# Town of Colchester

FY 2015 – 2016

PROPOSED BUDGET

Town Website

TOWN OF COLCHESTER

INCORPORATED

·1698·

CONNECTICUT

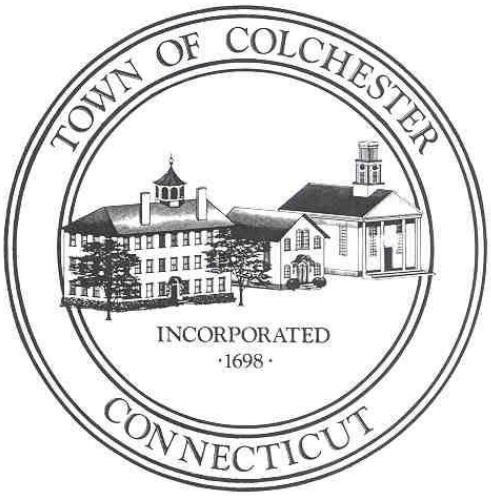
# TABLE OF CONTENTS

| | PAGE |
|---|---|
| **Table of Contents** | **3** |
| **Section One – Introduction** | **5** |
| • GFOA Budget Award | 9 |
| • Town Description | 11 |
| • Government Description | 12 |
| • Organizational Chart | 13 |
| • Principal Municipal Officials | 14 |
| • Town Profile | 15 |
| **Section Two – Budget Summary and Overview** | **17** |
| • Budget Process | 21 |
| • Budget Calendar | 24 |
| • Basis of Accounting/Budgeting | 25 |
| • Summary of Funds/Fund Balance | 26 |
| • Budget History (Adopted & Percentage Change) | 27 |
| • Personnel Summary | 28 |
| • Revenue Summary | 29 |
| • Expenditure Summary | 35 |
| **Section Three – Taxation and Collections** | **45** |
| • Budget Summary | 49 |
| • Mill Rate Calculation | 49 |
| • Principal Taxpayers | 50 |
| • Property Tax Levies and Collections | 50 |
| **Section Four – Department Operating Budgets** | **51** |
| • General Government | 55 |
| • Public Safety | 129 |
| • Public Works | 153 |
| • Community & Human Services | 205 |
| • Debt Service | 239 |
| • Transfers | 243 |
| • Animal Control Fund | 249 |

| | PAGE |
|---|---|
| **Section Five – Capital Improvement Plan** | **253** |
| • Capital Improvement Plan | 255 |
| o Vehicles | |
| o Equipment | |
| o Facilities & Grounds | |
| o Lease Financing | |
| o Reserves | |
| • Capital Plan Graph (20-Year) | 259 |
| **Section Six – Debt** | **261** |
| • Debt Service Summary | 265 |
| • Chart – Debt Service Plan | 270 |
| **Section Seven – Glossary** | **271** |
| • Description of Funds | 275 |
| • Financial Policies | 277 |
| • Definition of Terms | 289 |

# SECTION ONE

# Introduction


TOWN OF COLCHESTER
INCORPORATED
·1698·
CONNECTICUT

# Section One – Introduction

**Item**

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

TOWN OF COLCHESTER

INCORPORATED

·1698·

CONNECTICUT

GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished Budget Presentation Award*

PRESENTED TO

**Town of Colchester**

**Connecticut**

For the Fiscal Year Beginning

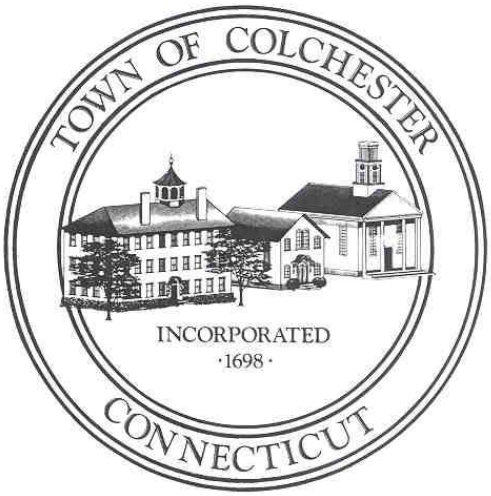
**July 1, 2014**

Executive Director

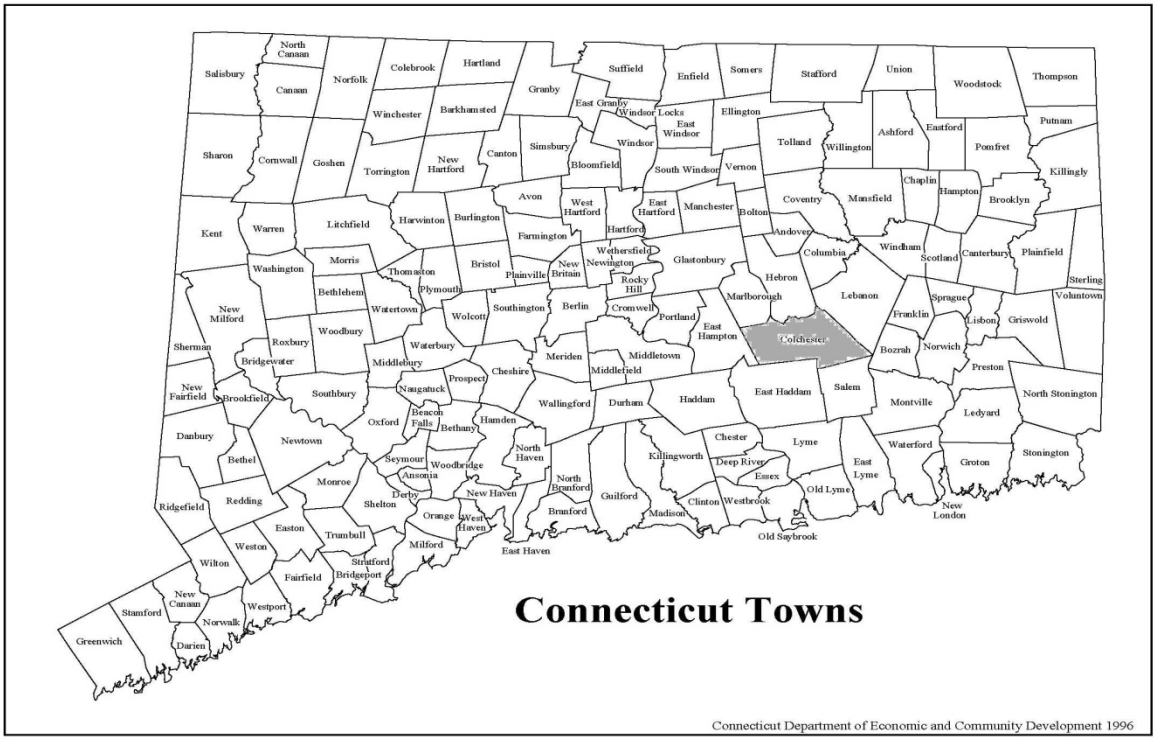
The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the Town of Colchester, Connecticut for its annual budget for the fiscal year beginning July 1, 2014.

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
INCORPORATED
·1698·
CONNECTICUT

## 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 $1,089; the tax collection rate was equal to the State average at 98.4%; and the unemployment rate was 1.2 percent lower than the State average. Out of 169 towns in Connecticut (with rankings starting with the highest in each category), Colchester ranked 72$^{nd}$ in population, 106$^{th}$ in population density, 107$^{th}$ in debt per capita, 37$^{th}$ in median household income, and 77$^{th}$ 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.

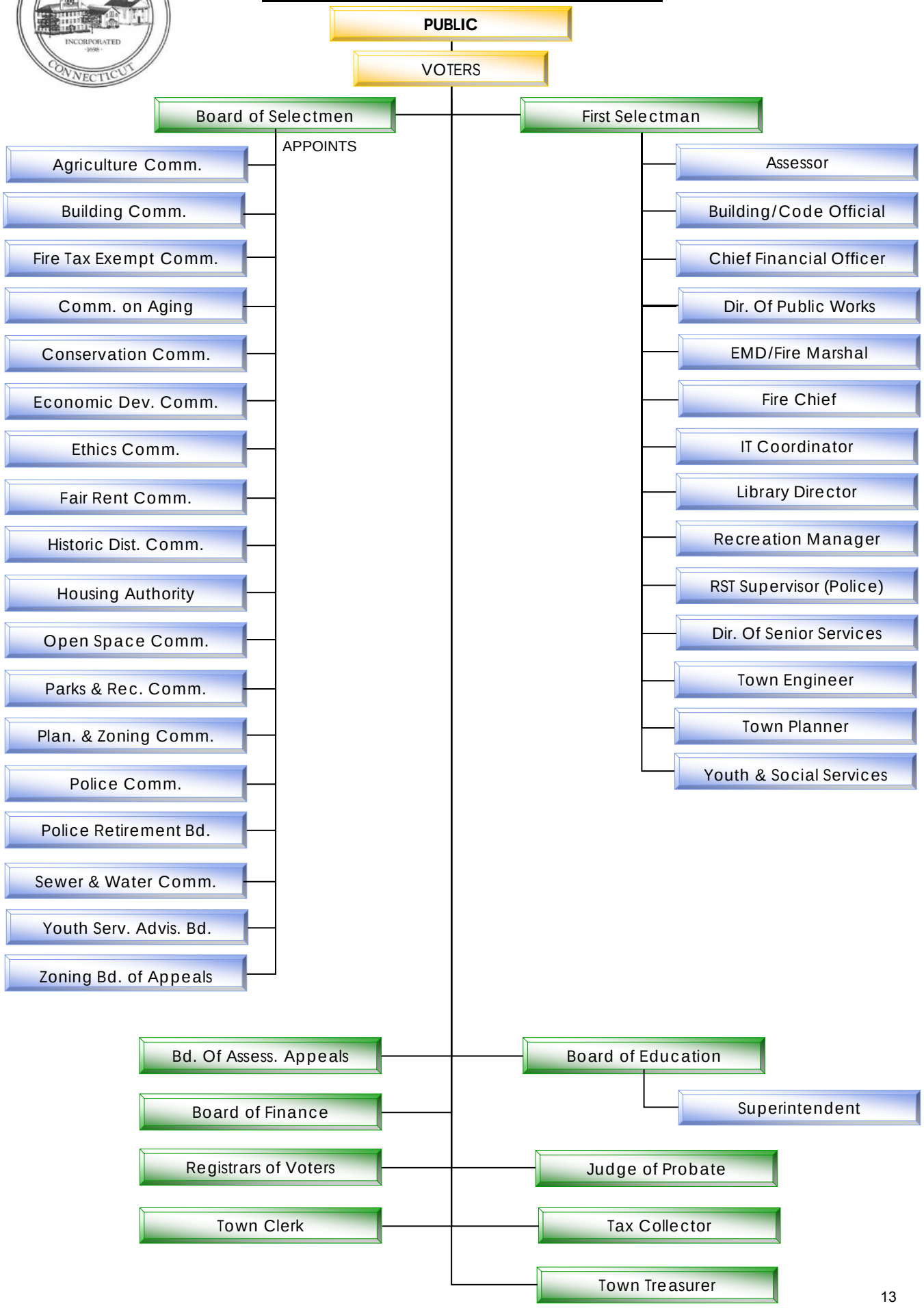
The First Selectman is the Chief Executive Officer of the Town and is a full voting and participating member of the Board of Selectmen. The First Selectman is responsible for the direction and activities of all Town departments except the Board of Education and all appointed boards.

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

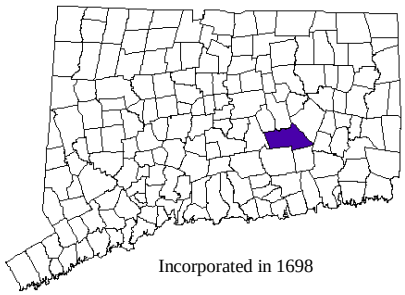
**Chief Financial Officer** — **Maggie Cosgrove**
**Town Clerk** — **Gayle Furman**
**Town Treasurer** — **Gregory Cordova**
**Tax Collector** — **Donald Philips**
**Superintendent of Schools** — **Jeffry Mathieu**

# 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



www.cerc.com

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

# SECTION TWO

# Budget Summary & Overview

TOWN OF COLCHESTER

INCORPORATED

·1698·

CONNECTICUT

# 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

INCORPORATED

·1698·

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 |

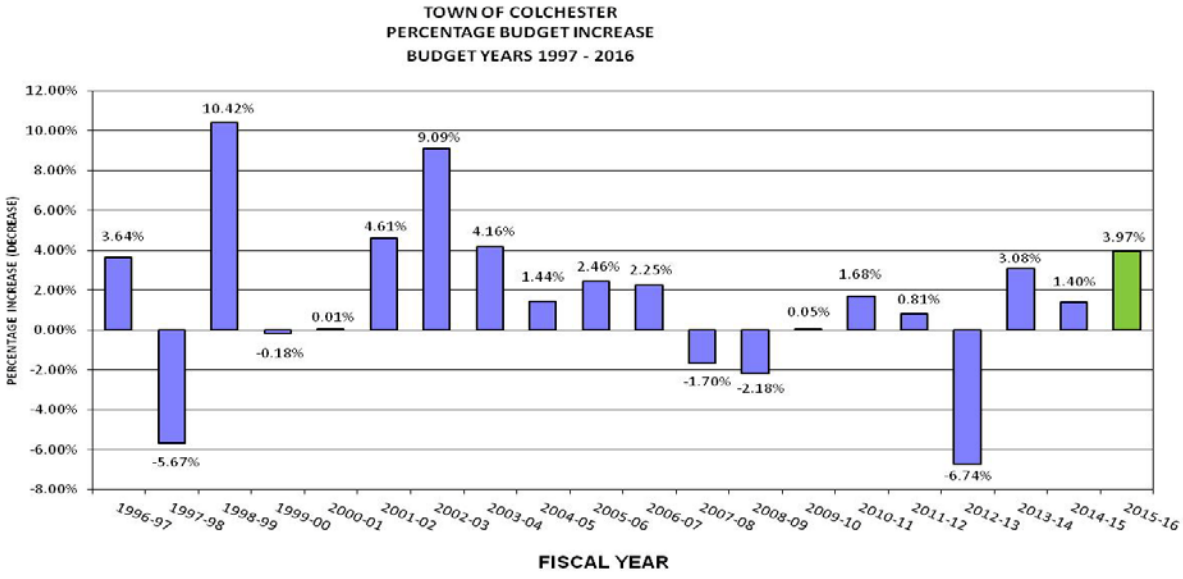
Source: Statement of Revenues, Expenditures and Changes in Fund Balances (Deficits) - Governmental Funds included in the audited financial statements.

## 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 |

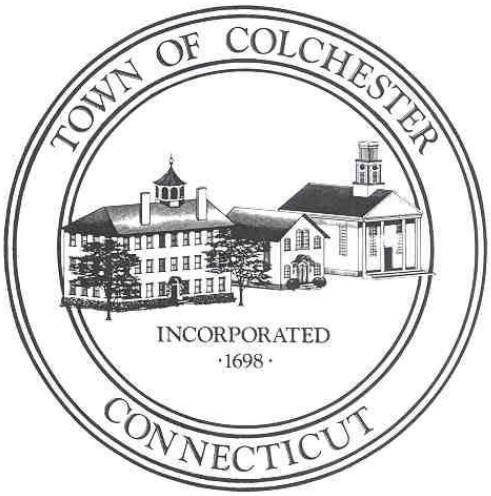
**EMPLOYEE BENEFITS**

| | 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

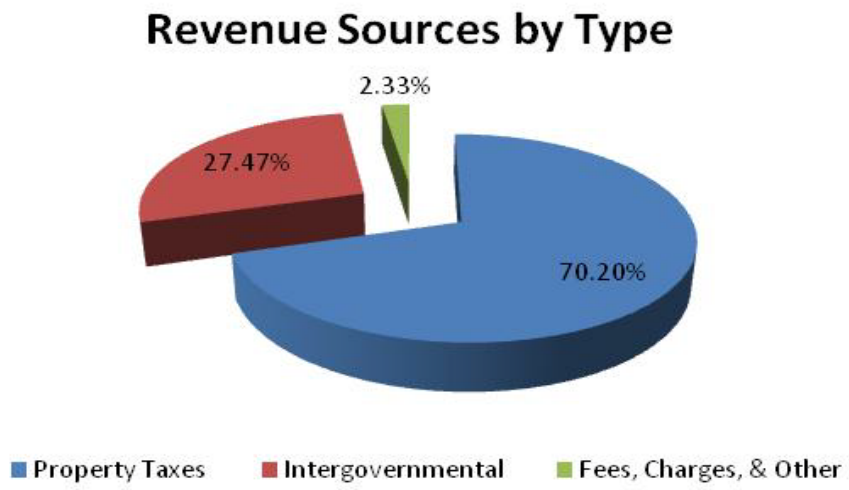
# REVENUE SUMMARY


TOWN OF COLCHESTER
INCORPORATED
·1698·
CONNECTICUT

| | 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 |



TOWN OF COLCHESTER

INCORPORATED

·1698·

CONNECTICUT

# EXPENDITURE SUMMARY

TOWN OF COLCHESTER

INCORPORATED

·1698·

CONNECTICUT

**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

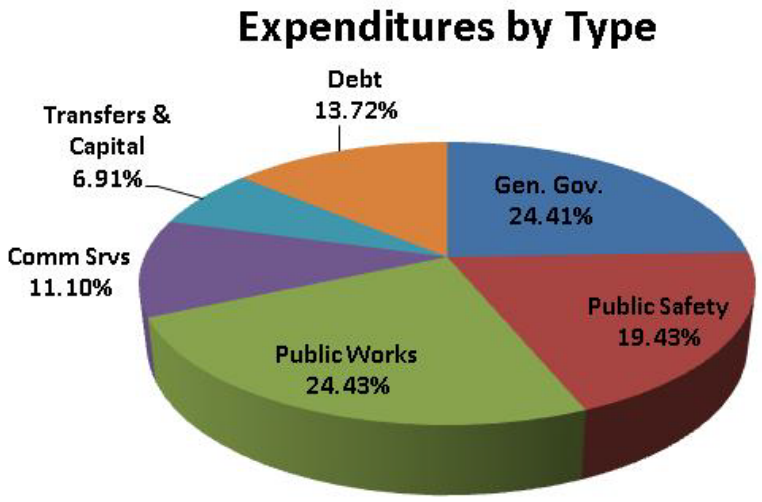
| | ACTUAL EXPENDITURES FY 2012-2013 | ACTUAL EXPENDITURES FY 2013-2014 | ADOPTED BUDGET FY 2014-2015 | PROJECTED ACTUAL FY 2014-2015 | PROPOSED BUDGET FY 2015-2016 |
|---|---|---|---|---|---|
| **PUBLIC WORKS** | | | | | |
| PUBLIC WORKS ADMINISTRATION | 199,516 | 159,208 | 154,971 | 156,002 | 160,410 |
| 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

INCORPORATED

·1698·

CONNECTICUT

# Section Three – Taxation & Collections

**Item**

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

TOWN OF COLCHESTER

INCORPORATED

·1698·

CONNECTICUT

**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

INCORPORATED

·1698·

CONNECTICUT

# 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

INCORPORATED

·1698·

CONNECTICUT

# General Government

TOWN OF COLCHESTER

INCORPORATED

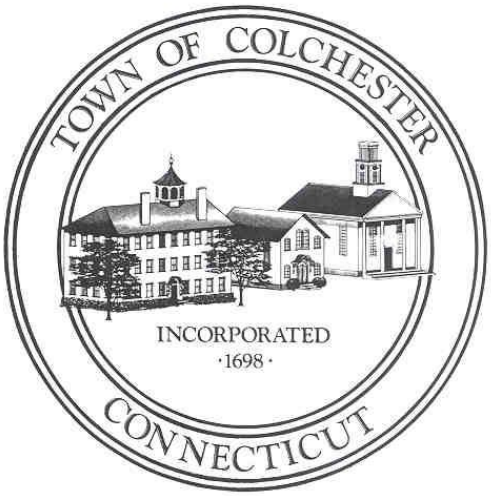
·1698·

CONNECTICUT

# 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
INCORPORATED
·1698·
CONNECTICUT

## 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

TOWN OF COLCHESTER

INCORPORATED

·1698·

CONNECTICUT

**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** |

TOWN OF COLCHESTER

INCORPORATED

·1698·

CONNECTICUT

**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.

TOWN OF COLCHESTER

INCORPORATED

·1698·

CONNECTICUT

**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**

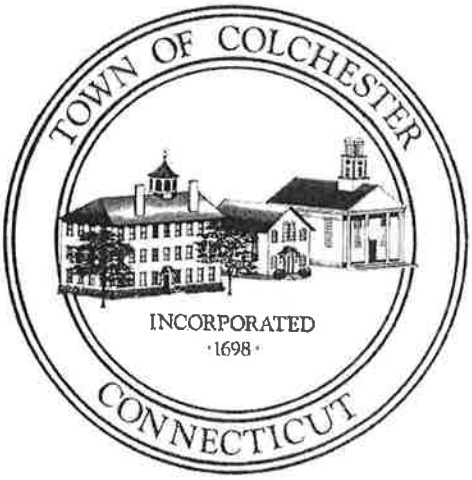
| ACCOUNT | FY 2012-2013 ACTUAL EXPENDITURES | FY 2013-2014 ACTUAL EXPENDITURES | FY 2014-2015 ADOPTED BUDGET | FY 2014-2015 PROJECTED ACTUALS | FY 2015-2016 PROPOSED BUDGET |
|---|---|---|---|---|---|
| Regular Payroll | 138,398 | 132,562 | 136,536 | 133,828 | 140,023 |
| Contractual, Temporary, Occassional 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** |


TOWN OF COLCHESTER
INCORPORATED
·1698·
CONNECTICUT

**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

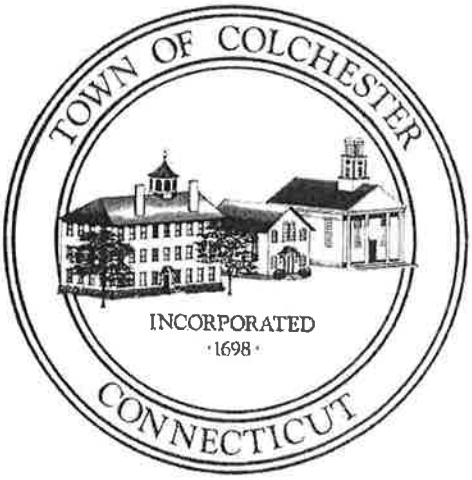
First Selectman's Office

### 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


TOWN OF COLCHESTER
INCORPORATED
·1698·
CONNECTICUT

**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**

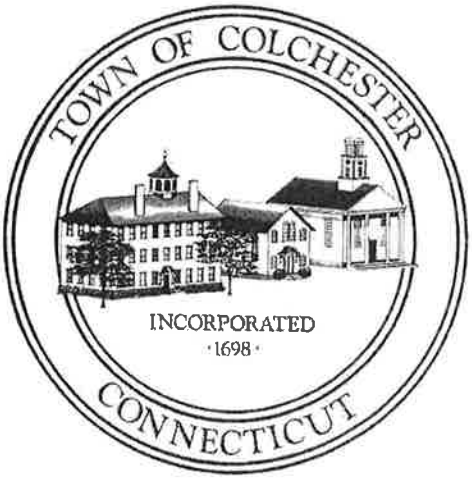
| ACCOUNT | FY 2012-2013 ACTUAL EXPENDITURES | FY 2013-2014 ACTUAL EXPENDITURES | FY 2014-2015 ADOPTED BUDGET | FY 2014-2015 PROJECTED ACTUALS | FY 2015-2016 PROPOSED BUDGET |
|---|---|---|---|---|---|
| Regular Payroll | 201,230 | 191,470 | 191,496 | 194,858 | 197,828 |
| Contractual, Temporary, Occasional 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** |


TOWN OF COLCHESTER
INCORPORATED
·1698·
CONNECTICUT

**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**

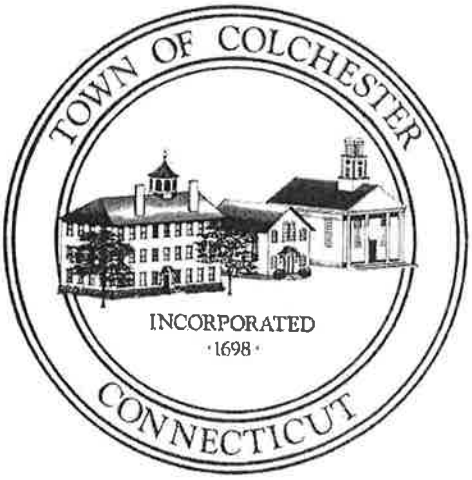
| ACCOUNT | FY 2012-2013 ACTUAL EXPENDITURES | FY 2013-2014 ACTUAL EXPENDITURES | FY 2014-2015 ADOPTED BUDGET | FY 2014-2015 PROJECTED ACTUALS | FY 2015-2016 PROPOSED BUDGET |
|---|---|---|---|---|---|
| Regular Payroll | 190,787 | 201,081 | 204,758 | 207,414 | 210,332 |
| Overtime | 1,704 | 1,733 | 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** |

TOWN OF COLCHESTER

INCORPORATED

·1698·

CONNECTICUT

**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** |

TOWN OF COLCHESTER

INCORPORATED

·1698·

CONNECTICUT

**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.

TOWN OF COLCHESTER

INCORPORATED

·1698·

CONNECTICUT

**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 | | | | | | |

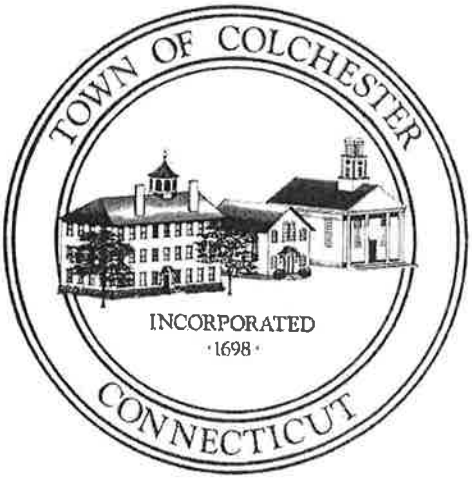
| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | PROPOSED |
|---|---|---|---|---|---|---|
| **44243 - UNEMPLOYMENT COMPENSATION** | | | | **13,000** | | **13,000** |
| Unemployment compensation paid per case. | 1.00 | 12,000.00 | 12,000 | | | |
| Third Party 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.


TOWN OF COLCHESTER
INCORPORATED
·1698·
CONNECTICUT

**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

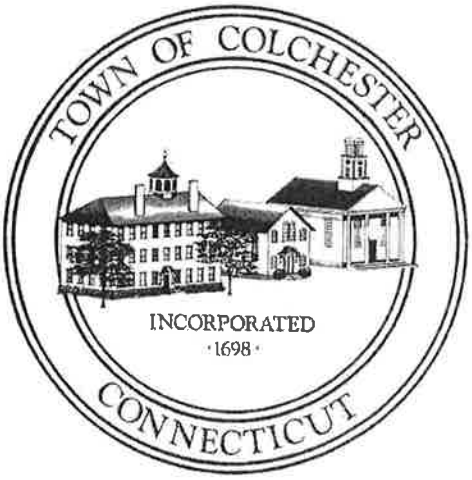
Information Technology/GIS Coordinator (part time)
Network Technician (part time)

### 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


TOWN OF COLCHESTER
INCORPORATED
·1698·
CONNECTICUT

**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

INCORPORATED

·1698·

CONNECTICUT

# Public Safety

**Departments**

- Police
- Fire/Emergency Medical Services
- Emergency Management

TOWN OF COLCHESTER

INCORPORATED

·1698·

CONNECTICUT

**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

·1698·

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

·1698·

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 | 5,300 |
| 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 | 5,600 |
| **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** | | **5,300** |
| 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 | | | |
| **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** | | **5,600** |
| Construction of two sand volleyball courts at RecPlex near tennis courts | 2.00 | 4,000.00 | 8,000 | | (4,000) | |
| Benches along RecPlex walking path | 4.00 | 800.00 | 3,200 | | (1,600) | |
| **TOTAL GROUNDS MAINTENANCE** | | | | **420,599** | | **414,999** |

TOWN OF COLCHESTER

INCORPORATED

·1698·

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**

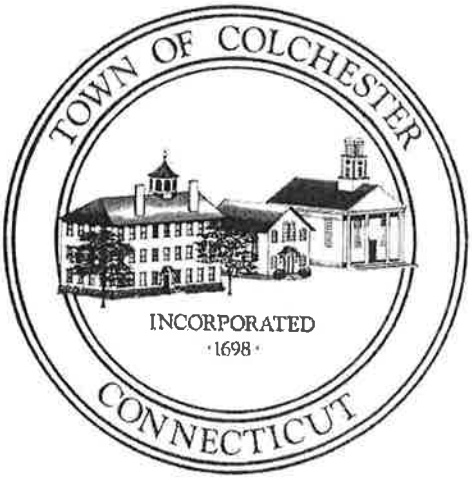
| ACCOUNT | FY 2012-2013 ACTUAL EXPENDITURES | FY 2013-2014 ACTUAL EXPENDITURES | FY 2014-2015 ADOPTED BUDGET | FY 2014-2015 PROJECTED ACTUALS | FY 2015-2016 PROPOSED BUDGET |
|---|---|---|---|---|---|
| Regular Payroll | 72,208 | 43,909 | 49,103 | 47,343 | 49,061 |
| Overtime | 365 | 439 | 0 | 450 | 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
INCORPORATED
·1698·
CONNECTICUT

**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

INCORPORATED

·1698·

CONNECTICUT

# 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

TOWN OF COLCHESTER

INCORPORATED

·1698·

CONNECTICUT

**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**

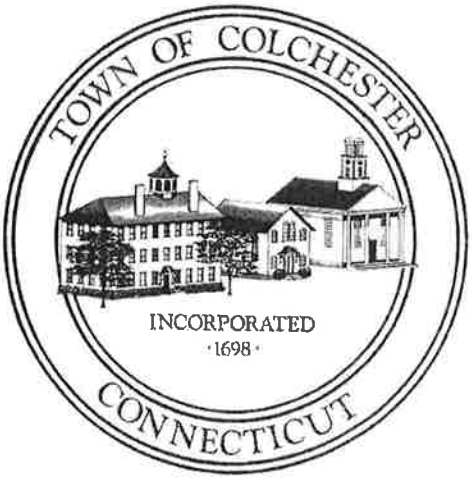
| | ITEM QUANTITY | ITEM UNIT COST | TOTAL DETAIL | TOTAL DEPARTMENT REQUEST | REDUCTIONS | PROPOSED |
|---|---|---|---|---|---|---|
| **42233 - COPIER** | | | | **2,360** | | **2,360** |
| Monthly lease payments | 12.00 | 180.00 | 2,160 | | | |
| Per copy charges | 4.00 | 50.00 | 200 | | | |
| **42301 - 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** |


TOWN OF COLCHESTER
INCORPORATED
·1698·
CONNECTICUT

## 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**

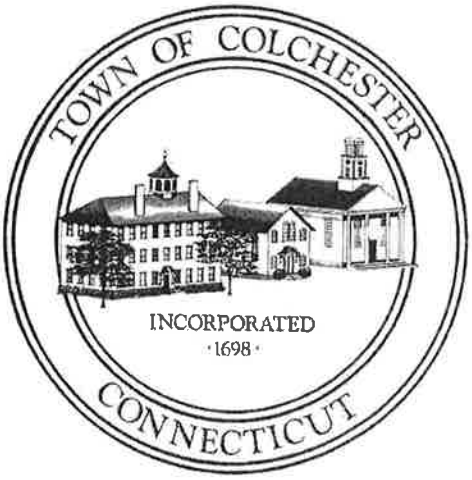
| ACCOUNT | FY 2012-2013 ACTUAL EXPENDITURES | FY 2013-2014 ACTUAL EXPENDITURES | FY 2014-2015 ADOPTED BUDGET | FY 2014-2015 PROJECTED ACTUALS | FY 2015-2016 PROPOSED BUDGET |
|---|---|---|---|---|---|
| Regular Payroll | 72,887 | 126,709 | 127,556 | 126,277 | 131,867 |
| Overtime | 3,776 | 866 | 1,127 | 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
·1698·
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

INCORPORATED

·1698·

CONNECTICUT

**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

·1698·

CONNECTICUT

**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

INCORPORATED

·1698·

CONNECTICUT

# Animal Control Fund

TOWN OF COLCHESTER

INCORPORATED

·1698·

CONNECTICUT

## 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

INCORPORATED

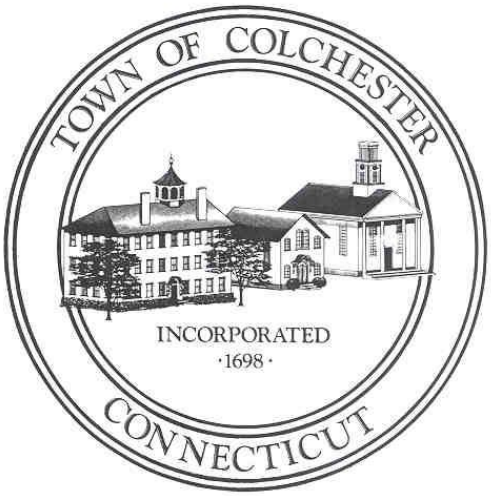
·1698·

CONNECTICUT

# Section Five – Capital Improvement Plan

**Item**

- Capital Improvement Plan Summary
    - Vehicles
    - Equipment
    - Facilities & Grounds
    - Reserves
- Capital Plan Graph (20-Year) – excludes bonded projects

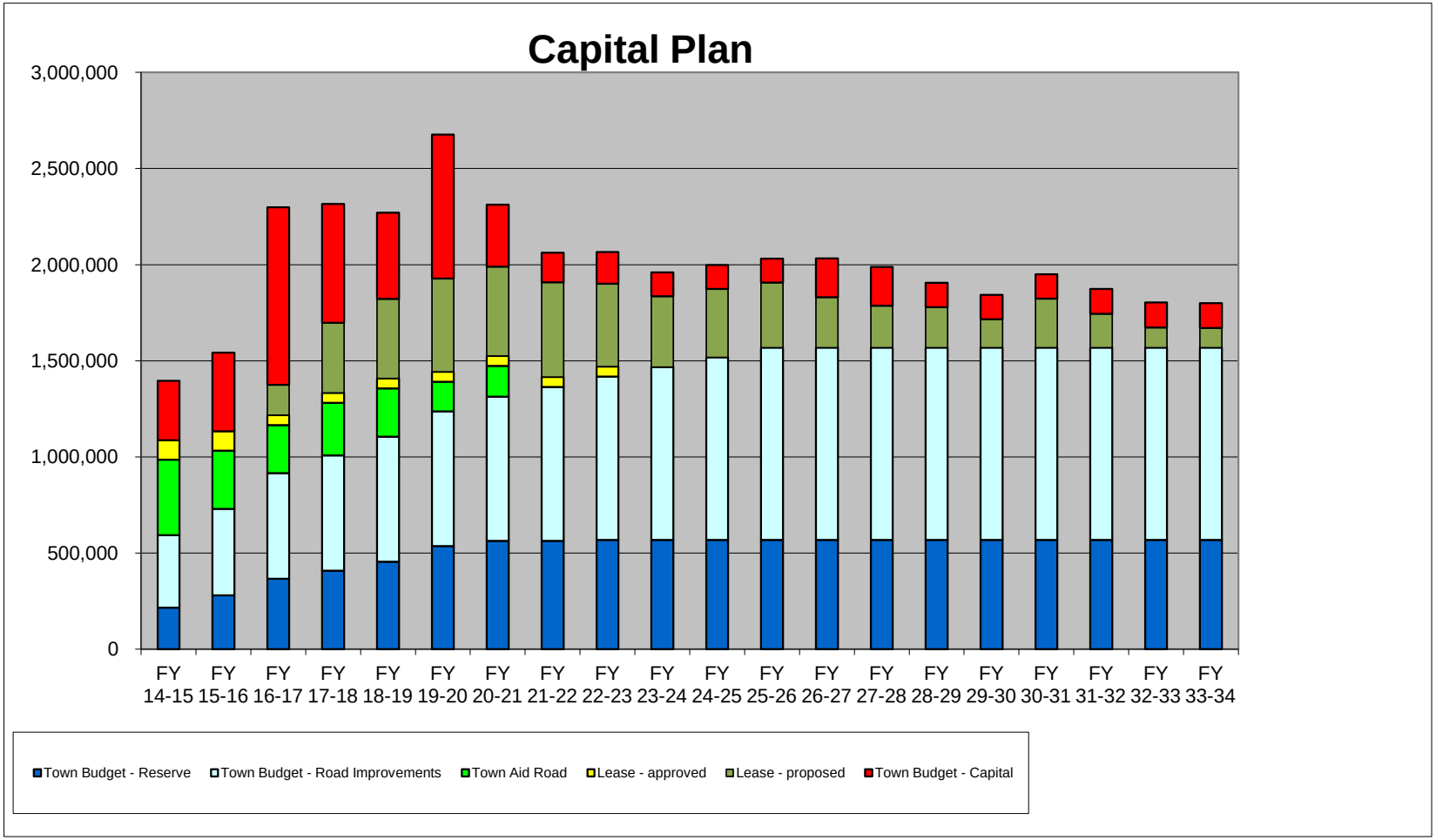

TOWN OF COLCHESTER
INCORPORATED
·1698·
CONNECTICUT

| 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

INCORPORATED

·1698·

CONNECTICUT

# SECTION SIX

# Debt

TOWN OF COLCHESTER

INCORPORATED

·1698·

CONNECTICUT

# Section Six – Debt

**Item**

- Debt Service Summary
- Chart – Debt Service Plan

TOWN OF COLCHESTER

INCORPORATED

·1698·

CONNECTICUT

**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.

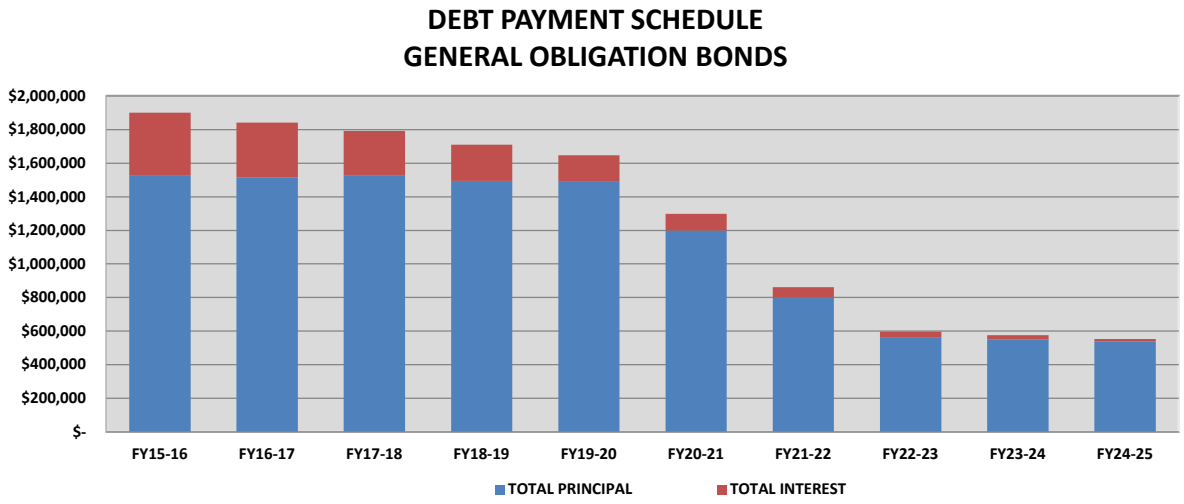
When general obligation bonds have been authorized, bond anticipation notes may be issued maturing in not more than two years (CGS Sec. 7-378). Temporary notes may be renewed up to ten years from their original date of issue as long as all project grant payments are applied toward payment of temporary 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 1/20$^{th}$ (1/30$^{th}$ 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 1/15$^{th}$ 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

INCORPORATED

·1698·

CONNECTICUT

# Section Seven – Glossary

**Item**

- Description of Funds
- Financial Policies
- Definition of Terms

TOWN OF COLCHESTER

INCORPORATED

·1698·

CONNECTICUT

## 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

INCORPORATED

·1698·

CONNECTICUT