier and printer paper, toner, general office materials	1.00	3,900.00	3,900			
42331 - CUSTODIAL/MAINTENANCE SUPPLIES				**3,500**		**3,500**
Custodial & building maintenance supplies: cleaners, carpet shampoo, toilet paper, paper towels & light bulbs	1.00	3,500.00	3,500			
42342 - BOOKS, MAGAZINES & PERIODICALS				**50,000**		**50,000**
Books, magazines, DVDs, audiobooks, e-books for all ages	1.00	50,000.00	50,000			
42344 - LIBRARY MEDIA SUPPLIES				**4,000**		**4,000**
Processing and repair materials for library materials	1.00	4,000.00	4,000			
43213 - MILEAGE, TRAINING & MEETINGS				**1,000**		**1,000**
Staff development including workshops, conferences & mileage	1.00	1,000.00	1,000			
43258 - PROFESSIONAL MEMBERSHIPS				**1,095**		**1,095**
American Library Association (ALA) - Professional journal, continuing education, and discounted purchases	1.00	135.00	135			
Connecticut Library Consortium (CLC) Statewide Library discount program & continuing education Provides deep discounts for library materials & supplies	1.00	610.00	610			
Connecticut Library Association (CLA) Continuing Education and discounts.	1.00	175.00	175			
Public Library Association (PLA) - Professional journal, continuing education, and discounted purchases	1.00	70.00	70			
Colchester Business Association	1.00	90.00	90			
Friends of Connecticut Libraries - newsletter & volunteer development	1.00	15.00	15			

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
44205 - DATA PROCESSING				**31,740**		**31,740**
Consortium membership - regionalization, resource sharing, and integrated library software system	1.00	31,740.00	31,740			
44217 - POSTAGE				**300**		**300**
Business correspondence, overdue notices, etc.	1.00	300.00	300			
44223 - SERVICE CONTRACTS				**9,555**		**9,555**
HVAC system service & repair	1.00	1,425.00	1,425			
Mandated elevator service	1.00	850.00	850			
Elevator inspections	1.00	150.00	150			
Sprinkler system	1.00	600.00	600			
Fire alarm service & repair	1.00	450.00	450			
Fire alarm monitoring	1.00	240.00	240			
Security system service & repair	1.00	150.00	150			
Security system monitoring	1.00	240.00	240			
Fire extinguisher service	1.00	600.00	600			
Call backs for repairs & service and electrician	1.00	1,200.00	1,200			
Annual Cataloging Fee	1.00	550.00	550			
iConn statewide database	1.00	350.00	350			
Movie Licensing Contract	1.00	400.00	400			
Anti-virus software	1.00	1,200.00	1,200			
JobNow online job seeker's service	1.00	250.00	250			
Software contracts - desktop & workstation security, public computer session & print management	1.00	900.00	900			
44232 - PRINTING & PUBLICATIONS				**1,200**		**1,200**
Library share of distribution costs of Colchester Connection	1.00	1,200.00	1,200			
45216 - TELEPHONE				**3,000**		**3,000**
Monthly telephone charges	1.00	3,000.00	3,000			

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
45221 - FUEL/HEATING				**11,600**		**11,600**
Heating oil - Library	4,000.00	2.90	11,600			
45222 - WATER & SEWER				**2,918**		**2,918**
Water - quarterly billing	4.00	167.00	668			
Sewer - quarterly billing	4.00	139.00	556			
Fire protection - quarterly billing	4.00	376.00	1,504			
Backflow inspection	1.00	80.00	80			
Backflow test	1.00	110.00	110			
45622 - ELECTRIC				**28,565**		**28,565**
Cragin Library	1.00	28,565.00	28,565			
46224 - EQUIPMENT REPAIRS				**200**		**200**
Minor office equipment repair.	1.00	200.00	200			
46226 - BUILDING REPAIRS				**1,500**		**1,500**
Painting; minor plumbing, electrical & heat repairs; lighting ballasts	1.00	1,500.00	1,500			
47282 - PROGRAMS				**750**		**750**
Supplies for library programs for all ages	1.00	750.00	750			
TOTAL CRAGIN LIBRARY				**559,633**		**555,918**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Department: Recreation

Mission
To create a healthy community through people, parks and programs.

Description
Colchester Parks & Recreation strives to build a stronger, healthier, more active community by providing safe and attractive parks and facilities and offering interesting and exciting programs and events that bring our residents together.

The Recreation Division administers a wide variety of programs and services for all ages and interests, including summer day camp, instructional programs, trips, special events (57 Fest, Summer Concerts), community theater and orchestra, sports, after-school programs, and more.

Staffing

Recreation Manager (full time)
Recreation Supervisor (full time)
Office Assistant (part-time)
Recreation Specialist (part-time) (funded through P&R Program Fund)

2014 - 2015 Accomplishments

- Produced multiple large community events and had record attendance including: 57 Fest, Summer Concerts, Spring Clean-Up, Ghost Run, Holiday Homecoming, Trick or Trunk, International Food Festival which serve over 11,000 participants
- Saw a positive profit in the Program Fund for FY 2013-14
- Processed 4950 program enrollments
- Streamlined Day Camp operations and registration procedures and had record levels of attendance at camp. Camp registrations increased by 10%
- Assisted the Colchester Business Association in coordinating and running their Scarecrow Contest and Tag Sale on the Green.
- Procured a youth tennis grant for 2 consecutive years
- Improved our marketing initiatives via email and use of social media.
- Trained up to the 300 level in Incident Command (ICS) to better handle town wide emergencies
- Re-elected to the Board of Directors for the CT Recreation and Parks Association
- Coordinated and increased the distribution of the town-wide Colchester Connections which comes out 4x per year
- Worked collaboratively with C3 to increase program offerings and improve health and wellness for youth in Colchester
- Developed cooperative partnerships and sponsorships with local businesses, non-profits, organizations, and regional recreation departments
- Supported, oversaw and advised several sponsored community groups:
    - Colchester Civic Orchestra and Choir: produced 5 shows, held 44 practice sessions a year for its 50 members. 600 people attended their performances. Performed at the Bushnell with the Traveler's Choir with an estimated audience of 1000 and appeared in a short film.
    - Colchester Community Theatre: consists of 100 dues paying members, produced 2 musicals consisting of 140 cast members, supports over 100 volunteers, 2,600 people attended their performances.
    - Colchester Dog Park: consists of 7 committee members and volunteers, ran 4 fundraising events generating over $1600, upgraded the park by repairing benches, maintained new poop bag dispensers, purchased and installed ramps and new doggy play equipment for the 2 acre dog park.
    - Endorsed Youth Sport Leagues: consist of 6 leagues that serve over 5000 of Colchester youth.
    - Endorsed Adult Sport leagues: consist of 3 leagues that schedule fields and gyms throughout the year. Serve over 300 adults.

Measures (January 1 – December 31)	**2014**	**2013**	**2012**
• Programs:	1152	1219	956
• Participants:	18,520	20,686	18,056
• Large Events:	29	26	26

2015 - 2016 Objectives

- Keep abreast of issues facing youth and families and trends in Parks and Recreation through professional development opportunities an connecting with the community
- Expect to garner a positive fund balance in the Recreation Program Fund
- Adhere to the policy for the Program Fund Surplus
- Add more outdoor recreation programs for youth and adults
- Investigate a solution to solve our transportation issue during the summer months

TOWN OF COLCHESTER
PROPOSED BUDGET

RECREATION

ACCOUNT	FY 2012-2013 ACTUAL EXPENDITURES	FY 2013-2014 ACTUAL EXPENDITURES	FY 2014-2015 ADOPTED BUDGET	FY 2014-2015 PROJECTED ACTUALS	FY 2015-2016 PROPOSED BUDGET
Regular Payroll	72,887	126,709	127,556	126,277	131,867
Overtime	3,776	866	1,127	239	1,344
Contractual, Temporary, Occasional Payroll	0	0	5,000	6,116	5,000
Employee Related Insurances	232	453	447	447	706
FICA & Retirement	9,211	17,011	17,772	17,625	18,387
Copier	2,950	2,958	2,316	2,616	2,616
Office Supplies	2,009	1,499	1,800	1,800	2,200
Mileage, Training & Meetings	4,532	4,994	3,750	3,800	6,300
Professional Memberships	365	1,090	1,190	1,190	1,190
Professional Services	0	1,200	950	950	950
Postage	383	337	1,200	1,200	1,200
Service Contracts	5,437	5,800	3,500	3,500	3,820
Advertising	0	25	500	250	250
Printing & Publications	602	894	500	1,200	1,700
Equipment Rental	0	0	2,000	1,500	1,500
Uniform Rental	300	400	450	450	450
Telephone	2,671	2,427	2,880	2,880	2,880
Machinery & Equipment	1,673	0	0	0	0
Office Equipment	1,567	0	0	0	0
TOTAL	**108,595**	**166,663**	**172,938**	**172,040**	**182,360**

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
15201 - RECREATION						
40101 - REGULAR PAYROLL				**131,867**		**131,867**
Recreation Manager	1.00	61,987.00	61,987			
Administrative Assistant (5 hrs/day)	1.00	14,777.00	14,777			
Recreation Supervisor	1.00	54,603.00	54,603			
Longevity	1.00	500.00	500			
40103 - OVERTIME				**1,344**		**1,344**
Meeting Clerk - Parks & Recreation Commission	1.00	1,344.00	1,344			
40105 - CONTR TEMP OCCAS				**5,000**		**5,000**
Seasonal office/programming assistance	1.00	5,000.00	5,000			
41210 - EMPLOYEE RELATED INS.				**706**		**706**
Life/AD&D insurance.	1.00	461.00	461			
Long Term Disability insurance.	1.00	245.00	245			
41230 - FICA & RETIREMENT				**18,387**		**18,387**
FICA	1.00	10,573.00	10,573			
Defined Contribution 401(a) Plan - Recreation Manager @ 6%	1.00	3,719.00	3,719			
Defined Contribution 401(a) Plan - Recreation Supervisor @ 7.5%	1.00	4,095.00	4,095			
42233 - COPIER				**2,616**		**2,616**
Monthly lease payments	12.00	168.00	2,016			
Copier paper	1.00	300.00	300			
Per copy charges	1.00	300.00	300			
42301 - OFFICE SUPPLIES				**2,200**		**2,200**
43213 - MILEAGE, TRAINING & MEETINGS				**7,600**		**6,300**
Mileage	1.00	3,000.00	3,000		(1,000)	
CRPA, CPA, AMC & ACA trainings	1.00	1,800.00	1,800		(300)	
Office staff training	1.00	300.00	300			
NRPA & ACA revenue & leadership training	1.00	2,500.00	2,500			

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
43258 - PROFESSIONAL MEMBERSHIPS				**1,190**		**1,190**
Professional certification renewal & test fee (CPRP & CEUs)	1.00	255.00	255			
National Recreation & Parks Association	1.00	390.00	390			
New England Parks Association	1.00	285.00	285			
CT Recreation & Parks Association	1.00	260.00	260			
44208 - PROFESSIONAL SERVICES				**950**		**950**
Interpreting Services - Meetings	1.00	600.00	600			
Music licensing fee	1.00	350.00	350			
44217 - POSTAGE				**1,200**		**1,200**
44223 - SERVICE CONTRACTS				**3,820**		**3,820**
Activenet/Facility Reservation software user fee	1.00	3,320.00	3,320			
Portable toilet rental - Special Events	1.00	500.00	500			
44231 - ADVERTISING				**250**		**250**
44232 - PRINTING & PUBLICATIONS				**1,700**		**1,700**
Printing of flyers and Special Event promotional materials, and Colchester Connections	1.00	1,700.00	1,700			
44237 - EQUIPMENT RENTAL				**1,500**		**1,500**
Generators, light towers, etc.	1.00	1,500.00	1,500			
44238 - UNIFORM RENTALS				**450**		**450**
Recreation staff uniforms.	1.00	450.00	450			
45216 - TELEPHONE				**2,880**		**2,880**
On-line faxes (within computer) - annual charge	1.00	120.00	120			
Cell phone - Rec Manager, Rec Supervisor, & Rec Specialist	12.00	150.00	1,800			
Land Line Phone & DSL Phone at Rec. Plex	12.00	80.00	960			
48416 - OFFICE EQUIPMENT				**2,000**		**0**
Desk unit and shelves for Recreation Supervisor	1.00	2,000.00	2,000		(2,000)	
TOTAL RECREATION				**185,660**		**182,360**

TOWN OF COLCHESTER

INCORPORATED

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CONNECTICUT

Town of Colchester
FY 2015-2016
Proposed Budget

Department: Senior Services

Mission Statement

It is the mission of the Colchester Senior Center to support older adults in their desire to age optimally by providing programs and services designed to promote their independence, health, wellness and overall quality of life.

Description

The Colchester Senior Center is a social, educational, recreational and wellness resource center for older adults, serving senior citizens, aged 55 years and over. We provide an array of programs, classes and special events to meet the needs, abilities and interests of those we serve; information and referrals for local and state resources; local and out-of-town transportation services; meaningful volunteer opportunities and a nutritionally-balanced hot lunch program served daily.

Staffing

Director (full time)
Program Coordinator (full time)
Administrative Assistant (full time)
Bus Driver (1) (full time)
Bus Driver (2) (1 part time, 1 part-time, grant funded)
Bus Driver (1) (per diem)
Recreational Therapy Coordinator (part-time, grant funded)

2014-2015 Accomplishments

- Realized substantial increases in attendance for program participation, number of programs offered, ridership through our transportation services, information and referrals, social service clients served, volunteer hours and meals served.
- Tracked new member registration to include 127 new members for 2014, for a total of 766 active members.
- Secured grant funding totaling $54,228.00.
- Secured gift funding of $9,515.00.
- Hosted a series of successful fundraisers, with revenues totaling $7,922.92.
- Created Policies and Procedures Manual for Department of Senior Services, in collaboration with a sub-committee from the COA.
- Completed planned renovations to the building, including a large-scale Eagle Scout Project.

- Developed Colchester Senior Center Computer Lab with new equipment purchased with funds raised in Golf Tournament Fundraiser and recruited new volunteers to lead computer classes and workshops.
- Increased hours of operation, within current staffing ratios, to include evening hours on Wednesday evenings until 6:00 p.m.
- Increased fitness programming and Baby Boomer friendly programs.
- Increased community partnerships for sponsorship of health & wellness programs, goods/prizes, meals and entertainment.
- Served as chair of TRIAD Committee, which successfully raised funds to purchase File of Life kits and added a TRIAD article to the monthly newsletter, for safety education and senior advocacy.

Measures (January 1 – December 31)	**2014**	**2013**	**2012**
• Total Visits to the Senior Center (unduplicated)	11,090	10,565	3,142
• Total Clients Served (duplicated)	13,671	12,158	11,423
• Total Programs Sessions Offered	1,833	1,309	1,387
• Transportation, non-medical (total # of rides)	10,361	9,007	10,706
• Transportation, medical (total # of rides)	2,376	2,215	1,495
• Information and Referrals	5,098	3,971	3,435
• Social Service Clients (total served)	338	288	362
• Memories Program (total units of service)	3,987.5	4,167	3,732
• Volunteer Hours (total hours)	5,070	4,662.5	5,759.5
• Senior Center sponsored Travel Opportunities (attendees)	371	228	187
• Meals On Wheels Deliveries	4,493	4,424	4,561
• Meals Served Onsite (Community Café/Bistro/Specials)	2,644	2,458	1,798

Objectives for 2015-2016

- Implement MySenior Center system including staff training and member education.
- In conjunction with new software, initiate formal membership procedures for the senior center.
- Obtain DOT 5310 grant funding for the replacement of senior center bus.
- Develop a strategic plan, in collaboration with the Commission on Aging and Board of Selectman for the growing needs of the senior population in Colchester, which are projected to represent 40% of the population by the year 2030.

TOWN OF COLCHESTER
PROPOSED BUDGET

SENIOR SERVICES

ACCOUNT	FY 2012-2013 ACTUAL EXPENDITURES	FY 2013-2014 ACTUAL EXPENDITURES	FY 2014-2015 ADOPTED BUDGET	FY 2014-2015 PROJECTED ACTUALS	FY 2015-2016 PROPOSED BUDGET
Regular Payroll	152,118	176,387	181,064	181,083	185,194
Contractual, Temporary, Occasional Payroll	2,338	3,359	3,720	3,600	3,200
Employee Related Insurances	640	721	889	801	1,451
FICA & Retirement	20,079	18,445	25,454	25,571	26,054
Copier	690	1,214	1,775	3,775	3,775
Office Supplies	1,115	1,100	500	500	1,000
Custodial/Maintenance Supplies	1,168	1,416	1,200	1,350	1,350
Mileage, Training & Meetings	210	232	250	275	750
Professional Memberships	100	20	300	150	325
Professional Services	517	364	1,210	985	960
Building Rental	3,650	3,705	19,705	16,000	19,705
Postage	280	100	300	300	350
Service Contracts	1,716	1,863	2,380	2,164	6,664
Printing & Publications	398	544	350	350	700
Telephone	3,161	3,306	3,300	3,300	3,300
Fuel & Heating	11,130	11,445	11,375	11,375	10,150
Electricity	6,440	6,588	6,500	6,500	6,500
Equipment Repairs	0	96	500	500	500
Building Repairs	1,577	3,693	1,500	1,300	1,500
Vehicle Maintenance & Fuel	22,838	17,969	17,478	17,478	16,890
Building & Grounds Improvements	0	0	0	0	0
TOTAL	**230,165**	**252,567**	**279,750**	**277,357**	**290,318**

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
15401 - SENIOR SERVICES						
40101 - REGULAR PAYROLL				**185,194**		**185,194**
Director	1.00	53,300.00	53,300			
Union contract in negotiation						
Program Coordinator (7.5 hrs/day)	1.00	41,315.00	41,315			
Administrative Assistant (7.5 hrs/day)	1.00	42,857.00	42,857			
Bus Driver (7 hrs/day)	1.00	28,079.00	28,079			
Part-time bus driver (5 hrs/day)	1.00	18,393.00	18,393			
Longevity	1.00	1,250.00	1,250			
40105 - CONTR TEMP OCCAS				**3,200**		**3,200**
Substitute drivers to cover vacations, etc. - part-time bus driver hourly rate	1.00	3,200.00	3,200			
41210 - EMPLOYEE RELATED INS.				**1,451**		**1,451**
Life/AD&D Insurance.	1.00	999.00	999			
Long Term Disability insurance.	1.00	452.00	452			
41230 - FICA & RETIREMENT				**26,054**		**26,054**
FICA	1.00	14,412.00	14,412			
Defined Contribution 401(a) Plan - Senior Citizens Director @ 8%	1.00	4,264.00	4,264			
Union contract in negotiation						
Defined Contribution 401(a) Plan -	1.00	4,164.00	4,164			
Program Coordinator & FT Bus driver @ 6%						
Defined Contribution 401(a) Plan - Administrative Assistant @ 7.5%	1.00	3,214.00	3,214			
42233 - COPIER				**3,775**		**3,775**
Monthly lease payments	12.00	124.00	1,488			
Per copy charges	1.00	2,287.00	2,287			
42301 - OFFICE SUPPLIES				**1,000**		**1,000**
Folders, copy paper, envelopes & paper goods	1.00	1,000.00	1,000			
42331 - CUSTODIAL/MAINTENANCE SUPPLIES				**1,350**		**1,350**
Kitchen and bath paper goods, soap and misc. disposable goods	1.00	1,350.00	1,350			

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
43213 - MILEAGE, TRAINING & MEETINGS				**750**		**750**
Mileage for home visits, meetings, training and conferences	1.00	350.00	350			
Local CASCP & CAMAE conferences, training for local and state programs	1.00	400.00	400			
43258 - PROFESSIONAL MEMBERSHIPS				**325**		**325**
National Council on Aging (NCOA)	1.00	175.00	175			
Connecticut Association of Senior Center Personnel (CASCP)	2.00	50.00	100			
Connecticut Association of Municipal Agents for the Elderly	1.00	50.00	50			
44208 - PROFESSIONAL SERVICES				**960**		**960**
Medical physicals for drivers to ensure health/fitness to drive	2.00	125.00	250			
Random drug/alcohol testing for drivers	4.00	50.00	200			
Licenses for drivers	1.00	125.00	125			
Copyright license to show movies on site	1.00	200.00	200			
Copyright license - music	1.00	150.00	150			
Health license recertification	1.00	35.00	35			
44215 - BUILDING RENTAL				**19,705**		**19,705**
Annual lease payment - building facility	1.00	19,705.00	19,705			
44217 - POSTAGE				**350**		**350**
Mailings to clients, agencies, service providers, and funders	1.00	350.00	350			
44223 - SERVICE CONTRACTS				**6,664**		**6,664**
Annual inspection and replacement of fire equipment	1.00	120.00	120			
Exterminator - pest control services	12.00	75.00	900			
Furnace/Air conditioning/Water heater service contract	1.00	700.00	700			
Annual cleaning and service for all equipment						
Alarm service - monthly inspections	12.00	37.00	444			
MySeniorCenter data tracking system	1.00	4,500.00	4,500			
First year costs, including equipment						
44232 - PRINTING & PUBLICATIONS				**700**		**700**
Quarterly costs of printing Colchester Connections publication	4.00	150.00	600			
Outreach information, promotional materials, business cards,	1.00	100.00	100			
and other miscellaneous printing needs						

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
45216 - TELEPHONE				**3,300**		**3,300**
Monthly VOIP phone service	12.00	175.00	2,100			
Monthly cell phone service for senior transportation drivers	12.00	100.00	1,200			
45221 - FUEL/HEATING				**10,150**		**10,150**
Heating oil	3,500.00	2.90	10,150			
45622 - ELECTRIC				**6,500**		**6,500**
Electricity	1.00	6,500.00	6,500			
46224 - EQUIPMENT REPAIRS				**500**		**500**
Small equipment repairs	1.00	500.00	500			
46226 - BUILDING REPAIRS				**1,500**		**1,500**
Minor building repairs	1.00	1,500.00	1,500			
46390 - VEHICLE MAINTENANCE & FUEL				**16,890**		**16,890**
Equipment repairs/parts	1.00	4,500.00	4,500			
Gasoline - fuel for Senior Center fleet	4,200.00	2.95	12,390			
48417 - BUILDING & GROUNDS IMPROVEMENTS				**3,100**		**0**
Lockable closet build-out	1.00	800.00	800		(800)	
Director's office build-out	1.00	2,300.00	2,300		(2,300)	
TOTAL SENIOR SERVICES				**293,418**		**290,318**

Debt Service

TOWN OF COLCHESTER

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TOWN OF COLCHESTER
PROPOSED BUDGET

DEBT SERVICE

ACCOUNT	FY 2012-2013 ACTUAL EXPENDITURES	FY 2013-2014 ACTUAL EXPENDITURES	FY 2014-2015 ADOPTED BUDGET	FY 2014-2015 PROJECTED ACTUALS	FY 2015-2016 PROPOSED BUDGET
Bond Principal	1,575,000	1,575,000	1,550,000	1,550,000	1,530,000
Bond Interest	520,890	467,015	422,866	422,866	371,466
Lease Principal	0	10,307	0	0	0
Lease Interest	0	2,592	0	0	0
TOTAL	**2,095,890**	**2,054,914**	**1,972,866**	**1,972,866**	**1,901,466**

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
18101 - DEBT SERVICE						
49245 - BOND PRINCIPAL				**1,530,000**		**1,530,000**
Bond Issue 6/3/10 - Firetruck, Ambulance, Road Improvements, BA Track, BA Portables	1.00	280,000.00	280,000			
Advance Refunding Bond Issue 6/3/10 - Refunding 2001 bond issue	1.00	400,000.00	400,000			
Advance Refunding Bond Issue 3/1/12 - Refunding 2002 & 2005 bond issues	1.00	850,000.00	850,000			
49246 - BOND INTEREST				**371,466**		**371,466**
Bond Issue 6/3/10 - Firetruck, Ambulance, Road Improvements, BA Track, BA Portables	1.00	61,600.00	61,600			
Advance Refunding Bond Issue 6/3/10 - Refunding 2001 bond issue	1.00	99,201.00	99,201			
Advance Refunding Bond Issue 3/1/12 - Refunding 2002 & 2005 bond issues	1.00	210,665.00	210,665			
TOTAL DEBT SERVICE				**1,901,466**		**1,901,466**

Transfers & Capital

TOWN OF COLCHESTER

INCORPORATED

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TOWN OF COLCHESTER
PROPOSED BUDGET

TRANSFERS & CAPITAL

ACCOUNT	FY 2012-2013 ACTUAL EXPENDITURES	FY 2013-2014 ACTUAL EXPENDITURES	FY 2014-2015 ADOPTED BUDGET	FY 2014-2015 PROJECTED ACTUALS	FY 2015-2016 PROPOSED BUDGET
Transfer to Recreation Fund	40,000	0	0	0	0
Transfer to Capital Reserve	231,034	239,900	216,200	223,000	279,350
Transfer to Animal Control Fund	53,199	39,543	29,685	29,685	30,975
Transfer to Capital Improvement Fund	194,750	229,500	309,000	339,000	408,700
Transfer to Debt Service Fund	49,778	152,796	166,768	166,768	239,240
Transfer to BOE Capital Reserve	56,602	41,580	0	0	0
TOTAL	**625,363**	**703,319**	**721,653**	**758,453**	**958,265**

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
18501 - TRANSFERS						
50474 - TRANSFER TO CAPITAL RESERVE				**283,850**		**279,350**
Contribution to Equipment Reserve	1.00	50,000.00	50,000			
Contribution to Vehicle Replacement Reserve	1.00	183,850.00	183,850		(4,500)	
Contribution to Buildings & Grounds Maintenance Capital Reserve	1.00	50,000.00	50,000			
50496 - ACO - TOWN FUNDING				**30,975**		**30,975**
General Fund contribution to support Animal Control Fund	1.00	30,975.00	30,975			
50500 - TRANSFER TO CAPITAL				**706,925**		**408,700**
Town Wide Revaluation	1.00	32,500.00	32,500			
Open Space	1.00	5,000.00	5,000			
Police cruiser	1.00	55,000.00	55,000			
Per vehicle replacement plan						
Information Technology - System Virtualization Project	1.00	35,000.00	35,000		(10,000)	
Information Technology - equipment replacment	1.00	50,000.00	50,000		(15,000)	
GIS - Map corrections, GPS location	1.00	75,000.00	75,000		(50,000)	
Town Records Management System - Phase 1 Inventory & organization,	1.00	50,000.00	50,000		(50,000)	
Needs assessment, obsolete records identification and processing,						
Fleet/Highway Garage - parking lot repairs	1.00	10,000.00	10,000			
Town Hall - repaving of parking lot & driveway	1.00	142,000.00	142,000			
Parks & Grounds - Connection to Public Sewer Maintenance Building	1.00	25,000.00	25,000			
Fire - Replace SCBA units, masks, bottles (6 year funding plan)	1.00	54,200.00	54,200			
Fire - Flashover simulator	1.00	55,225.00	55,225		(55,225)	
Fire - Replace Service 328 (Fire Police/Traffic Control Vehicle)	1.00	90,000.00	90,000		(90,000)	
Recreation - Passenger Van	1.00	28,000.00	28,000		(28,000)	

TOWN OF COLCHESTER
FY 2015 - 2016 PROPOSED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL DEPARTMENT REQUEST	REDUCTIONS	PROPOSED
50700 - TRANSFER TO DEBT SERVICE FUND				**239,240**		**239,240**
Vehicle lease purchase dated 10/7/11 - payment due 10/4/16 (payment 5 of 5)	1.00	49,778.00	49,778			
Heavy Rescue lease purchase dated 1/20/14 - payments due 4/27/16, 7/27/16, 10/27/16 and 1/27/17	1.00	51,598.00	51,598			
Energy Project lease payment due 1/5/16 (Town share)	1.00	66,464.00	66,464			
Funding for future bond principal & interest payments	1.00	71,400.00	71,400			
TOTAL TRANSFERS				**1,260,990**		**958,265**

TOWN OF COLCHESTER

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Animal Control Fund

TOWN OF COLCHESTER

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Animal Control Fund

	Actual FY 2012-2013	Actual FY 2013-2014	Adopted Budget FY 2014-2015	Projected Actual FY 2014-2015	Proposed Budget FY 2015-2016
ANIMAL CONTROL					
REGULAR PAYROLL	28,648	32,489	32,490	32,490	33,302
OTHER REG PAYROLL	3,114	0	0	0	0
FICA	2,430	2,485	2,485	2,485	2,548
OFFICE SUPPLIES	0	70	100	100	100
OTHER PURCHASED SUPPLIES	4,167	2,714	4,700	4,700	4,000
TRAVEL, TRAINING & MEETINGS	5,523	9,137	8,775	8,775	9,075
PROFESSIONAL SERVICES	4,042	4,424	5,000	5,000	5,000
DUE TO STATE OF CT	7,983	7,478	8,000	7,888	8,000
POSTAGE	0	0	100	0	100
ADVERTISING	271	208	350	300	300
PRINTING	101	317	150	150	150
TELEPHONE	363	326	420	400	420
FUEL/HEATING	1,569	1,938	1,935	1,450	1,350
ELECTRICITY	730	787	720	765	750
BUILDING REPAIRS	0	0	300	300	300
TOTAL ANIMAL CONTROL EXPENDITURES	58,941	62,373	65,525	64,803	65,395
ANIMAL CONTROL ESTIMATED REVENUES:					
TOWN CLERK DOG LICENSES	13,423	13,606	14,000	13,500	13,500
ANIMAL CONTROL OFFICER FEES	3,394	2,790	4,500	3,500	3,500
RENT & ASSISTANT ACO	2,423	2,421	2,340	2,420	2,420
TRANSFER FROM GENERAL FUND	53,199	39,543	29,685	29,685	30,975
USE OF FUND BALANCE	10,000	5,000	15,000	15,000	15,000
TOTAL ANIMAL CONTROL REVENUES	82,439	63,360	65,525	64,105	65,395

Animal Control Fund - Detail Budget

EXPENDITURES		FY 2015-2016 Proposed Budget
REGULAR PAYROLL		
Animal Control Officer		33,302
FICA		2,548
OFFICE SUPPLIES		100
OTHER PURCHASED SUPPLIES		4,000
Dog food, cleaning supplies for dog pound, etc.		
MILEAGE, TRAINING & MEETINGS		9,075
Mileage reimbursement	9,000	
Training, seminars & meeting registrations	75	
PROFESSIONAL SERVICES		5,000
Veterinarian		
DUE TO STATE OF CONNECTICUT		8,000
State share of license revenue		
POSTAGE		100
ADVERTISING		300
PRINTING & PUBLICATIONS		150
Various forms, license tags		
TELEPHONE		420
Cell phone service		
FUEL/HEATING		1,350
ELECTRICITY		750
BUILDING REPAIRS		300
Minor repairs to the dog pound		
TOTAL ANIMAL CONTROL EXPENDITURES		**65,395**

SECTION FIVE

Capital Improvement Plan

TOWN OF COLCHESTER

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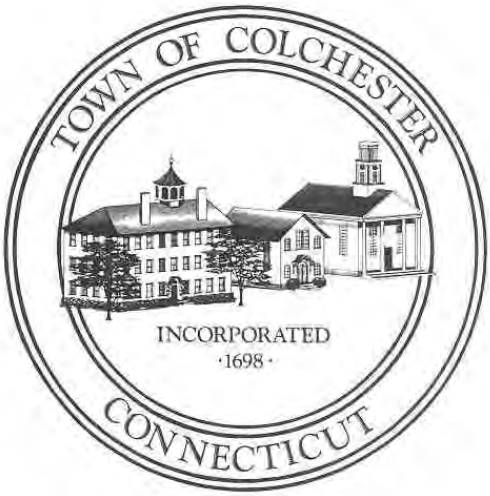
CONNECTICUT

Section Five – Capital Improvement Plan

Item

- Capital Improvement Plan Summary
    - Vehicles
    - Equipment
    - Facilities & Grounds
    - Reserves
- Capital Plan Graph (20-Year) – excludes bonded projects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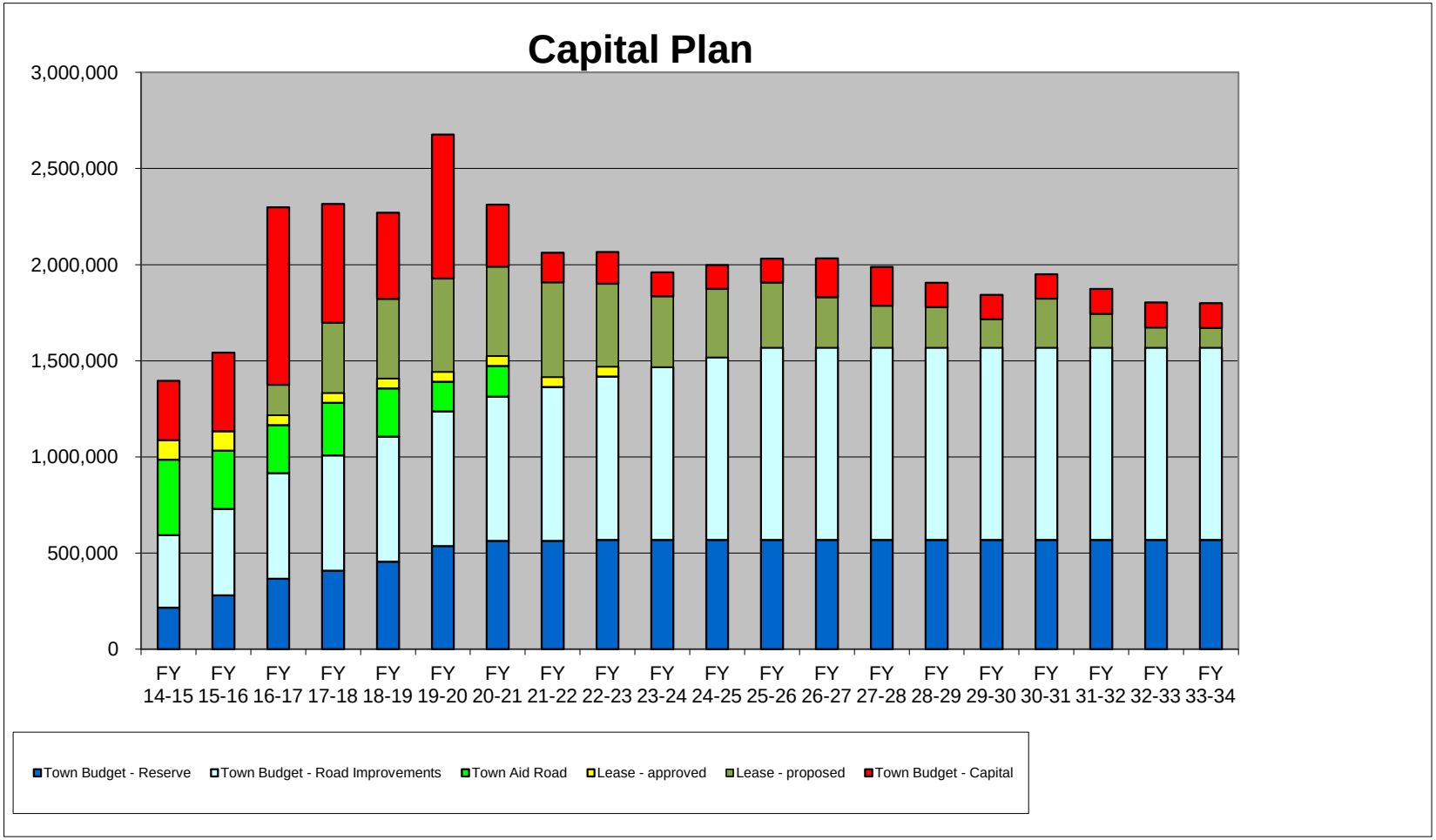
CATEGORY	ITEM	DEPARTMENT	FY15-16	FY16-17	FY17-18	FY18-19	FY19-20
Vehicles							
	F-150 4x4 Pickup	Code Enforcement		$ 35,000			
	F-150 4x4 Pickup	Code Enforcement		$ 35,000			
	F-250 4x4 Pickup	Emergency Management		$ 35,000			
	Cruiser	Police Department	$ 55,000	$ 55,000	$ 55,000	$ 55,000	$ 55,000
	Plow Truck (Town Aid Road Grant)	Public Works	$ 147,500	$ 150,000	$ 152,500	$ 155,000	$ 155,000
	Tanker 128 (refurbish)	Fire Department		$ 55,000			
	Service 328 (Fire Police/Traffic Control)	Fire Department		$ 90,000			
	Service 128 (Forestry)	Fire Department					$ 45,000
	Masonry Truck (Town Aid Road Grant)	Public Works					
	Backhoe (Town Aid Road Grant)	Public Works				$ 96,000	
	Backhoe (Town Aid Road Grant)	Public Works		$ 100,000			
	Roller (Town Aid Road Grant)	Public Works	$ 30,000				
	Multi-use Backhoe (Town Aid Road Grant)	Public Works					
	Rail Mower (Town Aid Road Grant)	Public Works			$ 120,000		
	Wood Chipper (Equipment Reserve)	Public Works	$ 34,000				
	Scag Mower (Equipment Reserve)	Grounds Maintenance					$ 10,000
	Skidsteer (Vehicle Reserve)	Grounds Maintenance	$ 30,000				
	Skidsteer	Grounds Maintenance		$ 30,000			
	Wheelchair Accessible Vehicle	Senior Services/Grant		$ 70,000			
	Passenger Van	Recreation		$ 28,000			
	Backhoe (Town Aid Road Grant)	Transfer Station	$ 125,000				
		ANNUAL TOTAL	$ 421,500	$ 683,000	$ 327,500	$ 306,000	$ 265,000

Equipment							
	Equipment Replacement	Information Technology	$ 35,000	$ 25,000	$ 25,000	$ 42,000	$ 50,000
	GIS Improvements	Information Technology	$ 25,000	$ 57,500	$ 45,000	$ 45,000	
	System Virtualization Project	Information Technology	$ 25,000	$ 35,000	$ 35,000	$ 30,000	
	Records Management System	Town Clerk/IT		$ 50,000	$ 50,000	$ 50,000	$ 50,000
	SCBA Units/Masks/Bottles	Fire Department	$ 54,200	$ 54,200	$ 54,200	$ 54,200	$ 54,200
	Rescue Strut System (Equipment Reserve)	Fire Department	$ 10,000				
	Thermal Imaging Cameras	Fire Department		$ 10,000	$ 10,000	$ 10,000	$ 10,000
	Fire Hose Washer (Equipment Reserve)	Fire Department		$ 12,000			
	Fire Hose/Equipment/Gear Dryer	Fire Department		$ 14,000	$ 14,000		
	Flashover Simulator	Fire Department		$ 55,225			
		ANNUAL TOTAL	$ 149,200	$ 312,925	$ 233,200	$ 231,200	$ 164,200

Facilities & Grounds							
	Repaving of Town Hall Parking Lot	Facilities	$ 142,000				
	Cooling Tower Replacement - Town Hall	Facilities				$ 42,000	
	Oil Tank Replacement - Town Hall	Facilities					$ 85,000
	Connection to Public Sewer - Maint Bldg	Grounds Maintenance	$ 25,000				
	Resurface Tennis Court	Grounds Maintenance		$ 30,000			
	Replace Gas/Diesel Tanks , Fuel Station	Fleet			$ 190,000		
	Structural Study/Moisture Intrusion	Fleet				$ 80,000	
	Roof Replacement	Fleet		$ 50,000			
	Foundation & Apron Repairs	Fleet		$ 30,000			
	Drainage & Pave Parking Lot	Fleet	$ 10,000		$ 100,000		
	Vehicle Coverage	Fleet					$ 360,000
	Co. 1 Underground Tank	Fire Department					
	Co. 1 Replace Roof/Mold Remediation	Fire Department					
	Co. 2 Parking Lot	Fire Department		$ 40,000			
	Overhaul Overhead Doors	Fire Department					
	Road Improvements	Public Works	$ 450,000	$ 550,000	$ 600,000	$ 650,000	$ 700,000
	Road Improvements (Town Aid Road Grant)	Public Works					
		ANNUAL TOTAL	$ 627,000	$ 700,000	$ 890,000	$ 772,000	$ 1,145,000

CATEGORY	ITEM	DEPARTMENT	FY15-16	FY16-17	FY17-18	FY18-19	FY19-20
Lease Financing							
	Vehicle Lease (October 2011)	Various	$ 49,778				
	Heavy Rescue 128 lease (January 2014)	Fire Department	$ 51,598	$ 51,598	$ 51,598	$ 51,598	$ 51,598
	Engine Tank 328	Fire Department		$ 91,000	$ 88,400	$ 85,800	$ 83,200
	Tanker - Replace Hose Tender 128	Fire Department			$ 54,600	$ 53,000	$ 51,400
	Ladder 128	Fire Department			$ 110,000	$ 107,200	$ 104,400
	Ambulance 528	Fire Department					$ 41,600
	Ambulance 628	Fire Department		$ 66,000	$ 63,800	$ 61,600	$ 59,400
	Service 228 (Forestry)	Fire Department			$ 48,000	$ 46,400	$ 44,800
	Payloader	Public Works					$ 20,800
	Payloader	Public Works					$ 20,800
	Street Sweeper	Public Works				$ 60,000	$ 58,000
		ANNUAL TOTAL	$ 101,376	$ 208,598	$ 416,398	$ 465,598	$ 535,998
Reserves							
	Revaluation	Assessor (annual funding)	$ 32,500	$ 35,000	$ 35,000	$ 35,000	$ 35,000
	Open Space	Planning & Zoning	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000
	Building & Grounds Maintenance	Facilities	$ 50,000	$ 60,000	$ 70,000	$ 80,000	$ 90,000
	Equipment	Various	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000
	Fire Vehicles (excluding large apparatus)	Fire Department	$ -	$ 32,000	$ 42,000	$ 42,000	$ 76,500
	Pick-Up Trucks	Public Works & Grounds	$ 43,000	$ 43,000	$ 43,000	$ 43,000	$ 43,000
	Plow Trucks	Public Works	$ 78,800	$ 92,200	$ 106,500	$ 120,600	$ 134,000
	Specialized Vehicles	Public Works & Grounds	$ 41,250	$ 50,925	$ 58,925	$ 82,025	$ 105,025
	Town Hall Vehicles	Various	$ 16,300	$ 37,800	$ 37,800	$ 37,800	$ 37,800
		ANNUAL TOTAL	$ 316,850	$ 405,925	$ 448,225	$ 495,425	$ 576,325
		GRAND TOTAL	**$ 1,615,926**	**$ 2,310,448**	**$ 2,315,323**	**$ 2,270,223**	**$ 2,686,523**


Capital Plan
3,000,000
2,500,000
2,000,000
1,500,000
1,000,000
500,000
0
FY 14-15
FY 15-16
FY 16-17
FY 17-18
FY 18-19
FY 19-20
FY 20-21
FY 21-22
FY 22-23
FY 23-24
FY 24-25
FY 25-26
FY 26-27
FY 27-28
FY 28-29
FY 29-30
FY 30-31
FY 31-32
FY 32-33
FY 33-34
Town Budget - Reserve
Town Budget - Road Improvements
Town Aid Road
Lease - approved
Lease - proposed
Town Budget - Capital

TOWN OF COLCHESTER

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SECTION SIX

Debt

TOWN OF COLCHESTER

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Section Six – Debt

Item

- Debt Service Summary
- Chart – Debt Service Plan

TOWN OF COLCHESTER

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Debt Summary
As of June 30, 2014

Outstanding Short-term Debt

As of June 30, 2014, the Town does not have any short-term debt outstanding.

Outstanding Bonded Debt[1]

Dated Date	Final Maturity	Purpose	Interest Rate	Original Issue	Amount Outstanding
06/15/05	06/15/15	Various purpose	3.25–4.50	$10,800,000	$540,000
06/03/10	06/01/21	Various purpose	2.25–5.00	2,525,000	1,680,000
06/03/10	06/01/21	Refunding	2.25–5.00	4,070,000	2,775,000
03/01/12	06/15/25	Refunding	2.00–4.00	8,400,000	7,760,000
07/31/09	07/31/28	Drinking Water Fund	2.12	2,496,990	1,846,667
Total					$14,601,667

[1] Excludes the Refunded Bonds.

Drinking Water State Revolving Fund Program

The Town is a participant in the State of Connecticut's Drinking Water State Revolving Fund Program (General Statutes Sections 22a-475 et seq., as amended), which provides financial assistance to the Town through loans at a rate of 2.12% per annum.

Loans to each municipality are made pursuant to a Project Loan Agreement. Each municipality is obligated to repay only that amount that it draws down for the payment of project costs (Interim Funding Obligation). Each municipality must deliver to the State an obligation secured by the full faith and credit of the municipality and/or a dedicated source of revenue of such municipality.

Amortization of each loan is required to begin one year from the earlier of the project's scheduled completion date specified in the Loan Agreement or the actual project completion date. The final maturity of each loan is 20 years from the scheduled completion date. Principal and interest payments are payable 1) in equal monthly installments commencing one month after the scheduled completion date, or 2) in a single annual installment representing 1/20 of total principal not later than one year from the project's scheduled completion date specified in the Loan Agreement, and thereafter in monthly installments. Borrowers may elect to make level debt service payments or level principal payments. Borrowers may prepay their loans at any time prior to maturity without penalty.

Overlapping/Underlying Debt

The Town does not have any overlapping or underlying debt.

Bonded Debt Maturity Schedule[1]
As of June 30, 2014

Fiscal Year Ending	Principal Payments	Interest Payments	Total Payments	Cumulative Percent of Principal Retired
2015	1,663,738	460,913	2,124,651	11.39
2016	1,646,173	407,079	2,053,252	22.67
2017	1,633,660	360,392	1,994,052	33.86
2018	1,646,200	297,251	1,943,451	45.13
2019	1,618,795	243,407	1,862,202	56.22
2020	1,616,445	182,507	1,798,952	67.29
2021	1,329,151	121,700	1,450,851	76.39
2022	931,916	80,985	1,012,901	82.77
2023	694,740	54,161	748,901	87.53
2024	687,625	38,957	726,582	92.24
2025	680,571	23,636	704,207	96.90
2026	143,580	8,206	151,786	97.88
2027	146,654	5,133	151,787	98.89
2028	149,793	1,993	151,786	99.91
2029	12,626	22	12,648	100.00
Total	$14,601,667	$2,286,342	$16,888,009	

[1] Excludes the Refunded Bonds.

THE TOWN OF COLCHESTER HAS NEVER DEFAULTED IN THE PAYMENT OF ITS DEBT OBLIGATIONS EITHER AS TO PRINCIPAL OR INTEREST

Current Debt Ratios
As of June 30, 2014

Population, 2010[1]	16,068
Per capita income[1]	$36,455
Net taxable grand list, 10/1/12	$1,191,172,264
Estimated full value @ 70%	$1,701,674,663
Equalized net grand list (2012)[2]	$1,713,186,821

	Overall Debt $14,601,667	Overall Net Debt $14,601,667
Per capita	$908.74	$908.74
To net taxable grand list	1.23%	1.23%
To estimated full value	0.86%	0.86%
To equalized net grand list	0.85%	0.85%
Ratio of debt per capita to per capita income	2.49%	2.49%

[1] Source: U.S. Department of Commerce, Bureau of Census, 2010 Census, and 2008-2012 American Community Survey 5 year estimates.
[2] State of Connecticut, Office of Policy and Management.

Statement of Statutory Debt Limitation
As of June 30, 2014

Debt Limitation Base

Total tax collections, including interest and lien fees, for the fiscal year ended June 30, 2014	$36,217,273
Reimbursement for elderly tax relief	48,326
Debt Limitation Base	$36,265,589

Debt Margin

Debt Limitation by Purpose	General Purpose	Schools	Sewers	Urban Renewal	Pension Deficit Funding
2.25 x base	$81,597,575				
4.50 x base	–	$163,195,150			
3.75 x base	–	–	$135,995,959		
3.25 x base	–	–	–	$117,863,164	
3.00 x base		–	–	–	$108,796,767
Total debt limitation	81,597,575	163,195,150	135,995,959	117,863,164	108,796,767
Less indebtedness: [1]					
Bonds payable	2,398,400[2]	10,356,600	–	–	–
Bonds authorized but unissued	140,000	63,741	–	–	–
Total overall debt	2,538,400	10,420,341	–	–	–
Less school construction grants receivable	–	–	–	–	–
Total overall net debt	2,538,400	10,420,341	–	–	–
Debt limitation in excess of outstanding and authorized debt	$79,059,175	$152,774,809	$135,995,959	$117,863,164	$108,796,767

[1] Does not include the Refunded Bonds.
[2] $1,846,667 water bonds excluded by statute.

The General Statutes require that in no event shall the total debt for the Town of Colchester exceed seven (7) times the annual receipts from taxation. Maximum debt for the Town of Colchester under this formula is $253,859,123.

Five-year Debt Statement Summary

	2013-14	2012-13	2011-12	2010-11	2009-10
Population[1]	16,068	16,068	16,068	16,068	16,068
Net taxable grand list	$1,191,172,264	$1,176,520,440	$1,297,297,874	$1,275,361,503	$1,268,248,655
Estimated full value	$1,701,674,663	$1,680,743,486	$1,853,282,677	$1,821,945,004	$1,811,783,793
Equalized net taxable grand list[2]	$1,713,186,821	$1,681,198,817	$1,768,924,794	$1,752,181,106	$1,752,979,789
Per capita income[3]	$36,455	$27,038	$27,038	$27,038	$27,038
Short-term debt	$–	$–	$–	$–	$–
Bonded debt	14,601,667	16,288,021	17,997,041	20,363,776	23,403,275
Overall debt	14,601,667	16,288,021	17,997,041	20,363,776	23,403,275
Less school construction grants	0	0	0	575,757	1,462,261
Overall net debt	$14,601,667	$16,288,021	$17,997,041	$19,788,019	$21,941,014

[1] U.S. Department of Commerce, Bureau of Census, 2010 Census.
[2] State of Connecticut, Office of Policy and Management.
[3] U.S. Department of Commerce, Bureau of Census, 2010 Census, and 2008-2012 American Community Survey 5 year estimates.

Five-year Debt Statement Summary Ratios

	2013-14	2012-13	2011-12	2010-11	2009-10
Overall debt:					
Per capita	$908.74	$1,013.69	$1,120.05	$1,267.35	$1,456.51
To net taxable grand list	1.23%	1.38%	1.39%	1.60%	1.84%
To estimated full value	0.86%	0.97%	0.97%	1.12%	1.29%
To equalized net taxable grand list	0.85%	0.97%	1.02%	1.16%	1.34%
Overall debt per capita to per capita income	2.49%	3.75%	4.14%	4.69%	5.39%
Overall net debt:					
Per capita	$908.74	$1,013.69	$1,120.05	$1,231.52	$1,365.51
To net taxable grand list	1.23%	1.38%	1.39%	1.55%	1.73%
To estimated full value	0.86%	0.97%	0.97%	1.09%	1.21%
To equalized net taxable grand list	0.85%	0.97%	1.02%	1.13%	1.25%
Overall net debt per capita to per capita income	2.49%	3.75%	4.14%	4.55%	5.05%

Comparison of Annual Debt Service
to General Fund Expenditures and Transfers Out

Fiscal Year Ended June 30	Debt Service	Total Expenditures and Transfers Out	Debt Service as Ratio to Total Expenditures and Transfers Out
2014	$2,054,914	$57,694,147	3.56
2013	2,095,890	54,087,611	3.87
2012	2,914,282	53,907,883	5.41
2011	3,693,538	50,427,195	7.32
2010	3,690,958	48,860,187	7.55

Authorized but Unissued Debt
As of June 30, 2014

Project	Date Authorized	Amount Authorized	Bonds Issued	Grants/ Paydowns	Authorized but Unissued[1]
Portable classrooms	05/09/06	$ 850,000	$ 425,000	$401,259	$ 23,741
Fire engine tanker	05/12/09	760,000	720,000	–	40,000
Road improvements	05/12/09	560,000	515,000	–	45,000
Ambulance	05/12/09	280,000	225,000	–	55,000
Bacon Academy track	05/12/09	680,000	640,000	–	40,000
Total		$3,130,000	$2,525,000	$401,259	$203,741

[1] Does not include Refunding Bonds.

Authority to Incur Debt

The Town has the power to incur indebtedness as provided by the Connecticut General Statutes and the Town Charter. The issuance of bonds and notes in excess of 1.0% of the combined Town budget, excluding the Board of Education, is approved at a referendum by the voters of the Town.

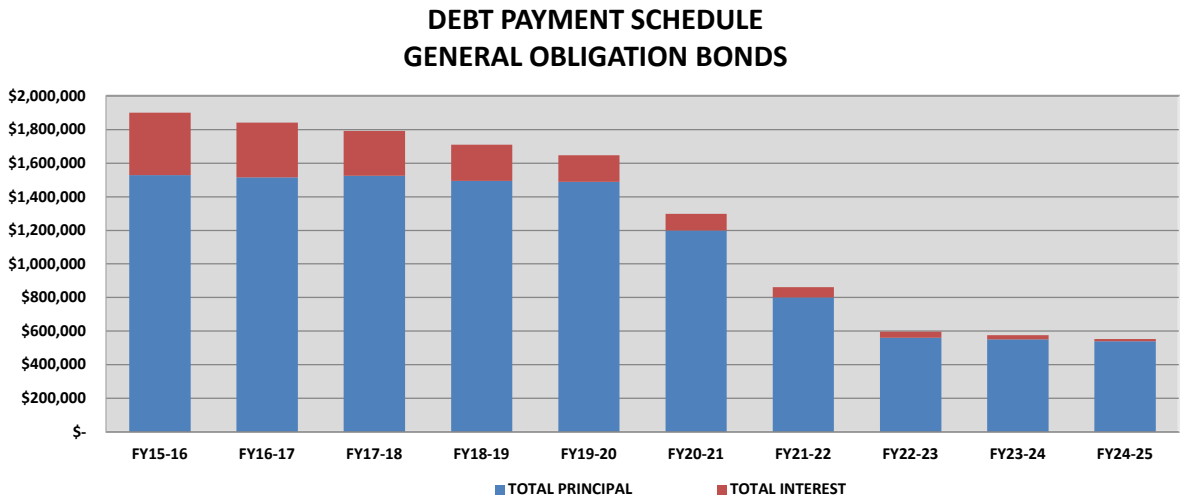
When general obligation bonds have been authorized, bond anticipation notes may be issued maturing in not more than two years (CGS Sec. 7-378). Temporary notes may be renewed up to ten years from their original date of issue as long as all project grant payments are applied toward payment of temporary notes when they become due and payable, and the legislative body schedules principal reductions by the end of the third year and for each subsequent year during which such temporary notes remain outstanding in an amount equal to a minimum of 1/20th (1/30th for sewer projects and certain school projects) of the estimated net project cost (CGS Sec. 7-378a). The term of the bond issue is reduced by the amount of time temporary financing exceeds two years.

Temporary notes must be permanently funded no later than ten years from their initial borrowing date, except for sewer notes issued in anticipation of State and/or Federal grants. If a written commitment exists, the municipality may renew the sewer notes from time to time in terms not to exceed six months until such time that the final grant payments are received (CGS Sec. 7-378b).

Temporary notes may also be issued for up to 15 years for certain capital projects associated with the operation of a waterworks system (CGS Sec. 7-244a) or a sewage system (CGS Sec. 7-264a). In the first year following the completion of the project(s), or in the sixth year following the original date of issue (whichever is sooner), and in each year thereafter, the notes must be reduced by 1/15th of the total amount of the notes issued by funds derived from certain sources of payment specified by statute. Temporary notes may be issued in one-year maturities for up to 15 years in anticipation of sewer assessments receivable, such notes to be reduced annually by the amount of assessments received during the preceding year (CGS Sec. 7-269a).

DEBT PAYMENT SCHEDULE - GENERAL OBLIGATION BONDS

	TOTAL PRINCIPAL	TOTAL INTEREST	Fiscal Year Total
FY15-16	$ 1,530,000	$ 371,465	$ 1,901,465
FY16-17	$ 1,515,000	$ 327,265	$ 1,842,265
FY17-18	$ 1,525,000	$ 266,665	$ 1,791,665
FY18-19	$ 1,495,000	$ 215,415	$ 1,710,415
FY19-20	$ 1,490,000	$ 157,165	$ 1,647,165
FY20-21	$ 1,200,000	$ 99,065	$ 1,299,065
FY21-22	$ 800,000	$ 61,115	$ 861,115
FY22-23	$ 560,000	$ 37,115	$ 597,115
FY23-24	$ 550,000	$ 24,795	$ 574,795
FY24-25	$ 540,000	$ 12,420	$ 552,420



SECTION SEVEN

Glossary

TOWN OF COLCHESTER

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CONNECTICUT

Section Seven – Glossary

Item

- Description of Funds
- Financial Policies
- Definition of Terms

TOWN OF COLCHESTER

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Description of Funds

Funds are a method of providing an accounting mechanism in order to provide accountability over resources that have been segregated for specific activities or objectives. The Town of Colchester uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The Town of Colchester has three types of funds:

Governmental funds include most of the Town's basic services which focus on how much cash and other financial assets that can readily be converted to cash flow in and out and the balances left at year-end that are available for spending.

Proprietary funds are generally used for reporting services for which the Town charges a fee such as the water operations for the Town. The Town has two types of proprietary funds. One is the enterprise fund and the other is the internal service fund.

Fiduciary funds are used to account for resources held for the benefit of parties outside the government.

The Town reports the following major governmental funds:

> The *General Fund* is the Town's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.
>
> The *Capital Reserve Fund* accounts for financial resources to be used for the acquisition of vehicles and equipment which are financed by General Fund appropriations and capital lease proceeds.
>
> The *Educational Grants Fund* accounts for and reports financial resources to be used for the grants associated with education.

The Town reports the following major proprietary fund:

> The *Water Fund* accounts for the operations of the water department.

Additionally, the Town reports the following fund types:

> *Special Revenue Funds* are used to account for and report the proceeds of specific revenue sources that are legally restricted or committed to expenditures for particular purposes other than debt services or capital projects.
>
> *Capital Projects Funds* are used to account for and report the acquisition and construction of major capital facilities other than those financed by proprietary and trust funds.
>
> *The Debt Service Fund* is used for the accumulation of resources for, and payment of, general long-term bonded debt, principal, interest, and related costs.

The Internal Service Fund is used to account for the Town and Board of Education's medical self-insurance fund.

The Pension Trust Fund is used to account for the accumulation of resources to be used for retirement benefits.

The Private-Purpose Trust Fund is used to account for resources legally held in trust for the benefit of individuals, private organizations, or other governments.

Agency Funds account for monies held as a custodian for outside groups and agencies.

Financial Policies

Fund Balance Policy - The Town of Colchester shall maintain an Unrestricted / Unassigned Fund Balance to improve and maintain the Town's financial stability. The Fund Balance provides a reserve to the Town in the event of unforeseen or unbudgeted situations, such as declining tax collection rates, loss of a major taxpayer, sudden changes in revenues or spending requirements, natural disasters, major infrastructure failures or unexpected litigation.

DEFINITION AND TARGET
The Fund Balance represents available financial resources of the Town that have not been designated for a specific purpose.

The Town strives to maintain a level of Fund Balance of 7% to 10% of its annual operating expenditures (including debt service). The level of Fund Balance may exceed 10% and may fall below 7%, but it cannot be allowed to fall below 5% without a determination of a specific urgent situation in accordance with this policy.

USE OF FUND BALANCE
If the Fund Balance is in excess of 10%, the Board of Finance should provide an explanation why such a level is necessary and/or desirable.

If the Fund Balance exceeds the 7% target, then the excess over 7% may be used as determined by majority vote (but no less than 3 members) of the Board of Finance members present at an official meeting. The funds can be used to repay debt (if permissible), capital projects, general mill rate relief, other designated accounts or one-time uses.

If the Fund Balance is between 5% and 7%, then the excess over 5% may be used as determined by a vote of 4 members of the Board of Finance at an official meeting for a specific urgent situation or the funds can be used for general mill rate relief if the percentage of mill rate increase without the use of Fund Balance is greater than the prior calendar year's percentage rate increase in the Consumer Price Index (CPI) plus 1%. For purposes of this Policy, the CPI shall be the index as calculated by Bureau of Labor Statistics, Northeast Region All Items.

If the Fund Balance is less than 5%, then Fund Balance can only be used as determined by a vote of 4 members of the Board of Finance at an official meeting, and only upon the determination of a specific urgent situation by both the Board of Finance and the Board of Selectmen (by regular voting procedures). In addition, in such an urgent situation, the Board of Finance shall adopt a plan to restore the Fund Balance to greater than 5% over the next two fiscal years. **(Approved by Board of Finance on 05/19/10)**

Contingency Policy – The proposed expenditure budget of the Town shall include a recommendation for a contingency fund equal to one-half (0.5%) percent of the total proposed expenditures for the Town (excluding debt service, and capital & transfers out). Transfers from this account will be made in accordance with Town Charter provisions regarding budget transfers. **(Approved by Board of Finance on 09/05/12)**

Pension Funding Policy – The Town funds contributions to its defined benefit pension plan based on an actuarial valuation, which amount is included in the budget.

Cash Management Policy –Town deposits can include demand and savings accounts and certificates of deposits with Connecticut banks. The Town's custodial credit risk policy follows the State of Connecticut requirements that each depository maintain segregated collateral in an amount equal to a defined percentage of its public deposits based upon the bank's risk based capital ratio.

Purchasing Policy –

Section A: Definitions and General Requirements
- Definitions
- Purpose
- Coordination with Other Applicable Laws
- Objectives
- Responsibility for Compliance
- Communication with Vendors
- Bulk Purchasing
- Other Forms of Purchasing
- Purchase Orders
- Expenditures Not Requiring a Purchase Order
- Request for Proposal/Competitive Bid
  - When Request for Proposal/Competitive Bid Is Not Required
  - When Request for Proposal/Competitive Bid Is Required
  - Automatic Adjustment of Dollar Amount
- Bid Security
- Insurance Requirements

Section B: Procedures for Request For Proposal/Competitive Bid
Section C: Procedures for Optional Request for Qualification
Section D: Preferred Professional Services Vendor List
Section E: Acceptance/Rejection of Bids
Section F: Waiver of Request for Proposal/Competitive Bid Process
Section G: Purchasing in Emergency Situations or Under Extraordinary Conditions
Section H: Mandatory Review of Purchasing Policy

SECTION A - DEFINITIONS & GENERAL REQUIREMENTS

1. DEFINITIONS

The following terms shall have the definitions as set forth below:

First Selectman: as defined in the Charter of the Town of Colchester.

Local Vendor: a vendor whose principal place of business is located in Colchester.

Lowest Qualified, Responsible Bidder: the bidder offering the lowest price among those bidding who possesses the skill, ability, and integrity necessary for the performance of the work based on objective criteria considering, amongst other factors, past performance and financial responsibility.

Purchasing Agent: the First Selectman or Superintendent, as applicable, or his/her designee.

Request for Proposal (RFP): an invitation for vendors to submit a proposal for a specific good or service.

Request for Qualification (RFQ): an invitation for vendors to submit a description of relevant qualifications to perform a certain professional service.

Superintendent: the Superintendent of the Colchester School District.

Vendor: someone from whom a good or service is purchased.

2. PURPOSE

The purpose of this policy is to establish a systematic and uniform system for the procurement of services and goods required by any department, office or agency of the Town, including the Board of Education.

3. COORDINATION WITH OTHER APPLICABLE LAWS

In all respects, the provisions of this Policy shall be subject to the terms, conditions, requirements and other directives as contained in any applicable local, state or federal regulation, law, statute, policy or other directive, including but not limited to those pertaining to affirmative action and prevailing wages, as applicable.

4. OBJECTIVES

The objectives of this policy are as follows:

- To clearly establish the responsibility for the purchasing function as being vested with the First Selectman and Superintendent or his/her duly appointed representative(s).
- To procure services and goods from the Lowest Qualified Responsible Bidder.
- To provide an expeditious and efficient means of procuring materials, goods, or services.
- To ensure that all purchasing functions and practices are conducted in accordance with the Town charter and all other applicable local, state or federal requirements.
- To ensure that the Town and Board of Education make its purchases from local vendors whenever it is in the best interests of the Town and is consistent with this policy.

5. RESPONSIBILITY FOR COMPLIANCE

Compliance with this Purchasing Policy shall be monitored as follows:

a. The First Selectman and/or Superintendent, as applicable, shall bear primary, non-delegable responsibility for ensuring compliance with this policy.
b. The Purchasing Agent shall be responsible for establishing specifications and procedures for procuring goods or services, as applicable.
c. All employees, including department heads, supervisors, principals, directors and any others authorized to make purchases for the Town or Board of Education are responsible for following the provisions outlined in this policy when making purchases with Town or Board of Education funds.
d. The Chief Financial Officer or his/her designee will establish forms and processes to carry out the policies and procedures contained in this Policy, subject to the approval of the First Selectman and/or Superintendent, as applicable.

6. COMMUNICATION WITH VENDORS

All contracts between the Town or Board of Education and the vendor's representative shall be negotiated through the Purchasing Agent. The Purchasing Agent will refer catalogs or other advertising materials to the departments and/or schools concerned with the subject matter therein. The Purchasing Agent shall be copied on all correspondence originating from such department and/or school to/from vendors.

7. BULK PURCHASING

Whenever possible, the Purchasing Agent shall consolidate purchasing to obtain a more economical purchase and to avoid purchase of unnecessary or duplicative items. The Purchasing Agent shall institute systematic scheduled buying procedures for items which are used on a volume basis. Departments and schools shall comply with the ordering schedules distributed by the Purchasing Agent.

8. ENVIRONMENTALLY-PREFERABLE PURCHASES

Whenever possible, consideration shall be given to purchasing Environmentally Preferable Products. For purposes of this Policy, Environmentally Preferable Products are those products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. Such products or services may include, but are not limited to, those which contain recycled content, minimize waste, conserve energy or water and reduce the amount of toxins disposed of or consumed.

9. OTHER FORMS OF PURCHASING

The Purchasing Agent is authorized to employ all methods of soliciting goods or services, including but not limited to, cooperative purchasing, on-line auctions, reverse auctions and all other methods as allowed by applicable authority.

10. PURCHASE ORDERS AND BLANKET PURCHASE ORDERS

All purchases or contracts, other than those specifically exempted in this Policy shall be made by an authorized purchase order.

The function of a blanket purchase order is to establish a contract with a specific vendor for a type of good or service bought on a recurring basis where the cost of processing the individual purchase orders would frequently exceed the value of the item or service but whose cumulative value for the year is a significant amount. A blanket purchase order will be issued by the Chief Financial Officer at the beginning of a calendar quarter to a particular vendor for an estimated dollar amount to be purchased during that calendar quarter. The blanket purchase order will allow the user department to draw against the purchase order when ordering required goods during a calendar quarter.

Only authorized individuals will be allowed to pick up goods or materials.

No single item over $250 in price will be chargeable on a blanket purchase order.

Issuance of a blanket purchase order does not negate the need to utilize the quote or bid process where applicable.

11. EXPENDITURES NOT REQUIRING A PURCHASE ORDER

Specific expenditures may be processed for payment without submitting a Requisition/Purchase Order. Expenses of this nature are usually recurring obligations of the Town or Board of Education, and the amount to be charged is not known until after the service has been performed or until after a specified billing period has elapsed. The following items do not require purchase orders:

- Utilities
- Postage
- Legal notices
- Advertising
- Mileage or travel expenses related to Town or Board of Education business
- Professional dues and subscriptions
- Payroll deductions
- Judgments and claims
- Interfund transfers
- Debt payments
- Such other items as determined by the Purchasing Agent.

12. REQUEST FOR PROPOSAL/COMPETITIVE BID

For purposes of this section, if the goods or services for which the bid or proposal is invited will be purchased repeatedly over a period of twelve (12) months, the aggregate projected expenditure for the entire twelve (12) month period shall be calculated in order to determine the total value of the purchase.

a. WHEN A REQUEST FOR PROPOSAL/COMPETITIVE BID <u>IS NOT</u> REQUIRED

- Purchases or contracts with an anticipated value of up to $2,500 will not require quotes or bidding.
- The purchase of consumable, non-equipment goods required for the day-to-day operation of a department or school may be made without competitive quotes, proposals, or bids by said department or school provided said expenditures are within the department or school's budget and such purchases are made at or below contracted consortium, regional, State, or Federal governmental bid quotes for the particular commodity with the approval of the Purchasing Agent.

b. WHEN A REQUEST FOR PROPOSAL/COMPETITIVE BID <u>IS</u> REQUIRED

- Purchases or contracts with an anticipated value of $2,500 and up to $5,000 shall require verbal quotes from a minimum of three (3) vendors. Verbal quotes must be summarized on the appropriate form and submitted with the purchase requisition.

- Purchases or contracts with an anticipated value of $5,000 and up to $7,500 shall require written quotes from a minimum of three (3) vendors. Emailed or faxed quotes signed by an authorized company representative on company letterhead are acceptable, as are product catalogs and online vendors. Written quotes must be submitted with the purchase requisition.
- Purchases or contracts with an anticipated value of $7,500 or more shall require use of either the Request for Proposal/Competitive Bid Process unless waived per Section F of this Policy.
- For purposes of this Paragraph (b), if a vendor declines the invitation to participate that refusal shall qualify as a response.

c. AUTOMATIC ADJUSTMENT OF DOLLAR AMOUNT

- The dollar amounts specified in paragraph (b) above shall be automatically adjusted in accordance with any statutory amendments to CGS 7-148v, or other statutes, as applicable.

13. BID SECURITY

If required by the Purchasing Agent, bids must be accompanied by security in one of the following forms: certified check, cashier's check, personal money order, letter of credit, or bid bond. The requirement for and amount of the security must be set forth in the bid advertisement. All security presented must show the "Town of Colchester" as the payee.

14. BIDDERS LIST

The Town and Board of Education do not maintain a formal bidders list.

15. INSURANCE REQUIREMENTS

An insurance certificate will be required from firms employed by the Town or Board of Education to perform work on buildings, property, or in the name of the Town or Board of Education. Such certificate shall hold the Town or Board of Education harmless as additional insured under said policies. The amount of such required coverage shall be approved by the First Selectman or Superintendent after review by the insurance consultant and/or carrier and prior to preparation of the bid specifications.

SECTION B - PROCEDURES FOR REQUEST FOR PROPOSAL/COMPETITIVE BID

1. PREPARATION

Whenever a Request for Proposal/Competitive Bid is required in accordance with the requirements in "Section A: Definitions & General Requirements," the department/school shall request a bid number from the Purchasing Agent prior to preparing the specifications. The date of the bid opening will be determined in coordination with the Purchasing Agent's office. A bid folder, labeled with the bid number and goods, will be prepared by the Purchasing Agent.

2. SPECIFICATIONS

The department/school will prepare the bid specifications in a format approved by the Purchasing Agent, incorporating the bid number and date of bid opening in the specifications. The completed specifications should be returned to the Purchasing Agent at least ten business days prior to the anticipated date of legal notice publication.

Bid specifications must include:

- Detailed description of goods/services to be purchased.
- Requirements regarding quality of goods/services to be purchased.
- Vendor or contractor qualification requirements.
- Requirement that all communications be in writing.
- A draft contract if the purchase requires entering into a contract.
- Format of submission.
- Number of copies of bid to be submitted.

- Deadline and address for submission.
- Insurance requirements.
- Bid security requirements, if applicable.
- Name, phone number, and email address of contact person responsible for all communications with prospective bidders.
- Criteria for selection.
- Sworn statement of identity of all owners and officers
- Information on pre-submission meeting(s), if any.
- Certification of bidder compliance with terms, conditions, requirements and other directives as contained in any applicable local, state or federal regulation, law, statute, policy or other directive, including but not limited to those pertaining to affirmative action and prevailing wages, as applicable.
- Any additional information needed for submission.

No bid shall be prepared to one vendor's exact specifications to exclude another comparable or preferred vendor.

3. NOTIFICATION OF REQUEST FOR PROPOSAL/COMPETITIVE BID

A legal notice inviting sealed bids shall be published by the Purchasing Agent in a newspaper of general area circulation or any type of media deemed to be applicable at least twenty-one days prior to the bid opening. The notice shall contain a general description of the goods or services being bid; the contact person; the day, hour, and place of the bid opening; where and when bid packages may be obtained; bid security, if required; and other information relating to the bid. An affidavit of publication will be provided when required by the Purchasing Agent.

No earlier than the date of legal notice publication, the Purchasing Agent will send the invitation to bid to all firms and persons as requested by the user department/school, the Preferred Vendor List for services required, and any additional firms and persons the Purchasing Agent determines are qualified. A list of the firms to which the bid was sent will be included in the file for this bid.

Additional copies of the complete specifications will be prepared for firms to pick up in response to the bid advertisement.

4. BID OPENING & AWARD

All bids, and bid security if applicable, must be submitted to the Purchasing Agent in sealed envelopes and show on the face of the envelope the bid number, the title of the bid, and the bidder's name. All envelopes will be date and time stamped as received.

At the date and time stated in the legal notice, all bids will be opened in public, read aloud (vendor name and bid amount only) and recorded. No bids shall be accepted or opened that were not submitted in compliance with the procedures set forth in the notice advertising the bid.

The award shall be made to the bidder whose bid meets the requirements, terms and conditions contained in the bid specifications, and is the lowest among those bidders possessing the skill, ability, and integrity necessary for faithful performance of the work based on objective criteria considering past performance and financial responsibility (the "Lowest Responsible Qualified Bidder"). Bid award is not based solely on the lowest fee proposal submitted, but includes all other considerations listed below in "Lowest Responsible Qualified Bidder."

Within a reasonable time following the bid opening, the bids will be reviewed in detail by the department head/school administrators and Purchasing Agent to ensure the apparent low bidder meets all specifications of the "Lowest Responsible Qualified Bidder." If this bidder does not meet the specifications, or is not judged responsible, the next lowest bidder's bid will be reviewed for compliance with the specifications. The

foregoing process will be followed until the Lowest Responsible Qualified Bidder is found.

In determining the Lowest Responsible Qualified Bidder, the following criteria will be considered, as applicable:

- The ability and capacity of the bidder to perform the work based on an evaluation of the character, integrity, reputation, and experience of the bidder. Consideration shall be given to previous work performed by the bidder for the Town or the Board of Education or for other agencies, including the quality and degree of satisfaction with the work performed.
- The financial resources of the bidder and the bidder's ability to secure any required bonds and/or insurance.
- Compliance by the bidder with all applicable federal, state, and local laws, including any licensing requirements.
- Delivery or completion time.
- Cost.
- Involvement in litigation.

5. CONSIDERATION FOR LOCAL VENDORS

Any Local Vendor who has submitted a bid not more than 5% higher than the lowest qualified responsible bidder may be awarded the bid if such local vendor agrees to accept the award at the amount and specifications of the lowest qualified responsible bidder, and meets all other conditions and requirements. Such Local Vendor shall be required to submit confirmation of its acceptance of the lower bid amount no later than 5 days after notification from the Purchasing Agent.

The provisions of this section shall not apply when the Lowest Qualified Responsible Bidder is a Local Vendor.

6. PROCEDURES IN THE EVENT OF A TIE BID

If there is a tie bid between or among vendors, the Purchasing Agent shall award the bid in one of the following manners:

- shared equally by the tied vendors, or
- award the bid on a rotating basis, or
- by draw in the presence of three or more witnesses.

7. BID AWARD

Once the Lowest Qualified Responsible Bidder is determined and an award of the bid is authorized, the Purchasing Agent shall prepare or cause to be prepared: (i) a purchase order to confirm the bid award and; (ii) when required, a contract. If required, the Purchasing Agent will bring the recommendation forward to the Board of Selectmen or Board of Education for approval as required by the Town Charter, State statutes, Board of Education policy, and this policy.

8. POST BID NEGOTIATION

Modifications in the proposed scope of the bid may be made after bid openings provided that the basic bid is still in its essential form and that all bidders have the same opportunity to submit new prices in writing for those changes being considered. Should all bids be in excess of funds available, the Purchasing Agent may work with the Lowest Responsible Qualified Bidder to negotiate reductions in scope until costs are within the amount of funds available.

9. BID FILE

The completed bid file for each Request for Proposal/Competitive Bid specific bid will contain:

- Completed record of bids
- Copy of the bid specification.
- Affidavit of publication or clipping of the bid.
- List of all firms invited to participate in the bid.

- List of all firms actually participating in the bid.
- All bids submitted.
- All correspondence related to the bid.
- Award notification
- Notice to proceed

SECTION C - PROCEDURES FOR OPTIONAL REQUESTS FOR QUALIFICATION

Whenever the Request for Proposal/Competitive Bid involves Professional Services, the Purchasing Agent may require that all bidders also comply with a Request for Qualification process. For purposes of this section, Professional services involve the furnishing of judgment, expertise, advice or effort by persons other than Town or Board of Education employees, and do not involve the delivery of a specific end product which can be defined by bid specifications and requires professional expertise.

Examples of professional services include, but are not limited to, in-service instructional leaders, pupil services, tutors, interpreters, architects, engineers, land surveyors, soil scientists, town planners, attorneys, banking and financial advisors, insurance brokers, actuaries, auditors, temporary agencies, repair services for property, equipment, and vehicles where the nature of the repair cannot be defined in advance by bid specifications and the professional expertise of the service provider is critical.

The Purchasing Agent, with the assistance of the department/school needing service, will develop the scope of Professional Services being sought in accordance with the requirements in "Section A: Definitions & General Requirements."

1. SPECIFICATIONS

In addition to the requirements in Section B, the following must also be included in the RFQ:

- Project title, background, detailed description, and plans/sketches if applicable.
- Format of submission.
- Number of copies to be submitted.
- Information on pre-submission meeting(s), if any.
- Criteria for selection.
- Requirement that the fee proposal be submitted in a separate sealed envelope and not be reflected in any part of the proposal response. Fee proposal envelope must contain project cost; method of payment, i.e. lump sum, percentage, hourly rates, etc.; and distribution of the fees by phase if applicable.
- Deadline and address for submission.
- Name, phone number, and email address of contact person.
- Any additional information needed for submission.

2. RESPONSES TO RFQ

When an RFQ process is utilized, responses must be accompanied by a statement of professional qualifications containing the following information:

- Background statement on the firm, principals, staff availability, location, and financial stability.
- Qualifications and position with the firm of those key individuals who will be assigned to the project.
- List of similar projects and at least three references including contact information for work done within the last five years.
- Short description of vendor's approach to the project and a general time line for completion, including phases if any.
- Short description of typical fee structure. Fee information is only for assessing the firm's understanding of the project.
- Statement as to why the vendor is the best qualified to meet the needs of the Town or Board of

Education.

3. EVALUATION & AWARD WHEN REQUEST FOR QUALIFICATION PROCESS IS UTILIZED

At the date and time stated in the notice advertising the bid, all proposals will be opened in public and recorded. No proposals shall be accepted or opened that were not submitted in compliance with the procedures set forth in the notice.

The Purchasing Agent will convene a review panel of not less than three individuals which will rank proposal submissions as follows: experience with similar projects; work approach; work schedule; staff qualifications; ability to meet requirements, terms, and conditions outlined in the RFQ; and firm's resources and stability.

A list of the most qualified firms will be developed. An interview will be conducted with a minimum of the top three qualified firms based on rankings. Fees are not to be taken into consideration as part of this determination.

After determination of the most qualified firms, the panel will open sealed envelopes containing fees. The panel will recommend a firm based on the ranking combined with the fee and will notify the Purchasing Agent by memo of its recommendation. The Purchasing Agent will bring the recommendation forward to the Board of Selectmen or Board of Education for approval as required by the Town Charter, State statutes, Board of Education policy, and this policy. A record of all proposals submitted, giving the names of the bidders, the amounts of the bids, and indicating the successful bidder shall be preserved by the Purchasing Agent in accordance with State law.

SECTION D - PREFERRED PROFESSIONAL SERVICES VENDOR LIST

It is the intent of this process to develop a list of pre-qualified vendors for specified professional services that will be available for hire by the Town or Board of Education during the contract period. Town or Board of Education departments and schools may use vendors on this list when services are needed and when pre-approved by the First Selectman or Superintendent. This list in no way requires the departments or schools to utilize vendors from the list nor does it preclude the ability of any department or school to initiate the RFP process.

The Purchasing Agent shall utilize the Request for Proposal process to develop the list and will maintain the list of all selected vendors as well as the date of inception of the list. The list shall be viable for three years from date of inception. Selected vendors shall remain on the list from the date selected until the expiration date of the list unless removed by the Purchasing Agent. At that time, a vendor may resubmit for inclusion through the process.

Vendors may be placed on the list using the Request for Qualification process in "Section C: Procedures for Optional Requests for Qualification."

Any vendor may be removed from the list at any time by the Purchasing Agent.

The following statement must be included in materials for the Request for Proposal and Competitive Bid processes: "Submission of a response to this RFP or bid may result in your placement on our "Preferred Vendor List". Inclusion on the list is not a guarantee of work being awarded. Any vendor may be removed from the list at any time by the Purchasing Agent."

SECTION E - ACCEPTANCE/REJECTION OF BIDS

The Purchasing Agent may reject any and all bids or quotations in whole or in part. Bids may be rejected for, but not limited to, the following reasons:

- if there is any reason to believe that collusion exists among the bidders;
- irregularities of any kind, including, without limitation, alteration of form, additions not called for, conditional bids, incomplete bids, and unexplained erasures;
- if past performance is such that the First Selectman or Superintendent feels that the bidder cannot provide satisfactory service; or
- failure to act responsibly in dealings with the Town, Board of Education, or other customers.

The Purchasing Agent shall not accept a proposal submission from any vendor if the vendor, its sole proprietor, partner(s), or company officer(s) are in default on the payment of taxes, licenses, fees, or other monies due to the Town.

The Purchasing Agent retains the right to waive any insubstantial irregularities in the bids received (i.e. typographical errors, errors in formatting, etc.).

In accordance with CGS 7-148w, the Town may, by ordinance of its legislative body, establish a process for disqualification of any contractor, for up to two years, from bidding on, applying for, or participating as a subcontractor under, contracts with the Town or Board of Education for one or more causes set forth under subsection (c) of that section. Such ordinance shall establish procedures for disqualification which shall include notice and an opportunity for a hearing to the contractor who is the subject of the proceeding.

Nothing in this section should be construed to limit in any way the right of the First Selectman or Superintendent or his/her designee to reject any and all bids.

SECTION F - WAIVER OF REQUEST FOR PROPOSAL/COMPETITIVE BID PROCESS

In certain situations the bidding, quotation, and proposal processes described in this document may be waived even though the estimated cost exceeds the dollar threshold established in “Section A: Definitions & General Requirements.”

The formal process may be waived for any of the following reasons:

- Only one (1) reasonable or qualified source can be identified, including those furnished by a monopoly utility. The Purchasing Agent will make the final determination of single source purchases.
- Time is a critical factor.
- A formal process would result in substantially higher costs to the Town or Board of Education, or inefficient use of personnel, or cause substantial disruption of Town or Board of Education services.
- Tuition and other services as determined by Planning and Placement Team (PPT).
- Those exempted or determined by law.

The First Selectman or Superintendent may grant a waiver for any of the above-listed reasons. Upon granting such a waiver, the First Selectman or Superintendent must, in writing, state the reason(s) for granting such waiver and shall notify the Board of Selectmen or the Board of Education as applicable of such action by electronic means.

If within two business days following such notification two members or more of such board as applicable

objects to the granting of such waiver then the waiver shall be suspended pending approval of the waiver by the full board. No bids shall be awarded pursuant to this process until two business days have elapsed.

A waiver for any reason other than those above requires the approval of the Board of Selectmen or the Board of Education as applicable. For a requesting department or school to obtain a waiver, a written waiver request including specific reasons for the waiver shall be provided to the First Selectman or Superintendent. The request must be signed by a department head, principal, or director. Upon receipt of the waiver request, the First Selectman or Superintendent will notify the requestor if the waiver has been granted.

SECTION G - PURCHASING IN EMERGENCY SITUATIONS OR UNDER EXTRAORDINARY CONDITIONS

The formal process may be waived for any of the following reasons:

- In the opinion of the First Selectman or Superintendent or his/her designee, an emergency requires the purchase of goods or services to avoid injury or damage to human life or property.
- To meet a public emergency as determined and approved by the First Selectman.

Emergency situations shall be defined as situations in which:

- the operation of a department would be seriously hampered; or
- life, limb or property may be endangered; or
- the health or welfare of the general public is seriously threatened.

Extraordinary conditions shall be defined as conditions which:

- are not known until after an operation has commenced; or
- require unanticipated parts, equipment or materials to be obtained in order to complete the operation.

Under conditions enumerated above, the First Selectman/Superintendent or his/her designee, may authorize purchase of necessary goods and/or services. At the time of the purchase, the department or school will secure a sales ticket, delivery slip, or invoice for the material from the vendor.

Within the timeframe determined by the Purchasing Agent for the specific emergency or extraordinary condition, a Requisition will be prepared in the usual manner. The nature of the conditions necessitating such a purchase shall briefly be provided on the Requisition. The Chief Financial Officer will then formally issue the purchase order to the vendor which will be marked "Confirming Order - Do Not Reorder".

Purchases of this nature will be kept to an absolute minimum.

SECTION H - MANDATORY REVIEW OF PURCHASING POLICY

Beginning five years from final adoption of this policy and no less frequently than every five years thereafter, the Board of Selectmen, Board of Education, and Board of Finance shall form a “work group” consisting of two members of each of the boards and the CFO to review this policy and recommend modifications as needed.

Approved by Board of Selectmen: 07/16/09
Approved by Board of Education: 11/19/09
Approved by Board of Finance: 08/05/09

TOWN OF COLCHESTER

INCORPORATED

·1698·

CONNECTICUT

TOWN OF COLCHESTER
ANNUAL BUDGET

GLOSSARY OF TERMS

Actuarial Recommended Contribution (ARC) – The amount of money recommended to be transferred to the Police Pension Fund as determined by the Town's Actuary (may also be referred to as the "Annual Recommended or Required Contribution).

Appropriated Fund Balance – A portion of existing fund balance that is incorporated into the subsequent year's budget to 'balance' expected expenditures in excess of expected revenues.

Appropriation – An authorization made by the legislative body of a government that permits officials to incur obligations against and to make expenditures of governmental resources. Appropriations are usually made for fixed amounts and are typically granted for a one-year period.

Assessed Valuation – A valuation of real estate and certain personal property by the Town Assessor as a basis for levying property taxes. The assessed value of any property is set at 70% of its market value. The 70% assessment ration is the same throughout Connecticut and is required by State law.

Assigned Fund Balance – The portion of fund balance that represents resources set aside ('encumbered') by the government for a particular purpose.

Basis of Accounting – Timing of recognition for financial reporting purposes.

Basis of Budgeting – Method used to determine when revenues and expenditures are recognized for budgetary purposes.

Benefits – Medical and dental insurances that employees elect to receive. Employees pay a cost sharing percentage (as determined either by collective bargaining agreement or by personnel policy). Employer (Town) pays the insurance company the difference between employee cost and insurance plan cost.

Budget – A financial operating plan for a given period that details expenditures for providing services and the planned financing for such services.

Capital Asset – Land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure, and all other tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period.

Capital Budget – Financial plan for one year or multiple years that details funds to put towards the purchase of equipment or facilities, or to purchase equipment or facilities in that budget year.

Capital Improvement – Equipment or facilities that have been designated for upgrade or new purchase within a designated time frame (as part of a Capital Improvement Plan).

Capital Reserve – A segment of the capital budget that designates a particular amount of money per year over a pre-determined amount of time that allows the Town to pay in part or in whole for capital, such as equipment or facilities (new or upgrades).

Cash Basis of Accounting – Basis of accounting that recognizes transactions or events when related cash amounts are received or disbursed.

Committed Fund Balance – The portion of the net position of a governmental fund that represents resources whose use is subject to a legally binding constraint that is imposed by the government itself at its highest level of decision-making authority and that remains legally binding unless removed in the same manner.

Compensation – Salaries for employees.

Contingency Account – A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted for.

Contract (Collective Bargaining Agreement) – An agreement between an unionized employee group and the Town (employer) that details various work-related functions, such as hours of work, paid time-off, disciplinary procedures, and more.

Current Tax Levy – The total amount of revenues to be raised through property taxes at the current mill rate. The current tax levy is the central figure used to calculate the mill rate. It is distinct from non-current levy taxes which consist primarily of taxes and interest owed from prior years.

Debt Service - Payment of interest and repayment of principal on debt that the Town has issued, typically for large capital projects.

Defined Benefit Pension Plan – Pension plan having terms that specify the amount of pension benefits to be provided at a future date or after a certain period of time; the amount specified usually is a function of one or more factors such as age, years of service, and compensation.

Defined Contribution Pension – Pension plan having terms that (a) provide an individual account for each plan member and (b) specify how contributions to an active plan member's account are to be determined, rather than the income or other benefits the member or his or her beneficiaries are to receive at or after separation from employment. Those benefits will depend only on the amounts contributed to the member's account, earnings on investments of those contributions, and forfeitures of contributions made for other members that may be allocated to the member's account.

Education Cost Share grant (ECS) - A grant to municipalities from the State that is determined by a statutory formula, which is: the foundation multiplied by the base aid ratio multiplied by the number of need students. A regional bonus is then added.

- For FY13-14 & FY14-15, <u>the foundation</u> for the Town of Colchester is $11,525.
- The <u>base aid ratio</u> is 1 minus the wealth adjustment factor. The wealth adjustment factor is the sum of 90 percent of the ratio of the of the town's equalized net grand list per capita divided by 1.5 times the median town's equalized net grant list per capita and 10 percent of the ratio of the

town's median household income divided by 1.5 times the median town's median household income.

- Need students is the number of students enrolled at the expense of the town plus 30 percent of the number of children eligible for free or reduced price meals or free milk.
- The regional bonus is for towns with regional school districts. It is the number of students enrolled in regional schools times $100 times the number of grades on the regional schools divided by 13. This does not apply for the Town of Colchester.

Employer Contribution – Term used in the context of pension and other postemployment benefits to describe contributions actually made by the employer in relation to the annual required contribution (ARC) of the employer.

Encumbrances – The commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a specific future expense. For financial reporting purposes, encumbrance accounting is restricted to governmental funds.

Enterprise Fund – A fund established to account for operations financed in a manner similar to a private business enterprise; i.e., where the costs of providing goods and services to the public are financed or recovered through user charges.

Expenditure – Where accounts are kept on the accrual or modified accrual basis of accounting, the cost of goods received or services rendered whether cash payments have been made or not. Where accounts are kept on a cash basis, expenditures are recognized only when the cash payments for the above purposes are made.

Fiscal Year – Budget year that starts July 1 and ends the following June 30.

Full-Time – Employees who regularly work at least thirty (30) hours per week.

Fund – Fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, that are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

Fund Balance – Difference between assets and liabilities reported in a governmental fund.

GAAP – Generally Accepted Accounting Principles; accounting rules used to prepare, present, and report financial statements for a wide variety of entities, including publicly-traded and privately-held companies, non-profit organizations, and governments.

General Fund –The general fund typically serves as the chief operating fund of a government. The general fund is used to account for all financial resources except those required to be accounted for in another fund.

General Obligation (GO) Bonds – When a government pledges its full faith and credit to the repayment of the bonds it issues, then those bonds are general obligation (GO) bonds. Sometimes the term is also used to refer to bonds that are to be repaid from taxes and other general revenues.

General Revenues – All revenues that are *not* required to be reported as program revenues in the government-wide statement of activities.

Governmental Funds – Funds generally used to account for tax-supported activities. There are five different types of governmental funds: the general fund, special revenue funds, debt service funds, capital projects funds, and permanent funds.

Grand List – The basis upon which the property tax levy is allocated among the property owners in a jurisdiction with taxing power.

Intergovernmental – Transactions between governments, such as grants from the State to the Town of Colchester.

Internal Service Fund – Proprietary fund type that may be used to report any activity that provides goods or services to other funds, departments, or agencies of the government.

Legal Level of Budget Control – Level at which a government's management may not reallocate resources without approval from the legislative body.

Mill – The amount of tax paid for each $1,000 of assessed value. A mill is one-tenth ($1/10^{th}$) of a penny or $1.00 of tax for each $1,000 of assessed value.

Mill Rate – The rate applied to assessed valuation to determine property taxes. The mill rate sets the amount of taxes that must be paid for every $1,000 of assessed value of property.

Modified Accrual Basis of Accounting – Basis of accounting that modifies the accrual basis of accounting in two important ways: 1) revenues are not recognized until they are measureable and available, and 2) expenditures are recognized in the period in which governments in general normally liquidate the related liability rather than when the liability is first incurred (if earlier).

Pension Benefits – Retirement income and all other benefits (e.g., disability benefits, death benefits, life insurance) except healthcare benefits that are provided through a defined benefit pension plan to plan members and beneficiaries after termination of employment or after retirement. Postemployment healthcare benefits are considered other postemployment benefits, regardless of how they are provided.

Pension Plan – Arrangement for the provision of pension benefits in which all assets accumulated for the payment of benefits may legally be used to pay benefits (including refunds of member contributions) to any of the plan members or beneficiaries, as defined by the terms of the plan.

Personnel – All employees, including full-time, part-time, and elected officials, who work for the Town of Colchester.

Postemployment – Period following termination of employment, including the time between termination and retirement.

Principal - The amount borrowed, or the part of the amount borrowed that remains unpaid.

Property Tax – A locally levied tax based on the market value of property assessed at 70% during a given year by the local municipality. The revenues from property taxes represent the largest funding source for Colchester municipal expenditures. By State law, all municipalities must revalue the market value of property every five years.

Proprietary Funds – Funds that focus on the determination of operating income, changes in net position (or cost recovery), financial position and cash flows. There are two types of proprietary funds: enterprise funds and internal service funds.

Referendum - A question or proposal that is submitted to a vote of the electors or voters of a municipality that is either (1) any regular or special state or municipal election, or (2) is not an election and is not a town meeting.

Refunding – Issuance of new debt whose proceeds are used to repay previously issued debt. The proceeds may be used immediately for this purpose (a current refunding), or they may be placed with an escrow agent and invested until they are used to pay principal and interest on the old debt at a future time (an advance refunding).

Restricted Fund Balance – The portion of the net position of a governmental fund that represents resources subject to externally enforceable constraints.

Revaluation - A periodic program undertaken in order to appraise all real property in terms of its full market value (bringing all properties to 100% of their true market value and by the same standard).

Revenue – Income to the Town of Colchester that comes from various sources, including: property taxes (both current and delinquent with associated interest and lien fees), intergovernmental revenue (both Town and Education-based), charges for services, investment interest earnings, license and permit fees, use of fund balance (varies from year-to-year and may sometimes not be used), transfers between other funds into the operating budget, and other miscellaneous revenue sources.

Special Revenue Funds – Governmental fund type used to account for the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects and exclusive of resources held in trust for individuals, private organizations, or other governments.

Tax Collection Rate – A measure of the rate of taxes collected on all outstanding grand lists.

Town Meeting – The Annual Budget meeting to receive and consider a resolution for the adoption of the Annual Budget. The Annual Budget meeting is adjourned to an automatic referendum to be held within a specified amount of time as determined by Town Charter. Special Town meetings may be held at any time, as provided for in the Town Charter or State Statutes.

Unassigned Fund Balance – The difference between total fund balance and its non-spendable, restricted, committed and assigned components.

Unrestricted Fund Balance – The difference between total fund balance and its non-spendable and restricted components.

TOWN OF COLCHESTER

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